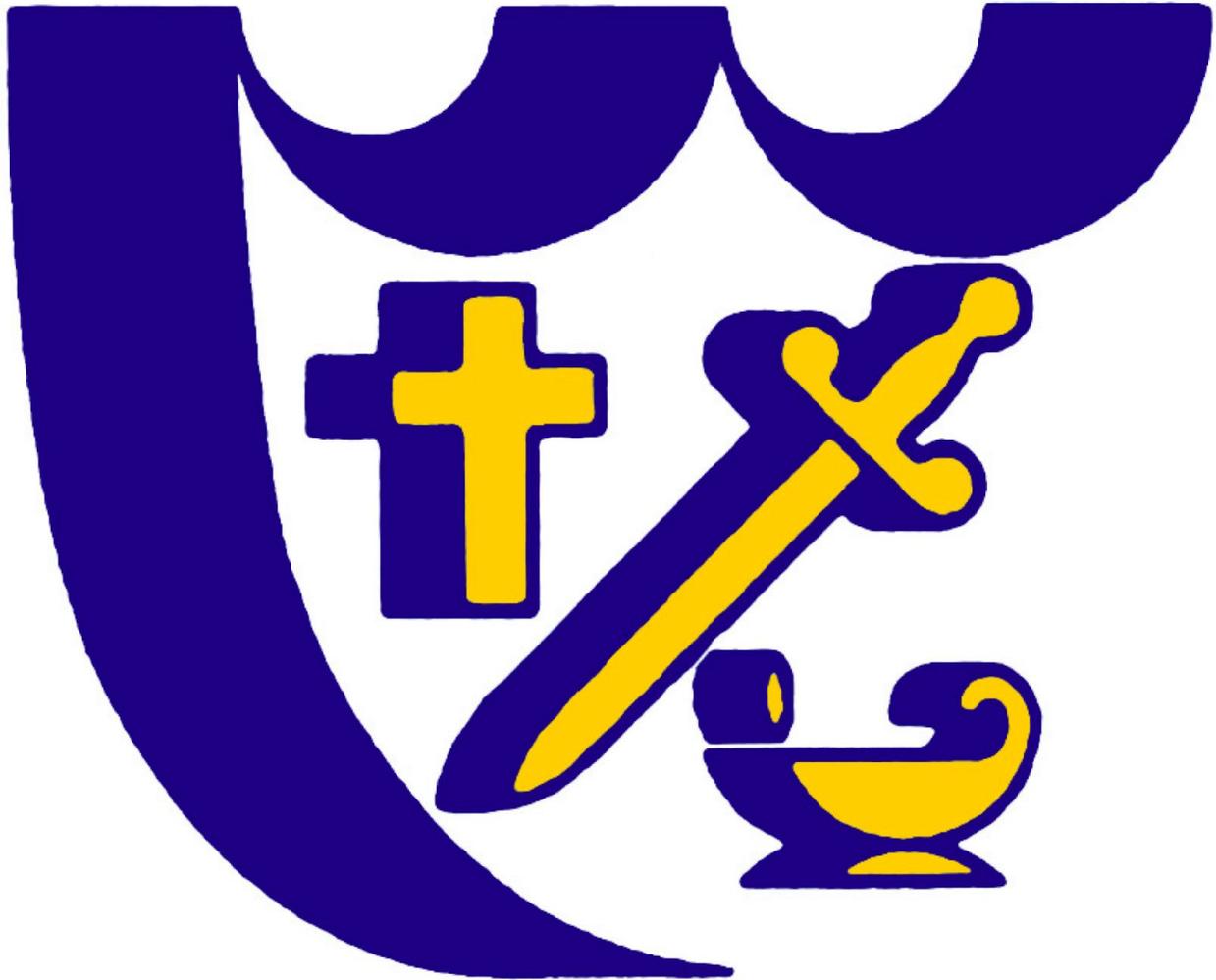


Breck School



**Coaches Handbook
2018-2019**

Seize the Opportunity to Educate

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Athletic Program

Breck School provides an athletics program that complements the academic programs in the Middle and Upper Schools. The coaching staff fosters in students responsibility and discipline, qualities that will benefit them on the field, in the classroom and in their daily lives.

