

COACHES HANDBOOK



HOPE CHRISTIAN SCHOOL

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PLAYER TRYOUTS AND SELECTING YOUR TEAM

- Each coach needs to make sure that all students trying out for a team are enrolled in HCS. This is especially important when tryouts are before the school year starts. You may turn in your student sign-up lists to the **ADMISSIONS OFFICE - Gwen Hughes** (Bs. Office) and request that they check that each student is registered. Or you can email Gwen Hughes at admissions@hopechristianschool.org .
- **Physical Form Required.** Each coach must verify that all students trying out for a team have turned in their completed and signed **PHYSICAL FORM** (*Available on the HCS Website under Athletics.*) and \$5.00 catastrophic insurance fee to the **HIGH SCHOOL OFFICE** before they are allowed to try out or work out with your team. When you have a pre-season informational meeting with the students about when tryouts are, this would be a great time to tell the students to make sure they have their physical done and paperwork turned in **BEFORE TRYOUTS**. Students need to obtain an HCS **“Physical Form”** (*Available on the HCS Website under Athletics*) and take that form with them to the doctor. The doctor fills out the physician section on the bottom of the back of the form, the parent fills out the rest of the front and back of the physical form and then they need to turn it into the **HIGH SCHOOL OFFICE** with their \$5.00 fee.
- **NMAA requires Sports Physicals to be dated April 1st or later to be valid for the new school year.** Physicals are valid for one year from the date the physical was originally done. Hope Christian School follows NMAA requirements that a new physical be done every school year. Hope Christian School does have a Physical Clinic annually. Please contact High School office for dates and information.
- **Concussion Form Required.** Each coach must verify that all students trying out for the team and a parent or legal guardian have signed the Concussion section of the Sports Physical. (*You can obtain a copy of the Sports Physical form from the Hope Christian website under Athletics and Forms.*)

- Celia Lloyd (Athletic Trainer) will send each coach a list of students who have and have not turned in their Physical Form, \$5.00 fee. If you have questions for Celia Lloyd you can give her a call at 822-5373.
- Please submit (paper copy or email) a copy of your Roster as soon as your teams are selected to the following people In the Business Office:

Susie Herrera slherrera@hopechristianschool.org
Sue Scheidler skscheid@hopechristianschool.org

One copy goes to Susie to keep in your individual team bookkeeping file, 2nd goes to Sue Scheidler in Admissions, so she can get you Medical Forms for each team member. These Medical Forms Sue Scheidler sends back to you need to be with coaching staff during all team events. Please read over the Medical Forms from Sue to see if any student has any medicals conditions you need to be aware of. These forms also provide you with phone numbers, insurance information etc. in the event of an emergency.

- **The following needs to be turned into the Business Office by the Friday following the start of your season. If these are not in the Business Office by this date your account will be on “Hold” until the Business Office receives them.**
 - 1. Team Roster
 - 2. Game Schedule
 - 3. Home Field Info-If your team does not practice or play at a Hope Christian School facility, the Business Office will need the contract or written agreement or any documentation with the facility being used prior to your team practicing or playing at the field for gym type facility.
 - 4. Team Information-any info given to parent/team members regarding team policies and or fee’s and fundraisers.

CHOOSING YOUR ASSISTANT COACHES AND REGULAR PARENT VOLUNTEERS

Please remember that all coaches, assistant coaches, sponsors and any person regularly working with the students on your team, even if it is a voluntary, non-paid position, **MUST** submit paperwork to the **Athletic Director**. Anyone regularly working with our students must have an application on file, be interviewed and have a completed background check **BEFORE** you start using this individual to work with your students. Background checks are done for all Coaches, Assistant Coaches and Volunteers (new or returning) on an annual basis. The fee is \$10 per background check and is charged to that athletic team's fund. The background checks usually take up to two weeks to process. *(You can obtain a coaches/assistant coaches/volunteer packet with background check forms from Tiffany Clements in the Business Office or from the Hope Christian School website (www.hopechristianschool.org) under Athletics and Forms.)*

ACCIDENTS OR INJURIES

If one of your players is injured or has an accident during a game, practice, trip, etc. please make sure you fill out a "STUDENT ACCIDENT REPORT" form *(You can obtain this form from the Hope Christian School website under Athletics and Forms)* and submit it to Rebecca Seaberg-Barnes at the Business Office. We must keep these on file. This will prove that you addressed the situation, who was notified, if emergency medical treatment was required, etc.

