



# **Ravenna**

## **2025-26**

# **COACH/SPONSOR**

**“Leaders aren’t born, they are made. And they are made just like anything else, through hard work. And that’s the price we’ll have to pay to achieve that goal, or any goal.”**

**-Vince Lombardi**

**Ravenna Public Schools  
Head Athletic Coach  
Job Description**

**TITLE:** Head Athletic Coach

**QUALIFICATIONS:** A) Valid Nebraska teacher certification.

B) Has the ability to organize and supervise a total sports program

C) The head coach must have substantial knowledge of the technical aspects of the sport and at the same time continue to examine new theories and procedures pertinent to the field.

**REPORTS TO:** To the Activities Administrator. The Activities Administrator will provide overall objectives and the final evaluation in conjunction with the Superintendent of Schools

**SUPERVISES:** High School assistant coaches and Jr. High School coaches in conjunction with the Activities Administrator and Principal.

**JOB GOAL:** The Head Coach shall provide an opportunity for all students interested in participating in their respective sport an opportunity to be a part of the sport. The head athletic coach will instruct athletes in fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, and self-discipline and self-confidence.

## **DUTIES AND RESPONSIBILITIES**

1. Has a thorough understanding of all athletic policies approved by the Ravenna Board of Education, LouPlatte Conference, and the Nebraska School Activities Association and is responsible for their implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and conference regulations; implements same consistently and interprets them for staff.
3. Understands the proper administrative line of communication and refers all requests or grievances through the proper channels; 1) Activities Administrator, 3) Principal 3) Superintendent. Is aware of all public/departmental meetings that require attendance.

## **PROFESSIONAL AND PERSONAL RELATIONSHIPS**

1. Cooperates with the Activities Administrator and Principals in submitting participant lists, bus times, parent permission and physical forms, year-end reports, roster information and coaching philosophy prior to the season.
2. Follows policy in the Ravenna Public Schools activity handbook, the Nebraska School Activities Association, and the LouPlatte Conference.
3. Provides team rules and policies to team members in writing and follows due process procedures, according to the Ravenna Public Schools Activity Handbook.
4. Communicates effectively with athletes. Texting and email are useful communication tools; however, coaches will only send “mass” messages to multiple players. In the rare occasion that it is necessary to text/email an individual athlete the coach MUST also send a copy to either the AD or building principal.
5. Is appropriately dressed at practices and competitions. Game apparel while coaching all sports 7-12 will be a dress shirt or Ravenna Coaching Polo shirt. Coaches are to have their shirts on while representing Ravenna Public Schools either as a coach or spectator.

6. Develops sound public relations. Cooperates with newspapers, radio, television, booster club and interested spectators.
7. Understands and follows rules and regulations set forth by all governing agencies: Nebraska School Activities Association, Ravenna Board of Education, and the LouPlatte Conference.
8. Prior to the first contest in their respective sport the Head Coach will hold a parents night activity, outlining his/her philosophy of coaching and give to the parents in writing the team rules, a tentative list of practice times, competition schedule, and departure times.
9. Participates in and speaks at pep assemblies and awards nights.
10. Develops a good rapport with other teachers, coaches, and administrators.
11. Works cooperatively with JH High coaches in developing and coordinating the JH Program.
12. Promotes all sports in the athletic program attempting to foster school spirit.
13. Cooperates and communicates with parents during the entire year. Including summer and out of season activities.

## **COACHING PERFORMANCE**

1. Develops respect from players and spectators by example; in appearance, manners, behavior, language and conduct during practices and games.
2. Provides proper supervision and administration of locker room, training room, and during transportation.
3. Is well versed and knowledgeable in matters pertaining to their specific sports. (Including NSAA Rules and Guidelines that pertain to specific sports.)

