



**COACHING HANDBOOK 2023-24**

Jalen Phillips – Athletic Director

*Welcome to an exciting year of coaching the young athletes at Anchorage School. For those that are returning for another season, thank you for continuing to show interest and share your expertise with the athletes at our school. For those of you that are coming on board as coaches for the first time at Anchorage School, we are excited and appreciative of you making the decision to share your time and your expertise with our athletes. Without the assistance from dedicated staff, parents and community members, we would not be able to have the quality programs that we offer to our students.*

*The Anchorage Public School Athletic Program (APSAP) Advisory Group meets to discuss and work on ways to improve athletics at Anchorage School. Coaches are encouraged to attend these meetings as their schedule allows. A schedule of meetings can be found on our school website.*

*I can be reached by email at [jalen.phillips@anchorage.kyschools.us](mailto:jalen.phillips@anchorage.kyschools.us) or cell phone at (502)460-3144.*

*This handbook is designed to be a comprehensive resource to guide your work as a coach at Anchorage School. If you find areas of this document that could be refined or expanded, please let me know as we strive to continuously improve our athletics program and value your input.*

*We hope your coaching experience will be rewarding for both our student athletes and yourself. Thank you again for your willingness to help and have a great season.*

**GO ANCHORS!**

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## I. COACHES ON-BOARDING/PRE-SEASON CHECKLIST

	Return signed employment contract to Finance Officer
	Complete KHSAA Safety Course. (Renew every 2 years) <a href="https://khsaa.org/safety_course/">https://khsaa.org/safety_course/</a>
	Complete CPR/First Aid/AED Training and/or provide current certification card to the Athletic Director prior to hosting your first practice. (Renew every 2 years; reimbursable cost) <a href="https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online">https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online</a>
	Participate in pre-season, in-person cardiac event rehearsal. Complete and submit "Compliance with Automated External Defibrillator (AED) Requirements" form (05.4 AP.23) and submit to Athletic Director.
	Complete the Child Abuse and Neglect Training and Test. (Renew every 2 years) 1. Training: <a href="https://youtu.be/94pUuurkWH4">https://youtu.be/94pUuurkWH4</a> 2. Test: <a href="https://forms.gle/XSNNvC7nGz1SSXzF8">https://forms.gle/XSNNvC7nGz1SSXzF8</a>
	Complete the Restraint and Seclusion Training and Test. (Renew annually) 1. Training: <a href="https://docs.google.com/presentation/d/1_XpoGKpkedlv2Zf7auR1ZgcmNZ_IKjWYonpMHW1LOyA/edit#slide=id.p1">https://docs.google.com/presentation/d/1_XpoGKpkedlv2Zf7auR1ZgcmNZ_IKjWYonpMHW1LOyA/edit#slide=id.p1</a> 2. Test: <a href="https://docs.google.com/forms/d/1HZD3Y1z5AggMUsHdBNHzXZgZAN_MJuBepEljx7XkS2Y/edit">https://docs.google.com/forms/d/1HZD3Y1z5AggMUsHdBNHzXZgZAN_MJuBepEljx7XkS2Y/edit</a>
	Complete background check forms and obtain keycards with/from the District Office Manager.
	Familiarize yourself with location(s) of safety equipment. Obtain medical backpacks from the Athletic Director.
	Accept Teamsnap invitation and ensure functionality. Request training from the Athletic Director, if needed. Registered athletes are automatically populated on your TeamSnap roster during registration.
	Discuss practice times with the Athletic Director to develop a mutually agreed upon schedule. The Athletic Director will provide the game schedule when available.
	With Athletic Director, schedule date, time and location for mandatory Parent/Player meeting. The AD will provide Parent/Player packet template.
	Send introductory communication to your team via TeamSnap to include coaches bio and contact info, parent/player meeting details, practice schedule, game schedule (if available) and volunteer needs.
	New coaches, submit sizing for your coach's shirt.
	Review all the guidelines and procedures detailed in the Coaching Handbook.

