



URHS Coach Handbook

I. Expectations, Safety, & Conduct

1.1 Mission & Purpose

The primary mission of URHS Athletics is to foster leadership, discipline, and academic excellence through sport. The safety and well-being of student-athletes is the absolute top priority of the athletic department. No competitive advantage or victory outweighs the physical, emotional, and mental health of our students. Coaches must prioritize safety in every decision, from practice intensity to injury management.

1.2 Professional Standards & Ethics

Coaches are the most visible representatives of URHS and must model the behavior they expect from students. As leaders, coaches are expected to uphold these core ethical boundaries:

- **Model of Integrity:** Demonstrate exceptional sportsmanship, fair play, and absolute adherence to all game and league rules. Show respect for officials, opponents, tournament staff, and parents at all times.
- **Professional Boundaries:** Maintain clear professional boundaries. Avoid one-on-one closed-door meetings, private social media interactions, or personal texting with athletes. All digital communication regarding practices, scheduling, or games must occur through the school-approved app.

1.3 Comprehensive Supervision & Accountability

- **Continuous Supervision:** Coaches must provide active, present supervision for student-athletes at all times—during practices, in locker rooms, on buses, and at all contests. Students must always have a designated coach or school supervisor present during all sanctioned events and facility use.
- **Eligibility Enforcement:** Formal eligibility determinations are managed by the AD and communicated directly to the head coach. Coaches must strictly enforce these administrative directives regarding student participation limits in contests or practices. However, coaches retain full authority to determine student playing time, team selection, and team-level discipline based on attitude, attendance, and team rule.

infractions.

- **Reporting:** Coaches must notify the AD immediately of any roster changes, student injuries, or student voluntary withdrawals.
- **Facility & Property Care:** The coach is responsible for the security of school facilities. You must be the last to leave, ensuring lights are off, equipment is stored, and all doors/gates are locked. This includes the proper handling and tracking of all school-issued uniforms and gear.

1.4 Communication & The 24-Hour Rule

To ensure productive communication and prevent emotional escalations, parents and players are required to wait 24 hours after a contest before addressing concerns with the coaching staff regarding playing time or strategy. Coaches must not engage in confrontational discussions immediately following a game and should direct parents to schedule a meeting during regular school hours if needed.

1.5 Safety & Behavior Protocols

- **Medical Clearance:** Any injury requiring medical attention or resulting in a suspected concussion requires a written "Return to Play" clearance from a qualified healthcare provider and the AD before the athlete can resume participation.
- **Voluntary Student Withdrawal:** Per school policy, any student-athlete who voluntarily withdraws from a team after the official start of the season is prohibited from rejoining that team for the remainder of that season. If a student expresses a desire to quit, coaches should actively encourage them to wait 24 hours before making their decision final, ensuring they fully understand that withdrawal is permanent.
- **Hazing & Harassment:** URHS has a zero-tolerance policy for bullying, hazing, or harassment of any kind. Coaches are mandatory reporters and must immediately notify Administration if any such behavior is suspected or observed within the team.

II: Personnel & Employment

2.1 Employment Classification

Coaching positions at URHS are short-term, temporary employment contracts. Employment is seasonal, tied to the specific sport's schedule, and does not guarantee future placement or contract renewal. All coaching staff must be at least 21 years of age.

2.2 Prerequisite Clearances

Before any coach (including head coaches or assistants) may lead a practice, travel, or interact

with student-athletes, the following credentials must be cleared and on file with the Athletic Department:

- **Interview & Approval:** Successful completion of the interview process with the UIT Education Director, School Principal, and Athletic Director.
- **Background Check:** A cleared criminal background check processed through the UIT Human Resources Department.
- **Certifications:** Valid, up-to-date certifications in First Aid, CPR, and AED.

2.3 Mandatory NFHS Training

To maintain compliance with school safety standards and athletic association rules, all coaches must complete the following NFHS (National Federation of State High School Associations) courses:

- *Concussion in Sports* (Required annually)
- *Fundamentals of Coaching* (Required as a one-time course upon hire)
- *Bullying, Hazing, and Inappropriate Behaviors* (Required annually)

2.4 Compensation & Hour Tracking

- **Lump-Sum Payment:** Coaches receive a single stipend payment issued at the conclusion of their respective competitive season.
- **Prorated Adjustment:** In the event a coach does not complete the full season due to resignation, termination, or other unforeseen circumstances, the final stipend amount will be adjusted and prorated based on the actual duration of service provided.
- **Monthly Hour Logs:** Coaches are required to maintain a log of hours dedicated to coaching duties and submit it to the AD at the end of each month. Accurate submission of these logs is required to avoid delays in final payment processing.
- **Final Clearance:** The final coaching stipend will only be released once the AD verifies that all end-of-season administrative tasks are complete. This includes returning all school keys/fobs, submitting a final equipment/uniform inventory, and turning in final team rosters and awards.

III: Operations & Logistics

3.1 Facility Security

- **Last to Leave:** Coaches are responsible for the security of all facilities used (gyms,

fields, weight rooms) for practices or games. You must be the last person to leave the facility, ensuring all students have departed, lights are off, equipment is safely stored, and all doors/gates are securely locked.

- **Key/Fob Control:** Electronic fobs and keys are issued for coaching purposes only. They are never to be shared, duplicated, or given to students or unauthorized individuals. All issued keys and fobs must be returned to the AD at the conclusion of the season.

3.2 Transportation & Travel

- **Bus Supervision:** All teams must travel to and from away contests using transportation provided and approved by the UIT Education Department.
- **Coach Presence:** Coaches are required to ride the bus with their team both to and from the destination to ensure proper supervision and conduct.
- **Authorized Student Release:** Students may only ride home from a contest with their own parent or legal guardian. The parent must personally sign the student out with the coach on the official team travel roster, and prior written administrative permission must be verified before departure.

3.3 Equipment & Uniforms

- **Inventory Control:** In collaboration with the Athletic Director, coaches are responsible for the distribution, collection, and tracking of all school-issued gear, uniforms, and equipment.
 - **Accountability & Check-In:** An accurate inventory report must be maintained throughout the season. Head coaches are administratively accountable for ensuring all issued items are returned in good condition. As noted in Section 2.4, final stipend clearance and payment processing are contingent upon the satisfactory completion and submission of the end-of-season inventory report to the AD.
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URHS Coach Handbook Acknowledgment

I acknowledge that I have received, read, and fully understand the policies, procedures, and professional expectations outlined in the URHS Coach Handbook v2.0.

By signing below, I agree to abide by these guidelines as a condition of my temporary, seasonal employment with URHS Athletics. I understand that failure to comply with the directives in this handbook, or failure to complete the required administrative tasks (such as submitting monthly logs and returning equipment), may result in the prorating or withholding of my coaching stipend, or the immediate termination of my coaching contract.

Name (Printed): _____

Signature: _____ Date: _____

Position: _____

Sport(s): _____

Mailing Address: _____

Phone #: _____

Email: _____

Emergency Contact Info:

Name: _____

Relationship: _____

Phone Number: _____