If one of your players is injured and cannot participate due to doctors orders, please require a written "Doctor's Release" before they start back to practicing or playing with your team.

Any player with a concussion cannot return to play/practice the same day. Please look over the concussion information. All coaches are required to take the Concussion class through NMAA. Please look this up on their website. www.nmact.org

Email from Athletic Director – Mr. Jim Murphy dated 09/22/10

RE: Concussions

Coaches: Want to let you know that we had a good meeting yesterday discussing the new law pertaining to concussions. Terry Heisey, Travis Dutton, Kyle Skartwed, Celia Lloyd, Tula Bell, Jim Murphy, and school physician Jackie Gladwell. We all need to be on the same page on this new law and we need to be consistent as well as to not put undue pressure on our medical staff, administrators, etc. I also called the NMAA for some clarifications. We will follow the guidelines established by the new law. All players and parents must sign the concussion form before the start of their season.

If our trainer, school doctor, head coach diagnose that a player with a head injury has a concussion we need to follow the law.

- No participation sooner than a week.
- No longer exhibits any sign, symptom or behavior consistent with a brain injury
- Receives a medical release from a licensed health care professional.

We all want to ensure the safety of our students and thanks for everyone working together as a team.

Jim Murphy
Chaplain/Athletic Director
Hope Christian School
505-401-1805

PURCHASING AND BUSINESS OFFICE
INFORMATION FOR COACHES

STEPS FOR PURCHASING

Please remember you must request permission to purchase **BEFORE PURCHASING OR ORDERING** anything for your team, even if you know your team has money in its account. It must be approved first by the Athletic Director and then the Business Office before the order is placed or the purchase order is made. Any purchase **without permission** will be denied reimbursement and the person who placed the order will be financially responsible. An appeal can be made only to the Board of Directors.

1. You can request an electronic **Athletic Requisition Form** be sent to you Via email by contacting the Business Office at 856-2709 or email athletic director, Jim Murphy at athletics@hopechristianschool.org
2. All Requisitions **MUST** be electronic, as of September 1, 2010. Instructions on how to process this electronic requisition will be forwarded to you also. Instructions are also below.
3. Requisition Process - Athletics
 1. Originator of requisition needs to obtain a blank copy of the HCS Athletic Requisition PDF form.
 - a. This form can be sent as an email attachment and saved onto any computer.
 - b. The form can be filled out by anyone who has Adobe Reader 9 installed on their computer (can be downloaded and installed for free from www.adobe.com)
 - c. A blank copy of this form can be saved to your computer for future access
 - d. HCS employees can also continue to come to this Public Folder to access, can be accessed remotely by accessing your HCS email through:
[HTTPS://mail.hopechristianschool.org/exchange](https://mail.hopechristianschool.org/exchange)
 - e. You will then enter your user name and password just as you would to access your email account.
 - f. No paper forms will be accepted in the Business Office beginning September 1.
 - g. Effective September 1 all requisitions must be completed electronically. Paper requisitions dated after September 1 will not be accepted in the business office.

2. Requisition Form is filled out on a computer
 - a. All required fields are outlined in **Red**
 - b. You must save a copy of this filled out form on your computer by selecting “Save” or “Save As”.
 - c. The file should be named as follows: REQ Sport Last Name Date
 - i. For example: REQ Soccer Smith 083110
 - ii. The name is the last name of the person originating requisition.
 - d. We recommend creating folders on your computer for open requisitions and closed requisitions that you have created.