## II. CONTACT INFORMATION & MAP

### **Anchorage Police Department**

**Emergency Dial: 911**

11506 Park Road  
Non Emergency: (502) 244-0562

### **Anchorage Middletown Fire & EMS**

**Emergency Dial: 911**

Anchorage Station:  
Non Emergency: (502) 245-7555  
1400 Evergreen Road

### **Anchorage Public School**

Phone and Fax: (502) 245-2121  
11400 Ridge Road  
Anchorage, KY 40223

### **AISD Board Office**

Phone and Fax: (502) 245-8927

### **Jalen Phillips – Athletic Director**

jalen.phillips@anchorage.kyschools.us  
(502) 245-8927, Ext. 2127 office  
(502) 460-3144 cell

### **Karen Solise - Superintendent**

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(502) 245-8927, Ext. 3102 office  
(270) 871-1838 cell

### **Kelly Haile - Interim Principal**

kelly.haile@anchorage.kyschools.us  
(502) 245-2121, Ext 3207 office  
(502) 445-9810 cell

### **Bart Roettger - Assistant Principal**

bart.roettger@anchorage.kyschools.us  
(502) 245-2121, Ext 2208 office

### **Deanna Taylor - District Office Manager**

deanna.taylor@anchorage.kyschools.us  
(502) 245-8927, Ext. 3102 office

**Charlie Bryant – District Director of Maintenance**

charlie.bryant@anchorage.kyschools.us

**Adrienn Carman - Communications Coordinator**

adrienn.carman@anchorage.kyschools.us

**Roxane Grayson – Bookkeeper**

roxane.grayson@anchorage.kyschools.us

### III. PHILOSOPHY

The purpose of the Anchorage Public School Athletic Program (APSAP) is to provide opportunities for students to:

- o Participate on a team in order to learn the values of team building, working together and playing together.
- o Learn about good sportsmanship, equity, effort, valuing others, enthusiasm and spirit of fair play.
- o Belong to a school team and a team sport.
- o Value the skills and abilities of others on their team.
- o Understand the value athletics may add to their lives.
- o Create a healthy identity, which includes exercise through athletics.

The time commitment associated with APSAP teams is typically limited to three-times per week for athletes and coaches (includes practices + competitions).

### FUTURE CHANGES

Although every effort will be made to update the handbook on a timely basis, the Anchorage Public School, reserves the right, and have the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

### CIVILITY

Employees and coaches should be polite and helpful while interacting with parents, visitors, student athletes, and members of the public. Individuals who come onto district property or contact the employee on school business, are expected to behave accordingly. Employees who fail to observe appropriate standards of behavior are subject to disciplinary measures including dismissal.

## Supervision of Coaches

Coaches shall answer directly to the Athletic Director or designated representative who shall be responsible for the day-to-day administration of the school's athletic program. Although s/he may assign duties to other staff members, the Athletic Director shall retain the responsibility for satisfactory conduct of the athletic program.

All employees are expected to use sound judgment in the performance of their duties and take reasonable and commonly accepted measures to protect the health, safety, and well-being of others, as well as District Property. In addition, employees shall cooperate fully with all the investigations conducted by the District as authorized by policy or law.

## Safe Working Environment

It is the intent of the Board to provide a safe and healthful working and learning environment for all employees and students. Employees will report any security hazard or conditions they believe to be unsafe to their immediate supervisor.

In addition, employees are required to notify their supervisor immediately after sustaining a work-related injury or accident. A report should be made within 72 hours (or three calendar days) of the occurrence and prior to leaving the work premises, **UNLESS** the injury is a medical emergency, in which case the report can be filed following receipt of emergency medical care.

In order to eliminate or minimize occupational exposure to bloodborne pathogens, employees must comply with the District's Bloodborne Pathogen Control Plan. When bodily fluid spills occur, employees shall follow procedures posted in each school building or worksite.

## Disrupting the Educational Process

Any employee who participates in or encourages activities that disrupt the educational process may be subject to disciplinary action, including termination. Behavior that disrupts the educational process includes, but is not limited to:

1. Conduct that threatens the health, safety, or welfare of others;
2. Conduct that may damage public or private property (including the property of students or staff);
3. Illegal activity;
4. Conduct that interferes with a student's access to educational opportunities or programs, including ability to attend, participate in, and benefit from instructional and extracurricular activities;

5. Conduct that disrupts delivery of instructional services or interferes with the orderly administration of the school and school related activities or District operations.

## IV. ROSTERING

Athletes are rostered on teams according to their current grade level. If an adequate number of players are registered for all teams, double rostering should not be practiced.

A. **Player Shortage:** When league rules allow and by mutual agreement of affected coaches, players may “play up” on an as needed basis if the older team is short players needed to field a team for a game due to injuries/absences or if an older team needs a few additional players for the bench in order to provide starting players time to rest during the game. If the affected coaches cannot reach a mutual agreement, the athletic director will make the decision and direct. The intent of “playing up” on an as-needed basis is simply to ensure the older players do not miss out on opportunities for game play due to forfeits. An offer to “play up” should be made on a game-by-game basis and opportunities should be made available to multiple players on the younger squad throughout the season to allow as many individuals as possible a chance to “play up”. Members of the older team should not be benched or receive reduced playing time for younger players with stronger skill sets. Coaches should seek parental consent for "playing up" prior to an offer being extended to a player.

