

Coach/Advisor Handbook



2025-2026

Argyle School District

ARGYLE SCHOOL DISTRICT

CO-CURRICULAR

VISION STATEMENT

The teams, coaches, supervisors, athletes, and students competing for the Argyle School District are measured by the following vision:

I. SUCCESS

- On the field of competition in terms of wins, losses, and success in relation to the skills of our teams/players/students and those of the opponent.
- Players/Students experience success in the classroom and the community.
- A positive atmosphere surrounds the program/activity.

II. RESPECT

- Players, Coaches, Students, and Advisors must demonstrate respect for each other and opposing coaches, players, and officials.
- Argyle Athletes, Coaches, and Advisors positively represent themselves, the team, the school, and the community.

III. EFFORT

- Argyle athletes/students/coaches give the maximum effort in games/activities regardless of the score. Everyone involved gives it all at practice and strives to improve throughout the season and between seasons.

ARGYLE SCHOOL DISTRICT

MIDDLE SCHOOL AND SENIOR HIGH COACH/ADVISOR

Job Description

General Responsibilities

All athletic coaches and advisors will aid children in the Argyle School District in developing the necessary skills, to the extent of the child's ability, so that he/she can successfully compete in athletics or activities at the given level of competition. Therefore, knowledge of the sport/activity and communication skills that motivate children are essential. It is also the role of the Athletic Coach/Advisor to emphasize the activity as a partner with other school activities in the total educational process and to formulate and maintain ideals of good citizenship and sportsmanship. A successful emphasis on the development of teamwork and cooperation is also vital to the overall development of the child within the school and community as a whole.

Reports To: Athletic Director and/or Principal

Qualifications:

- A. Professional preparation: either through employment as a teacher, college training, or previous experience.
- B. Background experience: possesses working knowledge of all aspects of the activity.
- C. Personal: demonstrates interest in and an aptitude for performing tasks listed:
 - 1. At every opportunity, urge the participants to be polite, courteous, and fair to visiting groups and teams.
 - 2. Display good conduct.
 - 3. Model poise and self-control at all times.
 - 4. Teach the participants to play fairly.
 - 5. Be a good host to the visiting teams, coach, participants, and spectators.
 - 6. Educate the players/participants on the sidelines about the fact that it is unsportsmanlike conduct to yell intimidating remarks at the visiting team, participants, or officials.
 - 7. Respect the officials' judgment and the interpretation of the rules. If an interpretation appeal is necessary, follow appropriate procedures.
 - 8. Let the officials control the game, and the coach control the team.
 - 9. Publicly attempt to shake hands with the officials before the game and the opposing coach/advisor before and after the game.
 - 10. Demonstrate a leadership style that communicates effectively with parents, players, and assistant coaches/advisors
 - 11. Enjoy working with middle and high school-age students.

Essential Functions

Specific Responsibilities

Head Coaches/Advisors

1. Represent the school and the students at all meetings, including All-Conference and WIAA Seeding meetings.
2. Set lettering criteria for all participants before the start of the season.
3. Is in charge of assigning all duties of assistant coaches/advisors working under his/her supervision.
4. Is responsible for keeping practice schedules for the activity within the confines of the times specified by the athletic director, and with due consideration to the staff and welfare of participants.
5. Is responsible for the general upkeep and protection of supplies under the jurisdiction of the program.
6. Report periodically, while the activity is in season, to the athletic director/principal concerning developments in the program.
7. Is responsible for compiling and submitting records (participation and season results for high school and participation for the middle school) to the athletic director/principal after the season.
8. Has a shared responsibility for striving to build positive attitudes, developing good public relations in the school and community, and promoting the sport/activity.
9. Plans and schedules a regular program of practice and meetings in the season that are communicated to the student-athletes and parents.
10. Work closely with the athletic director and/or the principal to schedule contests/performance. This includes filling out facility usage and transportation forms.
11. Will conduct a preseason parents' meeting.
12. Makes recommendations to the athletic director in matters of scheduling.
13. Cooperates with all other staff in providing the optimum program possible under existing conditions.
14. Keep accurate financial records of all expenses during the season. The coach is responsible for collecting and managing money for all activities, including athletic wear and tournament tickets.
15. Submit the following to the athletic director or principal:
 - A. An alphabetical roster with 48 hours of the first game of the season.
 - B. An alphabetical list of award winners and score sheets, within one week of the last game of the season.
 - C. Any changes to the roster/program during the season must be communicated to the Athletic Director and/or Administrative Assistant
16. Keeps abreast of new developments, innovative ideas, and techniques by attending clinics, workshops, and reading in the field.

