Nonnewaug High School



Coaching Manual

"Coaching is taking a player where they can't take themselves"
"They call it coaching but it is teaching. You do not just tell them…you show them the reasons"
"You become what you believe"
"Winners find solutions, losers find excuses. Let's win!!!

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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 the procedures, regulations and paperwork of the Nonnewaug athletic department. It is an attempt to compile the information with which you must become familiar with. Each coach will follow the procedures and regulations set forth and provide paperwork requested as well. **This handbook is to be kept handy for reference.**

PHILOSOPHY

The athletic program at Nonnewaug High School is an integral part of the educational process. The purpose of the program is to stimulate students to develop mutual interests, promote motivations and improve their physical skills.

To be of maximum effectiveness, the athletic program must be closely coordinated with the general instruction of the school. It must be such that the number of students accommodated, and the educational aims achieved, justify its inclusion in the over-all educational program.

The interscholastic athletic program shall be conducted in accordance with existing board of education policies, rules and regulations. While the board of education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health.

Athletics are for all students who are physically able to participate, who qualify under the eligibility requirements, and who adhere to the rules set forth by the state and local school officials. We believe that participation in athletics will contribute to the following:

1. Improvement of the health, fitness, and general welfare of all individuals taking part in the program.
2. Engaging a maximum number of students in administration as well as active areas of the program.
3. Stimulating all participants to achieve creditable academic progress and to make a contribution to the general educational program of the school.

MISSION STATEMENT

The Nonnewaug athletic department strives for excellence by providing opportunities to student-athletes to participate in programs that are designed to develop meaningful standards of athletic performance, leadership, scholarship, community service and appropriate conduct within the educational and social environments of Nonnewaug High School.

VARSITY ATHLETICS

Varsity athletes are those athletes that exhibit the most skill of those that have tried out for the team. They will have the opportunity to compete against equally talented athletes from opposing schools. A purpose of varsity athletics is to refine the skills of the team in an attempt to provide the high school with the best win-loss record possible.

JUNIOR VARSITY ATHLETICS

Junior varsity athletic programs offer those students who do not yet possess the skills required of Varsity athletes an opportunity to participate in a competitive setting. Junior varsity athletes are in the process of gaining valuable knowledge, skill and experience required for varsity competition.

Occasionally, junior varsity athletes may participate in varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This should not be misinterpreted as an absolute move to the varsity level.

GOALS

1. To encourage student-athletes to achieve success by maintaining academic eligibility rules and to keep athletics in proper perspective.
2. To develop good citizenship, honesty, emotional control, dependability, and respect for rules, property and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain a high standard of credible and positive performance and conduct on and off the field.
5. To teach and emphasize the fundamental skills of the various sports as a necessary ingredient in achieving individual and team success.
6. To stress the importance of physical fitness, conditioning, health habits, and safety in athletics.
7. To provide opportunities to develop lasting friendships with teammates and opponents.
8. To teach athletes to work together as a cohesive unit in order to achieve a common goal.
9. To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible.
10. To provide high quality leadership for all athletic programs so as to exemplify to students a desired behavior to be developed from each athletic program.
11. To provide opportunities for the development of a feeling of unity and belonging, team pride, teamwork and commitment.

DUTIES AND RESPONSIBILITIES OF COACHING PERSONNEL

A. Head Coach Job Description

Qualifications:

1. Valid Connecticut teacher certification/Five Year renewable Coaching Permit.
2. Valid CPR/AED and Standard First Aid Certificates.
3. Has previous successful coaching experience in assigned sport
4. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

Goal of the Head Coach: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

General:

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

a) Be responsible for all matters pertaining to the organization and administration of coaching the team under his/her direction and enforce all rules of the C.I.A.C.
b) Arrange for pre-season meeting with students and parents to provide information and discuss rules, regulations, and expectations for your program.
c) Coach individual participants in the skills necessary for excellent achievement in the sport involved.
d) Distribute and discuss the following items with all student-athletes (secure necessary signatures) and/or have access to documents on FamilyID.
    1. C.I.A.C. Regulations
    2. Student-Athlete Handbook
    3. Athletic Contract
    4. Parent Consent/Emergency Information
    5. Medical Consent/Physical Statement Form
    6. Eligibility Requirements

7. Trainer Medical Screening Form
8. Plan and conduct all practice sessions
9. Be responsible for technical development and supervision of all levels in assigned sport.

e) Promote respect by example through appearance, manners, behavior, language and conduct.
f) Insure proper warm-up and conditioning programs in an effort to reduce the risks of injury.
g) Supervise and evaluate assistant coaches, assign duties and conduct staff meetings as necessary at all levels.
h) Properly supervise all athletes at practice, **in transit** and at games.
i) Inspect all equipment and oversee the issuance and collection of equipment/uniforms. Maintain an equipment inventory, keep records, enforce rules regarding care of equipment and advise the athletic director as to reconditioning needs.
j) Monitor academic progress of team members during the season.
k) Submit updated roster changes when any student-athlete is added to the roster.
l) Be responsible for drafting and submitting budget request information.
m) Submit proper end of season information (award lists, end of season report, schedule, etc.)
n) Assist students in college placement.
o) When possible, support youth programs by offering clinics and other assistance in an effort to provide program continuity.
p) Recognize all seniors at Senior Night and establish a date for that recognition at the start of the season.

B. Assistant Coach Job Description

Qualifications:

1. Valid Connecticut Teacher Certification/Five Year Renewable Coaching Permit.
2. Valid CPR/AED and Standard First Aid Certificates.
3. Previous coaching experience in assigned sport.
4. Has knowledge and background in the assigned sport.

Goal of the Assistant Coach: To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

Duties and Responsibilities:

a) Support the head coach in conducting the athletic program of the particular sport and the total athletic program of Region 14 public schools.
b) Coach individual participants in the skills necessary for excellent achievement in the sport involved.
c) Assists the head coach in carrying out his/her responsibilities. (Pre-season, in-season and post-season).
d) Provide by example leadership, motivational techniques, and attitudes that help to produce positive efforts by participants.
e) Plans and schedules with the head coach a regular program of practice (including holiday or vacation periods).
f) Be responsible for the junior varsity program at the direction of the head coach.
g) Properly supervise student-athletes at practice, **in transit** and at games.
h) Has a thorough knowledge of all the athletic policies and is responsible for its implementation.
i) Maintains discipline and works to increase moral and cooperation within the school sports program and school community.
j) Promote respect by example through appearance, manners, behavior, language and conduct.
k) Performs other duties that are consistent with the nature of the position and that may be required by the head coach.
l) In the case of emergency or authorized absence of the head coach, assume all responsibilities herein designated as those of the head coach.

C. Volunteer Coach Job Description

QUALIFICATIONS:

1. College degree desired
2. High School graduate
3. Valid First Aid/CPR certificate
4. Previous coaching and/or playing experience
5. Reputable background working with youth
6. Valid Coaching Permit (Temp. - 1st year)
7. Any and all Region 14 HR requirements

GOAL of the Volunteer Coach:\ To carry out the aims and objectives of the assigned teamas outlined by the athletic department and board of education policies. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES:

1. Attends all meetings and meets all criteria pertaining to athletics that is required of a coach employed by the school district.
2. Will not be solely responsible for any athlete(s) without direct supervision of an employed coach of the school district.
3. Assist the head or assistant coaches in carrying out their responsibilities.
4. Understand the proper administrative line of command and refer all student and parent requests or grievances through proper channels.
5. Never criticizes, admonishes or argues with head coach or any staff member within ears or eyes of players or parents.
6. Is responsible for following the department's set procedures for injured athletes.
7. Works within the basic framework and philosophy of the head coach of the sport.
8. Performs such other duties that are consistent with the nature of the position and that may be requested by the head or assistant coach/s

EVALUATION:

Performance of paid coaches under contract will be evaluated annually by the athletic director.

