

**Coaches’ Code of Conduct Manual**



**Amelia County Public Schools**

**To Become the Choice**

**Table of Contents**

ACPS Information 4

ACPS Mission/Vision Statements 5

ACPS Athletic Department Mission/Vision Statements 6

ACPS Athletic Programs 7

Introduction 8

Athletic Department 8 Athletic Directors 8 Athletic Trainer Responsibilities 8

 Head Coaches 9 Assistant Coaches 9

 Volunteer Coaches 9

 Evaluations 9

Coaches Conduct 9

 Role Model 9

 Integrity 9 Humanity 9 Relationship 9 Commitment 10

 Competence 10

 Confidentiality 10

 Sportsmanship 10

 Safety 10

 Abuse of Privilege 10

 Coach’s Code of Ethic 10

Head Coach Responsibilities 11

 Attendance 11

 Keys and Building Access 11

 Uniforms and Equipment 11

 Locker Rooms 11

 Tryouts 11

 Supervision 11

 Injuries 11

 Financial Transactions 11

 Communication with Athletes/Parents 12

 Pre Season Responsibilities 12

 Tryout Procedures 12

 Season Responsibilities 12

 Practice Regulations 13

 Coach’s Ejection 13

 Communication with Parents after Games 13

 Post Season Responsibilities 13

 Summer Camp Regulations 13

 VHSL Out-Of-Season Practice Rule 14

 Additional Guidelines from ACPS 14

 VHSL DEAD PERIODS 14

 Equipment Ordering and Purchasing 14

 Fund Raisers 15

Certification 15

 VHSL Course 15

 NFHS Online Courses 15

 Amelia County Public Schools – Coaches’ Code of Conduct Training Survey 16

 Recommended Courses 16

 Resources on Effective Coaching 16

Appendix A – Concussion Education Sheet 18

Concussion Education 19

Appendix B – Sports Tryout Rubrics 20

 Baseball/Softball Rubric 21

 Baseball & Softball - Tryout Chart 22 Basketball Rubric – (Boys and Girls) 23

 Basketball – Tryout Chart 24

 Cheerleading Rubric 25

 Cheerleading – Tryout Chart 26

 Golf Rubric 27

 Golf – Tryout Chart 28

 Soccer Rubric 29

 Soccer – Tryout Chart 30

 Track & Field 31

 Track & Field – Tryout Chart 32

 Volleyball Rubric 33 Volleyball – Tryout Chart 34

 Forensics 35

 ACE 35

Appendix C - Sports Tryouts 36

 Cross Country Team 37

 Football Team 37

 Wrestling Team 37

Appendix D – Forms 38

 Head Coach Evaluation Form 39

 Assistant Coach Evaluation Form 40

 Athletic Director Evaluation Form 41

 Bus Wavier 42

 Athletic Inventory 43

 Team Awards 44

 End of Season Report 45

Administrators Contact Information 46

Medical Contact Information 46

Media Contact Information 46

Signature Page 47

References 48

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Mr. Wayne Hawkins, Athletic Director

**Amelia County High School**

Mrs. Parcilla Salley, Principal

Mr. Steve Hudson, Assistant Principal

Mr. Allen Swearengin, Athletic Director

**Amelia County Public Schools**

 **Mission Statement**

With high expectations and equitable professional services, the Amelia County Public Schools will build positive relationships with students and community and assure attainment of high academic achievement, which exceeds all state and federal standards and provides all students with a foundation for the future.

**Vision Statement**

The Amelia County Public Schools resolves to become the schools of choice for the community of Amelia where all students achieve at exemplary levels and emerge prepared for the future.

**Equal Educational Opportunities/Nondiscrimination**

Equal educational opportunities shall be available for all students, without regard to race, national origin, gender, ethnicity, religion, disability, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. Any student who believes that he or she has been the victim of prohibited discrimination should follow the complaint procedures outlined in Section J of the Amelia County School Board Policy Manual.

**Amelia County Public School**

**Athletic Department**

**Mission Statement**

The mission of the Amelia County Public School’s athletic department is to provide athletic programs that help develop the whole student-athlete through competition, to stimulate sportsmanship, integrity, leadership, and social responsibility, to insure equal opportunity for all student-athletes, and to make the athletic program an enduring source of pride for student-athletes, alumni, and community.

**Vision Statement**

The vision of the Amelia County Public School’s athletic department is to provide student-athletes an environment that promotes academic, athletic, and personal success, to utilize highly qualified coaches, and administrative personnel to help individuals become better students, athletes, and citizens.

**Amelia County Public Schools**

**Athletic Programs**



|  |  |  |  |
| --- | --- | --- | --- |
| **Season** | **Boys** | **Girls** | **Coed** |
| **Fall** | Cross CountryFootball | Cross CountryVolleyball | GolfCheerleadingACEScholastic Bowl |
| **Winter** | Basketball | Basketball | CheerleadingWrestling |
| **Spring** | BaseballTrack & Field | SoftballTrack & Field | SoccerForensics |

**Amelia County High School** is a member of Quad River Conference 34, Region 2A East,

Current members of the Quad River Conference 34 are:

 Amelia County High School
 Bluestone High School
 Brunswick High School
 Goochland County High School
 Greensville County High School
 Nottoway County High School
 Prince Edward County High School

**Amelia County Middle School** is a member of the Southside Middle School Conference,

Current members of the Southside Middle School Conference are:

West Division East Division

Amelia County Middle School Bluestone Middle School (Mecklenburg County)

Central of Charlotte Middle School E.W. Wyatt Middle School (Greensville County)
Cumberland Middle School Nottoway County Middle School
Lunenburg Middle School Park View Middle School (Mecklenburg County)
Pocahontas Middle School (Powhatan County) Russell Middle School (Brunswick County)
Prince Edward Middle School

**Introduction**

Amelia County Public Schools believe the essential foundation of character-building is embodied in the concept of the sportsmanship core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. We expect coaches to model appropriate behavior, demonstrate dedication, scholarship and integrity, and reflect the values and ideals of our school system. The purpose of a coach is to educate students through participation in competitive sports. Coaches have a responsibility to assure that their sports program promote important life skills and the development of good character. The coach will be aware of the tremendous influence he/she has on student-athletes and will never place winning above the value of instilling the highest desirable ideals of character. All coaches of Amelia County Public Schools must be committed to the ideal of pursuing victory with honor.

**Athletic Department**

Principals and athletic directors at each school will be held responsible for the coaches at their schools, including assuring that the coaches follow the policies and procedures of Amelia County Public Schools, Virginia High School League, and the Southside Middle School Conference.

**Athletic Director** serves as the liaison between the athletic department and the principal. It is understood that all activities must be approved by the principal. The Athletic Director assumes a leadership role with respect to the direction of all sport programs at their respective school.

* Follow the specific handbook regulations of the Virginia High School League or the Southside Middle School Conference.
* Check eligibility requirements and other mandated requirements of students participating in athletic programs.
* Complete all eligibility reports as required by VHSL or Southside Middle School Conference.
* Create schedules, make provisions, including transportation, and supervise athletic events.
* Submit to the principal, prior to placing the order, all athletic purchase orders for equipment and supplies.
* Oversee all athletic expenditures and provide a recapitulation of receipts, expenses, and balance to the principal and/or bookkeeper.
* Submit coaches to the principal for approval. (ALL coaches must be approved by the ACPS school board prior to working with the athletes).