Fill out your Requisition as follows:

Company:	Name of person or company to pay.
Dept:	i.e. Volleyball, Basketball Etc. If Middle School please put M/S in front of the name.
Requested By:	This should be requested by the head coach of the sport and emailed by the head coach of the sport, so that he/she is aware of and approving the purchase.
Date Submitted:	Please allow 2 weeks between this date and the “required” date.
Date Required:	Actual date you need this, not ASAP, “soon” Etc.
Purpose:	Fill in the purpose for the order (uniforms, equipment, etc.)
Quantity, Item, Unit Price, Total:	If you cannot get the exact price or cost, please estimate it. Do not leave this blank. If you do not know the shipping & handling, simply indicate that there will be a S & H cost.

If you are doing business with a company we have not worked with before, you will need to write on your requisition “company needs Tax Certificate”. This is so you do not have to pay taxes on the product. (We do have to pay taxes on “service”. Please then list a telephone number under the Company Name. If you are not sure if we have an account with this company, please contact Barb Turley bjturley@hopechristianschool.org or Mary Posen maposen@hopechristianschool.org in Accounts Payable.

3 WAYS TO REQUEST AUTHORIZATION TO PURCHASE

(CHECK OFF THE APPROPRIATE ONE ON THE REQUISITION)

PURCHASE ORDERS: This is a written approval with a number authorizing you to purchase at companies we have charge accounts set up with. Vendors should not accept an order from anyone to charge to an HCS account without a P.O. number.

CHECK: If you check this box, you are requesting a check be written to a company or individual for an exact amount. Once you receive your check and make your purchase, you need only to bring to the Business Office the receipt for that amount or scan it and email it to Barb Turley or Mary Posen. Please explain in detail about the receipt.

PERMISSION TO PURCHASE: If you check this box, you are requesting permission BEFORE you purchase anything to be able to purchase an item with your own money and then be reimbursed after the purchase. You must have permission BEFORE THE ACTUAL PURCHASE DATE in order to be reimbursed. An estimated or exact dollar amount with a list of items to be purchase at one or several stores should be written on the Requisition. Please obtain a receipt to turn into the Business Office in order to be reimbursed.

3. **If a team-mom or other assistant fills out the requisition the person actually requesting it should be the coach. Therefore, if the assistant completes the form they need to send it to the coach to review it and the COACH is the person to email it forward for approval.**
4. Requisition Form is sent via email from COACH to First Authorizing Person.
 - a. **First Authorizing Person** = Jim Murphy or Doug Taylor for High School athletics, or Travis Dutton for middle school athletics.
 - i. This should be the same person you would have sent the paper form to previously.
 - b. Open a new email and address it to the First Authorizing Person.
 - i. Include “REQUISITION”, Sport, Last Name (of person originating the requisition), and Date in the subject line of the email.
 - ii. Attach the filled out requisition from the folder where you saved it on your computer.
 - iii. Send the email.