4. Has individual/team discipline and control.
5. Develops a well-organized practice schedule which utilizes his/her staff and team to its maximum potential.
6. Practice schedules are developed and saved in the event of a catastrophic injury.
7. Establishes the fundamental philosophy, skills, and techniques to be taught by staff.
8. Is fair, understanding, tolerant, sympathetic, and patient with team members.
9. Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching.
10. Is prompt in meeting the team for practices and games.
11. Shows interest in athletes in off-season activities and classroom efforts.
12. Knows the medical aspects of the position, including first aid, injury policies; notifying parents, working with trainers, and family physicians.
13. Delegate authority to assistant/JH coaches with responsibility while remaining accountable for such delegations.
14. Uses ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making, and lasting values to each individual.
15. Utilizes practice time for the development of all team members.
16. Team performance is consistent with the quality of the athletes available.

## **RELATED COACHING RESPONSIBILITIES**

1. Is concerned about the care of the equipment; including issue, collection, and inventory.

2. Shows self-control and poise in areas related to coaching responsibilities.
3. Displays enthusiasm and exhibits interest in coaching.
4. Keeps Activities Administrator and Principal informed about unusual events.
5. Is cooperative in helping the booster club.
6. Encourages all potential athletes to participate in athletic programs.
7. Follows proper procedure for purchasing equipment.

### **ATHLETIC COACHES EVALUATION PROCEDURES**

- 1. Each head coach shall schedule a conference with the Activities Administrator no later than one month after the final contest of the season to evaluate the program.**
- 2. If the performance is evaluated less than satisfactory, the Activities Administrator has the responsibility of recommending to the superintendent that a coach or sponsor not be reassigned to the position.**

#### **The purpose of an appraisal evaluation is as follows:**

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system.
3. To create a climate to achieve individual improvement through the development of targets.
4. To provide information necessary to enhance objective assessment of a coach.
5. To identify factors that interferes with a coach's overall contribution to the growth of athlete's.
6. To ensure that quality coaching is a responsibility shared by the entire coaching staff and the Activities Administrator.

# Ravenna Public Schools Head Coach Evaluation

Rating Scale: 1=Satisfactory, 2=Area for Growth, 3=Unsatisfactory

Name: \_\_\_\_\_ Sport: \_\_\_\_\_ Year: \_\_\_\_\_

## Personal and Professional Attributes

Circle One

- |   |   |   |   |
|---|---|---|---|
| 1. Develops respect by example in appearance, manner, behavior and language. Models appropriate sportsmanship by maintaining suitable sideline conduct. | 1 | 2 | 3 |
| 2. Communicates effectively with athletes, parents, faculty, and administration.  | 1 | 2 | 3 |
| 3. Provides an atmosphere of cooperation by being receptive to suggestions and giving credit to those responsible for success.                          | 1 | 2 | 3 |
| 4. Develops rapport and demonstrates integrity with the coaching staff and colleagues.  | 1 | 2 | 3 |
| 5. Fosters school spirit by promoting and supporting extracurricular school activities.   | 1 | 2 | 3 |
| 6. Is fair, understanding, tolerant, sympathetic, and patient with team members.  | 1 | 2 | 3 |
| 7. Demonstrates loyalty to the program and school.  | 1 | 2 | 3 |

## Management of Program

- |   |   |   |   |
|---|---|---|---|
| 1. Provides leadership, guidance, and supervision to athletes according to Ravenna Public Schools and NSAA rules and regulations.   | 1 | 2 | 3 |
| 2. Is competent in the administration of equipment, including: purchasing, issue, collection, inventory, storage, and budget.   | 1 | 2 | 3 |
| 3. Promotes athletes through the media and by assisting them with college applications and scholarship opportunities.   | 1 | 2 | 3 |
| 4. Exhibits reasonable and prudent conduct in providing a safe environment for the athletes. Makes sure safety procedures are taught and followed in all areas. Provides prompt care for any reported or observable injury and/or unusual condition of the athlete. | 1 | 2 | 3 |
| 5. Submits all reports, forms, and information as requested by the athletic director in a timely manner.  | 1 | 2 | 3 |
| 6. Distributes and reviews individual and team expectations and handbooks to athletes, parents, and athletic director.  | 1 | 2 | 3 |