**Athletic Trainer Responsibilities**

* The athletic trainer will provide athletic medical assistance for practices and home games on a schedule cooperatively determined by athletic trainer and athletic director.
* The athletic trainer will provide for the prevention of athletic injuries through the application of protective tapings, wraps, and braces, and assist in the design of practices to help to reduce the incidence of injury.
* The athletic trainer will provide immediate care of athletic injuries and refer the athlete to medical facilities when necessary.
* Medical histories and correspondence will be kept on file in the Athletic Director’s Office.
* The athletic trainer maintains open channels of communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation.

Adapted from Appomattox County High School, Coach’s Handbook 2016

**Head Coaches** are expected to be the leader of their respective program. The head coach will adhere to VHSL, District, Conference, Region, and ACPS rules and regulations.

* The head coach shall set an example of the highest ethical and moral conduct with the athlete, officials, athletic directors, school administrators, the Virginia High School League, the media, and the public.
* The head coach shall know the game rules and be responsible for their interpretation to team member.
* The head coach shall actively promote good sportsmanship of athlete and spectators by working closely with the athletic director and administrators.
* The coach shall meet and exchange greetings with the opposing coach before and after each game to set and maintain a positive tone for the event.

**Assistant Coaches** shall recognize their position in the sports program and should not try to further themselves at the expense of their fellow coaches.Assistant Coaches should help the Head Coach in issuing, collecting, and taking care of all athletic equipment and facilities. In addition, they should help to administer the rules and regulations of the team as set forth by the VHSL, Conference, Region, and ACPS.

**Volunteer Coaches**

Volunteer coaches are a welcome addition to the ACPS athletic program. They serve an important role to the effectiveness of our sports programs. All volunteer coaches are required to have a background check before they can assist in any sport. All head coaches must notify the athletic director of any potential volunteer coaches assisting the team. Volunteer coaches must be approved by the school board before working with the athletes. All volunteer coaches are required to complete the concussion education on-line course yearly.

**Evaluations**

At the conclusion of the season, each coach will meet with the Athletic Director to facilitate a conversation in order to reflect on the season and evaluate the coach.

**Coaches’ Conduct**

**Role Model**

Due to the public nature of our sports programs, coaches are expected to conduct themselves in a manner reflective of the high standards and ideals of Amelia County Public Schools. A coach who behaves professionally will encourage others around him or her to do the same. The coach is responsible for setting an example for his or her players and setting the tone for the program.

**Integrity**

Coaches should always model the highest ideals of ethics and sportsmanship. Protect the integrity of the game; play the game according to the rules. Coaches must consistently display the qualities of being trustworthy, honest and fair.

**Humanity**

Coaches must respect the rights, dignity and worth of every human being. Specifically, coaches must treat players equitably and sensitively, within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.

**Relationship**

The relationship between coaches and players depend on mutual trust and respect. Players should be aware of the coach's qualifications and experience.

**Commitment**

All coaches have made an agreement to serve the students of Amelia County Public Schools. Coaches, who become aware of a conflict between their obligation to their team and their coaching obligation must make explicit to the players, parents, athletic director and principal the nature of the conflict and how it affects their sport.

**Competence**

Coaches should strive to improve coaching competence and increase their expertise in coaching principles and current strategies of their respective sport. Maintain a thorough knowledge of current game and competition rules and assures that the players know and understand the rules.

**Confidentiality**

Sports coaches gather a great deal of personal information about players in the course of a season. Coaches must adhere to all confidentiality regulations set forth by Amelia County Public Schools. Student-athlete information should be kept confidential.

**Sportsmanship**

Coaches must be a positive leader due to the influence they have over our athletes. Coaches must always promote sportsmanship over gamesmanship; don’t cheat and resist temptations to gain an advantage with tactics or techniques that violate the rules. If an incident involves a coach demonstrates poor behavior or conduct, the principal and athletic director will determine appropriate actions to be taken.

**Safety**

The safety and protection of the players on the team is the primary duty of a coach. The coach must provide a safe environment for athletes during all team activities. Coaches should keep the health and safety of their players as the focus during practice sessions and games.

**Abuse of Privilege**

Coaches are privileged to have regular contact with players. A coach must not attempt to exercise undue influence over the player in order to obtain personal benefit or reward. Coaches must consistently display high personal and professional standards and project a favorable image of their sport and Amelia County Public Schools. If it is found that a coach has abused their privileges, the principal and athletic director will determine appropriate action to be taken.

**Coaches’ Code of Ethic**

* It is the duty of each coach to be in control of himself/herself and their players, at all times, in order to prevent any unsportsmanlike conduct towards opponents, officials, and spectators.
* The use of tobacco products is prohibited on school property and in the presence of athletes.
* Cursing, obscene language, and personal remarks or gestures to players, officials, or spectators will not be tolerated at any time.
* The Athletic Director will be informed in writing of any disciplinary action taken against any coach for a rules infraction or unsportsmanlike behavior.
* As an employee of ACPS, coaches are responsible for all of their text messages, e-mails, and social network outlets. It is our job to keep all of these communications ethical, moral, legal and respectful.

**Head Coach Responsibilities**

**Attendance**

Coaches are expected to be on time for all practices and games. If your game or practice does not start immediately after the school day ends, players must know where to meet until a coach arrives. Coaches must remain with the players at all times. This includes waiting until the last player has been picked up by the parent or guardian at the end of practices or games. When coaches are visible, it eliminates many behavioral and safety issues. Please keep an eye on players at all times.

**Key Cards and Building Access**

Building security is always a concern. Your key cards will access the buildings Monday – Friday from 6:30 AM – 8:00PM and on Saturdays and Sundays from 8:00 AM - 3:00 PM. The custodial staff will arm the alarms when they leave each evening and disarm the alarms when they arrive each morning.  Over the weekend, a division contact person will disarm the alarms so that you may still use your key cards to access the building on Saturdays and Sundays from 8:00 AM - 3:00 PM.  Please ensure that all doors are locked before leaving the building. In case of an emergency, each coach should contact their building athletic director regarding disarming the alarm system.

**Uniforms and Equipment**

Coaches are responsible for all equipment and uniforms. It is the coaches’ responsibility to distribute and collect ALL uniforms and equipment. Coaches should report any damaged equipment or uniforms to the athletic director. If an athlete does not return their uniform, please notify the athletic director immediately.

**Locker Rooms**

Locker rooms may be used for changing purposes and team meetings. Students are not allowed in the locker rooms unattended. Please maintain a neat locker room. All belongings must be removed at the end of each practice or game.

**Tryouts**

Coaches are responsible for scheduling tryouts. Expectations for tryouts must be clearly communicated to the athletes before tryouts begin. This can be accomplished by holding an informational meeting before tryouts to set clear expectations.

**Supervision**

Please be attentive in monitoring locker rooms, practices, games, and the whereabouts of athletes when they are under your supervision. This includes from the time that they are arriving for practice until the last athlete is picked up after game/practice. Please make sure that all athletes ride the bus to all athletic games and must be check out with a coach before they ride home with their parents.

**Injuries**

All injuries should be reported immediately to the athletic director. The coach must contact the parent to let them know of the injury. If a concussion is suspected due to a blow to the head, please refer to the concussion protocol. Take note of all symptoms. Please immediately notify the athletic director.

**Financial Transactions**

Coaches must conduct all financial transactions in accordance with Amelia County Public Schools policy and procedures, and should not take personal advantage of his/her position.