B. **Highly Skilled Athlete:** On rare occasions, a highly skilled athlete may waive their position on the team of their current grade level and roster only on an older team. This situation requires a meeting with school administration, parents/guardians and the player to carefully weigh the athletic development opportunities against the social/emotional ramifications associated with this choice. Double rostering a highly skilled athlete to improve winning chances of both teams is not in line with the APSAP Philosophy.



C. All communication should be made via **TeamSnap ONLY**. Coaches should not contact parents or players directly, regarding availability, playing up, etc.

## V. PLAY TIME

A. APSAP is a competitive program, thus playing time is not equal for all athletes, but it is imperative that coaches encourage and support a positive team spirit. APSAP coaches are expected to provide all participants the opportunity to participate in each contest, as long as the student athlete is in good academic, behavior and practice attendance standing.

We encourage students that strive for more playing time to ask themselves the following questions:

- Am I the first one to practice and the last one to leave?
- Do I give 100% effort 100% of the time?
- Do I bring effort and energy to practice every day?
- Do I support my teammates and show it?
- Do I ask questions?
- Do I work on developing my skills in the offseason?

B. If parents have concerns with the playing time their child is receiving, they can ask for a private meeting with the coach to share their perspective. Parents shall adhere to the 24-hour grace period rule for contacting a coach directly when a conflict arises. Parents should not criticize the coach in public, as it detracts from our student athletes' experience. Always offer support and encouragement to your child, but never fill them with false hopes that lead to disappointment. If a parent disregards the 24 hour rule and approaches a coach at an event,

- a. The parent will be escorted out of the event
- b. The parent will not be allowed attendance for 2 anchorage extra-curricular events/activities held at APS. (2 separate

occasions- Specifically, if there are 2 games on a given night, that would account for 1 event). The game/

- c. event at which escorted out, does not count toward the 2 games/events.

## VI. COACHES EXPECTATIONS

A. **Acknowledgement:** As a coach, you have a tremendous influence on both athletes and spectators. Please take your role as a coach seriously and show respect for all involved.

**Model good sportsmanship always.** Be mindful of your responsibilities before, during, and after each game and practice:

1. Maintain appropriate behaviors and embrace sportsmanship toward officials, players and coaches.
2. Develop respect by example in appearance (coach's shirts are supplied by the Athletic Director to wear during games), behavior, language, and conduct during practices and contests.
3. Provide proper supervision of athletes and demonstrate respect for the well-being of the athletes.
4. Demonstrate competence and knowledge in rules, fundamentals, techniques, and strategy pertaining to the sport.
5. Maintain individual and team discipline and control.
6. Utilize practice time for both individual and team development.
7. Respect and enforce APSAP procedures and guidelines.
8. Communicate effectively and develop a positive rapport with athletes, parents and Athletic Director.

9. Coaches are expected to complete trainings before being able to coach in any capacity (practice or games)

B. **Meetings & functions:** In addition to leading athletes during practices and competitions, coaches will track sports physicals and attend the pre-season coaches meeting, parent/player meeting, end-of-season celebration, and post-season wrap-up meeting.

Coaches are additionally asked to complete an end-of-season survey to drive APSAP continuous improvement efforts.

C. **End of day procedures for Coaches:**

1. Ensure practice/competition areas are clean.
2. Secure equipment in storage containers.
3. Lock storage room door(s).

## VII. ATHLETES EXPECTATIONS

A. **Acknowledgement:** Upon registering to participate in an extracurricular program, students agree to:

1. Maintain a grade point average of no less than 2.0, receive no failing grades in any school course, and receive nothing less than a Satisfactory conduct grade in any subject.
2. Practice skills independently to develop skills to the best of his/her ability.
3. Model good sportsmanship behavior by word and deed.
4. Support coach and team members in all that he/she says and does.
5. Be a positive influence on the team and represent APS in a positive way.
6. Uphold the APSAP philosophy.

7. Arrive for practices/games only at the times communicated by the coach, remain in designated practice area at all times, and exit the facility promptly after the practice/game ends.

8. Attend player/parent meetings and complete end-of-season survey.

B. **Grades:** Students may participate on an APSAP team if they have a grade point average of at least 2.0, no failing grades in any subject, and nothing less than a Satisfactory conduct grade in any subject. The Athletic Director will pull grades from Infinite Campus. If a student does not meet the eligibility requirements, the coach(es) and parents will be notified by the Athletic Director on Mondays. The period of ineligibility to participate in practices and games is one week from the notification (Tuesday - Monday). After the ineligibility period has expired, a student may be reinstated to the team if the grades/conduct marks are raised to passing/satisfactory levels. Eligibility determinations are made on Mondays.