## Coaching Techniques

- |   |   |   |   |
|---|---|---|---|
| 1. Displays leadership skills, attitudes, and motivational techniques that produce positive efforts by participants.  | 1 | 2 | 3 |
| 2. Works effectively with all assistants in delegating authority while remaining accountable for such delegation.   | 1 | 2 | 3 |
| 3. Emphasizes the value of competitive athletics, teaches self discipline and decision-making skills, and stresses the importance of being a positive representative of the school. | 1 | 2 | 3 |
| 4. Develops well organized practice/game plans that utilize his/her staff and team to their maximum potential.  | 1 | 2 | 3 |
| 5. Is well versed and knowledgeable in matters pertaining to the sport. Is innovative in using new coaching techniques and ideas in addition to sound, proven methods of coaching.  | 1 | 2 | 3 |
| 6. Team performance is consistent with the quality and ability of athletes in the program.  | 1 | 2 | 3 |
| 7. Participates in coaching clinics and other activities to improve coaching knowledge and performance.   | 1 | 2 | 3 |
| 8. Encourages and enables athletes to improve athletic skills during the off-season.  | 1 | 2 | 3 |

Additional Comments (Use additional page if necessary):

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **JUNIOR HIGH SCHOOL PHILOSOPHY**

The Junior High School philosophy will carry over into the activities program, with the emphasis on participation. Coaches and parents should be aware that all students will participate. The Activities Administrator will schedule contests, making every effort to ensure that scheduled contests will allow for maximum participation opportunities. At the Junior High level all participants should have the opportunity to have quality playing time in contests. Junior High School activities should not be used as an evaluation for the high school activities and all participants should be encouraged to continue in the program regardless of ability.

## **COACHES CODE OF ETHICS**

### **National Federation Interscholastic Coaches Association**

**The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families and their welfare should be of primary concern at all times.**

**The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place winning above the value of instilling the highest desirables of character.

**The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, and the public, the coach shall set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.



**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall be thoroughly acquainted with the contest rules and is responsible for the interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try and seek an advantage by circumventing the spirit or letter of the rules.

**Coaches** shall actively enhance sportsmanship among spectators, and by working closely with cheerleaders, booster clubs, and administrators.

**Contest officials** shall have the respect and support of the coach. The coach shall not indulge in conduct, which shall incite players or spectators against opponent or officials. Public criticism of officials or players is unethical.

**Before and after contest**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

**A coach** shall not exert pressure on faculty members' to give student athletes special consideration.

**It is unethical** for coaches to scout opponents by any means other than those adopted by the league and/or state high school association.

**“Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are.”**  
**-John Wooden**

## **ADMINISTRATIVE ORGANIZATION**

### **Procedure for handling any parent/player concerns:**

In order to resolve any conflicts or potential problems it is encouraged that anybody connected to Ravenna Public Schools Activities program follow the following line of authority (Please emphasize to parents the 'overnight wait time' before confronting of a possible concern):

- 1. Coach/Sponsor**
- 2. Activities Administrator**
- 3. Principal**
- 4. Superintendent**
- 5. School Board**

## **SAFETY GUIDELINES/RESPONSIBILITIES**

- 1) All athletes shall be taught appropriate protective skills**
- 2) All athletes should be taught fundamentals as an educational progression:**
  - ☐ Simple to complex
  - ☐ Known to unknown
  - ☐ Synthesize individual skills to develop more complex capabilities
- 3) Instruct all participants of the rules of the sport with an emphasis on those rules which have safety implications.**
- 4) Utilize a variety of techniques and drills to condition athletes to perform in a manner which will be both effective and safe.**
- 5) Provide immediate corrective action when athletes perform incorrectly as it relates to safety.**
- 6) Inspect the facilities and equipment before every use for conditions, equipment, or apparatus which may be unsafe.**
- 7) Maintain a daily record of all injuries which cause a participant to miss one or more days of practice or games.**
- 8) Coaches must be physically present during all activity related to practice and competition whether coaching opposite or same gender**

**teams. Coaches of teams must specify locker room supervision, and remain in the area until all athletes have departed.**

## **PROFESSIONAL MEETINGS**

### **1) Head Coaches**

All head coaches are required to attend the Nebraska State Activities Association rules meetings. Head coaches and sponsors are also expected to attend conference and district meetings where business concerning their sport will be discussed.