**Communication with Athletes/Parents**

Texting apps for cell phones may be used to send out group text messages to players and parents who have signed up for the app.

**Pre Season Responsibilities**

* Schedule and announce workouts and tryouts at least 5 days in advance
* Hold a pre-season meeting with students trying out for the team. At this meeting, coaches will pass out the rubric for assessment.
* Assure that all players have an updated physical by checking with the school Athletic Director. There are no exceptions!
* Hold tryouts and select team
* Distribute and collect all athletic team forms.
* Submit team roster to Athletic Director
* Maintain and possess a team roster with emergency contact phone numbers.
* Communicate practice and game schedules, and team rules. Distribute the concussion information sheet.
* Inform players of team rules and regulations
* Notify the Athletic Director of any volunteer coaches who will be help assist the team.
* Distribute uniforms
* Provide the Athletic Director with certificates of training and module completions

**Tryout Procedures**

* Parents/guardians are not permitted to be present (field or gym) at tryouts.
* Hold a minimum of three tryouts for all players.
* Tryouts are held each year for all teams. A student is not guaranteed a spot on the team from the previous year. All students must tryout each year and will be evaluated for that season.
* All players must attend all three tryouts. Only acceptable excuses (family emergency, religious reasons, illness, injury, etc.) for school absences may be accepted by the Athletic Director and Principal.
* If a student/athlete misses a tryout for one of the above reasons, they may be granted a final tryout with the selected team at the discretion of the athletic director/coach.
* If a student receives detention/suspension, he/she may not participate in tryouts on the day that detention/suspension was received. This is considered an unexcused absence from the tryout.
* Use a rubric and make notes to evaluate players.
* Use at least one other coach at all your tryouts. The head coach will make all final decisions using input from the other coaches.
* At the conclusion of tryouts, thank all players for their effort. Additionally, inform players that positions as managers, scorekeepers, etc. are available to those who do not make the team.
* The coach will inform children in person that they did not make the team.
* The coach will give feedback to players who did not make the team on areas where they need to improve their skills.
* Parent(s)/guardian(s) of students who did not make the team may request a meeting with the coach to discuss their child’s performance during tryouts.

**Season Responsibilities**

* Supervise practices in a safe and proper, well-planned manner
* Notify the athletic director of any unsafe equipment
* Be aware of health concerns for athletes
* Communicate all injuries to Athletic Director by submitting an accident report
* Coaches must be at school at the school dismissal time on practice and game days for supervisory purposes.
* Coaches must ride the team bus to and from away games and have an accurate count before leaving the school on an away game and before returning from an away game
* Coaches must maintain accurate Bus Waiver Forms for away games.
* The coach is responsible for the behavior and actions of his or her players at all team practices and games.
* The coach must report all incidents requiring disciplinary action to the athletic director.

**Practice Regulations**

* Practice sessions should not exceed two and a half hours, unless approved by the Athletic Director.
* Teams are not allowed to practice on Sundays according to VHSL rules and regulations.
* The Athletic Director and Principal reserve the right to make final decisions regarding practice schedules.
* When school is dismissed early due to inclement weather, all practices and games are canceled that day.
* When school is canceled due to inclement weather, all practice and games are canceled for that day.
* On teacher workdays or professional development days, practices are to be scheduled at the conclusion of that workday for teams that are coached by Amelia County Public Schools teachers/staff.

**Coach’s Ejection**

Any ejection report completed on a coach will result in a letter of reprimand being placed in personnel file. This could also result in other administrative actions, including suspension, or permanent removal from position. Any coach ejected from a game or match, is required to watch the Sportsmanship Video offered through NFHS.

<https://nfhslearn.com/courses/37000/sportsmanship>

**Communication with Parents after Games**

Positive communication between coaches and parents is encouraged. However, there are times that either of/or both parties involved may be very emotional. In these circumstances, we recommend that you incorporate the 24- hour clause into your rules. When emotions are high, coaches and parents will wait 24 hours before having a conversation. If needed the athletic director or another member of the ACPS administration will be glad to meet with the coach and the concerned parent.

**Post Season Responsibilities**

* Conduct a post-season meeting after the last game to collect all uniforms. This meeting should be held no more than three days after the last game.
* Notify the Athletic Director of any players who do not hand in their uniforms.
* Collect and return equipment
* Inventory all uniforms and equipment.
* Provide a list of awards to the athletic director

**Summer Camp Regulations**

* Coaches are encouraged to take teams to summer camps. Each camp must be approved by the Athletic Director.
* Transportation, to and from each camp, must be approved by the Athletic Director.
* Overnight camps must be approved by the Amelia County School Board. A request for the trip must be made using the field trip request form and submitted at least 4 weeks prior to the camp so that the School Board has enough time to review, ask questions if needed, and either approve or deny the request.

**VHSL Out-Of-Season Practice Rule**

**27-7-1 OUT-OF-SEASON PRACTICE RULE**- All VHSL member school sponsored athletic teams are restricted from any organized activities during designated "dead periods." Out-of-season dead periods shall be 10-day periods beginning with the first permissible practice date of a sports season as published in the VHSL Calendar. A summer "dead period" for all athletic teams shall be from Sunday through Saturday of the week containing July 4th. During dead periods, no coaching, observing or contact between a coach(s) or player(s) may occur in the VHSL member school sponsored athletic team or activity involved. There may be no VHSL member school sponsored practice, open facilities, weight training/conditioning, out of season league(s) or member school sponsored clinics/camps. Outside of dead periods, all VHSL member school sponsored activities may occur on any day except Sundays. Team vs. team competition may occur only in camps or leagues. Schools, districts and/or regions may impose more restrictive guidelines. VHSL catastrophic insurance is not applicable to any out-of-season activities.

**27-7-3 Penalty**: Any school adjudged guilty of violating the Out-of-Season Practice Rule shall be subject to a fine as stated in 30-5-1 and such disciplinary action, including ineligibility for district championships, as the appropriate district committee, interdistrict committee or VHSL Executive Director may impose.

**Additional guidelines from Amelia County Public Schools:**

• All participants must have a current VHSL physical

• Only approved coaches may work with students during VHSL out-of-season activities.

• Pre season activities CANNOT BE MANDATORY

•Pre season activities MUST BE OPEN TO ALL STUDENTS WITH A CURRENT PHYSICAL

• Pre season activities CANNOT BE CONSIDERED CRITERIA FOR TRY-OUTS

**VHSL DEAD PERIODS:**

FALL DEAD PERIOD: AUGUST 1-10, 2016 WINTER DEAD PERIOD: NOVEMBER 7-16, 2016

SPRING DEAD PERIOD: FEBRUARY 20-MARCH 1, 2017 SUMMER DEAD PERIOD: JULY 2-8, 2017

**Equipment Ordering and Purchasing**

* Each coach must submit an inventory of equipment and uniforms to the Athletic Director at the conclusion of the season. Included in the inventory will be items that are requested for the next season.
* Coaches must get three quotes from vendors listing the items that are intended for purchase before the order is submitted.
* The Athletic Director and/or Principal reserves the right to approve or reject the requests on the basis of the following criteria:

 Is the item immediately needed for the safety and welfare of the athletes?

 Is the item a necessity or luxury?

 Are there adequate funds available to purchase item(s)?

If the order is approved by the Athletic Director, he/she will submit it for approval to the Principal. All purchase orders must be signed by the building principal. The athletic director will then submit it to the bookkeeper and process the order.