Breck believes participating in organized sports helps develop good sportsmanship, boosts students' wellbeing, supports school spirit and promotes effective time management and teamwork. Winning and losing gracefully are expected outcomes of all Breck athletes. As coaches, you should make sure your programs support Breck's beliefs, and that your teams are exhibiting positive qualities such as respect, honesty, responsibility and strong ethical values.

We believe:

- Athletics are an integral part of the educational experience.
- An effective extracurricular program is guided and supported by the faculty.
- Breck athletics are designed to meet the needs and abilities of students.
- Our athletic program provides as many options for participation as possible.
- Athletics contribute to the emotional, physical and social well being of the students.
- Interscholastic competition fosters the development of a sense of fair play and sportsmanship.
- Athletics are a source of school pride and spirit.
- Healthy and spirited team participation is the essence of the athletic program.
- Each team and individual strives to reach their fullest potential. A successful season is not judged by the won–lost record, but by the effort and determination put forth.

Goals:

- Help children develop into mature adults and productive citizens.
- Give every student a competitive team experience that will enrich their life.
- Develop healthy and spirited team participation.
- Build respect, commitment, integrity, honesty and responsibility in each student.
- Foster the development of fair play and sportsmanship.
- Provide leadership opportunities.

Breck expects coaches and athletes will take responsibility for their successes and failures, pushing themselves to excel beyond expectations and sacrificing for the good of the team. Athletics, with proper guidance from quality coaches, fosters behavior that is unbiased and inclusive of individuals. Any action that demeans an individual or group is not tolerated. Coaches treat everyone, including the opposition, with equal respect, helping each to develop their skills. Students learn how to treat opponents and observe and respect the letter and spirit of the rules.

Seventh and eighth grade interscholastic teams are judged on the participation, good sportsmanship and athletic progress of individual members and the team concept. Competing well and making progress are the primary

goals. Middle School student athletes participate in each contest, whenever practical, when they have demonstrated the proper work ethic and discipline in practice. Middle School student athletes may participate on non-varsity Upper School teams only when a Middle School team is not offered. A very talented player may request to participate on the varsity team by filling out the *Middle School Request to Play Varsity* form along with the approval of the coach and administration.

Non-varsity Upper School athletes should participate in all contests if they meet the requirements. They should not expect substantial playing time unless warranted. Their ability, work ethic and support for the team determine a player's playing time. Breck's vast amount of athletic programs allows all interested students to be a member of a team.

Coaches on the varsity level will make every effort but are not required to ensure that each player participates in all contests. Upperclassmen who have committed to the team with their ability, work ethic and support for the team should be a factor in determining playing time when a lower classmen with the same qualities are vying for the same position.

Basic Principles of Breck Athletics:

- Breck 's athletic program will embody the mission and philosophy of the school.
- Breck works hard to ensure that coaches have appropriate training and knowledge of the school's mission and philosophy.
- Breck strongly promotes equity in all aspects of its athletic program.
- Breck's athletic program is considered an integral part of its curriculum.
- Breck is committed to the safety and physical and emotional health of its athletic participants.
- Breck's athletic program values the dignity and worth of the individual in a context of common purpose and collective achievement.
- Coaching is teaching; coaches are teachers.
- Coaches will design and implement activities that improve the knowledge and skills of participants.
- Breck reaches out to educate parents about the philosophy, policies and expectations of the athletic program.
- Breck clearly defines and communicates standards of conduct to players, spectators and coaches.

Breck's athletic program is structured to provide opportunities for all students. Over 100 coaching positions are required to serve Breck's program of 27 sports and 70+ teams for grades 7 through 12. Breck is comparable to schools with larger enrollments when comparing programs offered to enrollment. Breck School enjoys participation on athletic teams by 85% of the Middle and Upper School student body. Participation on athletic teams is entirely voluntary. If students commit and complete 2 or 3 sport participation for multiple years, they can earn required PE credits. It is imperative to the existence of all sports that athletes are encouraged to participate in more than one sport each year. Academics, the arts and athletics are not in competition, but are components of the overall education of the individual.

