

11. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
12. Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours.
13. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped, suspended from the team or becomes ineligible.
14. Assists athletes in their college or advanced educational selection as requested.
15. Directs student managers, assistants and statisticians.
16. Participates in the budget process with the athletic director. Recommends equipment as to type, style, color or technical specifications and is responsible for operating within the approved budget appropriations.
17. Accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records.
18. Monitors and assigns equipment rooms and coaches' office.
19. Examines locker rooms before and after practices and games and checks on general cleanliness of the facility.
20. Secures all doors, lights, windows and locks before leaving building when custodians are not on duty.
21. Instills in each player a respect for equipment and school property, its care and proper use.
22. Organizes parents, coaches, players and guests for pre-season meetings.
23. Promotes the sport within the school by recruiting athletes that are not participating in sports.
24. Ensures quality, effectiveness and validity of any oral or written release to the local media.
25. Has knowledge of existing PIAA and Montrose Area School District regulations; implements them with consistency and interprets them for staff and athletes.
26. Promotes his/her sport by contacting local media as required.

27. In conjunction with the Athletic Director, evaluates his staff and makes recommendations regarding the retention of his staff.

Qualifications: Has the ability to organize and supervise a total sports program
Has previous successful coaching experience in assigned sport
Substantial knowledge of the technical aspects of the sport
Teaching certificate and experience preferred

Physical Demands: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to use both hands in a repetitive motion
Ability to bend, twist, kneel and stoop
Ability to lift/carry material weighing 25 lbs. or more
Ability to stand or walk 80 % of the coaching time

Sensory abilities: Visual acuity
Auditory acuity

Work environment: Subject to inside environmental conditions
Ability to work in an external environment subject to temperatures
Below 32 degrees or above 100 degrees
Subject to outside environmental conditions

Temperament: Must be cooperative, congenial and service oriented
Must be able to work in an environment with frequent interruptions
Must possess excellent interpersonal skills

Cognitive Ability: Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively
Ability to organize tasks
Ability to exercise good judgment

Specific Skills: Must possess excellent communication skills
Must be able to problem solve

License: None

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Due to the demands of the job as listed in the job description of the head coach, it is the recommendation of the administration that an individual be permitted to serve as the head coach of only one (1) varsity sport per year.

MONTROSE AREA SCHOOL DISTRICT

COACHES' APPRAISAL FORM

Coach _____ Date _____

Sport/Position _____

Years in Present Position _____

Montrose Area School District Athletic Mission Statement:

The success or failure of athletic programs has a direct bearing on how community members view the entire school system. Community and parental pressure must be balanced with the objectives of good citizenship, sportsmanship and mental health. Coaches continually face risks, such as, player injury and due process predicaments. It is imperative that these are weighed against the pressures of winning or losing. Exercising common sense and good judgment are prerequisites to final decisions. There are those who do not fit the model of a successful coach and the successful coach is not always the one who wins every game. A successful coach needs a broad spectrum of behavioral competencies and will be judged accordingly.

Montrose Area School District Athletic Goal Statement:

To improve the fundamental skills, team strategy and sport fitness that are needed to achieve a degree of individual and team success. These, in turn, should lead to the formulation of ethical values, pride of accomplishment, acceptable social behavior, self discipline and individual self confidence.

The following instrument will be utilized to evaluate the head coach of an athletic activity. The form is to be completed by the Athletic Director who, in turn, will submit a copy to the building principal. Appeals of this evaluation by the head coach will be made to the Superintendent of Schools and, if necessary, the Montrose Area School District Board of Directors. This evaluation will be completed at the conclusion of each sport's season.

**MONTROSE AREA SCHOOL DISTRICT
ATHLETIC COACH PERFORMANCE APPRAISAL FORM**

Coach _____ **Date** _____

Sport _____ **Evaluator** _____

PERFORMANCE CRITERIA WILL BE JUDGED FROM 1 TO 5 WITH 5 AS THE HIGHEST SCORE AND 1 AS THE LOWEST; NA IS NOT APPLICABLE OR OBSERVED (CIRCLE ONE)

A. SKILLS, KNOWLEDGE, PERFORMANCE STANDARDS

- | | | | | | | | |
|---|----------|---|---|---|---|----|---------|
| 1. Possesses knowledge of sport that he/she coaches | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 2. Understands the fundamentals of the sport | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 3. Demonstrates sound sport strategies for competition | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 4. Knows the strengths and abilities of each player | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 5. Implements an appropriate in season conditioning program to promote sport specific fitness | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 6. Sets challenging performance standards for the team | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 7. Encourages each player to achieve their goals | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 8. Requires each player to work hard during practice | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 9. Teachers positive sportsmanship and to be proud yet humble in victory | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| 10. Teaches persistence in the face of adversity | 5 | 4 | 3 | 2 | 1 | NA | = _____ |
| | SUBTOTAL | | | | | | = _____ |