* Once the order is received the shipment is to be checked for accuracy. Any discrepancies should be reported to the Athletic Director. If order is complete then the packing slip should be initialed and turned in to the Athletic Director with a copy of the original purchase order.
* The Athletic Director will send information to the bookkeeper, who will then make the payment.
* If items are going to be purchased for athletes and the athletes will be paying for these items, the money must be funneled through the school’s bookkeeper. Additionally, the order will not be placed until all of the money has been collected and deposited into the account through the bookkeeper.

**Fund Raisers**

Fund Raiser requests must be submitted at least 2 weeks prior to the fundraiser start date to the Athletic Director and Fund Raiser Coordinator. This will allow for the fundraiser to be approved or denied by both the Athletic Director and the Fund Raiser Coordinator. If approved, a copy of the fundraising request will be in your school mailbox. If denied, the original form (without approval signatures) will be placed in your school mailbox.

**Certification**

**VHSL Course**

As required by VHSL (effective July 1, 2009), all coaches are required to complete the following to coach at a VHSL member school:

The ASEP Basic VHSL Course online**-** All coaches must show proof of satisfactory completion of the online course within three years of employment in order to be considered for hire the following year.

* http://www.asep.com/asep\_content/org/VHSL.cfm
* Cost is $30
* All coaches must provide the athletic director with a copy of their certificate for verification and reimbursement.

Coaching and Rules Clinics

* Every coach of a VHSL member school is encouraged to attend their relative coaching clinic.
* The VHSL requires all coaches to attend annual rules clinics. These clinics can be done either in person or online (with it switching every other year). It is each coach’s responsibility to attend these meetings. If a coach of a sport has not attended a clinic, the school will be fined. If the school is fined, the head coach of that respective sport will be responsible for repayment of the fine to ACPS.

**NFHS Online Courses**

It is expected that all coaches will acquire training in CPR, first-aid, and concussions. The Amelia County Public Schools will provide opportunities for training at the beginning the school year. All coaches (paid and volunteer) are required to complete a YEARLY concussion education course. The course can be found at:

* [**http://nfhslearn.com/courses/61037/concussion-in-sports**](http://nfhslearn.com/courses/61037/concussion-in-sports)
* Concussion in Sports
* Cost: Free
* Complete and print certificate and turn in to athletic director.
* Coaches who have not completed this course will not be allowed to coach until it has been finished and the certificate has been turned in to the Athletic Director.

**Amelia County Public Schools – Coaches’ Code of Conduct Training Survey**

When coaches have completed the above courses they must complete the Amelia County Public Schools-Coaches’ Code of Conduct Training Survey at the link below.

THE LINK WILL BE EMAILED TO EACH COACH AFTER THEIR RESPECTIVE SEASON!

<https://forms.office.com/Pages/ResponsePage.aspx?id=rV86eUuIPUae0vx7EditZtg5_nd3BkVIo_VmeIB-C3NUNE9USVVKVjFTSVFXTFhYMkdCMDFZUExQTi4u>

**Recommended Courses**:

<http://nfhslearn.com/courses>

|  |  |  |  |
| --- | --- | --- | --- |
| AACCA Spirit Safety Certification ($75.00) – Cheerleading  | Coaching Golf ($50.00) | Coaching Unified Sports (Free)  | Heat Illness Prevention (Free) |
| Coaching Baseball ($50.00) | Coaching Soccer ($50.00) | Coaching Volleyball ($75.00) | NCAA Eligibility (Free) |
| Coaching Basketball ($50.00) | Coaching Softball ($50.00) | Coaching Wrestling ($50.00) | Sportsmanship (Free) |
| Coaching Football ($50.00) | Coaching Track and Field ($75.00) | First Aid, Health And Safety For Coaches (Free) | Middle School Sports ($20.00) |

##### Resources on Effective Coaching

The following are a few good resources for coaches:

* <https://hbr.org/2015/02/how-to-coach-according-to-5-great-sports-coaches> - [How to Coach, According to 5 Great Sports Coaches](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=9&cad=rja&uact=8&ved=0ahUKEwjK3eSkubzPAhXGQyYKHZWVBGwQFghNMAg&url=https%3A%2F%2Fhbr.org%2F2015%2F02%2Fhow-to-coach-according-to-5-great-sports-coaches&usg=AFQjCNFWftw9uRkgp2t8RBZojOq-NoHtUw&sig2=U8n1gBn9m7GYzqQINni0eA&bvm=bv.134495766,d.eWE)
* <http://m.teenshealth.org/en/teens/good-coach.html?WT.ac=clk_fromdesk> - [What Makes a Good Coach? – Teens Health](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=6&cad=rja&uact=8&ved=0ahUKEwjK3eSkubzPAhXGQyYKHZWVBGwQFgg8MAU&url=http%3A%2F%2Fm.teenshealth.org%2Fen%2Fteens%2Fgood-coach.html%3FWT.ac%3Dclk_fromdesk&usg=AFQjCNEnn0Xq72hADQNHAqeoZFugu2i5Hw&sig2=hB8TY5NTb0dlA3vUMUNt6g&bvm=bv.134495766,d.eWE)
* <https://www.nfhs.org/articles/compassionate-coach-makes-difference-in-life-of-high-school-athlete/> - Compassionate Coach Makes Difference in Life of High School Athlete
* <http://www.wgcoaching.com/ten-habits-highly-effective-coaches/> - [The Ten Habits of Highly Effective Coaches - WG Coaching](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwiB84HZt7zPAhVBTSYKHZS7CskQFggiMAE&url=http%3A%2F%2Fwww.wgcoaching.com%2Ften-habits-highly-effective-coaches%2F&usg=AFQjCNFHrwFVaRwbLaAx-o2WlFe7V0koeA&sig2=wYcTpu6vmqj9jqJY0DUbLg&bvm=bv.134495766,d.eWE)
* <http://www.livestrong.com/article/438821-characteristics-qualities-of-a-sports-coach/> - [Characteristics & Qualities of a Sports Coach | LIVESTRONG.COM](http://www.google.com/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=15&cad=rja&uact=8&ved=0ahUKEwiHhcikurzPAhXBMSYKHWfbBhs4ChAWCDcwBA&url=http%3A%2F%2Fwww.livestrong.com%2Farticle%2F438821-characteristics-qualities-of-a-sports-coach%2F&usg=AFQjCNE72KBGVUotXVwU8WpAigStvSmBzA&sig2=N6tOHPBI64lb1ZZKWb0rCg&bvm=bv.134495766,d.eWE)
* <https://kidshealth.org/en/teens/good-coach.html?WT.ac=ctg> – What Makes a Good Coach?
* <http://ericcressey.com/20-young-athletes-success> - 20 Ways to Prepare Young Athletes for Success in Sports and in Life
* [www.proactivecoaching.info](http://www.proactivecoaching.info) -if you follow them on Facebook they will share good articles and have coaches blog and share their experiences on issues facing coaches.
* [www.positivecoach.org](http://www.positivecoach.org) -offers weekly tips via e-mail, has a free e-newsletter, they offer free tools and resources for coaches, parents, athletes, leaders, and officials. Plus much more.
* <https://www.mindtools.com/pages/article/newTMM_15.htm> - What is Coaching: How to be an Effective Coach.
* <http://spo.sagepub.com/content/1/3/217.short> - The Development of Coaching Knowledge
* <http://www.tandfonline.com/doi/abs/10.1080/07303084.2001.10605736?journalCode=ujrd20> - [Coaching strategies for youthsports**:** Part 1: Athlete behavior and athlete performance](http://www.tandfonline.com/doi/pdf/10.1080/07303084.2001.10605736)
* <http://www.tandfonline.com/doi/abs/10.1080/14729679.2016.1162182> - Professional judgement and decision-making in the planning process of high-level adventure sports coaching practice
* [BOOK][B] [Play Practice: The Games Approach to Teaching and Coaching Sports](http://books.google.com/books?hl=en&lr=&id=g1T3SFR6cU8C&oi=fnd&pg=PR9&dq=effective+coaching+in+sports&ots=iXqQYcBWxD&sig=aC3KLOicrwNDmRJ4NJaYSAz3oSQ)
* [BOOK][B] [Sports Coaching Cultures: From Practice to Theory](http://books.google.com/books?hl=en&lr=&id=Epf-j1HCt9gC&oi=fnd&pg=PA1980&dq=effective+coaching+in+sports&ots=zeL-zrFfdi&sig=cMbdQZUMH_MYKKGNgLfwLSrGmbU)
* [BOOK][B] [The Coaching Process: A Practical Guide to Becoming an Effective Sports Coach](http://books.google.com/books?hl=en&lr=&id=mGuMAgAAQBAJ&oi=fnd&pg=PP1&dq=effective+coaching+in+sports&ots=KMMnFk5PCy&sig=CZCvNtTrOBX0YjTrQUfTy7oS-r8)