17. Performs other duties as related to his/her assignments as designated by the athletic director or building principal.

All Coaches/Advisors

1. Provide to the Athletic Director, in writing, at the end of the season, with an inventory list of all equipment and uniforms.
2. Provide the Athletic Director with uniform and equipment requests by March 1 to develop a proper athletic budget for the following year.
3. Communicate, in a positive manner, with children and parents when concerns arise.
4. Promote your sport/activity to the public by contacting newspapers, TV stations, radio stations, etc., and your team's score and progress.
5. Follow all WIAA guidelines for the coach's/advisor's particular sport.
6. Complete a rules examination before the first regular season contest in a coach's particular sport.
7. Must attend/view the WIAA Rules Interpretation Meeting for the coach's particular sport before the first regular season contest, if necessary.
8. CPR Certification must be completed/updated every three (3) years.
9. Be aware of and enforce the guidelines of the Student Handbook and Co-Curricular Code as they apply to all co-curricular activities.
10. Coaches/Advisors are encouraged to attend clinics in the particular sport.
11. Coaches/Advisors are encouraged to join associations that promote the particular sport.
12. Follow ethical and professional procedures in dealing with student-athletes.
13. Cooperate with other coaches/advisors and the Athletic Director in dealing with daily and monthly scheduling of facilities.
14. If a coach/advisor wishes to have a Pep Rally for their team/group, they are responsible for organizing and running the Pep Rally. Coaches are expected to work with the Athletic Director to set up an appropriate time for the event.

Personnel Responsibilities

Coaches/Advisors

1. Teaches individual participants the skills necessary for improvement in the activity.
2. Helps to establish performance criteria for eligibility in interscholastic competition in all activities.
3. Applies discipline in a firm and positive manner that aligns with the Student Handbook, Co-Curricular Code, and Team Handbook.
4. Determines the strategies for the program to be used.
5. Understands that he/she is continually on display and must exercise good judgment in portraying positive behavior. Be reminded of the fact that he/she is responsible

for participants' conduct during practice and traveling, as well as when performing. All programs should be expected to project a professional image; coaches/advisors should lead by example.

6. Encourages good conduct and desirable pupil/teacher (coach) relationships. Advisors and coaches will not meet with students/athletes alone. They will have an assistant or other teacher involved in the meeting.
7. No participant is permitted to participate until all appropriate procedures have been completed to participate in activities.
8. Thoroughly explains eligibility requirements and participation rules to all members. If a violation occurs, it is to be discussed with the Athletic Director/Principal, and family contact must be made. Due process must be utilized.
9. Is responsible for clearing, with the Athletic Director/Principal, the departure time for trips that involve loss of school time and for seeing that the faculty is given adequate and appropriate notice.
10. Sees that all participants have made necessary arrangements for their own transportation home when returning from road trips in the late evening hours.
11. Ensures that concessions, donations, and/or fundraising for their given sport/activity are appropriately advertised. For example, if a concession stand is being run by AHS baseball, coaches must make sure to place a sign in the concession stand that notifies patrons that the proceeds are attributed to AHS baseball.
12. All school-sanctioned activities conducting fundraising or raising funds will run proceeds through the Student Activities Account (Fund 21).
13. Coaches are responsible for making sure all Activity Account purchases are documented through a Purchase Order using the school's Tax Exempt Number.
 - a. If coaches do NOT use the Tax Exempt number, they will be responsible for any taxes applied to their purchase(s).
 - b. All purchases must be made through an approved Argyle School District vendor or purchased by the coach with Administrative (AD) approval.
 - i. Approved Vendor List:
 1. Walmart
 2. Amazon
 3. Kundert's Market
 4. Sam's Club
 5. Piggly Wiggly (Monroe or Darlington)
 6. Dollar General
 7. Ace Hardware (Monroe)
- *** This list is subject to change.
14. All team/activity fundraisers or purchases must be approved by the Athletic Director before the fundraiser starts or the purchase is made. The AD will provide you with a Purchase Order (PO) Number before you make your purchase.

15. Each school-sanctioned activity will have initial rights to all concessions and/or fundraising opportunities during their given events. If the specific school-sanctioned activity denies this opportunity, it will then be offered to other school-sanctioned activities under Fund 60. If no school-sanctioned activities elect to conduct the concession stand and/or fundraising during this school-sanctioned event, the opportunity would then be opened up to outside organizations.