CODE OF ETHICS FOR NONNEWAUG COACHES

The function of a coach is to teach attitudes, proper habits, knowledge and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of the student athletes and, therefore, shall never place the value of winning above the value of character building.

The coach must constantly uphold the honor and dignity of the **teaching profession**. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the **highest ethical and moral conduct**.

The coach shall support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse and under no circumstances shall authorize the use of these substances.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with contest, state, league and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials or against each other. Public criticism of officials or players is unethical. Connecticut is facing a crisis with official shortages being a real thing. We must promote the work that our officials do and respect their roles in our competitions.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

It is unethical for coaches to scout opponents by any other means than those adopted by the state high school athletic association and the league.

POLICIES AND PROCEDURES FOR ALL STUDENT/ATHLETES

Substance Abuse Policy
Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol, drug paraphernalia or the misuse of other drugs/medications may result in disciplinary action that may rise to the **immediate dismissal** from the team. The student-athlete shall report any use of medication(s) prescribed by a physician to the coach.

The use or possession of tobacco (including smoking, chewing, vape products or use of snuff) will result in a one (1) week suspension from the team. A second violation of this nature will result in the **immediate dismissal** from the team for the season.

Appropriate Behavior
1. Any student/athlete who initiates a fight may be dismissed from the team.
2. Verbal and/or physical abuse of officials or coaches by student-athletes will result in immediate dismissal from the team.
3. The following behaviors will be considered serious violations of the athletic code and school rules and will result in disciplinary action:
    a. Civil law and criminal infractions.
    b. Theft or malicious destruction of individual, private or school property.
    c. Misconduct by an athlete that is potentially detrimental to the athletic program, school or school district.

School Attendance
1. Athletes will be allowed to participate in practice or contests only if they are in school for ½ the school day. Students who are absent (unexcused) from school may not participate in any athletic event during that afternoon or evening. The principal and/or athletic director may approve individual exceptions.
2. Unexcused single period absences during a given day may cause an athlete to be withheld from practice or contests on that day.

Absence from Scheduled Practice

A team will only function effectively when all participants are present. Any player who skips practice is hurting themselves and the team. A player must notify the coach in person of any practice he or she is required to miss. The coach will determine if the excuse is acceptable.

Locker Rooms

1. It is the student-athlete's responsibility to:
   a. Leave all your valuables at home
   b. Keep your locker locked at all times

   Note: The school will not be responsible for personal property.

Athletic Equipment

1. The student-athlete is responsible for all uniforms and equipment that is assigned to him/her.
2. All equipment will be returned when the athlete completes the sport, either at the end of the season, or on leaving the team.
3. If items are lost or abused, the student-athlete will be required to pay for a replacement.
4. Uniforms are to be worn only at scheduled practices, contests or on game days.

Vacations

Team members are expected to attend practices and contests during vacations that fall within the team season. Parents should make family vacation plans with the student-athletes commitment in mind. No team member will be removed from a team for missing practice or games during vacation for which they have notified the coach well in advance of vacation. It shall be the coach's prerogative to decide when a player is in condition to resume play if they take vacation during the season. Please be respectful of the team concept and know that many (if not all) team members forego vacations during the season.

Bus Behavior

1. Student-athletes must travel to and from (see exception below) contests on the team bus, accompanied by the coach.
2. Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contests.
3. The athlete(s) involved will pay for any damage to buses, caused by athletes. Said athlete(s), by this behavior, will be subject to dismissal from the squad and school discipline.
4. Please fill out the Seasonal Alternative Transportation Form when student-athletes don't take the bus home from an away contest.
5. No student should drive to a game/contest (only exception is during AP testing with parent approval)

Hazing

Hazing is **prohibited** at all times. Hazing activities of any type are inconsistent with the educational goals of the school system. "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose.

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
4. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
   Note: The school district will act to investigate all complaints of hazing and will discipline up to and including expulsion.

Captain's Practice

The term "captain's practice" usually means the team's captain organizing and conducting practice sessions for the sport without adult supervision. The CIAC and Berkshire League do not in any way sanction, encourage or condone "captain's practice" in any sport.

Changing Sports

1. Prior to the opening of each season, athletes will be allowed to transfer from one sport to another only on mutual agreement of the two coaches involved.
2. An athlete who drops from the squad after the first contest is not permitted to join another squad during that season (Per CIAC Rules).

Gymnasium Procedures

1. No one is allowed in the gym unless it is his or her designated practice period.
2. At no time is it permissible for individuals or groups to work out in the gymnasium, unless under direct supervision of a coach and/or trainer.
3. Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport.
4. Teams "in season" will have priority on gymnasium use.

Performance Enhancing Drugs Policy

A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances shall be declared **ineligible** for all CIAC-controlled activities for **one hundred eight (180) school days** on each occurrence.

School Suspensions
Students may not participate in any game, contest, and practice or school activity on any school day while suspended from school. This includes contests at away sites. The suspension is in effect until the student is readmitted to classes by an administrator.

ATHLETIC REQUIREMENTS FOR PARTICIPATION
"Participation in athletics is a privilege and not a right"

In order to participate in any sport at Nonnewaug, the following requirements must be met:

1. Sports Health Assessment Form completed by Physician and Parent/Guardian and submitted to FamilyID
2. Parent/Athletic Acknowledgement/Emergency Medical Form completed and submitted to FamilyID.
3. All eligibility requirements must be satisfied.
4. All other forms on FamilyID

ATHLETIC TEAMS & ORGANIZATION OF NEW TEAMS

Sport offerings at Nonnewaug include the following:

Fall

BOYS	GIRLS
Football (V, JV, F) Co-Op	Field Hockey (V, JV)
Soccer (V, JV)	Soccer (V, JV)
Cross Country	Cross Country
Golf	Cheerleading
	Volleyball

Winter

Basketball (V, JV)	Basketball (V, JV, F)
Wrestling	Indoor Track
Swimming & Diving	Cheerleading
Indoor Track	
Ice Hockey Co-Op	

Spring

Baseball (V, JV)	Softball (V, JV)

Tennis	Tennis
Outdoor Track	Outdoor Track
Golf	Lacrosse Co-op
Lacrosse Co-op	

Athletic teams may be added to the athletic program if there is sufficient student interest, adequate funding, opportunities to develop a viable and competitive schedule, and the necessary facilities. There is a BOE sub-committee for sports that vets all major changes to athletics and program offerings.

AWARDS

At the conclusion of each sports season, student-athletes will be presented letters, numerals, metal insignias, and certificate awards according to their participation level. These awards will be presented at ceremonies conducted by individual teams. It is the responsibility of the coach to provide a list to the main office so that certificates and awards are prepared for the end of the season award ceremonies. The Athlete's Council at Nonnewaug prefers for each team to hold their own awards ceremony and foregoes a school-wide ceremony.