COMMENTS: Required for all scores of 1 and 2:

PERFORMANCE CRITERIA WILL BE JUDGED FROM 1 TO 5 WITH 5 AS THE HIGHEST SCORE AND 1 AS THE LOWEST; NA IS NOT APPLICABLE OR OBSERVED (CIRCLE ONE)

B. SELF AND TEAM MANAGEMENT

1. Maintains self and team discipline	5	4	3	2	1	NA	=	_____
2. Conducts well planned and organized practices	5	4	3	2	1	NA	=	_____
3. Uses practice time effectively	5	4	3	2	1	NA	=	_____
4. Develops and implements effective game plans	5	4	3	2	1	NA	=	_____
5. Keeps team focused during practices and games	5	4	3	2	1	NA	=	_____
6. Emphasizes the team approach	5	4	3	2	1	NA	=	_____
7. Creates a positive learning environment for players to learn from their mistakes	5	4	3	2	1	NA	=	_____
8. Manages conflict in a positive manner	5	4	3	2	1	NA	=	_____
9. Enforces rules and regulations for the team	5	4	3	2	1	NA	=	_____
10. Prepares team well for games	5	4	3	2	1	NA	=	_____
	SUBTOTAL						=	_____

COMMENTS: Required for all scores of 1 and 2:

PERFORMANCE CRITERIA WILL BE JUDGED FROM 1 TO 5 WITH 5 AS THE HIGHEST SCORE AND 1 AS THE LOWEST; NA IS NOT APPLICABLE OR OBSERVED (CIRCLE ONE)

C. ADMINISTRATION

- 1. Enforces school athletic policies, rules and regulations 5 4 3 2 1 NA = _____
 - 2. Submits athletic award winners for the season 5 4 3 2 1 NA = _____
 - 3. Monitors student athlete academic performance 5 4 3 2 1 NA = _____
 - 4. Counsels coaches, athletes and parents about college recruiting 5 4 3 2 1 NA = _____
 - 5. Supervises distribution, collection and inventory of all athletic supplies and equipment during season 5 4 3 2 1 NA = _____
 - 6. Submits athletic budget as requested 5 4 3 2 1 NA = _____
 - 7. Submits written game reports as requested 5 4 3 2 1 NA = _____
 - 8. Attends and participates in coaches' meetings, clinics and professional development programs 5 4 3 2 1 NA = _____
 - 9. Attends PIAA mandatory rules interpretation meetings each year 5 4 3 2 1 NA = _____
 - 10. Attends league all-star voting meeting in order to ensure possible representation on the part of his athletes 5 4 3 2 1 NA = _____
- SUBTOTAL = _____

COMMENTS: Required for all scores of 1 and 2:

COACHES' APPRAISAL FORM

SUMMARY SHEET

Coach _____ Date _____

Evaluator _____

TOTAL NUMERICAL VALUE: **SCORE**

A. Skills, Knowledge, Performance Standards _____

B. Self and Team Management _____

C. Administrative Duties _____

D. Leadership and Communication Skills _____

TOTAL _____

EXPLANATION AND COMMENTS:

Indicate the Major Strengths. Must be completed by evaluator and coach:

Indicate the major areas in need of improvement. Must be completed by the evaluator:

OVERALL RATING:

Total Points = _____

- SATISFACTORY**
- UNSATISFACTORY**

Signature of Coach _____ Date _____

Signature of A. D. _____ Date _____

Signature of Principal _____ Date _____

MONTROSE AREA SCHOOL DISTRICT

Title: Assistant Coach (Varsity or Jr. High) **Date:** August, 2003

Reports to: Junior/Senior High School **Approved by:** Supervisor
Principal
Athletic Director
Varsity Coach

Job Summary: To carry out the aims and objectives of the sports program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

Primary Duties and Responsibilities:

1. Has a thorough knowledge of all athletic policies approved by the Montrose Area School District Board of Education and is responsible for their implementation by the entire staff of the sports program.
2. Understands the proper administrative chain of command and refers all requests or concerns through proper channels and is aware of all public staff/departmental meetings that require attendance.
3. Maintains discipline, adjusts concerns and works to increase morale and cooperation of the staff as a whole.
4. Has knowledge of existing PIAA and Montrose Area School District regulations; implements them with consistency and interprets them for staff and athletes.
5. Assists the head coach in scheduling games and practices.
6. Assists in preparation for scheduled sports events or practices and adheres to scheduled facility times.
7. Provides documentation to the athletic director needed to fulfill state and district requirements concerning physical examinations, parental consent and eligibility.
8. Provides training rules and other sports specific regulations to each candidate.
9. Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant.
10. Directs student managers and statisticians.