General - Policies

1. Coaches are NOT ALLOWED in team SNAPCHAT ACCOUNTS. The only way coaches will communicate with players electronically is through Team Reach.
2. All team apparel, equipment, and/or uniforms must be approved by the Athletic Director before being purchased or offered to students/families for purchase.
3. The head coach is in charge of the entire program, including the middle school program.
4. High school coaches may run off-season camps or clinics for youth players, provided they adhere to state association rules and ensure the camp is open to any interested youth participants.
5. Winning is not the most important phase of coaching at Argyle. Athletes should be prepared to win, but we are more concerned that students learn about life through athletics and become good people and citizens. We expect Argyle athletes to have respect for the school, coaches, opponents, team members, and themselves. Coaches must show respect for athletes, fellow coaches, officials, and themselves.
6. Profanity is not to be used by the coaches/advisors or athletes at any time.
7. If a coach is aware that an athlete has violated the Co-Curricular code, the Athletic Director and Principal must be notified as soon as possible.
8. Call Coaches and fellow teachers by their title "Coach" or "Mr., Miss, Mrs., or Ms."
9. Do not air any petty grievances where students, staff, community members, or others can overhear you. Talk to the person who can do something about your problem.
10. Dress-up days of interscholastic contests by team members will be up to the discretion of the head coach.
11. Managers and athletes are not to be allowed in the coaches' office. Do not allow any student or athlete to hang around the coaches' office.
12. No athlete should be allowed in the training room unless a coach or trainer is present.
13. The weight room is off-limits for ALL unless a qualified instructor or coach is present.
14. Some athletes have special medical problems and/or medical histories. You should make a point to the athletes that you and our trainer need to be made aware of these conditions.

15. Under WIAA regulations, an athlete must be an amateur in all sports to participate in any sports. They can violate their amateur standing if they:
 - a. Accept any amount of money or merchandise connected with sports
 - b. Sign a contract for athletic services
 - c. Permit their name, picture, or personal appearance to be used to promote anything
 - d. Play under another name
16. An athlete cannot attend a specialized game, clinic, or school unless the program is approved by the WIAA. Expenses of any clinic, game camp, etc., must be paid by the athlete's family, or he/she will be declared ineligible.
17. A coach cannot provide transportation for an athlete to any camp, clinic, workshop, etc.
18. High school coaches/advisors should never interact with students in any setting where alcohol or drugs are being consumed illegally.

State Tournament Expense Policy

In accordance with WIAA Tournament Series Regulations, the Argyle School District will provide coaches and/or teams with an allowance for qualifying State Tournament expenses. This includes, but is not limited to, transportation, lodging, and meal allowances consistent with WIAA reimbursement guidelines.

Reimbursements and/or direct payments will be subject to the following provisions:

1. The allowance will follow current WIAA Tournament Financial Guidelines for the respective sport or activity.
2. All team and coach expenses must be pre-approved through the Athletic Director or Principal.
3. Coaches must submit original receipts and a completed reimbursement form within five (5) business days of returning from the event.
4. The Athletic Director and Principal will review requests for reimbursements that exceed WIAA allowances on a case-by-case basis. Any expenses that exceed the WIAA allowance will be deducted from the team's activity account.
5. All purchases must comply with district financial procedures and utilize approved vendors where applicable.

Consequences

Coaches found in violation of any or all of the above-stated policies or concerns, or other rules, regulations, or policies of the Board or the WIAA, may be subject to one or more of the following consequences at the discretion of the Athletic Director/Principal/District Administrator and/or the Board of Education:

1. Conference with parents, student-athletes, and Argyle School District administration.
2. Conference with Argyle School District administration.
3. A written reprimand.
4. Written Plan of Improvement.
5. Suspension (paid or unpaid) from coaching duties.
6. Dismissal/termination from coaching duties.

Coach/Advisor General Concerns Procedure Chain of Command

The Argyle School District and those who support student learning outside of the classroom are committed to working closely with students, parents, staff members, and guardians to resolve issues and concerns in a way that is mutually agreeable.

What are the steps to follow when you have a concern, question, or problem?

1. First, the coach/advisor must speak to their direct supervisor (coaches shall speak to the AD, and non-athletic advisors should speak to the Principal). If there is a serious issue, you may wish to schedule a meeting.
2. If no resolution has been reached or if your concern persists, the coach will then contact the next person in the chain of command
 - a. Coaches- (Coach-AD-Principal-District Administrator-School Board)
 - b. Advisors- (Advisor-Principal-District Administrator-School Board)
3. The next step in the process is contacting the next person in the chain of command, who will verify if steps 1-3 have been followed.
4. The final step in the process is contacting the School Board, which will first verify that steps 1-4 have been followed.