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ABSTRACT

The policies and procedures stated in this handbook are to be used as a guide in the performance of duties and responsibilities by the Director of Athletics and athletic coaches at Imperial Valley College (California). This handbook supplements the Faculty Handbook, the district policy manual, the California Junior College Association Athletic Code, and the Desert Conference Athletic Code. Material for the guidelines has been obtained from adopted policies and procedures. The guidelines cover budget preparation, athletic travel, the reimbursement schedule, athletic itineraries, scheduling, college equipment, job descriptions, athletic injuries and physicals, athletic eligibility, programs, publications, awards, clinics and conferences, scouting and recruitment, banquets, and game procedures. (NHM)

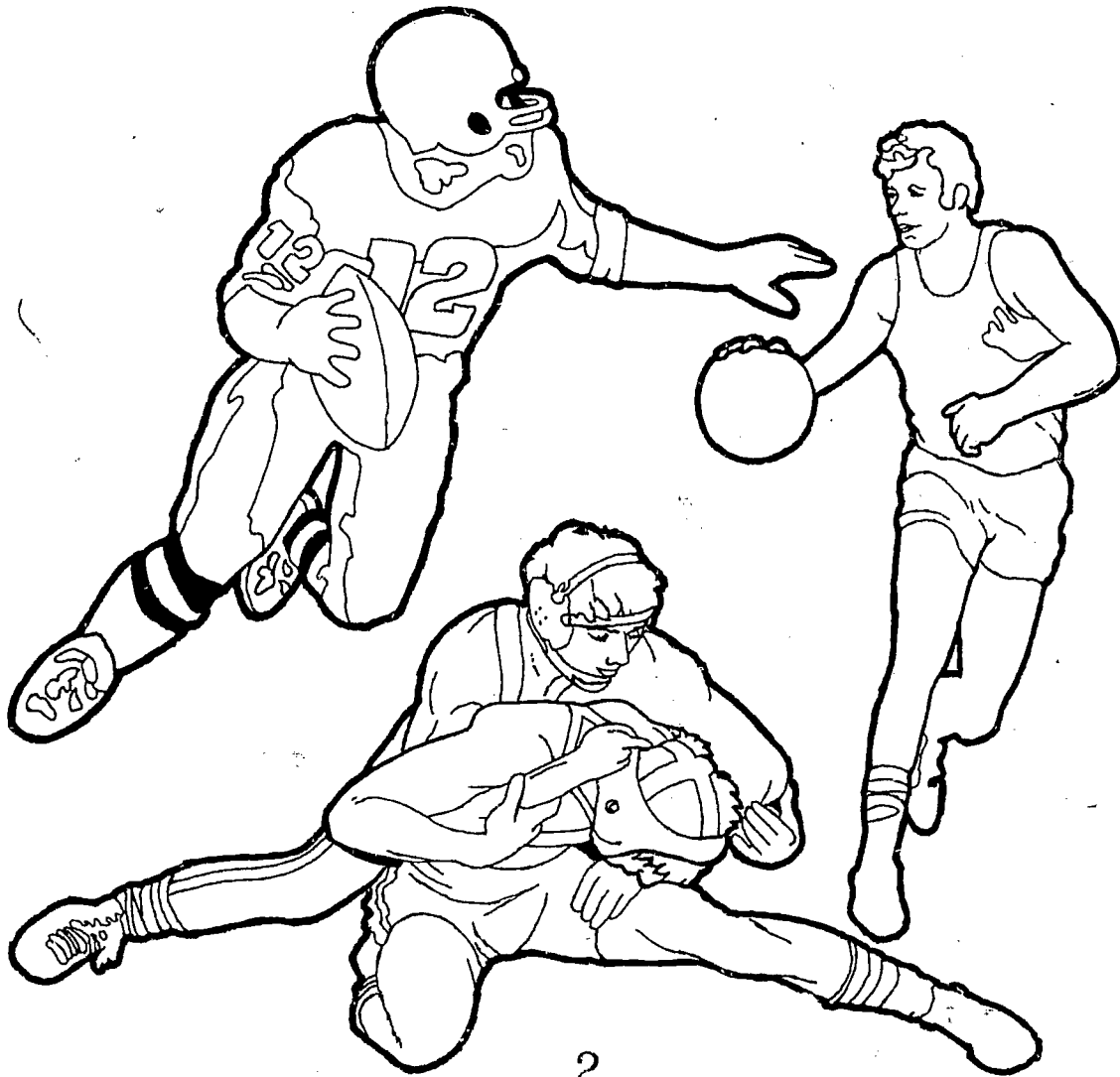
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# COACHES' HANDBOOK