C. **Attendance:** On the school day of an extracurricular activity, a student is required to be in attendance at school for a minimum of 210 minutes in order to participate.

D. **Consequences:** Consequences for not meeting expectations set forth for student athletes are as follows:

1. 1st infraction – conference with student and coach
2. 2nd infraction – conference with student, parent and coach
3. 3rd infraction – conference with student, parent, administrator and coach with possible suspension from team/club

4. 4th infraction – conference with student, parent, administrator and coach with possible removal from team/club

Consequences may be more punitive than those listed above, even resulting in immediate removal from the team, for serious infractions. When determining responses to misconduct, coaches and/or administrators will consider factors such as age, developmental level and other factors, as appropriate.

## VIII. ATHLETIC DIRECTOR ROLE

The Athletic Director is the head of the school's athletic program and manages the following for Anchorage School:

- recruiting, training and management of coaches
- collecting participant registrations and fees
- administering TeamSnap
- selecting leagues for APS participation/membership
- scheduling athletic contests, practice sessions and professional yearbook photography
- Cancellation and rescheduling of Athletic Events
- co-chairing parent/player pre-season meetings with coaches
- securing officials/referees
- coordinating event workers and ensuring coaches secure volunteers
- supervising operations of concession stands and admissions
- purchasing and inventorying uniforms and equipment
- hosting tournaments
- Game Manager

The Athletic Director chairs APSAP Advisory Group meetings. These meetings are open to the public and focus on administration of end-of-season surveys to inform continuous improvement efforts, development of an annual budget for athletics, drafting sports-related communications to the school community, annually updating handbooks, evaluating opportunities to expand/enhance athletic opportunities for APS students, supporting the Athletic Director on day-to-day processes,

responding to immediate issues and developing coaches templates and standard processes.

The Athletic Director or Superintendent should be notified when issues arise with athletes, parents and/or spectators. In the event a uniform is misplaced or damaged by an athlete, the school will bill families a \$100 uniform replacement fee.

The Athletic Director and other APS administrators share the role of providing oversight at all home athletic contents and ensuring the facilities are set up for each event and then secured upon conclusion of the event.

## IX. EQUIPMENT, SUPPLIES & FACILITIES

A. **Medical Backpacks:** A backpack is provided to each head coach and will

contain the following important items:

1. First Aid Kit
2. Instant ice packs(when available, coaches are encouraged to utilize bags of ice)
3. Hand sanitizer spray
4. Self adherent bandage wrap
5. Elastic bandage wrap
6. Medical waste disposal bags
7. Binder for storing copies of sports physicals

Any supervising coach that is working with athletes away from the Head Coach will need to obtain a Medical Kit as well. It is imperative to have this kit on hand for all practices and games.

If you run low on any supplies, contact the Athletic Director or School Bookkeeper prior to your upcoming practice or game for restocking.

B. **Equipment Storage:** Coaches should contact the Athletic Director or Director of Maintenance when ready to access your team's equipment.

The District Office Manager will issue keys/keycards for accessing the facilities and storage rooms necessary for your sport.

**Storage rooms need to be locked by the coaches after each practice session.**

**1. Field Hockey, Soccer, Lacrosse, Track & Cross Country -**

Equipment for these sports, including APSAP portable tents, is typically housed in the Outdoor Equipment Storage room located on the outside of the building near the cafeteria restrooms or in the white storage bin located on the sports field sideline.

**2. Basketball/Volleyball:** The storage room located behind the basketball goal in the large gym on the end of the court near the concession stand is utilized for storage of basketballs and volleyballs. If coaches are issued a ball storage bag to utilize for their team to carry balls with them throughout the season, the bag of balls should be returned to the Athletic Director at the end of the season.

**3. Cheer:** Signs can be stored in the PE Office during the season for easy access. Please coordinate in-season storage and access plan for gymnastic mats with the Athletic Director or District Director of Maintenance.

**C. Uniforms:** The Anchorage Athletics department maintains over \$75,000 in athletic uniform inventory across eight sports disciplines. We continue to purchase new, high-quality uniforms each year on a replacement cycle. In addition, replacement purchases are made annually for uniforms that are returned stained, damaged, or not returned at all.

Coaches are to name a team parent to oversee all volunteer duties associated with a team, including the distribution and collection of uniforms. A Team Parent Packet is provided as a guide for volunteers in this role. In the event that a team does not have a designated team parent,

it is the responsibility of the coach to ensure that all tasks are completed as specified in the packet.

