

# 2026 - 2027 CROFTON SCHOOL COACH/SPONSOR HANDBOOK

## CHAIN OF COMMAND

Follow the chain of command.

- ❖ Coach/Sponsor to Coach/Sponsor
- ❖ Coach/Sponsor to A.D.
- ❖ Coach/Sponsor to Principal
- ❖ Coach/Sponsor to Superintendent.

## TEAM COMMUNICATION

All communications for all activities must take place through the SportsYou app. It is not acceptable to use another means of communication (text, email, etc). The AD is to be added as a coach/administrator to your group.

## 24-HOUR RULE FOR PARENT-TO-COACH COMMUNICATION

To promote a respectful and productive environment for athletes, coaches, and families, we ask that parents observe the "24-Hour Rule" regarding communication with coaches following a competition. This means waiting at least **24 hours** after a game, meet, or match before initiating any discussion with a coach regarding playing time, strategy, performance, or concerns.

This pause allows emotions to settle, promotes thoughtful reflection, and helps ensure conversations are constructive and solution-focused.

If, after 24 hours, you still feel a conversation is necessary, we encourage you to reach out to the coach to schedule a time to talk privately and respectfully.

## INJURY PROTOCOL

Head coach or designated coach will contact parents whenever there is an injury (ie. broken bones, tears, dislocations, and similar injuries). If there is a concussion/possible head injury, a coach **MUST** call parents/guardians and the trainer prior to the student leaving for home. The athletic director shall be notified as well. When in doubt, contact the parents.

## NEBRASKA COACHES ASSOCIATION CLINIC

1. The district (Athletic Account) will pay for the Nebraska Coaches Association Clinic, held in Lincoln.
  - a. This would include meals, registration, hotel, and (1) one district vehicle for transportation.
    - i. If the coach decides to drive down on their own, that is their expense and the district will not cover transportation expenses.



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## 2. Receipts

- a. Receipts must be turned in for all items: rooms, meals, registration to be reimbursed. For meals, there must be a "detailed receipt" which means any person can see what was ordered. Alcohol can not be on the itemized receipt (not even crossed out).
  - b. Receipts will be turned in to the A.D. and paid for through the Athletic account.
3. If the coach selects another clinic to attend, and wishes for expenses to be reimbursed, that must be cleared by A.D, then the Supt. Reimbursement expenses will not exceed the costs associated with Nebraska Coaches Association Clinic.

## SCHEDULE CHANGES

Schedule changes [games/events and times] can only be made by the AD or with their permission.

## PRACTICES/SUPERVISION

- Coaches/Sponsors are required to supervise ALL students after practices and games until out of the building.
- A coach must stay until all students without a ride or vehicle are picked up.
- Wednesday Practice will be finished by 6:30 p.m. [showering and leaving can occur after 6:30]
- Sunday Practice: **Must first be approved by school administration.** Teams and **individuals** [sports and activities] may only practice/meet/film on Sundays for a Monday varsity game/event. Practice must be between the hours of 3:00 and 8:00 p.m. Exceptions can be granted on a case by case basis by the superintendent.

## CHARTER BUS

Coaches and sponsors may ask for the charter bus for transportation when the event is 100 miles or 2 hours away. **For district finals, the charter bus may be used when the event is 80 miles or 1.5 hours away.** Administration may lower these thresholds on a case by case basis.

## FUNDRAISING PROTOCOL

1. Each NSAA sponsored sport/activity is able to do ONE door-to-door fundraiser a year. [Youth camps do not count as a fundraiser]
2. Prior to the start of your fundraiser, the coach needs to be in contact with the A.D. as to what their fundraiser will be.
3. The preference is that clothing not be sold. The Booster Club does provide clothing sales to the patrons of Crofton and the money they raise comes back to the athletic program in one way or another. If you are thinking about this type of fundraiser, you need to be in contact with the Booster Club so as not to create any hard feelings with the organization.



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4. Clothing when you make it to State is fine. If you want the Athletic Department to handle the sale of State clothing you need to ask the AD but the funds will remain with the athletic department.
5. You can only fundraise during your season or during summer vacation. A season is from the first day of practice to the start of the next season.

## SUMMER WEIGHTS

Crofton High School head and/or assistant coaches will consistently attend summer lifting.

1. 6:30 warm up
2. 6:40 - 7:15 boys lift / girls work on basketball
3. 7:15 - 8:00 girls lift / boys work on basketball, FB, XC
4. 8:00 - 8:45 girls work on VB / XC

After July 4th girls will flip sport work-outs

1. 6:30 warm up
2. 6:40 - 7:15 boys lift / girls work on VB/XC
3. 7:15 - 8:00 girls lift / boys work on basketball/FB/XC
4. 8:00 - 8:45 girls work on basketball

## SUMMER PROGRAMS

Crofton High School head coaches are encouraged to conduct summer drills/camps for their sport and/or attend team or individual camps.

