

Extracurricular Programs - Staffing

Section 1. General

1. Posting of extracurricular vacancies shall follow immediately after the completion of each individual athletic sport season.
2. Vacancy procedure for extracurricular positions:
 - A. Vacancies will be filled in accordance with Article 7 "Vacancies" of the negotiated contract with the East Allen Educators Association.

Section 2. General Criteria for Selection and Assignment

1. Experience in Activity
 - A. Supervised a similar activity
 - B. Assisted in similar activity
 - C. Participated in a similar activity
2. Philosophy
 - A. Consistent with that of the corporation and school
 - B. Some difference but willingness to compromise and cooperate
3. General -- Ability to:
 - A. Work within an established budget
 - B. Maintain proper records and timelines
 - C. Use and care for equipment in a responsible manner
 - D. Demonstrate knowledge of current trends in the activity
 - E. Maintain and demonstrate competency in teaching skills required in the activity.
 - F. Adhere to rules and policies of the corporation, school, and those governing the activity.
 - G. Coordinate public relations in a positive and effective manner.
 - H. Work constructively with staff, students, and the administration
 - I. Show enthusiasm for the activity
 - J. Show initiative in carrying out assignments
 - K. Plan, organize and motivate
 - L. Attend required in-service programs
 - M. Carry out any unique and/or special needs of the activity
 - N. Maintain acceptable self control in carrying out job assignments

Section 3. Inservice Training

1. All coaches shall attend required inservice meetings prior to the start of the sports season in which they are involved. Such meetings should provide first aid training, corporation and school policy information, and any additional information deemed necessary for the successful operation of the program.
2. General Coaches Responsibilities

Coaches shall be given a check list of the following responsibilities annually and shall work with administrative assistants in high schools or designated persons in junior highs to complete the following duties and responsibilities:

- A. Check IHSAA Consent & Release Certificate with administrative assistants prior to first practice session in each sport.
- B. Issue insurance forms to all athletes prior to the first practice and work with the administrative assistant to collect insurance money before the first contest.
- C. Check with the administrative assistant and the students to ensure that all new students have an Athletic Transfer completed before participating in any sport.
- D. Check the academic eligibility of each participant with the Assistant Principals for Student Activities and the students before the first practice session. The IHSAA requirement for high school students is to pass five (5) solid subjects or an equivalent of such. Requirements for junior high school may differ in each school.
- E. Inform athletes of the school's athletic policies (training rules, awards, etc.).
- F. Supervise practices, shower and dressing rooms, contests, and transportation.
- G. Possess knowledge of and review emergency first aid procedures on an annual basis.
- H. Complete an Accident Report Form after an athlete is injured and submit it to the proper person.

- I. Possess knowledge of the rules and regulations of the IHSAA, East Allen County Schools, and the appropriate conference pertaining to athletics.
- J. Ensure that any conditioning program is open to any student and not restricted to those athletes in a given sport.
- K. Conduct a post-season inventory, and submit a copy of the inventory and needs for the ensuing year to the administrative assistant.
- L. Head coaches must attend IHSAA's Rules Interpretation Meetings in baseball, basketball, football, gymnastics, softball, tennis, track, volleyball, and wrestling.
- M. Ensure that all coaches review the IHSAA Emergency Coaches Handbook annually.
- N. New coaches shall view and returning coaches shall review the following tapes. A summary of each tape will be provided prior to viewing.
 - (1) The following are mandated tapes and verification of viewing must be on file for each coach:
 - (a) Informed Consent, 28 min., Universal Dimensions, Inc.
 - (b) Student Injuries, 28 min., Universal Dimensions, Inc.
 - (c) Athletic Taping, 40 min., AXI Productions
 - (2) The following tapes are suggested viewing and are available in the athletic office:
 - (a) Functional Planning, 28 min., Universal Dimensions, Inc.
 - (b) Student Wellness, 28 min., Universal Dimensions, Inc.
 - (c) Athletic Training Techniques & Injury Prevention, 50 min., EXI Productions
 - (d) Comprehensive Sports Medicine, 57 min., AXI Productions