

West Carroll Jr./Sr. High School Coaches Handbook



2022-2023

Administration

Mr. Joe Tetleton, Principal
Mr. Adam Douglas, Assistant Principal

Athletic Department

Mr. Adam Douglas, Athletic Director
Mr. Claton Morris, Assistant Athletic Director

760 HWY 77, Atwood, TN 38220

Office: 731-662-7116

FAX: 731-662-4198

Membership affiliations

Tennessee Secondary Schools Athletics Association (TSSAA)

National Federation of State High School Associations (NFHS)

Organizational Structure and Resources

Principal- Joe Tettleton Joe.tettleton@wcssd.org

The Principal of the school is responsible for all academic activities within the school as well as overseeing all interscholastic athletics and activities.

Assistant Principal/ Athletic Director- Adam Douglas Adam.Douglas@wcssd.org

The Athletic Director of the school plans, coordinates, promotes and supervises the total athletic program for the school. The Athletic Director is directly responsible for the supervision and leadership of all coaches and athletic activities. Helps and assists with the principal's role as well.

West Carroll Special School District Board of Education- phone- (731)-662-4200

West Carroll Jr./Sr High School- Office:731-662-7116 FAX: 731-662-4198

West Carroll Special School District: Preston Caldwell, Director, preston.caldwell@wcssd.org

Certified Athletic Trainer: Jonathan Allen, Dynamix Physical Therapy, Email- pillaractivemed@gmail.com

Tennessee Secondary School Athletic Association, (615)889-6740 <https://tssaa.org/>

National Federation of State High School Associations, www.nfhs.org

Expectations for Athletic Staff

Athletic Director

The athletic director will coordinate the sports programs at WCHS. His/her duties will include but not be limited to the following:

- Ensure that the school is in compliance with the regulations of TSSAA
- Keep the principal informed about the athletic programs
- Report concerns to the principal in a timely manner
- Work with coaches to schedule games
- Secure buses for away games
- Sign all game contracts
- Coordinate all preparations for home games
- Serve as game administrator
- Attend required district and regional meetings for the various sports if the coach is not attending or if the administration is required
- Monitor athletic budget
- Approve major athletic expenditures (over \$250)
- Attend all home games
- Make sure that referees and visiting teams have everything they need.
- Check locker rooms before and after games
- Enter TSSAA eligibility and other online reports

Coaches

- Adhere to the rules and regulations of TSSAA
- Attend required meetings sponsored by TSSAA or district/region
- Be a class act on the field/court and off the field/court. You represent WCHS 24 hours a day!
- With no booster club, coaches should share the responsibility of getting supplies and setting up concession stands
- Check birth certificates and eligibility for all players
- Arrange player physicals. Collect all paperwork (physicals/concussions/sudden cardiac arrest)
- Set game schedules
- Provide A.D. with practice and game schedules
- Maintain locker rooms and equipment in a neat, orderly manner
- Keep medical treatment forms with you at all times. An extra set should be provided to the A.D.
- Work with other coaches to help during your off-season – it takes all of us

- During summer and fall practices/games, make sure the psychrometer is working and you are taking the appropriate measures to document the temperature and heat index.
- A defibrillator must be taken to each game
- Cooperate with coaches in other sports
- Encourage players to participate in other sports
- Be professional when dealing with students, staff, and the community
- **COMMUNICATE** with administration, athletic director, parents, and players
- Make sure that assistant coaches understand their responsibilities
- All players should be monitored at all times
- Give the bookkeeper at least two days' notice for a check request
- Coordinate end of season banquets
- Report all injuries to the A.D. and/or Principal ASAP

Be fiscally responsible

- You cannot spend what you don't already have in your account
- Buy what you need, not necessarily what you want
- Generate funds through fundraisers (see bookkeeper for paperwork)
- Obtain a purchase order through the proper chain before purchasing

Follow the chain of command

- ❖ Athletic Director
- ❖ Principal
- ❖ Director of Schools

The Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competitions. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors and will be followed by the West Carroll Special School District Board of Education.

*The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus shall never place the value of winning above the value of instilling the highest ideals of character.

*The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the TSSAA, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

*The coach shall take an active role in the prevention of drug, alcohol, and tobacco use.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

*The coach shall promote the entire interscholastic program of WCHS and direct his or her program in harmony with the total school program.

*The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

*The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

*The coach shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.

*The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

*The coach shall not exert pressure on faculty members to give students special consideration.

*The coach shall not scout opponents by any means other than those adopted by the league and/or TSSAA.

Revenue

- Gate funds go to the respected sports team.
- Concessions go to each individual Booster club for that season (football/basketball/volleyball)
- All fundraisers will go straight to the respected team unless otherwise noted in the fundraiser request form. If a portion of a fundraiser is decided after the fundraiser is approved a transfer of funds request will have to be made out with the bookkeeper.
- All donations and collection of money need to be turned into the front office as soon as possible.

Expenditures

Meetings

TSSAA meetings

- Fees for the day will be paid from the respective sports account
- if you don't attend, the fine comes from the respective sports account

District Meetings

- mandatory

Bus Drivers

- All teams are responsible for finding their own drivers.
- The AD will help secure bus drivers when needed.
- The AD will secure all bus permits through the bus garage.
- Each team will be responsible for milage (\$1.30 per mile) and driver pay (negotiated for each trip).

State Tournaments

- Lodging – Teams will pay for rooms to accommodate 4 players in each room, double occupancy coach's rooms, and a room for the official bookkeeper.
 - ◆ a) if a team plays 1 game, the team will pay for two nights
 - ◆ b) If a team plays 2 or 3 games, the team will pay for 4 nights
- Meals – Each team is responsible for its own meals
- Mileage – Each team will pay for its own mileage

Cheerleaders (for football or basketball)

- Lodging – same as for players
- Meals – same as players
- Mileage – cheerleaders will ride the bus with the ball team. If traveling separately, they will cover their own mileage from their account.

**When we do attend state tournaments, efforts will be made by the administration to aid the team in fundraising if necessary.