5. Originator of Requisition will receive by email from Accounts Payable Department:
 - a. Purchase Order attached to an email regarding their Requisition
 - i. Subject Line of email will reference the PO: PO #10-5023 Attached
 - ii. The Attached PO can be printed or sent to the place employee is going to purchase item
 - iii. Employee/Coach may want to save PO on computer for future reference
 - b. Permission to Purchase and Be Reimbursed (PTP)
 - i. Completed form will be attached to the email.
 - ii. Employee will either attach receipt to a blank piece of paper and write the PTP number on the paper to return to the Business Office or
 - iii. Email an electronic copy of the receipt (if available) to Mary Posen (maposen@hopechristianschool.org). Reference the PTP number in the subject line of the email.
 - iv. **Receipt must be dated between the origination date and the expiration date of the PTP to be a valid reimbursable expense.**
 - v. **Receipt must be returned to the Accounts Payable department as outlined above within one week of the expiration date to be a valid reimbursable expense.**
 - vi. If you are planning ahead and know that you will not make the purchase for some time, please make a note on the requisition so that AP can adjust the expiration date of the PTP appropriately.
 - c. Check will be put in your Employee/Team box.
6. Please continue to allow two weeks for processing while we all work through this new system of handling Requisitions.
7. If you have questions or do not understand how the process works or are having technical difficulties, please ask Doug Taylor, Jim Murphy or Travis Dutton.
8. Be sure to copy Jim Murphy, AD (athletics@hopechristianschool.org) on all communications regarding high school sports and Travis Dutton, MS - AD (tdutton@hopechristianschool.org) on all communications regarding middle school sports.
9. In case of emergency you may call the Business Manager, Pam Lober 856-2709 office, 270-1933 cell or email pslober@hopechristianschool.org for verbal authorization to purchase and be reimbursed, but this must be followed up with a requisition as outlined above. In this case please indicate on the form that you received the verbal permission (can use the description lines toward the bottom of the form).

AFTER YOU PURCHASE OR PLACE AN ORDER:

Once you place an order or make a purchase please turn into the Business Office the following:

For The Purchase Order:

The Company you placed the order or purchased from will give you a receipt. Please turn this into the Business Office. It will then be matched up with your Requisition and the bill when it comes due for us to pay. You can also scan receipts and email them to Mary Posen maposen@hopechristianschool.org . Please reference Team, Coach and P.O. #.

Leave the Purchase Order form with the Company. Do not return it to the Business Office. Please make not to lose or leave Purchase Orders laying around where another person might have access to it; it is an authorization to purchase and it is the same as leaving cash on the table.

For The Check:

Turn in your receipt(s) and/or cash totaling the amount of the check you were given. If the receipts are small, please attach them to a **BLANK** piece of paper. If money (change) is involved, place it in a sealed envelope. Make sure your name (Coach) and sport is written on the receipts and the envelope. You can also scan receipts and email them to Barb Turley bjturley@hopechristianschool.org or Mary Posen maposen@hopechristianschool.org . Please reference Team, Coach on the receipts.

For The Permission To Purchase:

You requested BEFORE purchasing, permission to purchase an item with your own money. If approved, you received a Permission To Purchase (PTP) form by email. After purchasing, attach all receipts to the PTP form and give to the Business Office or scan receipts and email to Barb Turley bjturley@hopechristianschool.org or Mary Posen maposen@hopechristianschool.org . Please reference Team, Coach and PTP #. We will first check the dates of the receipts to make sure the date purchased was after the PTP was issued and total the receipts. You will then be issued a check for the total amount and the check will be mailed to you or put into your team box, whichever you had requested.

Some Things To Remember

Do not add items onto any already approved Purchase Orders unless specifically approved by the Business Office. Please fill out a new Requisition.

Checks cannot be written on a one day notice. Please allow the two weeks for processing. On a rare occasion, an exception will be made on an individual basis. Please call or email Pam Lober, the Business Manager to discuss. pslober@hopechristianschool.org

You need a separate Requisition for different projects:

Examples: Carwash supplies and uniforms

(Separate Requisitions)

Fundraiser projects and banquet fees

(Separate Requisitions)

Show on the Requisition what items are for coaches and what items are for the players:

Example: 25 Warm-up's Med-22 players/3 coaches
 17 Jackets Med-15 players/2 coaches

Note on the Requisition if the students are paying for the items, or your team fund. If the students are paying, note if all the money has been collected, if not note your deadline for them to turn in the money.

Do not combine different sports on the same Requisition.

Example: Boy's basketball & Girl's basketball ordering basketballs etc. Each team is separate.