Athletic Team Attendance Policy

(A minimum requirement)

Below is the suggested Team Attendance Policy, which each coach may adopt. You may choose to create your own Attendance Policy, as each team is different. It is imperative that you share this policy with your athletes and parents so if questions arise you have a policy in place. It would also be beneficial to put it on the team's webpage on the Athletic website.

Middle School

1. Breck, its trustees, and employees will not be responsible for any student not attending athletic practice at the appropriate time and place.
2. Practice starts at 3:30 p.m. sharp unless otherwise planned. All players are expected to be at practice and ready to go.
3. Attendance at practice and games is mandatory. All players who commit to a team are expected to be at practice daily.
4. In order to be excused from a practice or a game, it must be a legitimate absence, e.g., illness from school, family obligation, doctor's appointment. The following steps should be taken if you need to miss a practice or a game:
 - a. The coach should be notified no later than the day before the absence will occur.
 - b. A written note to the coach should follow any time a practice is missed due to illness.
5. In case of unexcused absences:
 - a. 1st absence – playing time will be cut in half for the next game, and the player will not start.
 - b. 2nd absence – player will suit up for the game but not play.
 - c. 3rd absence – the parents, coach and player will meet to determine whether or not the player will be asked to leave the team, or decide under what conditions the player will be allowed to remain on the team.

Upper School

1. Breck, its trustees and employees will not be responsible for any student not attending athletic practice at the appropriate time and place.
2. Practice starts at 3:30 p.m. sharp unless otherwise planned. Practice may occur on evenings, Saturdays, and holidays.
3. Attendance at practice and games is mandatory. All players who commit to a team are expected to be at practice daily.
4. Players are responsible to know the practice and game schedule. All information can be accessed on www.imacconference.org
5. Players will not miss practice unless they are absent from school due to illness or family obligation. The coach should be notified no later than the day before a planned absence. An absentee list will be posted outside the athletic office.
6. In case of an unexcused absence, the coach and player will meet before the next practice or game. The coach may reduce or suspend playing time, or excuse the player from the team. No player will be

allowed more than three unexcused absences. At that time, the player will be excused from participating without receiving physical education credit.

7. Any time a player leaves the team before the last contest, no physical education credit will be earned.

Breck's Attendance Policy

Attendance is taken each class period beginning at 8:30 a.m. Students are required to be in attendance at every obligation throughout the day. Unexcused absences or if the student is ill and misses any obligations throughout the school day, will result in co-curricular participation being suspended. Medical/dental appointments and college visits are excused as long as the Attendance Clerk has been informed and the necessary paperwork has been filled out for college visits. The athlete's Dean can answer any questions about attendance of students. Breck's Attendance policy can be found in the Student Handbook on pages 126-130.

Governing Bodies

Breck abides by regulations put in place by the following governing bodies: MSHSL (Minnesota State High School League), NFHS (National Federation of High School Associations), IMAC (Independent Metro Athletic Conference) and SSYO South Side Youth Organization. It is important for parents and athletes to know and follow the rules of each of these governing bodies. Coaches are required to become members of their Coaches' Associations and they are required to nominate deserving student athletes for end of season awards. Below are website addresses which will have additional information:

MSHSL – www.mshsl.org

NFHS – www.nfhs.org

IMAC – www.imacmn.com

SSYO – www.ssyomn.com

MSHSCA - www.mshsca.org

Additional Breck Policies

Breck lists all expectations of Upper School and Middle School students in the Breck Student Handbook. The handbook also outlines Acceptable Use Policy (AUP), Bullying Behavior, Chemical use, Hazing, Sexual Harassment and Sexual Violence, and Weapons. It is important that coaches be cognizant of all Breck School Policies. All expectations of Breck Employees can be found in the Breck Employee Handbook.

Captain's Practice

MSHSL league rules prohibit coaches from running or overseeing captain's practice.