### **2) Clinics and Workshops**

Coaches and sponsors are encouraged to attend clinics or conferences to keep abreast of new developments in the sport or activity in which they are in charge of. Requests to attend clinics, meetings, workshops, that will require absence from school need to be submitted to your building principal. All coaches may attend the state meet in their respective sport for one school day upon approval by the building principal in which they are in. This absence will be the use of one of the coach's professional days and he/she will have to bear their own expense. The Ravenna Public Schools will pay registration to the Nebraska Coaches Association clinic plus the use of a school vehicle or mileage for one vehicle.

**Expenses:** The Ravenna Public Schools will reimburse the coach/sponsor up to \$160 for one clinic per year per Activities Administrator and building principal approval.

## **PRE-PRACTICE REQUIREMENTS**

All athletes must meet the following requirements before they start practice:

- 1. Have on file in the high school office: (All forms need to be completed by Athletes, Cheerleaders, & Dance Team Members. ++ designates forms to be completed by Band, Color Guard, Speech, & Play Production.)**
  - A. A 'Physical' dated after May 1st of the current year.**
  - B. 'Catastrophic Accident' / 'Code of Conduct' Form ++**
  - C. NSAA 'Student and Parent Consent' form signed. ++**
  - D. 'Physical Therapy Permission' forms signed.**

**Coaches/Sponsors are solely responsible for making sure all forms are turned into the office before participation.**

### **ELIGIBILITY**

The school follows the eligibility requirements established by the Nebraska School Activities Association. The part of their eligibility requirements which athletes should be made aware of is:

To be eligible, a student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester.

For the current semester, the student must be continuously enrolled in at least twenty credit hours of instruction per semester at the school the student represents in interscholastic competition. Students enrolled in college classes at an accredited institution should be allowed to use those classes in meeting the 20-hour eligibility requirements.

### **ACTIVITIES ON WEDNESDAY NIGHT AND SUNDAYS**

According to the Nebraska School Activities Association, **NO** athletic contest may be scheduled on Sunday. In addition to this, Ravenna Public School wishes to work cooperatively with the churches of the community. There will be **NO PRACTICES or ACTIVITIES PAST 6:00 P.M. ON WEDNESDAY NIGHTS. Jr. High students need to be out of the building by 5:00 P.M. on Wednesday and high school students need to be out of the building by 6:00 P.M. The only exception to this would be a state or conference scheduled activity**

**There will be no school sponsored activities on Sunday without prior administrative approval**, these activities include but are not limited to; school trips, open gyms, or any team or club activity. Excluding FCA.

## ORGANIZED PRACTICE

**No organized practice may be held between the close of the previous seasons and the opening date of practice for the following season. An organized practice shall be defined as such:**

**Football:** An organized practice shall mean more than seven players under the direct supervision of a sponsor.

**Basketball, Wrestling, Volleyball:** An organized practice shall mean more than four players under the direct supervision of a sponsor.

**Track, Golf, Cross Country:** An organized practice shall mean more than three players under the direct supervision of a sponsor.