## Imperial Valley College



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Dear Coaches:

These guidelines are written for the purpose of aiding the Director of Athletics and athletic coaches in the efficient operation of the Athletic Department. It is to be used as a supplement to the Faculty Handbook and the district policy manual. The California Junior College Association Athletic Code and the Desert Conference Athletic Code are also supplemented by the handbook. Persons using this should be familiar with the above publications, which are available in the Office of the Director of Athletics. The policies and procedures stated in the handbook are to be used as a guide in the performance of duties and responsibilities of the athletic department personnel.

Material for the guidelines have been obtained from adopted policies and procedures. Changes and revisions will be made available as they are developed.

Cordially yours,

*Max Fields*

Max Fields  
Director of Athletics

### Athletic Statement in the IVC Policy Manual

The intercollegiate athletic program at Imperial Valley College is an integral part of the college designed to give student athletes an opportunity to participate in the sport of their choice and an opportunity for vicarious participation by non-athletes and the community in general. All individuals who have any connection with the athletic program should be made fully cognizant of the codes governing athletics and assume the responsibility of conforming to the spirit and letter of those codes.

The objective of the program is to produce successful teams.

However, such an objective shall not prevail if success requires the violation of rules, the exploitation of players, the jeopardy of an athlete's future, or unsportsmanlike conduct. The program is designed to enhance both the athlete's and non-athlete's educational experiences.

1. Systematic and vigorous effort shall be made, particularly by the coaches, to recruit athletes of all sports from the high schools in the Imperial Valley College district.
2. The primary purpose for a student's attendance at Imperial Valley College is to receive an education and every effort should be made to encourage him to attain his educational goal.
3. Coaches and others will be expected to assist competent Imperial Valley College athletes in becoming located in that institution which is best suited to the athlete's ultimate goal.

4. Imperial Valley College shall support and assist those senior colleges and universities which have shown a spirit of cooperation with the Imperial Valley College Athletic Program.
5. The coaches' and athletes' conduct and dress, locally and on trips, should conform to the high standards expected of a representative of Imperial Valley College.
6. The intercollegiate athletic program shall be under the jurisdiction of the Director of Athletics except for money matters which shall be the responsibility of the Associate Superintendent-Business. (Matters regarding policy and rules shall be referred to the Imperial Valley College Intercollegiate Athletic Committee by the Director of Athletics and thence to Administrative Council for official action.)
7. The intercollegiate athletic program shall be financed by the Imperial Community College District.
8. Gate receipts shall be collected and accounted for by the office of the Director of Student Life and Community Services. This office shall also pay the necessary game expenses.
9. The organization of supportive community clubs shall be encouraged. Such clubs must be fully acquainted with the State and Conference rules so that their actions are in concert with the spirit and letter of such rules. The funds raised by such a club shall be deposited with the college and expended under the supervision of the appropriate college official.
10. Coaches should handle themselves in a professional manner at all times.

### Desert Conference

The Director of Athletics and the Dean of Student Personnel are the Desert Conference representatives. Coaches may attend Conference meetings when necessary in accordance with policy of the Desert Conference.

Minutes and reports of Conference meetings will be distributed to the coaches. Coaches may contact the Commissioner on Conference matters through the Athletic Director.