MSHSL Bylaw 208.00 F. Participation in Captains Practice: *Captains Practice is primarily for the purpose of physical conditioning organized and conducted by the students. Students may participate in Captains Practice provided that salaried or non-salaried school personnel are not involved in any capacity. It is the responsibility of school officials to become aware of the preseason activities in their school district and to insure that the spirit and intent of the League rules are observed.* These practices are not recognized by the Minnesota State High School League and cannot be associated with the school or coaches in any way. The school and coach cannot supply instruction, facility or equipment for the practices. These practices are totally unofficial. If the coach or school becomes involved then they are considered illegal official practices and Breck may be open for MSHSL sanction and penalties. Any faculty member or coach who wishes to open any part of Breck School's athletic facility must receive permission from the Director of Athletics. If permission is granted, only Breck families and students may use the facility. Direct supervision must be maintained at all times by the designated responsible adult. Pool facilities may only be used with direct supervision of a certified lifeguard.

Gifts to Coaches

All Coaches, including volunteers, are expected to be judicious in their relationships with student athletes and parents. Coaches must not overstep the bounds of propriety. Coaches must use caution when accepting parent or student hospitality, particularly where acceptance of that hospitality raises questions of propriety or professional ethics. Coaches may accept tangible gifts from parents and students if the gift is homemade or involves minimal expense. Coaches should politely turn down monetary gifts. Gift certificates may be accepted as long as they are appropriate. All questionable gifts should be discussed with the Director of Athletics.

Athletic Banquets

When a school activity has a banquet, it then becomes a school function, and the school assumes responsibilities as it does for any other school-sponsored activity. Therefore, it becomes imperative for the responsible staff member to comply with policies and guidelines established for the purpose of regulating banquets.

Guidelines that should be observed when planning for recognition programs

1. Coaches should be involved in planning of the banquet.
2. The Athletic Department will assist with arranging facility space for banquets. Please schedule these events well in advance to avoid conflicts with other events.
3. Banquets and awards programs may also be held at locations other than the school with the approval of the Director of Athletics.
4. If the banquet is held at an establishment where alcoholic beverages are served, they CANNOT be served on this occasion to anyone present. Parents, coaches and guests, as well as athletes are expected to respect this policy. NO tobacco products may be used at these events.
5. An athletic program may hold a separate banquet and awards program, or it may combine with one or more of the other sports.
6. All banquet expenses must be paid by the parents. The costs should not be prohibitive for parents and families. Provisions should be made to allow players and parents to attend the presentation of awards without being required to purchase a meal. Coaches should be considered honored guests and should not be expected to contribute to the banquet. Banquets are self-supporting. Breck is unable to assist with the finances of such events. If the use of school facilities is desired, please make plans well in advance. The Athletic Office will assist you on this matter.

Helpful items when making arrangements for the banquet:

1. Parents of captains should meet with other parents, the captains and the coaches to decide how the team should be honored and to select a date that provides for a maximum attendance.
2. A decision should be made as to which teams in that sport should be honored. It is an expectation that **ALL** Upper School teams in the program be invited.
3. An information letter or invitation should be sent to all parents.
4. Committees for tickets, programs, menu, decoration, etc., should be organized.

End of Season Awards

1. Letter certificates can be created for varsity athletes. If you choose to hand out letter certificates, a list of letter winners must be turned into the Athletic Office one week before the banquet.
2. Certificates of Participation are available for Middle School and lower level participants.
3. IMAC All-Conference players will be named at the end of each season. All-Conference information can be found in the bylaws of each sport.
4. Students in grades 7 – 12 are eligible to earn these awards if they participate on Varsity or Junior Varsity teams.
5. Varsity teams will award three awards: Most Valuable Player, Most Improved Player and Mustang.

6. The IMAC Conference recognizes 3 season athletes with a pin. Gold pins are for 3 season VARSITY athletes and silver pins are given to participants who have participated in 3 sports.
7. It is mandatory for coaches to be part of their Coaches' Associations and they are required to nominate deserving student athletes for end of season awards.

