

**2012-2013**

**COACHES'  
HANDBOOK**



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The purpose of the Coaches' Handbook is to provide information useful to the coaches and athletic department. This handbook is a living document and will be updated and amended as needed.

## **SEASON CHECKLIST**

(Below is a suggested timeline for each sport. Feel free to complete items earlier!)

### **Keep Up with AAA Deadlines ([www.ahsaa.org](http://www.ahsaa.org))**

- You must attend the rules meeting, post your roster and schedule on the AAA website. (required for high school – optional for junior high)
- The Athletic Department will post the coach and team picture.
- You must recertify your CPR/AED and coaching courses as needed.
- You must complete a AAA renewal form annually and forward it to the Athletic Director for signature and processing.

### **Two Months Before Tryouts/Start of Season**

- Verify Game Schedule has been given to the Athletic Department and is posted on the website
- Notify the Athletic Department of tryout dates to post on the website and announce at school campuses.
- Verify contracts have been mailed out and returned from opponents and officials.

### **By the First Day of Tryouts**

- Verify all athletes are eligible
- Verify all athletes have a physical and consent form on file.

### **After Tryouts**

- Send a list of those who made the team to the Athletic Secretary
- Have a parent meeting to obtain contact information for parents and have them sign-up for concessions and other upcoming events.

### **Two Weeks Before First Game**

- Verify Roster has been given to the Athletic Department and that all participants have a valid physical, consent and are eligible to participate. If possible, include jersey numbers on the roster.

- Take a team picture, if not already done.
- Confirm with Team Parent that the concessions are covered or notify the Athletic Director that you need another sport to cover it.

### **One Week Before Each Game**

- Confirm game times and teams playing with opponent
- Confirm game times and team playing with officials
- Confirm buses have been requested (based on the schedule given to the Athletic Secretary)

### **Throughout Season**

- Take pictures or have a parent who will take pictures of team during the season
- Notify the Athletic Department IMMEDIATELY of any changes/cancellations to the schedule.

### **End of Season**

- Collect uniforms and equipment from athletes
- Any missing equipment or uniforms will be paid for by the athlete
- Send a list of athletes and charges to the Athletic Director

### **Two Weeks After End of Season**

- Turn in Letterman Report to Athletic Department (be sure to include record, season results and highlights)
- Turn in Inventory Form to Athletic Department
- Turn in Photo Disk to Athletic Department

## **TEAM/INDIVIDUAL PICTURES**

Pictures are a keepsake that most parents and athletes desire. To eliminate calls and complaints from parents, have team and individual pictures taken each season. The Athletic Department uses a photographer for the All State Wall, but you are able to use a photographer of your choice for your team pictures. If an athlete is chosen for All State, he/she will need to go to the Athletic Department's photographer for an individual picture.

At the parent meeting at the start of your season, select a parent or several parents to be your "team photographer". Ask that a few pictures be taken at games, practices and

other times. At the end of your season, a disk of pictures is turned into the Athletic Department. Keep this in mind throughout the season so we can have “action shots” for the sports poster, recognition banquets and the athletic website.

## FUNDRAISING

Having fundraisers is an easy way to raise money for your sport. Please keep in mind when planning a fundraiser that every other sport/club/organization is also fundraising. We don't want to hit the same businesses over and over. Limit your fundraising to one project per year, if possible.

Approval BEFORE any fundraiser is started is required. Please send a requisition, or detailed e-mail, to the Athletic Director outlining your project.

Please remember that any fundraising is optional. **Do not punish your athletes for failing to reach a desired goal.** Praise for exceeding a goal is a better approach. Athletes try out for the sport but are not required to raise money to participate.

Remind your athletes to avoid door to door selling and to travel in groups to businesses or friends' homes. Their safety is our main concern.

## CONCESSION STANDS

Another easy way to make money for your sport is in the concession stand. The Booster Club has the opportunity to earn money during volleyball, basketball, wrestling, soccer, baseball, softball and track. The sport that works in the concession stand will earn the money for their sport.

During your parent meeting, at the start of your season, have a sign-up sheet for parents to complete. Please do not just assume that it will be difficult to find volunteers to work in the concession stand; most parents are willing to work for a few hours and help their child's sport.

If you choose to not utilize your parents in the concession stand, the Athletic Director must be informed two weeks prior to your first home event. The opportunity will then be given to other sports and they will receive the money earned.

Ordering Supplies: The Athletic Secretary will order supplies for each concession stand. This includes drinks, candy, popcorn, hot dogs, nacho supplies and paper products. The items will be taken to the concession stand and will be available for your parent's use.

Set-up/Clean-up: The sport working the concession stand will be responsible for setting up and cleaning up the concession stand. This includes: warming items ahead of time, restocking as needed, compiling a list of needs and cleaning the concession stand at the end of the night.

Earnings: Forty percent of the proceeds made in the concession stand will be used for expenses; the remaining sixty percent will go to the booster club account of the sport working the concession stand.