OUT OF TOWN TRIPS

COACHES/PLAYERS -Requisition for Hotel

- Separate out on the Requisition what are the player's costs and what are the coach's costs. Please list the names of the coaches staying at the hotel. Write the hotel's telephone number under the name of the hotel on the Requisition.
- Remember we must pay tax on all hotels.
- Please make sure you have turned in a Requisition and obtained approval BEFORE confirming a reservation. Reservations should be made in the name of Hope Christian School and not a coaches or parents names, as this makes that individual responsible for those charges, not HCS. If you would like to do a "Permission to Purchase" for this, you may do so after approval, by paying with your own credit card. Still make the reservation in the name of Hope Christian School. Turn in your credit card receipt to the Business Office for reimbursement.
- If you are collecting money for the players to pay for their rooms, the funds must be collected and turned in to the Business Office in time for the office to process the deposit before we can write the check to the hotel. You will need to make your deadline for collecting the funds at least a week before the trip. This deposit must be made before the hotel funds are approved.
- Meals-Referring to Coaches Meal Plan...\$8.00 per meal per coach. This is a separate Requisition from the hotel. Please submit one Requisition listing all of the coaches names and number of meals needed per trip. A "receipt" for receiving the money will be given to you by Accounts Payable for your signature. Then you will receive your meal money check. With this Coaches Meal Plan you do not need to keep receipts from the restaurants for your meals.
- If you do not want to do the Coaches Meal Plan, you will fill out a requisition for meal expenses and be issued a check from your team's account. Then you will need to turn in receipts for the meals purchased.
- Emergency Money (Separate Requisition) Please submit a Requisition if you would like to take along emergency money out of your sport's account for a true emergency (not for candy, food for the trip, etc.) If you do not use the money please bring it back and we will deposit it back into your sports account.

Bus and Bus Driver

- Please submit a separate Requisition for the bus driver's motel room. You are responsible for making that reservation after obtaining approval.
- Please submit a separate Requisition for the bus driver's meal money. You will receive a "receipt" form that needs to be signed by the bus driver before receiving the check for the meal money.
- Please submit a separate Requisition for the bus fuel.
- Please note that we only need separate Requisitions for the bus driver's expenses if he/she is not one of the coaches for that sport.

Camps, Clinics, Classes, Training Clinics, etc.

When requesting a check or P.O. for classes, clinics, camps, Etc., please attach a copy of the brochure or registration form to the Requisition. You can scan it and email it with the electronic Requisition or make a copy and drop it by the Business Office to Barb Turley or Mary Posen with a note on it to let them know what it is for and what Requisition it belongs to. This will assist the Business Office in the approval process. We also need this form for our records for your sports file.

W-9 Form

When you attend a camp, clinic, training or service of any kind, even if they are connected with a University or organization, we need to have a W-9 form in our office BEFORE a check can be issued. **Please note:** a check will not be issued for any service until a W-9 is on file for that particular business or person. It is the coach's responsibility to obtain the completed and signed W-9 form from the individual we will be paying. You can email Barb Turley at the Business Office to request a blank W-9 form bjturley@hopechristianschool.org or Mary Posen maposen@hopechristianschool.org , they will then fax or mail you a W-9. W-9's cannot be emailed once filled out.

Money Collection

1. When collecting money, please make sure checks are made payable to “Hope Christian School” or “HCS”.
2. Keep track of the amount each student turned in.
 - Please turn the funds collected into Trudy Torrison at the Business Office on the “Teachers/Sponsor Funds Collected” form (*you can obtain a copy of this form by going to the Hope Christian website Athletics then forms*). Please fill it out with the following information:
 - **Class/Sport/ETC.** - Write your specific Sport, IE. Girls Varsity Basketball, MS Boys Basketball, Varsity Cheer, MS Drill... Please be specific..what campus, boys or girls and type of sport.
 - **Teacher/Sponsor** - coaches name.
 - **Activity** - What money is collected for.
 - **Answer fundraiser questions.**
 - Student’s Name
 - Amount Due (total amount of what they were required to pay for this specific activity)
 - Date paid
 - If cash or the check number
 - Amount paid
3. Please turn in a “Teacher/Sponsor Funds Collected” form for each specific activity. So, if you are collecting \$5.00 from each player for socks and want the money by a certain deadline-put that on one form. If you are later collecting \$25 per player to go on an overnight trip for a game, put that on another form. Please do not write in the last column labeled OFFICE USE ONLY. Also, please do not write in the bottom margin of the form, as Trudy and Susie write deposit information in that bottom margin.
4. Trudy Torrison or Susie Herrera in the Business Office will verify the money you turn in and if there is a discrepancy, one of them will contact you to discuss this so your total written down and the actual amount turned in balances.
5. You may place your sheet with the money attached in the wooden lock box in the High School Office by Marilyn Gibson’s office. The original will be returned to you after it is processed. Please use the same original form each time money is turned in for that specific activity.