## PRACTICE REGULATIONS

- A) No restrictions are placed on practices which are not sanctioned by the school district and which occur after the close of the school term and the commencement of organized fall practices.
- B) No athlete shall workout using school facilities unless he/she is under the direct supervision of a coach or sponsor authorized by the district to supervise the activity. **ANY COACH OR SPONSOR THAT DIRECTS AN ATHLETE TO USE THE WEIGHT ROOM OR WHO IS BEING PAID BY THE SCHOOL DISTRICT TO SPONSOR THE WEIGHT ROOM IS DIRECTLY RESPONSIBLE FOR ANY ATHLETE USING THE FACILITY. DURING THE POSTED TIMES.**
- C) Coaches, sponsors, and athletes of those sports which are in their off-season **shall be supportive of the athletes and coaches of those sports which are in season** and not interfere with their training or preparation.
- D) If a student participating in one sport during a sports season and decides to quit that sport and participate in another sport during the

same season, the student shall be restricted from practice and competing for seven (7) school days.

- E. In case of inclement weather and school being cancelled, all activity practices will be cancelled unless cleared by the superintendent.

### **STARTING, DISMISSAL AND LENGTH OF PRACTICES**

All starting times of practices will be designated by the individual coach. All athletes are expected to be on the court or field at the time set by the coach.

In order that athletes and their parents may plan accordingly, and for the welfare of the athlete, the following is suggested concerning length of practices, outside of Wednesday night:

Senior High Athletes: 2 ½ hours after the school day ends

Junior High Athletes: 1 ½ hours after the school day ends

The coach or sponsor should attempt to have all students under his/her direction out of the building by 6:00 P.M., whenever possible. **All locker room, gym, and hallway lights need to be turned off and all doors locked by the last sponsor in the building. This should include a building walk-through.**

### **TRANSPORTATION & TRAVEL**

**When transporting students in a school van or like vehicle ALL passengers MUST wear a seat belt. It is the responsibility of the coach/sponsor to ensure that everyone is buckled prior to leaving and remains buckled during the entire trip.**

**At no time is the coach/sponsor allowed to use their cell phone while driving a school van or like vehicle. In the event that a call must be made or received the driver must first pull off the road and come to a complete and safe stop.**

1. **Travel:** The Transportation Director is responsible for lining up the transportation of all activities. **Coaches/sponsors need to turn in a request at least one week prior to the date that transportation is needed.**

2. **Transportation:** Ravenna athletic/activity groups and staff members will travel to and from events by school bus and school vehicles.
3. Athletes who do not travel on school provided transportation **may not be** allowed to **participate unless prior arrangements** have been made and circumstances merit that an athlete may travel by another means. All members of a group will return from a contest by the same transportation provided for taking them to the contest.  
Exception: A participant may continue on a trip with his/her parents or guardian, or return home with them if the parents personally request to the coach/sponsor that their child be allowed to ride home with them in writing.
4. **Reimbursement:** When students and staff are participating in a *state sponsored activity* that requires them to be absent from school at meal times the following guidelines will be used for allowances:  
Breakfast: \$5.00, Lunch \$10.00, and Dinner \$10.00
5. **Release from school:** Students will not be excused from class for any activity or field trip without first having a permit-to-attend signed by all teachers. If the student does not have such a form he/she shall not be excused from the building. It is the responsibility of the head coach/sponsor to ensure that the students are completing the necessary work. The **head coach/sponsor** shall also list all students to be excused at least **two (2) days before the event and distribute such a list to all teachers of the students involved.**
6. **Dress:** Dress of a team member should follow the school dress code policy as outlined in the Student Handbook.

### SCHOOL ATTENDANCE

Attendance is required to participate in activities. **Students must attend at least four (4) periods of the school day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice, music and band events, dances and any other extracurricular activity.** Failure to attend the required amount of school time will result in a student being withheld from participation in the activity unless the absence is prearranged.

**The administration retains the right to grant participation should exceptional circumstances prevail.**

**RAVENNA PUBLIC SCHOOLS  
COACHES/SPONSOR HANDBOOK  
2025-26**

**I certify that I have received a copy of the Coaches/Sponsor Handbook and read the expectations of being a Coach/Sponsor with Ravenna Public Schools.**

**Coach/Sponsor Printed Name:** \_\_\_\_\_

**Coach/Sponsor Signature:** \_\_\_\_\_

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