**D. Microphone:** When using the gym microphone during your practices or games, please ensure adults supervise all use of this equipment. When finished with the microphone, please neatly return all equipment.

**E. Restrooms:** Outdoor restroom door locks are on a timer to coincide with your practice and home game schedule.

Indoor restrooms located near the concession stand are to be reserved for fans during home games. Athletes should utilize the restrooms in the locker rooms during games.

## X. SAFETY & SUPERVISION

**A. Sports Physicals:** A student athlete will not be allowed to practice or play without a completed sports physical turned in to the district. All sports physicals should be turned in at the administration office during regular work hours (M-F; 7:30 - 4:00). Parents are instructed to return a hard copy of the three required pages of a current KHSAA sports physical for their child to the District Office Manager. It is the responsibility of the coach to collect copies of the sports physical for every player on their roster. Coaches shall confirm that each physical is complete and current and become familiar with medical issues noted in each physical. Physical copies should be stored in the provided binder in the medical backpack so they are in the coaches possession at all times during practice and games. Coaches shall not allow an athlete to participate in an APSAP practice or game until they have obtained a copy of the physical. Upon completion of the season, the copies of the sports physicals should be returned to the school for shredding.

Blank physical forms are available on the school's website at:  
[https://drive.google.com/file/d/1\\_TM-mOyMU7\\_DPZk4IoPkHqGyLMVYs2R1/view](https://drive.google.com/file/d/1_TM-mOyMU7_DPZk4IoPkHqGyLMVYs2R1/view)



**B. Concussion Protocol:** Concussion training is included in the KHSAA Safety Course and a link to the full protocol is provided here for your reference:

<https://www.khsaa.org/sportsmedicine/concussion/concussion%20protocol.pdf>

**C. Heat Index Procedures:** Coaches are responsible for checking and recording the heat index prior to every practice session or game that takes place between April 15 and September 15 or until ambient temperatures drop below 84 degrees in the fall, whichever occurs later. The heat index gauge and paperwork are stored outside of the Principal's office. Coaches should use their assigned keycard to enter the building to access this device after school hours.

For practices or games starting immediately after school (3:00/3:15), the Principal, or designee, will check and record the heat index prior to 2:30pm on days when the heat index may be a factor. The Athletic Director or Principal will then notify coaches and parents through TeamSnap if the after-school practice needs to be cancelled due to heat index or incremental weather.

The KHSAA heat index calculation chart is available as **ATTACHMENT A** for your reference.

**D. Supervision:** A certified coach or APS staff member must be providing direct supervision to athletes at all times. Volunteers cannot be substituted as direct supervisors.

The coach should immediately notify the Athletic Director or Superintendent of all injuries that require medical attention.

**E. Dismissal Procedures:** Coaches are to set expectations with parents and be accountable themselves that practice times are as stated. Practices should not run over the scheduled practice time, nor should coaches dismiss students early. Parents should drop off and arrive to pick-up their athletes at the time practice is scheduled to begin and end.

Coaches are to utilize contact information available in TeamSnap to contact parents if their athlete is not picked up within five (5) minutes of the posted end time to obtain permission to have the student walk home. Coaches should remain on premises with student athlete until alternative arrangements have been made.

Perpetual offenders should be reported to the Athletic Director or Superintendent for further discussions.

## XI. COMMUNICATIONS

A. **TeamSnap:** The communications platform for all APSAP teams is TeamSnap. The Athletic Director administers this online platform for our school, registrations are collected through TeamSnap and coaches will be given managerial access to their team's page.

Coaches should download the TeamSnap app for on-the-go use and utilize the TeamSnap website when additional functionality is desired. Coaches are encouraged to take advantage of the "AVAILABILITY" feature on TeamSnap to monitor athlete availability for planning purposes.

Coaches are to utilize TeamSnap for all non-emergency communications with their athletes and parents. **In the event that a practice or game needs to be rescheduled, coaches are to notify**

**the Athletic Director via email, copy the District Office Manager on the email and make the change in TeamSnap.**

Parents have the option to add their child's cell phone number to their family's TeamSnap account in order for the athlete to also have visibility to the schedule and team communications.

**B. Parent/Player Meeting:** Prior to the start of the season, the Athletic Director and coach must coordinate a date, time and location for the Parent/Player Meeting. Coaches should coordinate schedules in an attempt to host only one meeting per sports discipline per season, with breakout sessions as individual teams, if desired. These meetings should be added to the TeamSnap calendar. Uniforms can be distributed at these meetings.