11. Implements school conduct code. Contacts parents when a student is alleged to have violated the conduct code established.
12. Accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned.
13. Recommend to the head coach budgetary items for next year in his area of the program.
14. Permits the athletes to be in authorized areas of the building at the appropriate times.
15. Examines the locker rooms before and after practices and games, checking on general cleanliness of the area.
16. Secures doors, lights, windows and locks before leaving the building if custodians are not on duty.
17. Instills in each player a respect of equipment and school property including its care and proper use.
18. Works within the framework and philosophy of the head coach of that sport.
19. Attends all staff meetings and carries out scouting assignments outlined by the head coach.
20. Strives to improve skills by attending clinics and using resources made available by the head coach.
21. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
22. Performs other duties that are consistent with the nature of the position and that may be required by the head coach.

Qualifications: Has previous successful coaching experience in assigned sport
Knowledge and/or background in the assigned sport
Teaching certificate and experience preferred

Physical Demands: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to use both hands in a repetitive motion
Ability to bend, twist, kneel and stoop
Ability to lift/carry material weighing 25 lbs. or more
Ability to stand or walk 80 % of the coaching time

Sensory abilities: Visual acuity
Auditory acuity

Work environment: Subject to inside environmental conditions
Ability to work in an external environment subject to temperatures
Below 32 degrees or above 100 degrees
Subject to outside environmental conditions

Temperament: Must be cooperative, congenial and service oriented
Must be able to work in an environment with frequent interruptions
Must possess excellent interpersonal skills

Cognitive Ability: Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively
Ability to organize tasks
Ability to exercise good judgment

Specific Skills: Must possess excellent communication skills
Must be able to problem solve

License: None

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Due to the demands of the job as listed in the job description of the assistant coach, it is the recommendation of the administration that an individual be permitted to serve as the assistant coach of only two (2) sports per year.

THE FUNDAMENTALS OF SPORTSMANSHIP

The Montrose Area School District strongly emphasizes the importance of GOOD SPORTSMANSHIP. The one thing we do realize is that many people have not had GOOD SPORTSMANSHIP explained to them. Hopefully the following will help everyone understand the expectations of the Montrose Area School District Board and Administration as to their responsibilities at an athletic contest.

Each coach, with the Athletic Director, will be required to have a preseason meeting of parents at which time they will distribute written school policy addressing sportsmanship, ethics and integrity in the conduct of interscholastic athletics.

The Montrose Area School District bases their expectations on the following six pillars:

- 1. Gain an understanding and appreciation for the rules of the contest.** The necessity to be well informed regarding the rules of the contest is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of GOOD SPORTSMANSHIP depends on conformance to a rule's intent as well as to the letter of a given rule.
- 2. Exercise representative behavior at all times.** A prerequisite to good sportsmanship requires one to understand his/her prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you are aware of it or not.
- 3. Recognize and appreciate skilled performances regardless of affiliation.** Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents GOOD SPORTSMANSHIP but reflects a true awareness of the game by recognizing and acknowledging quality.
- 4. Exhibit respect for officials.** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of GOOD SPORTSMANSHIP is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
- 5. Display openly a respect for the opponent at all times.** Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for your school, team or family. This fundamental is the Golden Rule in action.
- 6. Display pride in your actions at every opportunity.** Never allow your ego to interfere with good judgment and your responsibility as a school representative.

Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

In order to illustrate the commitment to GOOD SPORTSMANSHIP the Montrose Area School District will establish an annual award to the male and female student-athlete who best exhibits GOOD SPORTSMANSHIP during the course of the year. This award, to be known as the Dr. Raymond Bennett Good Sportsmanship Award will be presented at the Varsity Club Banquet and will include a permanent plaque in the Junior-Senior High School. The award will be selected by a vote of the members of Varsity Club from a group screened and nominated by the Varsity Coaches' and Athletic Director.