DONATIONS AND FUNDRAISERS

1. DONATIONS

- Donations must be payable to “Hope Christian School” or “HCS”.
- If a person or organization would like to donate funds to go to an individual sport please ask that they note that on their check or include a letter with the donation. HCS attempts to honor all requests of this nature.
- If a donation is made for a specific part of your sport, such as “uniforms”, then those funds are considered “restricted” and cannot be used for anything else.
- Parents cannot make a donation to a sport in the name of their own child to pay for sports fee’s and have it considered a donation.

2. FUNDRAISERS

- **STEP ONE:** An “Approval for Fundraiser” Form (this is an Electronic Form and can be requested by calling the Business Office 856-2709 or emailing the Athletic Director, Jim Murphy athletics@hopechristianschool.org) must be filled out first and approved by the Superintendent Sandi Black and the Business Office BEFORE you may start a fundraiser. Your request may be denied, so please do not start your fundraiser until you receive a copy of the approved form emailed back to you.
- **STEP TWO:** Requisitions
 - Please turn in Electronic Requisitions for any expenses you may have in connection with your fundraiser.
 - Please turn in a separate Electronic Requisition if you need a cash box.
 - **SALE OF FOOD:** If your fundraiser involves the sale of food, please see or email Rebecca Seaberg-Barnes rlseaber@hopechristianschool.org in the Business Office, because you will need to have a City of Albuquerque Food Sale Permit. This can take a week to get and a form and fee is involved.

- **STEP THREE:** The Fundraiser
 - When you advertise what the fundraiser will be used for (Ex. Uniforms) that is all you can use the money raised for. If you advertise it is for the general expenses of your team, that is what you can use the money for.
 - During the fundraiser when using a cash box, remember you may not spend any money out of the cash box for anything. If you run out of supplies, you may purchase it with your own funds and get reimbursed in an emergency situation.
 - All checks must be made payable to “Hope Christian School” or “HCS”. Please turn all funds in as soon as possible after the fundraiser.
 - All funds must be used equally for all players on the team, not just for the benefit of one or two and not just for the players that participated in the fundraiser. It is a team fundraiser and it is for the teams expenses not individuals.
 - Sports are limited to two (2) fundraisers per year.

VOLUNTEER DRIVERS

If your team members are going to be transported by means other than the bus for an activity, game, practice, etc., by you as the coach or by parents, please make sure you have the following:

- Please have all parents sign the **“Sports Transportation Release”** form. *(you can obtain a copy of the Sports Transportation Release form by going to the Hope Christian website under Athletics then Forms)* This form states that if HCS cannot provide transportation it is the parents responsibility to get their child to the event.
- A **“Staff Volunteer Driver”** form *(you can obtain a copy of the Staff Volunteer Drive form by going to the Hope Christian website Athletics then Forms)* needs to be filled out by all parents if they will be transporting students from the school to a practice or game instead of taking a bus. Please remember that any person transporting students from the school to a school activity in their own personal vehicle is accepting personal liability in the case of an accident. Their insurance will be considered primary for claims.
- The State of NM - Department of Transportation has said that students must not be transported by 15 passenger vans. As a school and as a representative of the school we are not to rent or use them to transport students.