

**COGINCHAUG REGIONAL  
HIGH SCHOOL**

***(Draft)***

***ATHLETIC DEPARTMENT***

**COACHES HANDBOOK**

2013-2014



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## PREFACE

The purpose of this handbook is to serve as a guide to your coaching duties and responsibilities. The handbook contains procedures, regulations and forms that you are required to follow and use as a member of the Coginchaug coaching staff.

### ***MISSION STATEMENT***

*The mission of the CRAS Athletic Department is to foster and encourage meaningful opportunities for student athletes to strive for academic and athletic excellence, sportsmanship, leadership and teamwork through collaboration with coaches, families and the community by incorporating our Core Ethical Values of Kindness, Courage, Honesty, Respect and Responsibility throughout all levels of practice and play.*

### COACHES EXPECTATIONS

1. Communicate openly and clearly with all athletes, parents/guardians, and administrators.
2. Advise parents of your philosophy as a coach and expectations of their son/daughter (should be done at pre-season parent meeting)
3. Advise parents and student athletes of the transportation policy.
4. Regularly participate in professional development opportunities to enhance, improve and stay current with best coaching practices.
5. Help develop each student-athlete in fulfilling his/her potential regarding strategy, skill, fitness, and psychological aspects of the respective sport.
6. Make decisions regarding all team matters.
7. Understand that you are role models.

## **JOB DESCRIPTION**

**Title:** Coach

**Qualifications:** First Aid/CPR

Concussion Module

Coaching Certification

**Job Goal:** To help each participating student achieve a high level of skill and an appreciation for the values of discipline and sportmanship

### **Responsibilities**

- 1. Coaches individual participants in the skills necessary for excellent individual and team achievement in the sport involved.**
- 2. Plans and schedules a regular program of practice in season.**
- 3. Works closely with the athletic director in scheduling interscholastic contests.**
- 4. Recommends purchase of equipment, supplies, and uniforms, as appropriate.**
- 5. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.**
- 6. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by students.**
- 7. Seeks to improve the overall quality of the program of the sport involved.**
- 8. Supports and promotes the District's Core Ethical Values with students, colleagues and parents.**

## **POLICIES, PROCEDURES AND FORMS**

**It is the responsibility of all Coginchaug coaches to communicate to their student athletes and their parents athletic department policies and specific team rules. Before an athlete can participate in a sport at Coginchaug the following conditions must be met:**

**\*\$40 activity must be paid to the main office**

**\*Up-to-date Physical Form (passed into school nurse)**

**\*Student Athlete Policy Statement (signed)**

**\*Athletic Permission and Warning Form (signed)**

**\*Team Roster Sheet (filled out by coach and submitted to AD)**

**All of the required forms, with the exception of the physical form, should be collected by the coach and kept on file. Coaches will be provided with documentation allowing them to check each athlete's compliance with the "annual physical" and "activity fee" requirement.**

(All of the required forms are available on-line and in this handbook)

## **MEDIA RELATIONS**

Parents, players, and fans enjoy reading results of our competitions in the local newspapers. It is important that varsity coaches foster a positive relationship with area reporters. All home game results must be forwarded to the following media outlets:

Hartford Courant.....860-241- 6435

Middletown Press.....860-347-3331 ext 212

Optional: New Haven Register/Town Times/Local Patch

E-Mail Results to Principal (for morning announcements)

Varsity coaches should ask opposing coaches when playing on the road which newspapers they will call. They may not call the Courant and/or the Press. If that is the case you must call the results in.

## **BUS BEHAVIOR/PROTOCOL**

Athletes riding the bus will be expected to conduct themselves appropriately at all times while riding to and from an athletic contest. Any athlete(s) involved with inappropriate behavior will pay for any damages to the buses. Said athlete(s), by this behavior, will be subject to dismissal from the team and disciplined accordingly by the school.

Athletes are expected to take the bus to and from athletic contests. If an athlete does not go home on the team bus he/she must travel home with a parent/guardian and contact must be made with the coach.

## CONFLICT RESOLUTION

Participating in athletics can be an emotional and time consuming experience. From time to time, conflicts between student athletes and coaches may arise. The following process is in place for student athletes and their parents to follow to resolve conflicts and/or issues between coaches and athletes:

**Step 1:** Athlete speaks to coach about the problem as soon as possible.

*if not resolved*

**Step 2:** Parent and athlete set a time to meet individually with the coach. Meetings will not be scheduled 24 hours prior to or immediately following a contest or during an active practice session, or during a time when other coaches, parents or athletes are present.

*if not resolved*

**Step 3:** Parent/athlete should contact the athletic director and schedule a meeting to discuss the problem/conflict.

*if not resolved*

**Step 4:** The parent and student athlete should contact the building principal to schedule a meeting with all concerned parties.

**Any comments, concerns or issues brought to the attention of the Athletic Director will be addressed. While there will be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to a more productive relationships and clearer understanding in the future.**

## **EMERGENCY MEDICAL PROCEDURES**

1. Have medical box at all times.
2. Give immediate first aid when necessary.
3. Contact athletic trainer
4. If an emergency and trainer is unavailable **call 911 for police or ambulance.**
5. Contact parent (use Athletic Emergency Form)
6. Call Athletic Director to inform him of any serious emergency.

## **UNIFORMS/EQUIPMENT**

All athletic equipment is to be collected by the coach from athletes and stored in the athletic area assigned by the athletic director.

Coaches are responsible for the issuing of equipment to players. The care and maintenance of equipment issued to athletes is their direct responsibility. Missing and damaged equipment must be paid for at face value. The coach is responsible for making every effort to collect the equipment. A list of players who have lost or damaged equipment issued to them must be submitted to the Athletic Director at the end of the season.

## LIGHTING POLICY

When the “**flash to bang**” (time between sighting lightning and hearing thunder) is **30 seconds or less**, it is time to immediately clear the field. Play may resume 30 minutes after the last sighting. Where game officials are involved they will have jurisdiction once the game has started.

## BANQUETS/AWARDS

The Coginchaug Bench Warmers have provided our athletes with three sports banquets every year (fall, winter, spring) for over 25 years. The sports banquets are for letter winners only and normally fall on the first Monday following the official end of the previous sports season. Coaches and letter winners are invited free of charge and parents /guest can attend at a cost of \$13. Banquets normally start at 6:00 and end at approximately 8:30. Coaches are asked to strictly adhere to the timing of the event so that the final activity (Auditorium) does not start late.

Two awards are given out by each sport (MVP and Coaches Award). Coaches must make every attempt to limit the number of recipients to one in each category. A list of letter winners, award winners and brief write-ups for each must be submitted to the Athletic Director one week before the banquet. The next page will provide you with a typical banquet schedule.

## GYMNASIUM/WEIGHT ROOM USAGE

Student-athletes must be accompanied by a certified coach, teacher, or administrator when using the weight room. No one is allowed in the gym unless it is his or her designated practice time. At no time is it permissible for individuals or groups to work out in the gym unless accompanied by a **coach**.

## **CAPTAINS PRACTICES/BETWEEN SEASON CONDITIONING**

The term "Captain's Practice" usually means the team's captain organizing and conducting practice sessions without adult supervision. This is a clear violation of CIAC rules and a liability issue with Coginchaug Regional High School. Off-season or between season work-outs can only involve **conditioning** and must be supervised by a certified coach(s).

## **VACATIONS**

Team members are expected to attend practices and contests during vacations that fall within the season. Parents should make family vacation plans with the student/athletes commitment in mind. The administration will fully support consequences that will result from an athlete's absence from practices and contests.