GUIDELINES FOR APPROPRIATE BEHAVIOR

OF THE COACH

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good sportsmanship is practicing good citizenship!
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Set a good example for players and spectators to follow: please refrain from arguments in front of players and spectators; no gestures which indicate officials or opposing coaches do not know what they are doing or talking about; no throwing of any object in disgust. Shake hands with the officials and opposing coaches before and after the contest in full view of the public.
- Respect the integrity and judgment of contest officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the people at the event.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforce penalties on those who do not abide by sportsmanship standards.
- Be no part to the use of profanity or obscene language, or improper actions.

A coach ejected from a contest will have his/her actions subject to review of a sportsmanship committee made up of the game manager, athletic director, high school assistant principal and principal. That committee will suspend the coach for a period of one week minimum (without pay for his coaching services) but may impose a suspension of up to the entire remainder of the season based on their investigation. The decision may be appealed to the superintendent of schools and, ultimately, to the Board of Directors. The coach will remain in his position during the appeal process. If the appeals process lasts through the end of the current season and the suspension is upheld the coach's penalty will be a forfeiture of that portion of his coaching stipend.

OF THE STUDENT-ATHLETE

- Accept and understand the seriousness of responsibility, and the privilege of representing your school and your community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of your sport.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the hard work and team effort that is required of your sport!
- Wish opponents good luck before the contest and congratulate them in a sincere manner the same way that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of contest officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.

A student/athlete ejected from a contest will have his/her actions subject to review of a sportsmanship committee made up of the game manager, head coach of that sport, athletic director, high school assistant principal and principal. That committee will suspend the student/athlete for a period of one week minimum (including practices) but may impose a suspension of up to the entire remainder of the season based on their investigation.

OF THE CHEERLEADERS

- Understand the seriousness and responsibility of your role, and the privilege of representing your school and your community.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the sport.
- Treat opposing cheerleaders the way you would like to be treated, as a guest or friend. Who better than yourselves can understand all the hard work, training and team effort that goes into a cheering squad?
- Wish opposing cheerleaders good luck throughout the game and congratulate them in a sincere manner following either victory or defeat.
- Establish standards of desirable behavior for the squad and attempt, in a cheerful manner, to transfer that to your spectators.
- Select positive cheers which praise your team without antagonizing the opponents.
- Encourage in a positive crowd alternative when booing or an inappropriate chant begins by starting a popular, positive cheer.
- Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers, and treat opposing players like you would treat your own team.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Respect the integrity and judgment of contest officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of your team and your community in the eyes of the officials and all people at the event.

A cheerleader ejected from a contest will have his/her actions subject to review of a sportsmanship committee made up of the game manager, head coach of that sport, athletic director, high school assistant principal and principal. That committee will suspend the student/athlete for a period of one week minimum (including practices) but may impose a suspension of up to the entire remainder of the season based on their investigation.

OF SPECTATORS

- Remember that you are at a contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that interscholastic athletics are a learning experience for students and mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in a classroom.
- A ticket (and attendance) is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of contest officials. Understand that they are doing their best to promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before the game; and during and after the game on school grounds.
- Use only those cheers that support and uplift the teams involved.
- Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of GOOD SPORTSMANSHIP to that end.
- Be a positive role model through your own actions and by censuring those around you whose behavior is unbecoming.

A spectator ejected from a contest, by either the game or school officials, will have his/her actions subject to review of a sportsmanship committee made up of the game manager, head coach of that sport, athletic director, high school assistant principal and principal. That committee will suspend the spectator for a period of one week minimum, but may impose a suspension of up to the entire remainder of the season based on their investigation.

OF SCHOOL ADMINISTRATORS

- Provide appropriate supervisory personnel for each interscholastic athletic event.
- Support participants, coaches and fans whose team display GOOD SPORTSMANSHIP.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible and function as a role model – show GOOD SPORTSMANSHIP. This includes communicating with spectators during an event as to what is acceptable and unacceptable behavior.

OF THE SCHOOL BOARD

- Adopt policies that promote the ideals of GOOD SPORTSMANSHIP, ethics and integrity.
- Serve as a positive role model and expect the same from parents, fans, participants, coaches and other school personnel.
- Support and reward participants, coaches, school administrators and fans who display GOOD SPORTSMANSHIP.
- Recognize the value of school activities as a vital part of education.
- Attend and enjoy school activities.

The Montrose Area School District strongly believes the ideals of sportsmanship as espoused by the PIAA. To better understand our expectations please refer to those guidelines by going to www.piaa.org and clicking on "SPORTSMANSHIP AWARDS" under the PIAA SCHOOLS section on the left hand side of the page. Proceed to GUIDELINES TO BEHAVIOR at the bottom of the page.