## **INJURIES**

Injuries are discussed in the student handbook. Please, go over the procedures with your athletes and parents during your initial meeting of the season. Encourage the athletes to utilize our Sports Trainers. This is a useful tool at their disposal and might eliminate high hospital bills.

Tell your athletes and parents that you must be notified immediately of any injuries and doctor or hospital visits. They cannot come to you three months down the road with a bill from of physician or hospital and ask the District to pay it. Notification of any injury and completion of an accident report must be done immediately. Waiting to complete the paperwork until the Sports Trainer thinks more care is needed will cause the claim to be denied. Complete the accident report. Better to have it and not need it than wish we had one later.

The Conway Public School District does not pay for any medical expenses, we have an insurance company that the information is forwarded to for review. The insurance company will communicate directly with the parent. The District's insurance is a SECONDARY insurance, it pays after the student's primary insurance has considered the claim.

1. Complete an accident report as soon as you are aware of an injury. Forward the report to the Athletic Secretary for processing. (No later than 2 days after the injury.)
2. The athlete must be cleared to participate after a doctor or hospital visit. Do not allow the athlete to participate until you have that clearance.
3. The Athletic Secretary will forward a claim form to the insurance company that day. At that point, all communication will be between the parent and insurance company.
4. Within three weeks, the Insurance Company will sent paperwork to the student's home address. Instructions will be included explaining in detail the necessary steps for processing any claims.
5. If the parent completes the information and includes any requested paperwork in a timely manner, the process runs smoothly.

## **ACCOUNTING PROCEDURES**

As a coach, you have the opportunity to utilize two different accounts; the Athletic Department Activity Account ("Activity") and the Conway High School Booster Account ("Booster").

The money in Activity is raised from: admission gates at athletic events, season tickets/passes and football program advertising/sales. Items paid from Activity include: uniforms, required sport equipment, fuel/bus expenses, state tournament expenses, membership dues, clinic registration fees, travel meals, travel mileage, officials, security and game workers.

The money in Booster is raised from fundraising by each sport. Each sport has a separate account and their money is used only for their purchases. Items paid from Booster include: wants for your team, travel meals for your team, clinic mileage and hotel expenses, coaches' clothing in addition to items bought by Athletic Director, fundraiser expenses, etc.

### **Deposits**

- 1 When you collect money, please list each transaction on the Receipt Log. Include the person's name, amount of money received, whether they gave you a check or cash and what was purchased. (if John Smith buys a shirt for \$15 and you are given a \$20 bill, just write John Smith, \$15, Cash, Shirt)
- 2 When you receive a check, verify that the person's name, address and phone number are printed on the check. No starter checks (checks without information printed onto the check) are accepted. If the phone number or physical address is not on the check, write that on the check. If the check lists a post office box, get a physical address and write it on the check. In the memo section of the check, write the coaches' name.
- 3 At the end of the event or day, have someone with you when you count the money. Total the money and verify that it matches the total on the Receipt Log. Both of you will sign the Receipt Log, verifying the amount.
- 4 Bring the Receipt Log and money to the Athletic Secretary. Do not leave the money on the desk in the Athletic Office if no one is available. All money has to be counted before you leave. The Athletic Secretary will sign the bottom of the Receipt Log and give you a copy. This verifies the amount that will be deposited into your account.
- 5 The Athletic Secretary will verify that all required information is on each check before you leave. If information is missing, the entire deposit will be returned to

you for corrections. The Athletic Department CANNOT deposit any checks without the required information.

- 6 If a check is returned for insufficient funds, that amount will be pulled from your account. Once the amount is collected, it will be re-deposited into your account.

## **Placing Orders**

1. Complete a Requisition Form for EACH order.
  - a. Do NOT place ANY orders without approval from the athletic department. Phone calls are no longer accepted.
  - b. Send a Requisition Form to the Athletic Director, with ALL information completed (example: item number, quantity, description, unit price, total, sales tax and shipping). If possible, include the catalog or website information with the order/
  - c. If the material totals over \$5000.00, we are required to obtain three bids. We **MUST** use the cheapest bid, we are unable to use a more expensive company due to a relationship with them, or other reasons. Please keep this in mind when placing your order. This will slow the process down but is **REQUIRED!!**
2. Once the Athletic Director approves the order, a purchase order will be generated. As soon as possible, a copy of a purchase order (or PO #) will be given to you with a copy of your signed requisition form. Use these items to place the order. Have the company put the purchase order number on all boxes and invoices.
3. When material arrives, please verify that everything is received. Initial the packing slip and send it to the Athletic Office with any other paperwork included.
4. When the invoice comes in, send it to the Athletic Office. The information on the invoice will be verified with the requisition and you will be contacted if there are discrepancies. If everything is accurate, it will be forwarded for payment.

**NOTE: There are NO exceptions that these guidelines. Prior approval in writing IS required for EVERY purchase!**

## **Payments**

If a requisition form is completed and approved, payment takes place automatically upon receipt of the material in good condition and an invoice. If a requisition form is not completed, reimbursement or payment of the expense is at the discretion of the



Athletic Director.