AWARD REQUIREMENTS:

a. Varsity

Varsity letters will be awarded to athletes upon the successful completion of an athletic season and the recommendation of the head coach. Specific guidelines will be developed by each coach and clearly defined to all athletes. A player shall have conducted themselves in an exemplary manner both on and off the field, exhibiting good sportsmanship to his /her opponents, teammates and coach.

ATHLETIC DINNERS

The following policy regarding athletic dinners will be followed:

1. The ultimate goals of all athletic dinners should be to promote pride, fellowship, and recognition of accomplishments of individuals and teams.

2. All dinners will be kept at a reasonable cost. No one should be omitted from a dinner because of cost.

3. The dinner is a continuation of school life, and all rules for behavior will be followed

4. ***No alcoholic beverages*** of any kind will be present, served or consumed by **anyone** at the dinner.

BUDGET

Each varsity coach is responsible for assisting the athletic director in the preparation of the proposed budget for his/her sport. When preparing budgets, careful consideration should be given to quality, cost, and present inventory on hand. Use catalogues that are current and be specific when indicating item (include model #, sizes and brand name). We use Amazon, Blanchette's, and Sportsmen's for the majority of our purchases.

BUILDING USE

The athletic director, in cooperation with the coaches involved, will schedule the gymnasium usage. Careful consideration will be given to:

a. Equality of male and female teams.
b. Sufficient practice time for teams.

During inclement weather, when the gym usage may be significant form outside sports teams, every effort will be made not to disrupt the activities of the indoor sports that are also in season. If a scheduled game or scrimmage has been planned by an indoor sport, that activity will have first priority.

Practice on non-school days may be scheduled only after consultation with the athletic director.

CAPTAIN PRACTICES

The term "Captain's Practice" usually means the team's captain organizing and conducting practice sessions for the sport without adult supervision. The CIAC does not in any way sanction, encourage or condone "Captain's Practice" in any sport. Knowledge of this activity and a coach's involvement in this is a clear violation of the season limitations eligibility rule. There is also a serious practical consideration. CAS counsel advises that if it can be demonstrated that a school is allowing "Captain's Practice," the liability responsibility for an injured athlete may be quite serious.

CAPTAIN SELECTION

To be appointed a team captain for Nonnewaug is a distinction. Characteristics of a team captain include the following: integrity, knowledge, courage, decisiveness, dependability, and initiative

Selection of Team Captains:
The team captain is the liaison between members of the team and the coaching staff.

Other than the selected team captain, individual game or match captains may be selected by the coach.

Summary:
A good captain is one who, by example, will lead his/her teammates to follow the rules set by the team and the coaches.

A good captain is not involved in a popularity contest. A leader should gain the respect, confidence and trust of his/her teammates.

Coaches should never have players vote on captains. It is the coach's decision to select the team captains.

COACHING CERTIFICATION

Individuals who wish to coach in Connecticut must be at least 18 years of age, hold a high school diploma or its equivalent, successfully completed a standard first aid course and CPR, and possess a **five-year renewable coaching permit** or a **temporary emergency coaching permit**. Applications for these permits are available in the athletic director's office. (Appendix D)

Effective July 1, 1999 all certified teachers who serve, as coaches must hold a "Five Year Renewable Coaching Permit."

Individuals who are applying for a **Five-Year Coaching Permit** for the first time (i.e.: they are not certified teachers) must submit:

- Application ED 185;
- A photocopy of a high school diploma or its equivalent;
- Photocopies of valid first aid and CPR cards
- An official transcript of an approved coaching course (45 clock hours).

The coaching permit must be renewed every five years upon completion of not less than 15 clock hours of seminars, course work and workshops providing information on safe and healthful coaching practices and understanding child and adolescent development.

In order to be eligible for a **Temporary Emergency Coaching Permit** the district submits an ED 186 form and the following:

- A photocopy of the candidate's high school diploma or its equivalent; and
- Photocopies of the candidate's first aid and CPR cards, which verify that both courses were completed within **one** year of the application.

The **Temporary Emergency Coaching Permit** may be reissued **once**, provided that the district submits a new application and:

- Photocopies of the candidate's **new** first aid and CPR cards which verify that both courses were completed within **one year** of the new application; and
- Verification that the individual has enrolled in an approved coaching course.
- Coach must also be enrolled or have begun coaching modules

CONNECTICUT HIGH SCHOOL COACHES ASSOCIATION

The C.H.S.C.A. is a professional organization for coaches and is open for membership to all coaches.

Membership in the association provides coaches with a membership card, liability insurance, and reports of the monthly executive board meetings, information regarding new coaching vacancies and other pertinent information.

Nonnewaug will pay for C.H.S.C.A membership dues.

EJECTION RULE

The C.I.A.C. and the Berkshire League have placed into effect an ejection rule for unsportsmanlike behavior or fighting.

ELIGIBILITY

Nonnewaug is a member school of the Connecticut Association of Elementary and Secondary Schools. As a member school, we are governed by a minimum of uniform eligibility requirements by the CIAC.

Coaches should be familiar with the Rules of Eligibility and Control for Boys and Girls High School Athletics in Connecticut as well as the Athletes' Rights of Due Process. (Appendix T) In accordance with the CIAC students are **NOT ELIGIBLE** if:

1. You are not taking at least four (4) units of work or its equivalent; (Rule I.B.)
2. You have not passed at least four (4) units at the end of the last regular marking period as of the official day that grades are issued, with the exception of fall eligibility. * (Rule I. A.)
3. You are nineteen (19) years of age before July 1; Student-athletes will be allowed to compete up *through their 19th birthday, however, if their 20th birthday falls during a season, the student-athlete will not be allowed to start or compete during that season and all eligibility will cease.* (Rule II.B.)
4. You have changed schools without a change of legal residence; (Rule II.C.)
5. You have been in attendance for more then eight (8) semesters (A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition); (Rule II. B.)
6. You play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season; (Rule II.E.)
   The exception to Rule II.E. shall be:

1) Participation in parent/child tournaments and caddy tournaments.
2) Swimming, tennis, and gymnastics – a pupil may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.

7. You play under an assumed name on an outside team; (Rule II.F.)
8. You receive personal economic gain for participation in any CIAC sport. (Rule II.F.)
9. Your work habits or conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.
10. Local rules may be more restrictive than those of the CIAC. (See additional eligibility requirements under policies and procedures).

The school principal may declare a student ineligible if it is felt that the student is not taking care of his/her responsibilities both as a student and citizen of Nonnewaug High School and the community.

* For fall sports eligibility – student must have received credit for four (4) units or its equivalent towards graduation at the close of the school year preceding the contest.

NOTE: Marking period grades (not semester grades) are to be used in determining scholastic eligibility, except for fall eligibility. Nonnewaug's grades close on certain dates and are then locked (usually within 10 days of grades closing). The locked date is used to determine athletic eligibility.

It is the responsibility of each varsity coach to file an **eligibility roster** with the athletic director via his secretary. This roster should be a list of all team members in alphabetical order by grade. (Seniors first, juniors second, etc.) Anyone who plays in a CIAC sanctioned game at any level must be on the roster.