### Supervision and Responsibility of Athletic Teams

Practice - No athletic team, class, group or individual is allowed to practice or use facilities or equipment unless properly supervised by a coach or instructor.

Games - The coach is responsible for the action of athletes during contests. Players who exhibit unsportsmanlike characteristics should not be allowed to participate in the contests.

Trips - Coaches are responsible for athletes on trips and should inform athletes that they are representing the college. A high standard of gentlemanly behavior should be demanded at all times. Coaches and athletes should dress appropriately for travel. Coaches are to travel with teams and are to be present when buses are used.

Appearance of Athletes - It is the responsibility of each individual coach to enforce acceptable standards in regards to the appearance of athletes.

### Budget Preparation

1. Responsibility of the coach and the athletic director:
  - a. With assistance of the trainer and equipment manager,

inventory all equipment peculiar to a sport at the end of the sports season.

- b. Prepare list of equipment needed - complete with prices and specifications.
  - c. Submit to the Director of Athletics usually in December.
2. Responsibility of the coach:
- a. Make a tentative schedule for budget purposes.
  - b. Estimate meals, lodging, entry fees and officials for the planned schedule.
  - c. Include any other estimated expenditures.
  - d. Submit to the Director of Athletics usually in December.
3. Responsibility of the Director of Athletics:
- a. To work with each coach and the trainer and equipment manager in preparing the budget.
  - b. To prepare all items not peculiar to a specific sport.
  - c. After the budget is adopted, the Director of Athletics will prepare an approved budget for the coach's use.

#### Procedure for Athletic Travel

1. The Athletic Director should insure that each coach submits requisitions for independent meal money 4 to 5 days prior to an away event. Independent meal money shall be accounted for by having each player sign for the amount he receives.
2. Each coach shall be issued a credit card with a \$1,500 limit. This card may be used for official expenditures of the District only. Examples of such expenditures are: motel for team and coaches, and meals for team and coaches.

3. All expenditures shall be accounted for immediately upon return from an away activity and a check from the revolving cash fund shall be issued to cover official expenditures.
4. No other charges are authorized until an accounting has been satisfied immediately upon return from an away activity.

(Administrative Handbook)

#### Student Vehicles

Normally, no student-owned cars are to be used. In emergency situations, the Associate-Superintendent of Business should be consulted.

The college is not responsible or liable for transportation of students to any activity when the attendance of the student is voluntary, and prior approval not given. (IVC Policy Manual)

#### Reimbursement Schedule

Room	\$18.00 per night (receipt required)
Breakfast	\$ 2.00
Lunch	\$ 2.50
Dinner	\$ 4.00

(Or any combination of costs for meals,  
\$8.50 per day)

These rates apply to reimbursing athletes, except that the maximum allowed for lodging for team members shall be \$9.00. (IVC Policy Manual)

#### Athletic Itineraries

All meal and lodging plans for away events must be approved by the Director of Athletics. A travel itinerary must be on file for each event with the Director of Athletics.



### College Equipment

School equipment shall be used by persons or organizations only for authorized District use.

1. No District-owned equipment is to be removed from the college site without the express permission of the President or the Dean of Instruction. This does not apply to equipment transported off campus for a field trip or other approved student activities.
2. No college equipment is to be moved from its assigned location or function without the approval of the appropriate division chairman or the Dean of Instruction.
3. All members of the professional and classified staff should take appropriate security measures to prevent the theft or mutilation of college equipment.
4. Staff members should make sure that student assistants receive or have received appropriate training for the care and operation of college equipment. (IVC Policy Manual)

### Scheduling

It shall be the responsibility of each head coach to prepare a tentative schedule for approval of the Director of Athletics. Each schedule shall contain signed approval of the Director of Athletics.

#### Scheduling Guidelines and Policies:

1. Schedules should not be presented for approval if they exceed budget allotments.
2. Schedules which cause students to have excessive absences from scheduled classes are not to be attempted.
3. Conference schedules are to have first priority.