**C. Weekly News:** Coaches are encouraged to email a short blurb for inclusion in the Weekly News to the Communications Coordinator by Tuesday of each week during the competitive season. Photographs are welcome to be included as well. The APSAP updates will be included in the Weekly News that is delivered electronically to our entire school community on Thursdays and the Principal can include in the weekly announcements to the students.

***Sample:** Our 7-8 Field Hockey team lost in a close match at home against Collegiate last Friday. The girls' played tough and continue to improve each match. Please come show your support for our 8th graders this Friday at 6:00pm - we will have a Recognition Ceremony for the 8th grade team members and their families during half time of the game. GO ANCHORS!*

**D. Yearbook:** Each year our school's yearbook includes professional photos of all APSAP teams. These photo sessions are arranged by the

Athletic Director and the schedule will be communicated to coaches when available. Parents will receive instructions and ordering information via TeamSnap when available. APSAP strives to capture photographs for all teams in a particular season during one session in order to maximize the photographer's time and minimize the disruption to team practices. It is requested that all coaches be present and wear their Anchorage Athletics coach's shirt for the team photograph.

## XII. RECOGNITION & CELEBRATIONS

A. **Team Stores:** Upon registration for a team, athletes will receive a link via Teamsnap to purchase sports-specific merchandise from our uniform vendor. These team stores are only open for a short window in order for the merchandise to arrive during the season. All purchases are optional. Merchandise will ship directly to home address from the vendor.

B. **8th Grade Recognition:** The school/ Athletic Director will direct an 8th grade recognition to honor 8th grade team members and their parents. The school/Athletic Director will create and follow a budget for this ceremony. Each team should host an 8th grade recognition ceremony during their second to last home game of the season to honor the 8th grade team members and their parents. The Coach or Athletic Director may enter the date of the 8<sup>th</sup> grade recognition event into Teamsnap. Coaches and team parent volunteers should encourage parent attendance for the 8<sup>th</sup> grade recognition event. With the help of the assigned parent volunteer (typically a 7th grade parent), the 8th grade recognition form should be completed and collected from each 8th grade team member.

<https://docs.google.com/document/d/1Ov7fpoFIOABOiz6qyyUFBZyhetgbpWc0N-riHqESPIM/edit?usp=sharing>

It is suggested that each 8th grader write a short meaningful note to their parents thanking them for their support and give this to their parent(s), along with a rose supplied by the school, during the ceremony. *(Hint: Having the 8th grade athletes write the thank you notes and complete their form during the last ten minutes of a practice prior to the ceremony is a great means to ensure all players complete this request).*

The parent volunteer should contact the APS Bookkeeper for instructions on purchasing flowers for the ceremony. In order to be reimbursed for the expense, a PO must be issued prior to making the purchase.

The Head Coach, or designee, should read the information submitted on the form about each player during the ceremony.

**C. End-of-Season Celebration:** Coaches should work with the assigned parent volunteer, as well as other coaches in season, to plan an end-of-season celebration for their athletes. The budget for this event is \$5 per athlete and has included events such as open gyms, parent vs athlete competitions, pizza parties, ice cream socials, guest speakers, and special outings to sporting events.

**D. Participation Certificates:** The Athletic Director will supply a Participation Certificate for each athlete to the coaches prior to the end of the season. The Coach will need to sign each of these certificates and then present them to the players during the end-of-season celebration.

### XIII. COACHES POST-SEASON CHECKLIST

	Ensure parent volunteer collects uniforms from all team members
	Complete electronic end-of-season Coaches' Survey

	Schedule and attend post-season wrap-up meeting with the Athletic Director.
	Return medical backpack to Athletic Director
	Return keys/keycards and copies of sports physicals for all players on your roster to the District Office Manager

## **Team Parent and Athletic Program Volunteer Duties**

The idea behind a team parent is to help support both the coach and athletic department with all the team duties that fall outside of actual coaching.

This person will make sure that all the volunteer positions are filled and executed for the season. In addition, the coach may have miscellaneous items that they need help with that are not listed here. The idea is that we want to free up the coach to “coach”.

Each player’s family is required to work two (2) shifts during the season. The team parent position will count as the two (2) shifts and fulfill the volunteer requirements for the season.

The following is a list of volunteer duties. Not all duties are applicable to all sports.

For parents that do not fulfill their obligation to serve in 2 volunteer roles in the season, the parent will be asked to pay \$25 for each of the 2 roles expected to fulfill. (total of \$50)

### **Volunteer Duties:**

1. Admission Table (1 shift)
  - a. Arrive 30 minutes before game and stay at table until game is over or the volunteer for the next game arrives. Collect cash or check-in attendees with Ticket Spicket system.
  