**Appendix A**

**Concussion Education** **Sheet**

**Concussion Education**

Concussions are the most common form of head injury suffered by athletes. A concussion can be caused by a direct or indirect hit to the head or body. This may cause impairment in neurological function, which may result in a gradient of clinical symptoms. The athlete does not need to be unconscious to have suffered a concussion. Initial symptoms may be mild and gradually get worse over time. The exact recovery period is unclear and will vary from individual to individual. It has been documented that during a concussion the brain temporarily does not function normally and is more vulnerable to a second head injury. This second injury, known as Second Impact Syndrome, may result in far greater brain trauma and even death.

Following a concussion the athlete may experience a variety of symptoms. Contrary to popular belief, most concussion occur without a loss of consciousness.

**Some signs and symptoms include**

**Symptoms Signs**

Nausea/Vomiting Difficulty concentrating

Dizziness Inappropriate playing behavior

Confusion Decreased playing ability

Fatigue Inability to perform daily activities

Light headedness Reduced attention

Headaches Cognitive and memory dysfunction

Irritability Vacant stare

Depression Personality change

Ringing in the ears unsteady gait

Loss of consciousness Slurred/incoherent speech

Sleep disturbances Disorientation

Due to the serious nature of this injury and potential catastrophic results of returning to activity, concussions need to be recognized and diagnosed as soon as possible. It is required that all student/athletes are truthful and forthcoming about their symptoms as soon as they present. Once a concussion is diagnosed the athlete will be removed from practice and games for at least 24 hours and may not return until cleared by the Athletic Trainer. Doctors notes are required if an athlete goes to a doctor.

Adapted from Appomattox County High School, Coach’s Handbook 2016

**Appendix B**

**Sports Tryout Rubrics**

**Amelia County Public Schools**

**BASEBALL/SOFTBALL RUBRIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent (4)** | **Good (3)** | **Fair (2)** | **Poor (1)** |
| **HITTING** | Consistently demonstrates proper body stance, uses correct approach, and hits the ball 80% of the time. | Demonstrates and applies proper body stance, uses correct approach keeps eye on ball, and swings thoroughly 70% of the time. | Demonstrates proper body stance, uses correct approach, keeps eye on ball, and hits the ball 60% of the time. | Attempts to stand with the left side of the body toward the pitcher, attempts to face the plate, and attempts to hit through the ball 40% of the time. |
| **RUNNING** | Touches every base, stays on base until the batter hits the ball. Runs hard to first base and on every base, and touches every base 80% of the time. | Stays on base until the ball is hit, the runner touches every bag, and runs hard to every base 70% of the time. | Runs to first base, tries to stay on base when the batter hits the ball, does not steal. Runs hard and purposefully toward first base 60% of the time. | Attempts to run to first base and may overrun it. Runs to first base 40% of the time. |
| **FIELDING** | Consistently demonstrates ready position, keeps the head down and watches the ball into the hands, weight is on balls of feet or toes, and knees are bent to lower the body, catches, straightens up, takes step in direction of the throw and throws 80% of the time. | Demonstrates and applies ready position, watches ball, moves towards ball, feet are spread, butt is low, and hands are carried low and in front 70% of the time. | Demonstrates to move into the path of the ball, glove is down, watches the ball, feet are spread and butt is kept low 60% of the time. | Attempts to be in ready position, attempts to follow the ball to catch 40% of the time. |
| **THROWING** | Consistently demonstrates placing the throwing-arm side of the body away from the target, steps toward target w/the foot opposite the throwing hand, raises the arm at the elbow, rotates hips as the throwing arms moves forward, and throws accurately 80% of the time. | Demonstrates and applies proper body stance, bends and raises the arm at the elbow, steps toward the target with the opposite foot, rotates hips while throwing arm moves forward, and throws accurately 70% of the time. | Demonstrates proper body stance, raises arm at elbow, steps toward the target with the opposite foot, and throws accurately to target 60% of the time. | Attempts to place the throwing-arm side of body away from the target, attempts to step toward the target, attempts to raise the arm at elbow and throws accurately to target less than 40% the time. |

**Amelia County Public Schools**

**Baseball & Softball - Tryout Chart**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tryout #  | Name | HITTING | RUNNING | FIELDING | THROWING | TOTAL |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
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**Amelia County Public Schools**