4. All schedules involving financial contracts must be approved by the Director of Athletics.
5. Schedules, once adopted, should not be changed without just cause and the approval of the Director of Athletics.
6. Schedules should be submitted on an annual basis as requested by the Director of Athletics.

Trainer-Equipment Manager

Definition: Under direction, to administer preventive and rehabilitative treatment to athletes engaged in various intercollegiate sports; to have charge of the athletic equipment and supplies used in the intercollegiate sports program; and to do other work as required.

Examples of duties: Maintains and operates the college's training facility; administers treatment to athletes as prescribed by the team physician, operating a variety of therapeutic equipment, including hydro-therapy, and giving massages; tapes ankles, knees, wrists, elbows, shoulders, and ribs of athletes prior to practice or games; attends athletic events at home and away games during football and renders emergency first aid and other treatment to injured players; checks out uniforms for practice and games, prepares accident and insurance forms, supervises student managers and other student help, stores, issues, receives, checks inventories, and performs minor repairs to athletic equipment and supplies used in the intercollegiate sports program; assigns, issues, and keeps records of locks and lockers for athletes; directs towel and laundry service; assists the athletic director

in the preparation of the budget. Issues permits for physician care and clears for participation following medical reports.

#### Athletic Injuries

1. All athletic injuries must be referred to the trainer-equipment manager. Prior to return to practice all previously injured athletes must be cleared through the trainer with a physician's approval.
2. Each team coach will perform the responsibilities of the athletic trainer-equipment manager in emergencies whenever the athletic trainer-equipment manager is unavailable.
3. The athletic trainer-equipment manager must attend all home athletic events and will travel with the football team only. A physician and ambulance must be on duty at all home and away football games.
4. Authority is hereby given to any employee to take a student to a physician or hospital in case of accident or injury. (IVC Policy Manual)
5. No home or away football game may begin without a physician and ambulance in attendance.

#### Physicals

The Director of Athletics shall arrange for physical examinations for each sport prior to the start of the fall, winter and spring sports season. All athletes should have a physical examination prior to participating in a practice session. A list of athletes who have passed physicals shall be submitted by the Director of Athletics with the eligibility forms to the Dean of Student Personnel.

Athletes who fail to attend scheduled physicals shall make arrangements through their coaches at the Athletic Director's Office for a physical examination. The college will not be responsible for fees when athletes are examined by doctors other than those available for regularly scheduled physical examination periods.

#### Athletic Eligibility

In order for an athlete to be eligible at Imperial Valley College, he must qualify by meeting the following requirements:

1. Abide by the standards set forth in the California Community and Junior College Association Athletic Code and the Imperial Valley College athletic policies.
2. Have had a physical examination and been declared fit for athletics.
3. Approved for eligibility by the Desert Conference and the Imperial Valley College Dean of Student Personnel, and Athletic Director.

All eligibility forms must be in the Desert Conference Commissioner's office one week before the first scheduled event. Physical exams forms should be submitted with the eligibility forms to the Dean of Student Personnel by the Athletic Director two weeks before the first scheduled event.

Students should be warned that false or concealed information pertinent to eligibility shall be grounds for ruling the athlete ineligible for any competition at this college or in the Desert Conference.

Any student who has been declared ineligible has the privilege of appealing his case to the appropriate college committee if he feels that there are extenuating circumstances. In turn the matter may be

referred to the league and the burden of proof of eligibility rests with the applicant and the institution. All appeals on eligibility must route through the Director of Athletics and in turn the Dean of Student Personnel.

#### Athletic Programs and Publications

1. When an athletic program is needed, material should be assembled and published under the direction of the Director of Athletics.
2. All publications emanating from the athletic department must be submitted to the Director of Athletics to be administratively reviewed.

#### Athletic Awards

Letterman certificates will be awarded by the Director of Athletics to those athletes recommended by the coach of a specific sport. The basis for recommendation shall be approved by the Director of Athletics.

Students may receive an athletic award as approved by the Director of Athletics and properly budgeted.