The list will include the date of birth of each team member, the grade in school, and if a transfer student, the school the athlete attended the previous year. **The completed list is to be submitted to the athletic director prior to the first contest of the season and whenever there are changes during the season.**

EMERGENCY MEDICAL PROCEDURES

1. Give immediate First Aid if appropriate.
2. Contact athletic trainer (Sean McGee at **860-576-0170.**
3. If trainer cannot be contacted and it is a medical emergency **CALL 911 FOR POLICE OR AMBULANCE.**
4. Be sure to contact the parent. Refer to FamilyID for information**.**
5. Call athletic director to inform him/her of any serious emergency – Office 203-263-6418 , Cell Phone #203-695-3010

In addition, to avoid unnecessary delays in providing **immediate** emergency medical care for your athletes, every coach should have on hand the **Athletic Emergency Forms** for all athletes. These forms should be kept in your first aid kit and be on hand at all home and away contests and practices.

END OF SEASON RESPONSIBILITIES

Head coaches are required to complete the following responsibilities at the end of their season. Coaching checks will not be released until all responsibilities have been met.

a) End of season report. The report should include season record for all teams, outstanding records and achievements, All-Conference, All-State and All-New England selections and program recommendations. Please send to athletic secretary
b) Lost uniform/equipment list.
c) Updated inventory.
d) Return first aid kits, ice coolers, water jugs and emergency forms.
e) Sign your end of the season evaluation
f) If leaving, all keys must be returned. You will have the option of an exit interview if you would like to have one or if the athletic director believes it will be beneficial
g) Participate in the end of the year awards recognitions for your team

EQUIPMENT

All athletic equipment, per sport, is to be collected from athletes at the end of the season 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 participants 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 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.

Coaches are to work cooperatively with the athletic director by informing him/her of items that need to be reconditioned.

EVALUATION

The athletic director will evaluate all paid coaches at the end of the season.

FUND RAISING

Any coach who wishes to conduct a fundraiser with their respective team must obtain permission from the athletic director regarding the type of fundraiser. The athletic director will then forward this information on to the building principal for approval.

All information related to the fundraising needs to be placed in writing.

Details related to how revenue is to be generated, expected income from the effort, expenses related to the fundraising, and how the revenue produced will be utilized must be included. (Sale of refreshments must also be included in this request.)

The student-athletes and their parents/guardians should affix their signatures to a fundraising information sheet. Misunderstandings are less likely to occur if all concerned are clearly informed of all the details related to the fundraising.

Fundraising forms can be found in the main office.

GUIDELINES FOR BOOSTER CLUBS

Our booster clubs ("Friends Of") serve an important purpose for many of our teams. Through their hard work and fundraising they provide banquets and other opportunities that would not otherwise be available. In order to maintain equity and balance within the athletics program, it is important that the following rules for the operation of booster clubs be followed:

All fundraising activities need to be approved by the athletic director and principal (head coach's approval is also needed). This helps prevent the duplication of efforts that would otherwise occur.

A financial report must be submitted to the athletic director before the end of the school year. (This would also include sale of refreshments at athletic events.)

Funds generated by booster clubs must be utilized to benefit the team for whom the booster club operates.

Revenue produced by the efforts of booster clubs may not be paid directly to student-athletes or their parents/guardians.

Meetings that are held on Region 14 premises must have a building usage form filled out and approved by all necessary parties.

Booster club celebrations tied to teams at Nonnewaug should follow all rules under the athletic dinners section

GAME PERSONNEL

The assigning of scorer, timers, etc., is the responsibility of the athletic director with the cooperation from the coaching staff.

Coaches are reminded of their professional obligation to treat all officials courteously and respectfully at all times. Sports programs cannot exist without officials serving them.

HEAD INJURIES

Head trauma is a common problem in sports that has the potential for serious complications if not managed correctly. Even what appears to be a "minor ding" or "bell ringer" without loss of consciousness, has the risk of catastrophic results in a youngster who is returned to action too soon. The medical literature and press are reporting instances of death from "second impact syndrome" even after mild concussions. For these reasons, it is important to be aware of the signs, symptoms, and appropriate treatment for head injuries.

While a *mild* headache may be expected, it is still important to monitor the athlete. **IF THERE IS ANY OBVIOUS ABNORMALITY OR DETERIORATION OF SYMPTOMS, IMMEDIATE MEDICAL CARE SHOULD BE FOUND.**

Sideline Management of Acute Heady Injury – Following a head injury, an athlete should be returned to practice or a game **ONLY** if he/she meets **ALL** of the following criteria.

1. Head injury did not result in any loss of consciousness;
2. Any "confusion" or altered mental status clears in less than 15 minutes;
3. The injured athlete has had no other concussion or significant head injury during the present season.
4. The athlete checks out "clear" on mental status, orientation, concentration and memory tasks.

If any of the following symptoms occur, please seek medical attention immediately.

- Increasing or severe headache
- Dizziness
- Vomiting or nausea
- Loss of memory
- Poor concentration
- Confusion
- Change in personality
- Unequal or dilated pupils
- Double or blurred vision
- Blood or watery fluid coming from the ears or nose
- Weakness or clumsiness in arms or legs
- Slurred or garbled speech
- Difficulty with speech (slow motor or verbal responses)
- Asymmetry of the face
- Increased swelling along the scalp
- Hard to arouse, irritable, or stuporous
- Convulsions and/or awkward movements

If you have any questions, err on the side of caution and seek medical attention.

******Please remember to get a doctor's note for return to play, regardless of where the injury occurred. Our trainer and nurse will make the final determination when the RTP steps have been completed.

A head injury is suspected in any injury to the face, head, or neck.

LOOK:

1. Bleeding from the nose, ear or mouth (may reflect head injury with fracture)
2. Brief unconsciousness after injury
3. Prolonged unconsciousness after injury
4. Fluid from ear/nose/eyes
5. Convulsions
6. Cyanosis (blue/grey color of skin, inside mouth, eyelids
7. One pupil larger than other
8. Pupils unresponsive to light
9. Incoherent/confused
10. Vomiting
11. Inability to move eyes in all directions
12. Inability to move arms/legs in any direction
13. Difficulty breathing

FEEL:

1. Pulse over 120/min or less than 80/min
2. Swelling or wound on head

LISTEN:

1. History of forceful injury
2. Student cannot recall events prior to injury
3. **Nausea**
4. **Headache**
5. **Dizzy**
6. Incoherent/confused

INDICATES NEED FOR RESCUE UNIT (911) IMMEDIATELY

INTERVENTION:

- CALL RESCUE UNIT (911) IMMEDIATELY.
- Any blow or fall resulting in unconsciousness should always be referred for IMMEDIATE medical care.
- SUSPECT NECK INJURY WITH ALL SERIOUS HEAD INJURIES AND TREAT HEAD AND NECK AS ONE UNIT
- Keep patient lying down. If unconscious, support head and gently turn entire body to one side so secretions may drool from mouth. (Log roll student) (Do not turn head if neck injury suspected).
- Loosen clothing around neck and be sure that tongue does not drop back into the mouth and cause airway obstruction.