**BASKETBALL RUBRIC – (Boys and Girls)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent (4)** | **Good (3)** | **Fair (2)** | **Poor (1)** |
| **BALL HANDLING** | Dribbles with speed using both hands. Keeps eyes on the court and can use some advanced dribbling techniques (cross over, behind the back, between the legs, etc.)  | Dribbles the ball with dominant hand with speed, and controls the ball with non-dominant hand at moderate speed. Mostly keeps eyes on the court.  | Dribbles the ball with dominant hand at moderate speed, and with moderate control. Dribbles with non-dominant hand slowly and doesn’t always keep head up.  | Has trouble controlling the ball with dominant hand and cannot use non- dominant hand with any control. Consistently looks at the floor while dribbling. |
| **DEFENSE** | Has a strong defensive stance: legs wide, knees bent, arms engaged. Keeps positioning and is able to maintain good spacing, apply pressure and adjust while staying in position against a dribble.  | Has a good defensive stance: legs wide, knees bent, arms engaged. Maintains spacing and positioning while facing a moderately paced dribble.  | Player demonstrates some mastery of defensive positioning and can stay in defensive stance while following a slower dribble.  | Has difficulty maintaining defensive positioning. |
| **REBOUND** | Dribbles with speed using both hands. Keeps eyes on the court and can use some advanced dribbling techniques (cross over, behind the back, between the legs, etc. | Dribbles the ball with dominant hand with speed, and controls the ball with non-dominant hand at moderate speed. Mostly keeps eyes on the court. | Dribbles the ball with dominant hand at moderate speed, and with moderate control. Dribbles with non-dominant hand slowly and doesn’t always keep head up. | Has trouble controlling the ball with dominant hand and cannot use non- dominant hand with any control. Consistently looks at the floor while dribbling. |
| **SHOOTING** | Starts jump shot with legs and, with fluid motion, jumps, flicks wrist and follows through. Maintains consistent form. Shoots with accuracy to the foul line - maybe beyond.  | Uses good form with less fluid motion and follow through. Shot is consistent to the foul line.  | Has trouble keeping consistent form and hitting the rim/backboard consistently. Finishes the shot less than half the time.  | Form is weak or ever- changing when shooting. Has trouble hitting the rim or backboard. |
| **PASSING** | Passes with accuracy and strength to hit both stationary and mobile targets. Moves to catch pass aggressively and catches very well while moving and stationary.  | Passes with moderate accuracy to stationary and mobile targets. Catches well when stationary and moderately well when moving.  | Passes with moderate accuracy to stationary targets. Can’t consistently hit a moving target. Catches the ball well when stationary and inconsistently when moving.  | Has difficulty hitting a stationary target, and rarely hits a moving one. Moves away from the pass when catching, and does not catch with consistency. |
| **Court Knowledge/Live Play**  | Aware and engaged when scrimmaging. Shows knowledge of the rules of basketball and understands her role on the court. Does not hog the ball offensively. Looks for the best option, passes well and takes care of the ball. Defends with hustle and intensity. | Engaged and mostly aware in scrimmages. Shows a working knowledge of the rules and seems moderately confident in her role on the court. Hits best option on offense about half of the time but may need work on sharing the ball. Defends well. Plays with hustle.  | Tries hard in scrimmages and pays attention. May be unsure of calls and where to be offensively and defensively. Doesn’t consistently hit best option on offense, but makes an effort. May turn the ball over or shoot too quickly. Plays with hustle – may seem timid or unsure in play.  | Loses focus when scrimmaging, and/or has a hard time getting involved in play. Shows little knowledge of the rules. Is not a part of the offense or defense. Turns the ball over often and may shoot too quickly or get rid of the ball without looking for shot. May seem timid or unsure in play. |

**Amelia County Public Schools**

**Basketball - Tryout Chart**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tryout #  | Name | BALL HANDLING | DEFENSE | REBOUND | SHOOTING | PASSING | Live Play  | TOTAL |
| 1 |  |  |  |  |  |  |  |  |
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**Amelia County Public Schools**

**CHEERLEADING RUBRIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent (4)** | **Good (3)** | **Fair (2)** | **Poor (1)** |
| **APPEARANCE-Poise, Confidence,****Recovery, Energy, Presentation, Sharpness** | Good routine, Routine could use a little cleaning up, Good usage of techniques, strong in all areas. | Good routine, Routine could use a little cleaning up, Good usage of techniques, strong in most areas. | Fair routine, Routine needs a lot of cleaning up, Fair usage of techniques, Fair in most areas. | Poor routine, whole routine needs cleaning up, Poor usage of techniques, poor in most areas. |
| **CHEER- Motions, Execution, Voice** | Yells cheers with loud voice utilizing "chest" voice all of the time.High volume, high energy. | Yells cheers with loud voice utilizing "chest" voice most of the time. Medium volume, average energy. | Yells cheers with loud voice utilizing "chest" voice some of the time. Medium volume, average energy. | Mouths words during cheer without making noise, or just uses normal speaking voice. Low volume, low energy. |
| **DANCE - Motions, Timing, Rhythm****Knowledge, Motion** | Performed the dance with sharp/precise motions and naturally rhythmic body movements. Added own personality to performance. | Performed the dance with sharp/precise motions and naturally rhythmic body movements. | Performed the dance with sharp motions and rote body movements. | Performed the dance with sloppy/loose motions and body movements. Timing/rhythm may be off. Does not have dance memorized. |
| **COMMUNICATION-****Facial expression** | Smiles throughout the entire performance. Makes eye contact with the audience all of the time. | Smiles during the majority of the performance.Makes eye contact with audience most of the time. | Smiles during the majority of the performance.Makes eye contact with audience some of the time. | Smiles during some moments of the performance.Rarely makes eye contact with audience. |

**Amelia County Public Schools**

**Cheerleading - Tryout Chart**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tryout #  | Name | APPEARANCE | CHEER | DANCE | COMMUNICATION | TOTAL |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
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**Amelia County Public Schools**

**GOLF RUBRIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent (4)** | **Good (3)** | **Fair (2)** | **Poor (1)** |
| **Rules of Golf** | Has extensive knowledgeof golf rules | Has adequate knowledge of golf rules. | Has some knowledge of basic golf rules. | Has no knowledge of basic golf rules. |
| **Putting** | Dropped all 5 with two strokes | Made 3 or 4 putts. (two strokes) | Made 1 or 2 putts. Two strokes | Did not make any putts. Two stokes |
| **Hitting the pitching wedge** | Hit all five balls successfully | Hit 3 or 4 of the balls successfully and more than one was a high shot. | Hit 1 or 2 of the 5 balls successfully. | Did not successfully hit any of the 5 balls. |
| **Hitting the 7 iron** | Hit all five balls successfully | Hit 3 or 4 of the balls successfully and more than one was a high shot. | Hit 1 or 2 of the 5 balls successfully. | Did not successfully hit any of the 5 balls. |
| **Hitting the wood or hybrid** | Hit all five balls successfully | Hit 3 or 4 of the balls successfully and more than one was a high shot. | Hit 1 or 2 of the 5 balls successfully. | Did not successfully hit any of the 5 balls. |
| **Par three** | PAR | Bogey or double bogey | Double par | More than double par |
| **Par four** | PAR | Bogey or double bogey | Double par | More than double par |
| **Par five** | PAR | Bogey or double bogey | Double par | More than double par |

**Amelia County Public Schools**

**Golf - Tryout Chart**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tryout #  | Name | Rules of Golf | Putting | Hitting the pitching wedge | Hitting the 7 iron | Hitting the wood or hybrid | Par three | Par four | Par five | TOTAL |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
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**Amelia County Public Schools**