## CAMPS AT CROFTON COMMUNITY SCHOOLS

1. Must be run by Crofton High School paid coaches/paid sponsors.
2. If the camp is run by a non-school employee [i.e. Midwest Elite, a Crofton graduate, a community person, etc.].
  - a. A Crofton High School coach / or school employee must supervise the entire camp.
  - b. The School may require a percentage of the proceeds or charge rent.
  - c. Must be pre-approved by school administration.

## VOLUNTEER COACHES and SPONSORS

On an annual basis, all applicants for volunteer coaches and sponsors must complete a volunteer application and be approved by school administration prior to providing any coaching or sponsorship services. Application must be turned in for administrator approval by the head coach or sponsor before the first practice of the year. Exceptions may be made on a case by case basis by administration.

Volunteer coaches who are employees of the district will fulfill their teaching duties for the entire day before leaving for any activity. The only exception is state competitions or administrator approval (no cost to the district).



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The district will pay for meals and (1) hotel room for all volunteer coaches when you have individuals or a team qualifying for state. The school district will not pay any expenses for district competitions.

## TRANSPORTATION

1. Transportation requests must be submitted via the appropriate Google form (completed and turned in to the HS office) at least 1 month prior to the date of the request.
  
1. At least one coach/teacher/sponsor must ride in the vehicle with the athletes/students. It is encouraged that all coaches ride with their athletes/students. Exceptions can be granted on a case by case basis by administration.
  
2. All students/athletes must ride school transportation to the event.
  - a. Prior administrative approval [the day before] is needed for any exceptions.
  
3. It is preferred that students/athletes ride home on school transportation.
  - a. However, students/athletes can ride home with a parent or guardian only by providing a parent/guardian signed note to the coach.
  - b. Prior administrative approval [prior to leaving for the event] is needed for any student/athlete who wants to ride home with someone other than their parent or guardian.
  
4. Pupil transportation vehicles shall not be operated with a trailer or other vehicle attached while students are being transported.

## STUDENT PARTICIPATION [Copied from the Jr./Sr. High Handbook]

A student participating in any school activity or practice held after school must be in attendance at least one half of the school day and that attendance must begin by the beginning of the third block.

Any exceptions must be approved by the High School principal.

All student participants must meet eligibility requirements.

## COACHING CERTIFICATION

It is the district's general policy that coaches will pay for their own certification. The district will use its discretion on whether to reimburse coaches fees for their certification. Furthermore, fundraising monies may not be used to pay for certification either.



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## **AVERA**

Avera provides an athletic trainer free of charge and donates money to our district. Our agreement with Avera states, "Avera name and logo on school-designed and produced athletic wear. This includes all summer camp shirts and polos, but does not include uniforms, practice uniforms, warm-ups and other team equipment."

### **Activity Volunteer Personnel Guidelines**

Crofton Community School is happy to have the assistance of volunteer personnel in meeting some of the needs of our programs. Volunteer personnel can play an important role in assisting with many of the tasks of working with a high school team. However, we reserve the right to select these personnel and ask that they abide by the following guidelines when assisting with any of our programs.

- To become a volunteer, the applicant must fill out the Volunteer Coaching Request form on an annual basis.
- The form will be submitted to the head coach of the activity.
- All volunteer personnel must be approved by the head coach, athletic director, and administration prior to assisting with any program.
- Volunteer coaches will not assist in the treatment of any athletic injury or emergency situation, unless working directly under the supervision of a certified coach.
- The volunteer coach will work with the head coach to determine their role in the activity.
- Volunteer personnel will not be left to work with the students without the direct supervision of the head or assistant coaches.
- The district reserves the right to conduct a background check.
- This process will be completed annually.



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## Crofton Community School Activity Volunteer Application

Name\_\_\_\_\_

Address\_\_\_\_\_

Cell Phone\_\_\_\_\_ Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

Email:\_\_\_\_\_

Position Applying for:\_\_\_\_\_

Teaching Certificate: Circle one: YES NO

State(s) of certification\_\_\_\_\_

Are you certified in any of the following? (Circle) First Aid CPR Athletic Training Certification

I have read the guidelines for volunteer personnel assisting in the Crofton Community School.

Applicant signature\_\_\_\_\_ Date\_\_\_\_\_

Head Coach (Circle one): Approve Disapprove

Head Coach Signature\_\_\_\_\_ Date\_\_\_\_\_

Activities Director (Circle one): Approve Disapprove

Activities Director Signature \_\_\_\_\_ Date\_\_\_\_\_

Administration (Circle one): Approve Disapprove

Administration Signature\_\_\_\_\_ Date\_\_\_\_\_

**All volunteer coaches will be required to complete all NSAA required courses prior to coaching**