For blows to head not accompanied by any of the symptoms listed:

- Allow child to rest for at least fifteen minutes.
- Observe for symptoms listed previously.
- Caution against over activity.
- Notify the parents via phone of the blow to the head and send home notice with student to recommend consultation with health care provider.
- Alert parents of signs and symptoms to observe.
- Make arrangements so that student will not walk home alone that day nor be home without an adult.

HEAT STRESS AND ATHLETIC PARTICIPATION

Early fall football, cross-country, soccer and field hockey practices are conducted in very hot and humid weather. There is no excuse for heatstroke deaths to increase if the proper precautions are taken. Under such conditions, the athlete is subject to the following:

HEAT CRAMPS - Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

HEAT SYNCOPE – Weakness, fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heatstroke.

HEAT EXHAUSTION (WATER DEPLETION) – Excessive weight loss, reduced sweating, elevated skin and deep body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

HEATSTROKE – An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heatstroke victims, contrary to popular belief, may sweat profusely).

The following practices and precautions are recommended:

1. Coaches should know the physical condition of their athletes and set practices accordingly.
2. Along with physical conditioning, the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for gradual acclimatization to hot weather. It is necessary for an athlete to exercise in the heat if he/she is to become acclimatized to it. It is suggested that a graduated physical conditioning program be used and that 80% acclimatization can be expected to occur after the first 7 to 10 days. Final stages of acclimation to heat are marked by increased sweating and reduced salt concentration in the sweat.
3. The old idea that water should be withheld from athletes during workouts has no scientific foundation. The most important safeguard to the health of the athlete is the replacement of water. Water must be on the field and readily available to the athletes at all times. It is recommended that a minimum of 10 minutes be scheduled for a water break every half hour of heavy exercise in the heat. **WATER SHOULD BE AVAILABLE IN UNLIMITED QUANTITIES.** Check and be sure athletes are drinking the water. Drinking ample water before practice or games has also been found to aid performance in the heat.
4. Salt should be replaced daily. Modest salting of foods after practice or games will accomplish this purpose. Salt tablets are not recommended. **ATTENTION MUST BE DIRECTED TO REPLACING WATER – FLUID REPLACEMENT IS ESSENTIAL.**

5. Know both the **temperature and humidity.** The greater the humidity, the more difficult it is for the body to cool itself. Test the air prior to practice or game using a wet bulb, globe, temperature index (WBGT Index) that is based on the combined effects of air temperature, relative humidity, radiant heat and air movement. The following precautions are recommended when using the WBGT Index:

Below 64	Unlimited activity
65-72	Moderate risk
74-82	High risk
82 plus	Very high risk

6. Cooling by evaporation is proportional to the area of the skin exposed. In extremely hot and humid weather reduce the amount of clothing covering the body as much as possible. **NEVER USE RUBBERIZED CLOTHING.**
7. Athletes should be weighed each day before and after practice and **weight charts checked.** Generally a 3% weight loss through sweating is safe. Over a 3% weight loss the athlete should not be allowed to practice in hot and humid conditions. Observe the athletes closely under all conditions.
8. Observe athletes carefully for signs of trouble, particularly athletes who lose much weight and the eager athlete who constantly competes at his/her capacity. Some trouble signs are nausea, incoherence fatigue, weakness, vomiting, cramps, weak rapid pulse, visual disturbance and unsteadiness.
9. Know what to do in case of an emergency and have your emergency plans written with copies to all of your staff. Be familiar with immediate first aid practice and prearranged procedures for obtaining medical care, including ambulance service.

HEAT STROKE – THIS IS A MEDICAL EMERGENCY – DELAY COULD BE FATAL. Immediately cool body while waiting for transfer to a hospital. Remove clothing and use cool water on body. An increasing number of medical personnel are now using a treatment for heat illness that involves applying cool water to the victim's skin and vigorously fanning the body. The fanning causes evaporation and cooling.

HEAT EXHAUSTION – OBTAIN MEDICAL CARE AT ONCE. Cool body as you would for heat stroke while waiting for transfer to hospital. Give fluids if athlete is able to swallow and is conscious.

INCLEMENT WEATHER AND EARLY DISMISSAL GUIDELINES

<u>No School:</u>
- No practices in the morning.
- No games in the morning.
- However, after 12 noon practice/games may be permitted weather permitting based upon the decision of the principal, athletic director and/or the superintendent of schools.

<u>Early Dismissal:</u>
- All practices and games are canceled for the remainder of the day.

INJURIES, Sport Related

The potential for injury is inherent in any sports related activity. As all coaches are certified in Basic First Aid, CPR and have received AED training, it is expected that proper care in the prevention and treatment of injuries will be used.

The following procedures must be followed for any sports injury that occurs during an official school sponsored practice or game:

1. Have Athletic Trainer evaluate and administer First Aid.
2 In the absence of the Athletic Trainer the coach will administer Basic First Aid as needed.
3. Arrange for medical attention when injury is serious enough to require emergency medical treatment.
    a. In some cases, an injury may require medical attention but may not be so serious as to require the services of (911). In these cases, parents my transport the injured party to the proper medical authority.
    b. As a rule of thumb, whenever you are in doubt as the seriousness and extent of an injury, notify (911).
    c. A coach or adult delegate must accompany any athlete being taken to the hospital or doctor's office. He/she must remain until the parent arrives.
4 Notify parents or guardians regarding all injuries immediately.
5. On the next school day, the coach must complete and submit to the Athletic Director a Sports Injury Report Form.
6. When an athlete sustains an injury that requires medical attention, the student should not be allowed to participate again until the school (Athletic Trainer, Athletic Director) has received written approval from the attending physician.
7. The head coach will follow the case closely.

INSURANCE

The Region 14 Board of Education has made available to parents of athletes a student accident (injury) insurance for students who engage in interscholastic sports. This insurance affords excellent protection. The Board of Education pays the premium for this policy.

Students participating in interscholastic sports are automatically covered under the school's athletic insurance program. The athletic insurance program does not cover any medical expense that is paid or payable under any other insurance policy. Therefore, a family's regular insurance policy (e.g. Blue Cross/Blue Shield, etc.) will cover the student athlete initially. The school's athletic insurance policy will take effect when the individual's insurance is exhausted, up to the limits contained in the school's athletic insurance policy. This policy is on file in the Business Office.

Coaches must complete the insurance company accident form on file in the Athletic Director's office when claims are being referred in the event that the family's coverage is not enough to cover the total cost of the injury.

INVENTORY

Coaches are responsible for keeping an up-to-date inventory of equipment for their respective sports.

The coaching personnel will place proper identification numbers, if not already on equipment, on each piece of equipment or apparel.

Upon completion of the particular season, all equipment should be recorded and neatly arranged in the assigned storage area.