If you are needing to be reimbursed for an item you personally paid for, please allow at least one week for processing.

## **TRAVEL PROCEDURES**

Familiarize yourself with the travel manual found on the district website. Here are few highlights:

1. Dr. Murry must approve ALL travel that includes an overnight stay. This is regardless of whether or not you are being reimbursed for the hotel expense.
2. Meals are ONLY reimbursed for travel that requires an overnight stay. If you go to a meeting and buy lunch, this is NOT a reimbursable expense.
3. If you drive to a clinic or meeting, you must include your vehicle information on the travel form (license number, insurance carrier, policy number, etc.)
4. For reimbursement, an itemized receipt must accompany the request for reimbursement. (company name printed on the receipt, detailed description of the food purchased and total).
  - a. If a receipt says "large drink", you will not be reimbursed for the drink and sales tax. Instead, the receipt needs to say "large sweet tea".
  - b. If gratuity is included on the receipt, due to a large party, this is reimbursable. It must be calculated by the restaurant. Otherwise it is not a reimbursable expense.
  - c. No alcoholic beverages are reimbursed.
5. For meals, reimbursement is as follows:
  - a. \$10.00 for breakfast
  - b. \$11.00 for lunch
  - c. \$18.00 for dinner.

This is not a per diem reimbursement. You will only be reimbursed up to that amount, if the receipt is valid. (example: If you spend \$13 on breakfast and \$8 on lunch, you will be reimbursed \$10 for breakfast and \$8 for lunch)

### **Out of Town Games**

The Conway Public School District will not allow coaches to be reimbursed for meals eaten due to traveling to a game out of town. You can be reimbursed from Booster for meals eaten with your team (Activity if it is a State Event).

If you are forced to drive your personal vehicle to a game, complete a mileage reimbursement form and you will be reimbursed using the District's mileage rate.

### **Clinics/Workshops**

All coaches are encouraged to attend clinics and/or workshops to increase their knowledge of their sport. Procedures for attending a clinic are as follows:

- 1 The Athletic Director must approve the clinic prior to registration.
  - a. Provide all information available on the clinic (a registration form, pamphlet, etc.)
  - b. Provide a list of attendees and dates of the clinic.
- 2 Once approved, complete a Travel Request Form. Dr. Murry must approve all travel that includes an overnight stay (regardless of whether it is being reimbursed or not).
- 3 Once Dr. Murry approves the travel, you will be notified by the Athletic Secretary. At that time, you can register for the clinic, hotel, etc.
- 4 Coordinate with the Athletic Secretary on the arrangements. If a school purchase order is accepted, the Athletic Secretary will enter the required information to generate the purchase order. Otherwise, the traveler will use a credit card, check, etc. and be reimbursed.

The Athletic Department will pay for the following expenses:

- Clinic Registration Fees. (Each sport is allowed ONE clinic per year, unless expenses dictate otherwise.)
- Meals (with valid receipts).

The Athletic Department will NOT pay for the following expenses:

- Airfare
- Hotel Rooms
- Mileage

### MEDICAL ACCIDENT REPORT - SCHOOL INSURANCE

**COACHES:** This report is to be turned into the Athletic Office **NO LATER** than **TWO DAYS** after the accident.

School Name:	<input type="text"/>	Grade	<input type="text"/>			
Students Name:	<input type="text"/>	B'day:	<input type="text"/>	Sex:	<input type="text"/>	
Parents Name & Address:	<input type="text"/>					
<input type="text"/>	Phone:	<input type="text"/>				
Where Accident Occurred:	School	<input type="text"/>	Game	<input type="text"/>	Practice	<input type="text"/>
Sport or Activity	<input type="text"/>	Date of Accident	<input type="text"/>			
Part of Body Injured:	<input type="text"/> (Indicate the right or left, ex: right arm)					
Brief Description of Accident:	<input type="text"/>					
<input type="text"/>						

Supervisors Name:

Was a Doctor seen?	Yes	<input type="text"/>	No	<input type="text"/>
Was a Doctor Seen later?	Yes	<input type="text"/>	No	<input type="text"/>
Was the School Nurse seen?	Yes	<input type="text"/>	No	<input type="text"/>

Signature of Supervisor:  Date:

#### OFFICE USE ONLY

Date Claim Filed with Insurance

#### Comments:

## ATHLETIC INVENTORY SHEET

Sport:  Year:

**Coach Responsible for Inventory:**

[illegible]

**List items lost or stolen during the year**


## ATHLETIC REQUISITION FORM

**PERSON MAKING REQUEST**

\_\_\_\_\_

**Date of Request**

11/11/2019

## SPORT

\_\_\_\_\_

## Athletic Account

11/11/2019

### Booster Account

11/11/2019

**Check campus you are located on:**

CHSW

11/11/2019

CHSE

11/11/2019

BCMS

□

CSMS

\_\_\_\_\_

[illegible]

Request Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Requestion Filled on \_\_\_\_\_