Procedure for Resolving Complaints

1. *Athletes:*

- A. Discuss the problem with the team captain(s). If the problem is not resolved,
- B. Schedule a meeting with the coach and discuss the problem (this meeting must be face-to-face).
If the problem is not resolved,
- C. Schedule a meeting with the Director of Athletics and discuss the problem (this meeting must be face-to-face). If the problem is not resolved,
- E. Schedule a meeting with the Director of Athletics and coach to discuss the problem. If the problem is not resolved and a parent wishes to become involved,

2. *Parents:*

- A. Schedule a meeting with the coach in which the athlete is present. If the problem is not resolved,
- B. Schedule a meeting with the Director of Athletics in which the coach and athlete are present.

Open Gym, Pool, Weight Room or Ice Time

Any faculty member or coach who wishes to open any part of Breck's athletic facility must receive permission from the Director of Athletics. If permission is granted, only Breck families and students may use the facility. Direct supervision must be maintained at all times by the designated responsible adult. Pool facilities may only be used with direct supervision of a certified lifeguard. If coaches are looking to rent spaces for outside individuals, they must contact the Business Office at 763-381-8458 for rental information. Rental of the Anderson Ice Arena should be made through the Ice Arena staff at 763-587-0619. Reservation of the weight room is done through the Strength Coach.

Breck Coach Facility Usage Policy

In Season Usage

The Athletic Department sets up the practice schedules/locations with coaches during the season. Changes must be reported before hand to the Athletic Office.

Out of Season Usage During School Year

MSHSL Bylaw 200.00

2. Coaches: A. During the School Year Prior to and Following the High School Sport Season: No full time or part time member of the high school coaching staff at the sophomore, B-squad, junior varsity or varsity level, paid or unpaid, shall own, organize, conduct, administer or instruct in a camp or clinic for athletes who have participated at the varsity, junior varsity, B-squad or sophomore level for that school during the school year. B. During the Summer: High school coaches may provide coaching and training to members of their high school team provided that the high school coach has applied for and been approved for a summer coaching waiver.

If a contracted coach would like to utilize facilities during the school year, they must contact the Business Office and sign a rental agreement.

Summer (June/July) Usage

Summer usage includes Breck students **ONLY**; those admitted and enrolled for the upcoming school year. This is a Breck rule and is in place because of liability/insurance reasons. These activities **MUST** be reserved by Breck coaches, supervised by Breck coaches, and the activities must be closed by Breck coaches (facility/equipment swept, lights out, doors locked.) These activities are to be scheduled through the Athletic Office.

MSHSL Bylaws permit coaches to coach students from their school who have participated at the varsity, junior varsity, sophomore or B-squad level **from June 1 through July 31**. The summer waiver period also includes a one-week no-contact period in July the week of July fourth. **Coaches must understand they are not to have any contact whatsoever with those students during the one-week no-contact period.** Coaches must further understand that they may continue to coach these students through Labor Day if said coaching is a natural extension of the summer team season and if the athletic director has approved that coaching extension. (Exception: Soccer summer waiver period ends on the Sunday before the first allowable day of practice.)

Coaches must understand that they may not require students from their school to participate as an individual or as a member of a non-school team. Coaches must understand that doing so or implying that students must do so may be considered to be Undue Influence and that their school may be fined up to \$1,000 for such a violation.

Strength and Conditioning activities need to run through DeRick O'Connell - derick.oconnell09@gmail.com - and should be scheduled during the times the weight room is open 2-6pm. If a coach wants to offer a different time, this needs to be approved by DeRick and the athletic office.

Keys/Badges

Breck has created badges, which will be handed out to each coach. This will allow coaches to enter the building without having to sign in at the guard desk. Keys for storage areas will be given to the head Coach. Head coaches may ask for additional keys, decisions will be made on a case-by-case situation. All keys must be returned at the end of the season.

Athletic Uniform Distribution/Return Policy

Breck teams are outfitted in high-quality uniforms. We appreciate your help in their care and return.