LEGAL LIABILITIES AND POLICIES

Lawsuits have placed coaches in a precarious position. The most common charge is negligence, the failure to act in a reasonable, prudent and careful manner. Although it is impossible to anticipate every accident, please try to be consistent with the following:

a. Adhere to the regulations of this manual.
b. Never allow a student to practice or play without first obtaining a current physical examination and a parent permission form.
c. Never take liberties with starting dates.
d. All conditioning programs should be progressive. Accurate attendance records should be kept. Any student missing a number of practice sessions should be given ample time to regain proper fitness before playing again.
e. Players must receive adequate training in fundamentals and technique. The skills should conform to accepted practices and be within the capabilities of the players. Coaches should avoid mismatches in age, weight etc.
f. All techniques must fall within established rules. For example, in football, any technique or terminology that cites the helmet as the initial contact point is a breach of the rules and leaves the coach open to liability.
g. The nature of every drill should be thoroughly explained and the proper techniques explained and demonstrated. Players should always be informed of any risks involved with any activity.
h. Player's protective equipment should be checked regularly.
i. Prompt attention to all injuries is paramount.
j. A returning player from the injured list should not be permitted to play again without the coach first obtaining written approval from the attending physician.
k. All coaches must hold current certification in First Aid and CPR.

l. Accident forms must be filled out properly and promptly.
m. Never diagnose an injury, and never give an athlete any kind of medication at any time, even aspirin.
n. Students must never be allowed to drive to away games. Written permission of the student-athletes parent or legal guardian must be secured prior to being transported other than by the team bus.
o. Coaches should never feel that because they have excellent rapport with parents that their techniques would go unchallenged. They may discover how fragile that relationship can be after a serious accident or injury occurs.

Coaches and school administrators find themselves drawn into a lawsuit (usually) for one of the following reasons:

1. Failure to properly supervise students.
2. Failure to properly condition the athlete.
3. Failure to provide proper fitting and safe equipment.
4. Failure to give proper instruction.
5. Failure to adequately warn parents and students of the risks involved in interscholastic athletic participation.

(The concept is simple. Warning players what not to do is good coaching and good sense from both a safety and legal standpoint. You are establishing yourself as a reasonable, prudent professional and that stance is your greatest defense against legal entanglements.)

As a coach, you have the following fourteen coaching duties:

1. Duty to plan
2. Duty to supervise
3. Duty to assess athletes readiness for practice and competition
4. Duty to maintain safe playing conditions
5. Duty to provide proper equipment
6. Duty to instruct properly
7. Duty to match athletes
8. Duty to condition properly
9. Duty to warn
10. Duty to ensure athletes are covered by injury insurance
11. Duty to provide emergency care
12. Duty to develop an emergency response plan
13. Duty to provide proper transportation
14. Duty to select, train and supervise coaches.

LIGHTNING 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 lightning strike.

MEDICAL SERVICES

Athletic Trainer: Accessible at home contests.
Athletic Trainer Facilities: **Indoor** – located in the basement next to the fitness room.
Ambulance Service: Available at all home varsity football games
Equipment and Supplies: Available from the trainer (crutches, splints, tape, etc.) Each team is supplied a first aid kit, water jug and a small cooler for ice. These items will be distributed to the coach at the beginning of the season and must be returned in the same condition at the end of the season.

PHYSICAL EXAMINATIONS

Participants are required to receive a physical examination before they are allowed to participate in a practice, scrimmage or game.

Physical Examinations given in the month of June are acceptable for the next school year's interscholastic athletic program. Physicals are good for 13 months.

Participants are to obtain the physical exam at their own expense. The **REGISTRATION/MEDICAL CONSENT/PHYSICIANS STATEMENT FORM** must be uploaded to FamilyID.

Important: The blue colored State Medical Form is not acceptable for athletic participation unless the examining physician specifically states in writing on the form that the athlete is: "physically able to participate in all sports including contact sports during the current school year." The parent and athlete are still required to complete the top portion of the Medical Consent Form.

PRACTICE CANCELLATION

In case of inclement weather coaches should call the athletic director **prior to 12 noon** (when its obvious that you are cancelling) to notify the student body through the p.m. announcements. Be sure to include the specific teams (V, JV, F) and information regarding location, time or cancellation. As always, use Google classroom to notify your student-athletes.

Exceptions will be made if we get inclement weather at the last minute. Safety first, always first.

PUBLICITY

Coaches are responsible for reporting contests results to the media. As a general rule, coaches should report the results of their home contests to the Waterbury Republican. It is also a good idea to do an annual report to Voices.

Coaches should make every effort to follow through on all requests for information by the media. Cooperation with the media means more publicity for our program and our student-athletes.

RECRUITMENT

Recruitment means influencing or inducing a student to attend a particular high school for athletic purposes. A member school or any affiliated person or organization of that school may not recruit a student for athletic purposes. In case of a violation, the school, after a proper hearing before the CIAC Board of Control, may be placed on probation or suspended from membership in the CIAC. (Appendix O)

RELEASE FROM CLASS

If it is necessary to have a team dismissed before the end of the school day for a state tournament event, the coach must secure permission from the building principal through the athletic director. The coach must submit a list of all the athletes and managers to be excused from class before 12 noon on the day preceding the dismissal to enable the athletic director ample time to notify the faculty.

Coaches should remind their players that they are to leave the room, corridor and school with the least amount of disturbance as possible. No coach is to make private arrangements with another team to alter starting times without the prior approval of the athletic director.

Weekly Notes will update daily for dismissals. We encourage all teams to be cognizant of academic time and reduce the disruptions as much as possible.

SCHEDULING

All scheduling is arranged through the athletic director with the cooperation of the varsity coach. All scheduling of non-league contests should be attempted only after the league athletic directors and principals have accepted the league master schedule.

All schedules will be forwarded to the athletic director for assignment of approved officials. Coaches should indicate their choice of approved officials to the respective sport commissioners for state tournaments.

Schedule changes ***should not be made*** unless prior approval has been granted via the athletic director.

Postponed contests will be re-scheduled on the next available date. This will probably be the next day in most situations. Postponements will be made by the athletic director.

SCRIMMAGES

All scrimmages should be arranged cooperatively with the athletic director. A scrimmage is defined as a game with an opponent without an admission charge, standing in league play, or counting for tournaments.

SUSPENSION/DISMISSAL PROCEDURES

Participants suspended from school are prohibited from practicing or playing the inclusive dates of suspension, including weekends and holidays.

Team suspension/dismissal actions must be based on infractions of regulations set forth in the Student-Athlete Handbook or such supplemental regulations as have been approved by the athletic director and distributed to the students. Coaches must contact the athlete's parents when suspensions or dismissals occur.

TEAM BENCH

Other than players, coaches, medical personnel, and student managers, no other persons are permitted on or near the team benches. Coaches must enforce this rule with assistance from athletic personnel. This includes moments right after the end of the contest when teams debrief.

TEAM PICTURES

The yearbook photographer will take pictures of all teams. Advance dates are forwarded to the athletic director via the photography company. Coaches are responsible for adhering to the scheduled date, assisting the photographer with the balance of the squad picture, assuring that squad members are in game uniforms and presentable for the picture. The athletic director will notify the coach when these pictures will be taken.

TITLE IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance…"

TRANSPORTATION

All transportation requests are to be scheduled in cooperation with the athletic director and his/her secretary. Please make every effort to stick to the assigned times.

Participants should not be allowed to drive a car or carry other players or personnel to a contest involving the team they are representing. The Region 14 School System will provide transportation for athletic teams to and from games and scrimmages.

The following is a basic checklist for coaches for away contests regarding buses:

The coach must accompany the team on the bus and is responsible for supervising their conduct.

The coach will establish orderly procedures for loading the bus, including equipment and storage. No equipment will be stored in the aisles or doorways.

Coaches and players are to display positive attitudes toward the driver. This also includes assistance with directions.

Attention to cleanliness of the bus will be maintained throughout the trip.