Any athlete who earns three letters in athletic competition and has attended Imperial Valley College for at least three semesters, will be given a life-time pass which will be good for admission to all home athletic contests.

#### Admission of Elementary and Secondary School Guests

Elementary and secondary school children may attend athletic events free of charge with the approval of the Director of Athletics.

#### Clinics and Conferences

Coaches may, and are encouraged, to attend conferences and clinics of a professional nature. Usually one per coaching assignment.

Coaches desiring to attend clinics or conferences will request transportation and/or funds through the Director of Athletics. These requests should be on the district conference form signed by the Director of Athletics and appropriate Division Chairman. It shall be the responsibility of the Director of Athletics to process the requests through the proper channels.

#### Administrator at Events

The Director of Athletics or another administrator must be in attendance at all home athletic events which have a fee.

#### Scouting

Scouting should be done by Athletic Department personnel except when schedule conflicts occur. Personnel, other than department, may be used and be reimbursed as budgeted.

1. Coaches of all sports, upon request, may be allotted money for the scouting of games involving future opponents.
2. The Transportation Request for scouting shall be turned in to the Director of Athletics one week prior to the beginning of the scheduled season. Scouting shall be done by use of school transportation.

#### Use of Telephone

Calls made to locations within Imperial County do not require approval. Long distance calls to points outside the Imperial Valley must be approved in advance by either the President, Dean of Instruction, Associate Superintendent-Business, or Dean of Student Personnel.

(Administrative Handbook)

### Officials

Officials for contests will be assigned as per Desert Conference Code.

The selection of officials for contests, where the Conference does not assign officials, shall be made by the Director of Athletics at the time the schedules are adopted from the approved list of officials as recommended by the coaches of the sports involved.

### Roster at Events

The trainer-equipment manager should provide a correct roster to the game announcer just prior to each athletic event. Additional copies should be given to media as required.

### Community Sponsorship of Events

Athletic events to be sponsored by community or college groups must be administratively approved through the Director of Athletics. Currently two home football games have sponsorship: Rotary Council; and the IVC Athletic Club.

### Relationship to IVC Athletic Club

The Athletic Director should serve as college liaison to the Imperial Valley College Athletic Club; and should assist them in the various administrative functions including mailings and publicity.

### Banquets

Each athletic team at Imperial Valley College may participate in the Fall or Spring banquet, providing funds are available and approved by the Imperial Valley College Athletic Club.

All of the details and plans of the awards banquet are the responsibility of the Imperial Valley Athletic Club and for each coaches sport are coordinated through the Director of Athletics.

Persons suggested to attend and to be paid for by the Imperial Valley College Athletic Club subject to their approval may include:

1. Master of Ceremonies
2. Guest Speaker
3. College President
4. Dean of Student Personnel
5. Athletic Director
6. A.S. President
7. Person to give invocation
8. Wives of staff, administration and persons on program
9. Squad members who have participated in a scheduled match



### Matters Regarding Supplemental Coaching Contracts

The relationship of the coaching supplemental contract to the basic teaching contract is a very complex one. It certainly involves release time for class assignment, salary rates for the stipend, and coaching uniforms.

Matters related to supplemental coaching contracts should be reviewed and presented initially to the faculty salary (CEC) committee for consideration. Should the CEC wish not to become involved, the matter should then be presented to the Director of Athletics and in turn to the Dean of Student Personnel.

### Additions of New Sports or Coaching Staff

Many questions have arisen regarding the additions and/or deletions of intercollegiate sports at IVC. The inclusion of new sports should emanate with the Committee on Intercollegiate Athletics including a budget breakdown of staffing needs. The deletion of sports may initiate also with the Committee on Intercollegiate Athletics. It is also possible for the President or the Dean of Student Personnel to ask the committee to give consideration for either of the above. Should individual sports wish to increase staff, may I request that the materials come through the Director of Athletics to the Dean of Student Personnel. These will be forwarded to the President with recommendation. Should the President wish he may refer the matter to the Committee on Intercollegiate Athletics or the Administrative Council.

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