Distribution

1. Uniforms will be distributed by the Assistant Athletic Director. The head coach must schedule a time for distribution for all levels.
2. Each athlete will be assigned items that are numbered and they are responsible for those items.
3. Any damage to the item must be reported as soon as possible and they will receive a replacement.
4. It is the athlete's responsibility to have their uniform for all contests. They will not be given loaner items for a particular game if they forget theirs.
5. Breck provides a laundry service for uniforms. Athlete's may place their uniform in the chute and it will be available for them the following day.

Return

1. Uniforms must be collected by the Assistant Athletic Director. Ideally, Assistant Athletic Director will be invited to the end of season meeting and they will be collected at that time. If that is not possible, a mutual agreement must be reached between the head coach and the Assistant Athletic Director.
2. Any non-returned item will result in the student account being billed for replacement.

Breck Sponsored Athletic Trips

All participants will be billed for lodging and transportation for special trips. Proper conduct must be maintained at all times. Students unable to take personal responsibility and/or maintain proper conduct will be sent home immediately at their expense (over and above other expenses). If classes are missed due to trips, it is the athlete's responsibility to speak with teachers and turn in all work. The Late Work Policy can be found on page 112 of the Breck Student Handbook.

Ejection from Contest

If a student or coach is ejected from a contest Breck will adhere to the MSHSL policies for each sport. Coaches who are ejected from contests run the risk of loss of employment. Breck reserves the right for further action.

Student Eligibility and Physicals

No student athlete may practice, condition or play a Breck sport without having on file a current MSHSL Student Eligibility Form and a complete physical within the last three years. A complete list of students missing their forms may be obtained in the Athletic Office. The MSHSL Eligibility forms have been included electronically on the registration located on www.brecksports.org. If in doubt, do not let the student participate.

Early Dismissal/Transportation

Student athletes will be dismissed when decided by the Director of Athletics and Upper School Director. The Athletic Department works diligently to keep early dismissals to a minimum.

In regards to transportation, it is an expectation that **ALL** athletes and coaches ride the bus to and from events. If it is essential that an athlete does not ride the bus, parents must discuss the reason with the coach and fill out the Breck Transportation Release form, which is located on www.brecksports.org. This form must be turned in to the Athletic Department the day before the contest and the Director of Athletics must sign it. Regarding off campus practices, parents or students who choose not to use Breck provided transportation must have a completed Breck School Transportation Release Form on file in the Athletic Department before the season begins.

Transportation schedules and location information are found on www.imacconference.org. If there are any discrepancies, contact the Athletic Office. If there is an issue with buses before school or on weekends, contact the Director of Athletics at 612-669-0645. If there is an issue with buses during school hours, contact the Athletic Office at 763-381-8270.

Off-Season Participation

Coaches should strongly encourage every student to participate in three sports. No coach will support specialization. We are a small school with many programs. All teams will rely on multi-sport athletes. If students specialize, all teams will suffer including the possibility of many teams being dropped from the program. If coaches wish to coach Breck students during the summer they must sign a MSHSL summer waiver, which is on the MSHSL Coaches Clipboard.

Reimbursements

The Director of Athletics must approve any ordering by coaches **BEFORE** items are purchased. Breck will not pay for meals or snacks for student athletes. If these guidelines are not followed, the Director of Athletics reserves the right to reject the reimbursement. All coaches are encouraged to attend clinics. Any coach wishing to attend a clinic should consult with the Director of Athletics and submit a proposal for reimbursement.

Equipment

All equipment should be returned to the proper storage area within five school days of the last contest, including med-kits. Equipment requests for the next season should be included when filling out the End of Season Report and discussed with the Director of Athletics during the End of Season review.

Team Pictures

Team pictures are scheduled by the Athletic Office. All members of the program and coaches should have individual pictures taken. Team pictures should include a complete picture of all athletes involved in the program along with individual team pictures and headshots of all coaches. The team and coaches should be in the appropriate attire. Lauren Kiesel Photography (ClickIt!) will take all team pictures. Pictures may be ordered through the link on www.brecksports.org or www.clickit-laurenkieselphotography.com.