2. Concession Stand (1 shift)
  - a. Arrive 30 minutes before game. The administrator on duty will provide you with a cashbox upon arrival. Stay at concession stand/table until game is over or the volunteer for the next game arrives. If you are the last game of the day, complete cash box

closeout as instructed. Give the cash box to the administrator on duty before leaving your shift.

3. Scorekeeper/Clock and Book (1 shift)

- a. Arrive 15 minutes before game and stay for the duration of the game. Administrator on duty will provide instructions.
- b. This position has historically been popular with high school students looking to complete service hour requirements. If you have a high school student interested in being trained for this role to complete your shifts, contact the athletic director prior to the first home game.

4. Uniform Distribution and Collection (2 shifts)

- a. Distribute and collect uniforms at beginning and end of season. A full detail sheet with instructions will be provided to you.

5. Assist with Picture Day with TSS Photography (1 shift)

- a. Be onsite and help organize the players on the scheduled picture day. Provide the photographer with the name of each player when it is their turn. Call parents whose players are not in attendance in case they simply forgot in an attempt to have 100% participation as this is for the yearbook.

6. Capture candid and action shots and email to yearbook committee (2 shifts)

- a. A minimum of 10 photos taken throughout the season needs to be submitted to [anchorageyearbook@gmail.com](mailto:anchorageyearbook@gmail.com) immediately after the season concludes. When taking photos, attempt to capture groups of players in an effort to have everyone on the team represented in the yearbook.

7. End of Year Celebration (2 shifts)

a. Plan, organize and execute the end of season celebration for your team. Budget is \$5/athlete. Coach will provide certificates to each player.

## **APSAP Uniform Check-Out/Distribution**

1. Contact the athletic director for a team roster with requested t-shirt size to use as a guide for uniform size distribution.
2. Obtain your uniform bin from the athletic director. A complete inventory of all uniforms is done prior to the season starting. There is a hard copy of the current inventory with sizes, and where applicable jersey numbers, of all items in the bin. All uniforms are stored in clear bags and labeled with the size and jersey number, if applicable.
3. Also included in the uniform bin are multiple blank distribution sheets with fields that need to be filled out by the team uniform volunteer. A signature field is included. **The parent or player must sign the sheet when the uniform is checked-out.**
4. Work with the team coach to determine the day/time they would like uniforms to be distributed. The coach will need to send this communication to families through TeamSnap.
  - a. HINT: It typically works well to distribute uniforms after a practice at the beginning of the season or at the parent meeting.
  - b. HINT: It also works well for the distribution to take place in the cafeteria. There is plenty of room to organize your bin by size. It is also helpful to have the restrooms available in case an athlete would like to try on the uniform to ensure proper fit.
5. Each athlete will receive 1 complete uniform set (1 bag) each season. If a replacement is needed, for whatever reason, you must get written approval from the athletic director.
6. As the uniform volunteer, it is your responsibility to ensure each athlete on the team has a uniform prior to the first game or team photo, whichever occurs first.
7. Once you have completed the distribution portion of the sheet, scan or take a photo and email it to the coach and athletic director. Ensure that all the fields, including signature lines and volunteer contact information are filled in. Keep the completed distribution sheet in the uniform bin. You will need it again at the end of the season.



8. Do not take the uniform bin off school grounds. When you are not actively distributing uniforms, the bin should be stored in the uniform closet, located in the cafeteria.

**Uniforms should NOT be checked out to athletes by anyone other than the team uniform volunteer!**

### **APSAP Uniform Turn-In/Collection**

1. Upon completion of all games, tournaments and team photos for the season, uniforms need to be turned in promptly. Spring teams need to finish uniform collection prior to the end of the school year.
2. Work with the coach to communicate your chosen uniform collection date and time to the team. **Athletes will need to turn in the complete uniform in an undamaged and clean condition. Uniforms need to be bagged and labeled with size and jersey number, if applicable.**
  - a. HINT: The end of season celebration has typically been a good time to collect uniforms.
3. At the time a uniform is returned, the uniform volunteer should check uniforms for sizing, completeness, rips/tears, stains, and cleanliness prior to marking a uniform as "turned in". Once this is checked, the parent, player or collector needs to sign the original excel sheet under "turned in".
  - a. HINT: It is a good idea to bring Ziploc bags and sharpies with you on uniform collection day in case athletes return their uniform without a proper storage bag.
4. It is your responsibility to collect all uniforms from the players on the team. If an athlete does not return uniforms on the designated collection date, the uniform volunteer should reach out to that family to arrange a plan for uniform collection.
5. Within two weeks of the completion of the season, the uniform volunteer should schedule a time to return the collected uniforms to the Athletic Director. In addition to the completed distribution sheet, prepare a list of the athletes that did not return uniforms for the athletic director. Parents will be charged a \$100 fee if their player's uniform has not been turned in within two weeks of the season ending. Athletes with an outstanding uniform balance will be unable to sign up for future extracurricular activities at APS.
6. Together with the athletic director, you will return all collected uniforms that are clean, complete, bagged, and correctly labeled to the storage bin and update the bin inventory sheet. The athletic director will make any adjustments to the online inventory and re-order replacement uniforms if necessary.

