

A Detailed Athletic Coaches' Manual Saves Time  
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One of the most useful tools for the athletic department at Magruder High School is the Athletic Coaches' Manual. Almost all associations including the Maryland Public Secondary School Association, counties, leagues or conferences, publish a rule book with specific regulations by which coaches and schools must follow as members. Each individual school is unique and thus has its own additional set of rules that may be different or stricter than other member schools.

It is because of these differences that each coach is issued a handbook to communicate our expectations. The coaches get their copy at our pre-season staff meeting and are encouraged to read and be familiar with its contents.

Our Athletic Coaches' Manual describes the rules, policies, procedures, and framework within which our school athletic department functions. This manual is revised annually so that change and improvements can be made when warranted. Suggestions for changes or additions can come from the athletic department, administration or coaches. Each coach is required to sign the last page stating that they have read and understand the policies which Magruder High School operates under.

The following topics are included in our Athletic Coaches' Manual:

Philosophy of Interscholastic Athletics	Medical Examination and Records
Academic Progress and Reports	Medical Supplies
Administration	Officials
Awards	Out-of-Area/Overnight Trips
Building Use and Requests	Parent Meeting
Cheerleaders	Parent Permission Slips/Forms
County Meetings	PomPoms
Early Dismissal of Students	Postponement Procedures
Early Practice	Risk Management Procedures
Extracurricular Fee	Reporting Scores
Evaluation Procedures	Requisitions and Purchasing
Faculty and Departmental Meetings	Scheduling
Field Preparation	Security
Fundraising Activities	Sportsmanship/Form
Injury	Student Attendance
Inventory Procedures	Student Eligibility
Job Description	Substance Abuse Policy
Keys	Team Roster
Locker Room Supervision	Team Standards
Lost Equipment	Telephone Calls
Maintenance of Locker and Team Rooms	Volunteer Coaches Requirements
Medical Card	Transportation Policies
	Weight Room Policies

With the increasing number of coaches who either instruct outside our building or are classified as emergency coaches and not unit members of Montgomery County Public Schools, the need to have a complete coaches' manual with clear explanations and sample forms is vital. The few minutes spent at a coaches meeting highlighting the key points and changes from the previous year will save time in the long run and avoid potential problems during each season. A copy of our Athletic Coaches' Manual can be received as an attachment by e-mailing Karl Heimbach at:

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