#### SOCCER RUBRIC

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent (4)** | **Good (3)** | **Fair (2)** | **Poor (1)** |
| **Defending** | Adopts proper posture to slow/steer attacker, and correctly times when to make a challenge for the ball 80% of the time. | Adopts proper posture to slow/steer attacker, and correctly times when to make a challenge for the ball 70% of the time. | Adopts proper posture to slow/steer attacker, and correctly times when to make a challenge for the ball 60% of the time. | Adopts proper posture to slow/steer attacker, and correctly times when to make a challenge for the ball 40% of the time. |
| **Attacking** | Creatively uses foot skills, changes of direction, speed and feints to get past defender 80% of the time. | Creatively uses foot skills, changes of direction, speed and feints to get past defender 70% of the time. | Creatively uses foot skills, changes of direction, speed and feints to get past defender 60% of the time. | Creatively uses foot skills, changes of direction, speed and feints to get past defender 40% of the time. |
| **Receiving & Passing** | The ability to receive ground & air balls with all surfaces (foot, leg, chest), create a good first touch, and then make an accurate pass with the right speed 80% of the time. | The ability to receive ground & air balls with all surfaces (foot, leg, chest), create a good first touch, and then make an accurate pass with the right speed 70% of the time. | The ability to receive ground & air balls with all surfaces (foot, leg, chest), create a good first touch, and then make an accurate pass with the right speed 60% of the time. | The ability to receive ground & air balls with all surfaces (foot, leg, chest), create a good first touch, and then make an accurate pass with the right speed 40% of the time. |
| **Combination Play**  | The ability to recognize opportunities and then work with teammate to execute wall passes, takeovers, give-and-go, etc., 80% of the time. | The ability to recognize opportunities and then work with teammate to execute wall passes, takeovers, give-and-go, etc., 70% of the time. | The ability to recognize opportunities and then work with teammate to execute wall passes, takeovers, give-and-go, etc., 60% of the time. | The ability to recognize opportunities and then work with teammate to execute wall passes, takeovers, give-and-go, etc., 40% of the time. |
| **Movement Off the Ball**  | Demonstrates support play, and moves around the field to improve the team’s formation. Can recognize when to make a “run”, such as an overlap 80% of the time. | Demonstrates support play, and moves around the field to improve the team’s formation. Can recognize when to make a “run”, such as an overlap 70% of the time. | Demonstrates support play, and moves around the field to improve the team’s formation. Can recognize when to make a “run”, such as an overlap 60% of the time. | Demonstrates support play, and moves around the field to improve the team’s formation. Can recognize when to make a “run”, such as an overlap 40% of the time. |
| **FIRST-DEFENDER, SECOND-****DEFENDER** | Demonstrates how to be positioned when defending (also called “pressure-cover” concept) 80% of the time. | Demonstrates how to be positioned when defending (also called “pressure-cover” concept) 70% of the time. | Demonstrates how to be positioned when defending (also called “pressure-cover” concept) 60% of the time. | Demonstrates how to be positioned when defending (also called “pressure-cover” concept) 40% of the time. |
| **Hustle** | Player runs quickly, to the right places, and can move the ball at good speed 80% of the time. | Player runs quickly, to the right places, and can move the ball at good speed 70% of the time. | Player runs quickly, to the right places, and can move the ball at good speed 60% of the time. | Player runs quickly, to the right places, and can move the ball at good speed 40% of the time. |
| **Leg Strength** | Player can move the ball down and across a full-sized field 80% of the time. | Player can move the ball down and across a full-sized field 70% of the time. | Player can move the ball down and across a full-sized field 60% of the time. | Player can move the ball down and across a full-sized field 40% of the time. |
| **Soccer IQ** | Player “sees” the game, and communicates well with teammates to identify and exploit opportunities 80% of the time. | Player “sees” the game, and communicates well with teammates to identify and exploit opportunities 70% of the time. | Player “sees” the game, and communicates well with teammates to identify and exploit opportunities 60% of the time. | Player “sees” the game, and communicates well with teammates to identify and exploit opportunities 40% of the time. |

**Amelia County Public Schools**

**Soccer - Tryout Chart**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tryout #  | Name | Defending | Attacking | Receiving & Passing | Combination Play | Movement Off the Ball | First-Defender, Second-Defender | Hustle | Leg Strength | IQ | Total |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
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**Amelia County Public Schools**

**TRACK & FIELD**

Athletes with the fastest times or distance will be placed on the Track & Field Team. Each year the times will be different. (4-5 athletes will be kept per event).

**Amelia County Middle School**

Southside Middle School Conference Championship Meet:

Three participates are allowed in each event.

**Amelia County High School**

Virginia High School League State Meet:

Each school is allowed three athletes per event unless each athlete has a qualifying time or distance.

### Amelia County Public Schools

**TRACK & FIELD – Tryout Chart**

|  |  |  |  |
| --- | --- | --- | --- |
| Tryout #  | Name | Event | Time/Distance |
| 1 |  |  |  |
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### Amelia County Public Schools

### VOLLEYBALL RUBRIC

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent (4)** | **Good (3)** | **Fair (2)** | **Poor (1)** |
| **Serving** | Goes over the net and in bounds 9/10 of the time or more | Goes over the net and in bounds 6 or 7/10 of the times | Goes over the net and in bounds 5/10 of the time | Goes over the net less than 4/10 of the time |
| **Receiving** | Player is always low, on balls of feet, ready to dig if the opponent kills the ball | Player is usually low, on balls of feet, ready to dig if the opponent kills the ball | Player is generally prepared to receive the serve, but may not be fully ready | Player is unprepared to receive the serve, not in ready position |
| **Passing** | Completes pass to intended specified target 9/10 of the time or more | Completes pass to intended specified target 6-7/10 of the time | Completes pass to intended specified target 5/10 of the time | Completes pass to intended specified target less than 5/10 of the time |
| **Hitting/Spike** | Successfully approaches and gets the ball over the net at least 8/10 of the time, with most as kills. | Successfully approaches and gets the ball over the net at least 6 or 7/10 of the time, with most as kills. | Successfully approaches and gets the ball over the net at least 5/10 of the time, with most as kills. | Successfully approaches and gets the ball over the net at least 5/10 of the time, with most as kills. |
| **Effort** | Runs! Goes after free balls, even if they are hard to get to or involve diving. Never gives up on the ball. | Runs! Goes after most free balls, even if they are hard to get to or involve diving.  | Jogs most of the time. Makes some effort for free balls, but stops short if it involves getting on the ground | Walks instead of running most of the time. Doesn't go after free balls unless they come directly to them. |
| **Communication** | Always calls the ball. Helps rest of team out by calling "Out" if ball is out, or "Over" if the next touch needs to get the ball over the net. | Usually says: "Got it" or "Mine" when the ball is hers during games. Rarely forgets to call it. | Sometimes says: "Got it" or "Mine" when the ball is hers during games. Sometimes forgets to call it, but will do so when reminded. | Rarely if ever says anything on the court. Not during drills. Not during games. |
| **Transitioning** | Knows where they are supposed to be based on where the ball is.  | Usually knows where they are supposed to be based on where the ball is.  | Is caught flat-footed when team transitions about 3/10 of the time. Sometimes had to be reminded to rotate. | Doesn't know where they're supposed to be. Has to be reminded to rotate |
| **Speed/Agility** | Very quick. Good foot movement. | Quick during shuffle drill. Had minor issues but made it though without stumbling. | Quick during shuffle drill. Had some trouble with foot movement. Stumbled during backpedal | Slow during shuffle drill, crossed over feet and tripped. Fell during backpedal. |

**Amelia County Public Schools**

**Volleyball - Tryout Chart**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tryout #  | Name | Serving | Receiving | Passing | Hitting | Effort | Communication | Transitioning | Speed/Agility | Total |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |

### Amelia County Public Schools

**Forensics**

For forensics, drama, and debate an announcements are made over the intercom each day for a week in the spring. Students interested in participating in these events will try out and be selected for what suits them best. The number of students chosen for drama will vary depending on the play. Debate will have a minimum of six participants. One participant and up to one alternative is selected for the following forensic categories: Extemporaneous Speaking, Original Oratory, Poetry, Prose, Demonstration, and After Dinner.

**ACE**

Ace tryouts are done over two days in the fall. Students answer a series of vocabulary questions, math questions, and general knowledge questions, which are pulled from the program "Knowledge Master." Up to twelve people are chosen to form the ACE team.

**Appendix C**

**Sports Tryouts**

**Amelia County Public Schools**

### CROSS COUNTRY TEAM

### FOOTBALL TEAM

### WRESTLING TEAM

Due to the nature of the sports, all students who wish to participate in the above sports are eligible to make the team. Therefore, there is no try-out procedure or rubric for assessment.