**Uniforms should NOT be checked in by anyone other than the team uniform volunteer!**

## **2023-24 APSAP MEETING DATES**

Meetings are typically held every three weeks, in the APTA office (located in the District Office Building), on Tuesdays at 1:45 p.m. unless noted otherwise. These meetings are open to anyone interested in attending and coaches are encouraged to attend whenever their schedule allows.

**August 15, 2023**

**September 5**

**September 26**

**October 17**

**November 7**

**November 28**

**December 19**

**January 9, 2024**

**January 30**

**February 27** (4 weeks from last meeting due to APS winter break)

**March 19**

**April 9**

**April 30**

**May 21**

**June 11**

\* Please refer to the school website for most up-to-date information, as dates/times may change throughout the year: <https://ky50000749.schoolwires.net/domain/59>

## **2023-24 APSAP Pre-Season Coach's Acknowledgement**

Complete and return this form to the Athletic Director by the below dates:

Fall Sports: August 14, 2023

Winter Sports: October 23, 2023

Spring Sports: March 11, 2024

Initial	Acknowledgement
	All of my athletes have current KHSAA physicals. I have read each and I have checked that all parts are completed and signed and do not expire during this season.
	I have made a copy of each physical to keep in my possession at all times.
	I have conducted a parent meeting and discussed the team's rules and consequences.
	I have made sure that the athletes/parents know where to locate the Parent/Student Handbook that contains the Extracurricular Programs Handbook.
	I understand that I must report any unsafe playing areas or equipment to the Athletic Director immediately. I must also report any equipment that needs to be replaced immediately.
	I have turned in my Athletic Emergency Plan for home events to the Athletic Director.
	I have updated my CPR/AED/First Aid and completed all training and background check requirements outlined in the on-boarding/pre-season checklist. I understand that all assistant coaches must have completed these requirements as well in order to supervise athletes without me present.
	A keycard and medical backpack were checked out to me. I will return both of these items promptly at the end of the season.

This is a basic checklist. All other duties and responsibilities of a coach should be covered throughout the season (i.e. heat index, coaches survey, etc).

**Sport:** \_\_\_\_\_

**Head Coach's Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Roles and Responsibilities - Parent(s) of Student Athlete

### **APS Athletic Philosophy**

The purpose of the Anchorage Public School Athletic Program (APSAP) is to provide opportunities for students to:

- \*Participate on a team in order to learn the values of team building, working together and playing together.
- \*Learn about good sportsmanship, equity, effort, valuing others, and the enthusiasm and spirit of fair play.
- \*Belong to a school team and a team sport.
- \*Value the skills and abilities of others on their team.
- \*Understand the value athletics may add to their lives.
- \*Create a healthy identity, which includes exercise through athletics.

### **Play Time, Page 9, Section B**

If parents have concerns with the playing time their child is receiving, they can ask for a private meeting with the coach to share their perspective. Parents shall adhere to the 24-hour grace period rule for contacting a coach directly when a conflict arises. Parents should not criticize the coach in public, as it detracts from our student athlete's experience. Always offer support and encouragement to your child but never fill them with false hopes that lead to disappointment. If a parent disregards the 24 hour rule and approaches a coach before that time lapse or at an event,

- a. The parent will be escorted out of the event.
- b. The parents will not be allowed attendance for 2 anchorage extra-curricular events/activities held at APS. (2 separate occasions- Specifically, if there are 2 games on a given night, that would account for 1 event)
- c. The game/event which is escorted out, does not count toward the 2 games/events.

As a parent of a student athlete, I understand that I am expected to:

1. Support the philosophy of athletics at APS, as shared above.
2. Understand the the philosophy of APS is to provide students with play time and opportunities for playing time, develop skills, and to experience individual growth.
3. Exhibit good sportsmanship in both victory and defeat.
4. Model encouragement and support of my student athlete and teammates.
5. Adhere to the 24 hour rule as noted on page 9, section B- Play Time of the coaching handbook and included above.

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Printed Name

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Date

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Signature