Building Hours

The building is open Monday through Friday: 8:00am to 10:00pm. and Saturday: 8:00am to 3:30pm. The building will also be closed every Sunday, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Day after Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve and Christmas Day. If coaches decide to practice on a day the building is closed (besides Sundays) they must receive approval from the Director of Athletics.

End of Season Report

All coaches are responsible for completing an End of Season Report prior to receiving their last paycheck. Head coaches must schedule a meeting with the Director of Athletics to review the season, set priorities and goals for the next season, and submit a list of equipment wants and needs after the season has ended. Assistant coaches will receive a survey at the end of the season which must be filled out before receiving their final paycheck.

Rosters

Rosters must be turned in to the Athletic Office during the **first week of practice**. This roster should include every participant in the program. Coaches are responsible to follow up with the Athletic Office in regards to eligibility before the first contest. The MSHSL requires all athletic programs to have rosters up to date and certified by the second Friday of the season. Therefore it is imperative that coaches know all athletes in the program, including team managers. If there are mistakes or changes that need to be made to the roster, notify the Athletic Office as soon as possible so corrections can be made in a timely manner.

Coaches Mailboxes/Address Changes

Within the Athletic Office, there are mailboxes for each sport. It is the responsibility of the coaches to check these boxes daily. Information from the Athletic Office and student athletes will be distributed in these mailboxes. It is the coach's responsibility to inform the Athletic Office of changes to their home address and/or phone number or email address.

Before and After Events

Please make sure the locker rooms are always clean when you leave. It is the coach's responsibility to open the locker room for athletes to use and to lock it during practice/games and afterward. Therefore, coaches should be in the building or with the athletes until all have departed. This includes when returning from off campus events as well. Never leave an athlete at the school alone.

Postgame Reporting Responsibilities

Whether home or away, win or lose, contact the Assistant Athletic Director along with media outlets. Remember, newspapers and TV stations are on deadline. Recognition for your team will improve parent and student outlook for your team. The HUB pages on startribune.com is another communication avenue which coaches should update.

Media Outlets:

Star Tribune: 612-673-4447

Pioneer Press: 651-228-5598, Jace Fredrick, jfredrick@pioneerpress.com

Sun Post: 763-424-7379 Chris Chesky, chris.chesky@ecm-inc.com

WCCO TV (by 10:15): 612-339-4444

Kare11: 763-797-7215

Certified Athletic Trainer

Breck has a full time Certified Athletic Trainer (ATC) who will be present at all home events and away football games. The Athletic Trainer is available in the Training Room near the Field House from noon until all home practices/events have concluded. When an injury occurs off campus it is imperative that the coach contact the Athletic Trainer after the game and inform them of the injury even if it is a voicemail at 763-381-8279. Therefore the ATC can follow up with the student athlete.

If an athlete visits a doctor about an injury, the ATC must receive a note from the doctor **BEFORE** the athlete is cleared to return to play. If an athlete is assessed with a concussion, it is imperative that the athlete and coach

follow up with the ATC daily to complete the Return to Play Protocol. The MSHSL has created the Return to Play Protocol that the ATC must follow in regards to clearing athletes after concussions.

ImPACT baseline concussion testing will be completed for all athletes in contact sports. The ATC will conduct these tests before the first contest of the season. Information regarding concussions is listed on www.brecksports.org under Athletic Training.

Med kits will be handed out before the season to all sports. Make sure to return all med kits at the end of the season to the Training Room. Water caddies and coolers are available for practice and games. It is important that all athletes have their own water bottle so as not to spread sickness.

Severe Weather Protocol and Emergency Action Plans are located on www.brecksports.org under Athletic Training. It is recommended that all coaches read over the protocol before the season begins.

Athletic Training Room Expectations

The athletic training room is a place where student athletes receive medical treatment for injuries. It is the coach's responsibility to communicate to all athletes that after school, only athletes with injuries or athletes getting water caddies or coolers should be in the training room. Athletes should all have their own water bottles at practice and games. Coaches have keys to the training room. If the training room is closed, a coach must accompany athletes to the training room. Athletes are not to be unsupervised in the training room.