The bus will be checked at the end of the trip to make certain that no equipment was left behind and that no damage was done.

Parents can fill out the Seasonal Transportation Form. This form allows student-athletes to travel home with their parents or assigned adults after a competition.

Region 14 never allows students to drive to competitions unless it is due to an academic factor that hinders them from taking the team bus. (AP testing). In these cases, parents must email the athletic director and waive liability for Region 14.

Stopping to eat during athletic trips is not allowed. This practice increases the cost of transportation and at times brings negative attention to certain children who may not have the funds to purchase food. Coaches should instruct athletes to

pack a snack. Please make sure they clean up if they consume the snack on the bus.

There will be instances for exceptions to this rule, such as, an all day trip to a far away tournament. Special permission may be granted by contacting the athletic director in advance. The AD will inform the appropriate personnel to make special arrangements with the drivers.

TRYOUTS (edited)

Athletes are not permitted to practice/try-outs if they do not appear on the roster distributed to coaches by the athletic department. Students who have properly completed and submitted the proper forms (found in the student-athlete handbook) are eligible to participate.

The length of the try out session may vary depending on the number of candidates, the weather conditions, facility limitations, etc. Each athlete should be given a fair and equitable opportunity to try out. A minimum of **3-5 sessions** should be given for all sports.

TEAM SELECTION

In the process of selecting the team it may become necessary for a coach to delete or "cut" student candidates from their team. If team cuts are to be implemented be sure to use the following procedures.

1. Indicate to all candidates the number of athletes that will be members of the team as well as defining the procedures for the tryout at a pre-season candidates meeting.

2. Clearly define your philosophy, expectations and commitments of all team members.

3. Devise an objective method of evaluation so that definite information can be given to those who were cut from the team. This evaluation tool will assist you in explaining the reason the athlete was not named to the team.
(see Appendix K and Evaluation section of this handbook)

4. Get all coaches involved in the tryout period, and don't cut an athlete until there is a unanimous decision. The head coach should be involved in all cuts at all levels of the program whenever possible.

5. Allow a minimum of ***three days of tryouts*** for each candidate prior to making any cuts.

6. Do not **cut a Senior** who you have previously kept on the team for three (3)

seasons (unless you have spoken to the athletic director).

7. When possible have candidates compete in a scrimmage-like situation. Not all athletes perform as well in drills as they do in a competitive setting.

8. Take time to speak individually to those athletes cut from the team. Be sure to explain how they could improve their skills in an effort to come out for the team next season. Remind them that **"Michael Jordan"** was cut from his high school basketball team during his freshman and sophomore seasons.

9. NEVER POST A "CUT LIST"

10. Upon reaching the **first contest date of the season**, as defined by the C.I.A.C., **currently enrolled** students **may not tryout or be added to the team.**

REMINDER TO THE STAFF:

One of the most difficult tasks of coaching is selecting the team. Not all student-athletes will possess the necessary skills to make the team, and in some cases, this will be the first time they have ever been cut. This may be a traumatic experience for the athlete and their parent(s) and one they may find difficult to accept.

Remember that athletic participation is an *extension of the classroom* and we need to be sensitive to the needs of the young people we come in contact with. Never forget that we are in the **"kid business"** and they are our number one priority.

VOLUNTEER COACHES

Application for appointment as an unpaid volunteer should be made through the athletic office prior to the season. A mandatory meeting with the athletic director is required prior to working with the athletes.

Volunteer coaches will be required to meet all coaching certification requirements. This includes current First Aid, CPR/AED certifications; possess either a Temporary Coaching Permit or a 5-Year Coaching Permit.

MANDATORY CHILD ABUSE REPORTING

Public Act 02-106 adds coaches of intramurals or interscholastic athletics to the enumerated list of mandated child abuse reporters. Fines for failing to make a

child abuse report have been increased to not less than $500 nor more than $2,500.

This Act further states that, if a person holding a certificate, authorization or permit issued by the State Board of Education is convicted of a felony or is fined for failing to make a child abuse report, the state's attorneys must now notify the Commissioner of Education in writing of the conviction. Under Public Act 02-138, any mandated reporter who fails to report suspected abuse shall also be required to participate in an educational and training program established by the Commissioner of Children and Families.

Under the new Act, a mandated reporter must make an oral report as soon as practicable but not later than twelve hours after the mandated reporter has reasonable cause to suspect a child has been abused, neglected or placed in imminent risk of serious harm.

EJECTION RULES

COACHES' EJECTION RULE

The Berkshire League Conference shall adhere to the C.I.A.C. policy on ejection of a coach, which is as follows:

"When a member school's coach is ejected from a game for an infraction as prescribed by the rules, the game may not continue until member school replaces the ejected coach with a certified coach. If this cannot be accomplished within fifteen (15) minutes after the ejection, the official in charge will declare a forfeit for the opposing team." In our conference, no sub-varsity contest shall be terminated in order to replace a varsity coach who has been ejected.

PLAYER EJECTION RULE

Conference Ejection Rule
For Fighting/unsportsmanlike Conduct

Rule

Any player who has been removed from a contest by an official shall not participate for the remainder of the day or in the next contest. This shall include, but not be limited to, acts of fighting, unsportsmanlike conduct and dangerous play.

It is not the intent of this rule to penalize those participants who are disqualified from events for minor infractions, such as lane violations in track, multiple false starts, etc.

Any attempt to breach or circumvent the spirit and intent of this rule shall be construed as a serious violation of coaching ethics.

Student Notification

Prior to the start of the season the players will be informed of the Conference ejection rule pertaining to fighting/unsportsmanlike conduct and dangerous play.

When a player is ejected from a contest:

Coaches' Responsibilities

1. The player will remain under the supervision of the coach. It is recommended that the player be removed from the playing site only if there is adequate supervision.
2. The coach must report any such player ejection to the Athletic Director/Faculty Manager at the earliest possible time but no later than the next school day following the contest in which the fighting/unsportsmanlike conduct ejection occurred.
3. The coach will insure that the ejected player will not participate in the next contest.

A player ejected shall not play in any varsity or sub-varsity contest prior to and including the next scheduled contest at that level of competition.

(Example: A freshman football player is ejected in a Friday freshman game. He will then not be permitted to play in or dress for the varsity game on Saturday or the junior varsity game on Monday until he sits out the next game at the level of ejection. In this case it will mean the next freshman football game.)

4. A player ejected will not play at any level for the remainder of the day. (Example: A junior varsity basketball player is ejected. The player then will not be permitted to play in or dress for the varsity game the same day.)
5. A player ejected from a contest involving more than two teams (i.e. wrestling quad meet) will sit out all contests for the remainder of the day plus the first contest that follows.

6. The ejection is in effect for post-season play

Nonnewaug Forms

Nonnewaug High School
End-of-Season Sports Summary

Interscholastic Athletic Program

Season & Year _____ Sport _____

Varsity Record_____ JV Record _____ Frosh Record_____

# of participants in your program _____

- -

Results of Contests:

- -

Records Set:

Conference/State Championships:

Post-Season Awards to Athletes: (All-Conference, All-State, etc.)

- -

Comments and recommendations: (Use other side if necessary).