**Appendix D**

**Forms**

#  Amelia County Public Schools

**Head Coach Evaluation Form**

(To be completed by the Athletic Director)

Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year \_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of years coaching in this assignment \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria**  | **Proficient****3** | **Needs****Improvement 2** |  **Unsatisfactory****1** | **Not Applicable** |
| **Professional Behavior** |  |  |  |  |
| 1. Cooperates with the Athletic Director and staff with required paperwork requests in a timely manner
 |  |  |  |  |
| 1. Develops rapport with athletics, parents, and the ACPS staff
 |  |  |  |  |
| 1. Demonstrates professional behavior during practices and games
 |  |  |  |  |
| 1. Appropriately dressed for practices and games
 |  |  |  |  |
| 1. Understands and adheres to rules and regulations for ACPS, District, Conference, Region, and VHSL.
 |  |  |  |  |
| 1. Maintains appropriate sideline conduct at games towards players, officials, and other workers.
 |  |  |  |  |
| 1. Provides proper supervision of athletes at ACPS and on bus trips
 |  |  |  |  |
| 1. Maintains appropriate care of equipment and uniforms
 |  |  |  |  |
| 1. Keeps Athletic Director informed about events involving athletes and other concerns
 |  |  |  |  |
| 1. Follows proper procedures and protocol for purchase of equipment or supplies
 |  |  |  |  |
| **Coaching Performance** |  |  |  |  |
| 1. Has appropriate team discipline and control according to the ACPS rules and regulations.
 |  |  |  |  |
| 1. Has well organized practices to maximum team and staff’s potential
 |  |  |  |  |
| 1. Delegates authority appropriately with responsibility while remaining accountable for such delegations
 |  |  |  |  |
| 1. Monitors athletes during in and off-season activities
 |  |  |  |  |
| 1. Uses appropriate ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, and lasting values to each athlete
 |  |  |  |  |

**Comments:**

**Score:** Proficient (36 - 45) Needs Improvement (26 - 35) Unsatisfactory (15 - 25)

**Recommendation** (Circle one):

1-Contract renewal recommended 2-Contract renewal with reservations 3-Contract will not be renewed

Athletic Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amelia County Public Schools**

**Assistant Coach Evaluation Form**

(To be completed by the Head Coach and submit to the Athletic Director)

Assistant Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Year \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of years in this coaching assignment \_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria**  | **Proficient****3** | **Needs****Improvement** **2** |  **Unsatisfactory****1** | **Not Applicable** |
| 1. Loyalty to head coach and system
 |  |  |  |  |
| 1. Care of equipment
 |  |  |  |  |
| 1. Knowledge of sport
 |  |  |  |  |
| 1. Coaching/Teaching ability
 |  |  |  |  |
| 1. Ability to motivate athletes
 |  |  |  |  |
| 1. Rapport between coach and rest of coaching staff and players
 |  |  |  |  |
| 1. Supervision of players before, during, after games and practices
 |  |  |  |  |
| 1. Accepts duties given by the head coach
 |  |  |  |  |

**Comments:**

**Score:**

Proficient (18 - 24) Needs Improvement (11 - 17) Unsatisfactory (8 - 12)

**Recommendation** (Circle one):

1-Contract renewal recommended 2-Contract renewal with reservations 3-Contract will not be renewed

Athletic Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Coach’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amelia County Public Schools**

**Athletic Director Evaluation Form**

(To be completed by the principal and submitted to the Superintendent)

Athletic Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year \_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria**  | **Proficient****3** | **Needs****Improvement 2** |  **Unsatisfactory****1** | **Not Applicable** |
| **Professional Qualities** |  |  |  |  |
| 1. Cooperates with the coaches regarding paperwork needs, in a timely manner
 |  |  |  |  |
| 1. Develops rapport with the ACPS coaching staff and works to promote all sports programs
 |  |  |  |  |
| 1. Understands and follows rules and regulations set up by ACPS, District, Conference, Region, and VHSL
 |  |  |  |  |
| 1. Provides proper supervision and administration of sporting events
 |  |  |  |  |
| 1. Delegate authority with responsibility while remaining accountable for such delegations
 |  |  |  |  |
| 1. Is cooperative in scheduling practice and game facilities in a fair and consistent manner
 |  |  |  |  |
| 1. Keeps coaches informed about unusual events involving school discipline towards the athletes
 |  |  |  |  |
| 1. Follows proper procedures for purchase of equipment or supplies, in a timely manner
 |  |  |  |  |

**Comments:**

**Score:**

Proficient (18 - 24) Needs Improvement (11 - 17) Unsatisfactory (8 - 12)

**Recommendation** (Circle one):

1-Contract renewal recommended 2-Contract renewal with reservations 3-Contract will not be renewed

Athletic Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amelia County Public Schools**

**Bus Waiver Form**

Signing this form means that you understand that your child will not be riding the school bus home from this event.

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Game \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Student | Parent Signature |
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**Amelia County Public Schools**

**Athletic Inventory**

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Amount on Hand** | **Amount to be reconditioned** | **Amount to be discarded** |
|  |  |  |  |
|  |  |  |  |
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**Amelia County Public Schools**

**Team Awards**

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_

Trophy #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Athlete’s name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Trophy name)

Trophy #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Athlete’s name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Trophy name)

Trophy #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Athlete’s name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Trophy name)

All-District Athletes (1st Team)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All-Region Athletes (1st Team)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All Conference Athletes

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All- State Athletes

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amelia County Public Schools**

**End of Season Report**

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Varsity Season**

Record District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JV Season**

Record District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Middle School Season**

Record Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Overall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RECORDS THAT WERE SET: (Individual or Team)

|  |  |  |
| --- | --- | --- |
| Season Record(s) | Yes | No |
| District Champions |  |  |
| Conference Champions |  |  |
| Division Champions |  |  |
| Region Champions |  |  |
| State Champions |  |  |
| State Runner-Up |  |  |

**Administrator Contact Information**

Amelia County Middle School 804-561-4422

 Dr. Sarah Tanner-Anderson, Principal tanner-andersons@ameliaschools.com

 Mr. Jonathan Cummins, Assistant Principal cumminsj@ameliaschools.com

 Mr. Wayne Hawkins, Athletic Director hawkinsw@ameliaschools.com

Amelia County High School 804-561-2101

 Mrs. Parcilla Salley, Principal salleyp@ameliaschools.com

 Mr. Steve Hudson, Assistant Principal hudsons@ameliaschools.com

 Mr. Allen Swearengin, Athletic Director swearengina@ameliaschools.com

**Medical Contact Information**

Meg Thompson- Certified Athletic Trainer 804-366-9897

**Media Contact Information**

The Amelia Bulletin Monitor

804-561-3655 http://www.ameliamonitor.com/

The Richmond-Times Dispatch

804-649-6000 http://www.richmond.com/

The Farmville Herald

434-392-3366 http://www.farmvilleherald.com/

**Amelia County Public Schools**

**Coaches’ Code of Conduct Manual**

**Signature Page**

Coaches become subject to this Code of Conduct upon accepting a position of employment as a coach at Amelia County Public Schools. All coaches are subject to this code at all times during the calendar year, including summer months, whether on or off campus.

I have read and understand the requirements of coaching with Amelia County Public Schools. I understand that I am expected to perform according to this code and I understand that there may be penalties if I do not adhere to ALL policies in this manual.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Coach’s Signature School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Athletic Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principal Date

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