NONNEWAUG HIGH SCHOOL
INVENTORY

SPORT: _____ **COACH:** _____

DATE: _____

EQUIPMENT/UNIFORMS	NUMBER	CONDITION GOOD	FAIR	POOR

NONNEWAUG HIGH SCHOOL
COACHES EVALUATION FORM

NAME _____ DATE _____
Sports Assignment _____ Years of Experience _____
The coaching responsibilities listed are rated on the following scale.
A-Acceptable performance **U-Unacceptable performance**
I-Improvement needed **X-No basis for judgment**

I. COACHING PERFORMANCE

1. Is knowledgeable in the sport. _____
2. Prepares for the total program or assists in this preparation. _____
3. Prepares for daily practices so that maximum instruction is presented. _____
4. Uses a variety of coaching techniques for individual and group instruction. _____
5. Provides an environment that attempts to prevent injuries. _____
6. Properly cares for injuries when they occur. _____
7. Communicates with athletes in a positive constructive manner. _____
8. Is understanding and sensitive in dealing with the players. _____
9. Encourages enthusiasm and dedication in the players. _____
10. Creates positive interpersonal relationships with the players. _____
11. Is punctual in attending and ending team practices and meetings. _____
12. Demonstrates self-control and poise in all areas relating to coaching responsibilities. _____
13. Attempts to improve self as a coach by attending clinics, workshops and other professional development activities. _____
14. Effectively communicates team roles to players. _____
15. Helps athletes develop good character traits. _____

II. TEAM MANAGEMENT and SUPERVISION

1. Decides the personnel in an objective and consistent manner. _____
2. Has full control of the team in all matters pertaining to coaching and athletic discipline. _____
3. Informs athletes of all rules and regulations pertaining to discipline that have been established for the team, being sure these rules are consistent with athletic policy. _____
4. Provides adequate supervision at each practice session and at all contests of the sport. _____
5. Properly manages school equipment. _____
6. Emphasizes appropriate academic achievement for all athletes. _____

III. PROFESSIONAL QUALITIES

1. Submits all requested information accurately and promptly. _____
2. Works cooperatively with the Athletic Director and/or Head Coach. _____
3. Assists with budget preparation. _____
4. Understands and complies with all rules and regulations outlined in the Athletic Handbook and CIAC regulations. _____
5. Keeps the Athletic Director and/or Head Coach informed of unusual events within the sport activity. _____
6. Is cooperative in sharing and safeguarding facilities. _____
7. Works professionally with all members of high school staff, parents, and community organizations. _____
8. Adheres to the ethical guidelines established by the Connecticut High School Coaches Association. _____
9. Maintains all required coaching certifications. _____

10. Attends and actively participates in awards programs, league and staff meetings. _____
11. Is a positive role model for athletes. _____
12. Uses good judgment when making decisions. _____

IV. Identify a minimum of three coaching accomplishments that were made during the season.

V. List a minimum of three personal goals for coaching improvement to be pursued next season.

Commendations/Recommendations

_____
SIGNATURE OF ASSISTANT COACH – DATE

The signature of the coach does not necessarily mean agreement with the evaluation, only that the coach has read and understands the evaluation. The coach has the right to attach a statement to this form expressing his/her opinion.

_____
SIGNATURE OF HEAD COACH - DATE

The signature of the head coach does not supersede the authority of the Athletic Director who makes the final recommendation for employment.

_____
SIGNATURE OF THE ATHLETIC DIRECTOR – DATE

Employment recommendation

- _____ Recommend for continued employment.
- _____ Recommend for continued employment with the understanding of areas to be improved.
- _____ Not recommended for continued employment.

APPLICATION FOR VOLUNTEER COACHING

NONNEWAUG HIGH SCHOOL
ATHLETIC DEPARTMENT

Name _____ SS # _____

Address _____ Tel. _____

When available? _____ Email Address: _____

Coaching assignment(s) applied for _____

Are you eighteen years old or older? _____

General health _____ Any serious illness in the last five years? _____

If so, explain _____

Have you ever applied to or been employed by this district? _____ If so, when? _____

EDUCATIONAL PREPARATIION

High School _____ Location _____ Graduation Date _____

College/University _____ Location _____ Graduation Date _____

Major(s) _____ Minor(s) _____

Certifications and expiration dates: First Aid _____, CPR _____, Coaching Cert. _____

SPORTS PARTICIPATION

High School

_____

_____

_____

College/University

_____

_____

_____

RELATED EXPERIENCES (Sports, recreation, coaching, etc.)

_____

_____

Give any additional information, which may reflect upon your candidacy.

_____

_____

List any restrictions or conditions of your availability as a volunteer coach.

_____

_____

List two references

_____ _____
Name Phone number

_____ _____
Name Phone number

My signature below indicates that I have completed this application accurately and truthfully. I understand that misrepresentation of factual information herein is cause for termination as a volunteer coach.

Signature _____

Date of Application _____

DO NOT WRITE IN THIS SPACE – FOR ADMINSTRATIVE USE ONLY

Assignment(s) _____

Effective Dates: From _____ To _____

From _____ To _____

Approval Date _____

Signature of Approving Administrator _____

Region 14 Schools

SEASONAL ALTERNATE TRANSPORTATION FORM

- NHS ATHLETICS-

This form must be on file in the athletic office prior to any approval for a student-athlete to use alternate transportation home from any athletic contests.

This is to request that _____ be allowed to ride home with _____ (parent/guardians) throughout the season.

Sport: _____

I will be transporting the above-named student personally OR ☐ I have arranged for alternate transportation for the above-named with another adult Name of Other Adult/s: _____

The reason for not riding the bus is:_____
_____

I understand that Nonnewaug High School policies state that students are to ride the buses to and from all school events, and by requesting this departure from this requirement, I will release Regional School District 14 and the towns of Woodbury and Bethlehem from all liability for any accidents that may occur. I, therefore, agree to release the Region 14 Board of Education and the towns of Woodbury and Bethlehem and its employees and officers from all liability with reference to the above stated alternate transportation.

Parent/Guardian Signature: _____ Date:
Athletic Director Signature:_____ Date:

Date: NOTE: Students are not allowed to drive themselves to or from athletic competitions.

Highlights in a Nutshell

- We are all school employees, make sure your social media accounts reflect that awareness.
- We are an educationally based institution who must reflect the core values and beliefs of Region 14.
- Make sure that we control our emotions during difficult times.
- Safety should be at the forefront of everything that we do.
- Please communicate clear expectations to parents and athletes.
- The bus is an extension of the classroom and school. A coach of the specific sport MUST be on the bus with their athletes.
- 24 hour rule with parents should be standard procedure when emotions are high.
- Please plan accordingly for senior nights and end of the year award recognitions. Senior night dates must be shared with administration.
- Make sure you complete your CEU's and keep your coaching credentials up to date.
- Make sure that your team's fundraising forms are filled out and that building usage forms are completed.
- Make sure uniforms are returned, equipment is stored, and that we lock everything up behind us.
- Be aware that its possible for non-emergent DCF referrals to occur if hands are put on a student-athlete.
- Make sure that you don't use your personal cell phone to contact student-athletes. Region 14's BOE policy requires that we use district resources. We recommend google classroom and email. Apps such as REMIND are not approved.

- Your job is one that we appreciate. Coaches can be the most influential adults in many of our student-athletes lives. We thank you for the time and commitment that you put forth considering all of the requirements and standards.