

HANDBOOK FOR COACHES

Prince of Peace Catholic School
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I. Prince of Peace Athletic Program Mission Statement

The mission of the Prince of Peace Athletic Program is to teach each athlete the fundamentals of each sport and give them the opportunity to develop strong, healthy, and disciplined minds and bodies. Each athlete will develop a sense of good sportsmanship, fair play, and team spirit.

II. Goals of the Athletics Program

The athletics program is an integral part of the overall program of education. The athletic program provides experiences that will help athletes to develop physically, emotionally, and mentally.

The desired results of athletic participation include the following:

- to instill in the student athlete a sense of responsibility by demanding consistently high standards of behavior and making the student athlete aware and respectful of the needs of others
- to enhance the commitment level in the student athlete by directing him/ her to an acceptance of the goals of the team and an appreciation of the needs of his/her teammates, coaches, opponents, and officials
- to nurture unselfishness in the student athlete by requiring that his/her actions on and off the playing field be consistent with the goals of the team as a whole and not be directed towards individual honors
- to generate in the student athlete a willingness to sacrifice his/her time and energy towards the fulfillment of shared goals
- to further senses of personal discipline on the part of the student athlete by demanding abstention from activities that limit his/her athletic, academic, and personal potential

III. Coaches Code of Conduct

- Have the knowledge and preparation to effectively lead your teams
- Be responsible to ensure that the health, well-being and development of your athletes take precedence over the win/loss record
- Accept that you serve as role models and there must be congruency between your actions and words
- Provide a physically and emotionally safe environment for practices and competition
- Exemplify honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition
- Maintain a professional demeanor in your relationship with athletes, officials, colleagues, administrators and the public and treat them with respect and dignity
- Be committed to the education of athletes and encourage academic achievement
- Follow current safe training and conditioning techniques
- Exhibit sound injury and risk management practices
- Demonstrate an understanding of growth and development stages of your athletes
- Place the athlete's needs and interests before your own
- Remember that competition should be a healthy and enjoyable experience for all

IV. Procedure for Hiring Coaches

The coach has the greatest responsibility as well as the greatest opportunity to guide and influence the student athlete. Coaches assume the role of teacher, mentor and minister to the

athletes in their charge. A coach's attitude and spirituality are critical to modeling good Christian faith-based sportsmanship, both in word and deed.

Criteria for the selection of coaches include:

- The ability to model Catholic values
- The ability to articulate and model the school's Mission and Philosophy and goals of the program
- The ability to responsibly supervise and instruct the youth in his/her care
- An understanding of the basics of the sport to be coached and to advance these from grade to grade.
- The ability to develop the potential, confidence and skills of each athlete
- The ability to separate winning from the important goals and values of the program

After a careful screening and selection process, coaches are appointed by the athletic director(s) with the approval of the pastor and/or the principal.

Before coming into contact with any children, all coaches must:

- Complete an eApps online criminal background check application
- Attend Virtus Training within 60 days of beginning service
- Read and sign the Code of Conduct
- Complete Concussion Training

V. Coach Responsibilities

- Coaches are to conduct a Parent Night Meeting prior to the first practice. A formal agenda set by the Athletic Director will be used. Topics will include playing time expectations, practice expectations for players, behavior expectations for players and parents, and grievance procedure for players and parents.
- Coaches should assist in collecting required forms from the athletes. All forms must be received prior to the first practice of the regular season or the athlete does NOT practice.
- Coaches should communicate the schedule of practices, games, or any cancellations or alteration to the students and their parents in a timely manner. Coaches cannot assume that players will get the message home.
- Maintain standards consistent with school expectations of student behavior (See Athlete Handbook).
- Demonstrate and insist that students demonstrate good sportsmanship.
- Demonstrate and insist that students demonstrate respect for school property (building & equipment), teammates, opponents, and officials.
- Supervise athletes at all times and have a written practice plan.
- Coaches should keep a written record of accidents and injuries and parents should be notified.

VI. General Policies

A. Practice Policy

- First day of practice can begin:
 - Fall- August 1
 - Winter- October 1

- Spring- April 1
- Grades 5-6: up to 2 practices per week (not to exceed 3 hours per week)
- Grades 7-8: up to 3 practices per week (not to exceed 6 hours per week)
- Coaches should know the proper procedures for entering and securing the building. **At no time should any school door be propped open.**
- Coaches must supervise all practices and the locker room
- Coaches should stress practice times and discourage early arrival and late departures
- When the school cancels evening events, this also includes all practices
- Coaches should be sure that athletes have met their rides home before leaving and check to make sure all lights are off, that the door and locker rooms are locked.
- No Sunday Practices
- Two adults must be present at the practice at all times
- No practices during home games

B. Game Guideline Maximums (per team not individual)

- Grades 5 - 6: 15 to 20 games and three tournaments (not more than 25 games total)
- Grades 7 - 8: 20 to 30 games and three tournaments (not more than 35 games total)
- Each tournament entered counts as one game with a recommended maximum of three tournaments
- Players shall not wear jewelry ANY time, NO EXCEPTIONS.
- Volleyball: When moving players up, you can only move up enough to have a maximum of 9 players dressed for the game.
- Basketball: When moving players up, you can only move up enough to have a maximum of 8 players dressed for the game.
- Any player or coach receiving a technical foul due to unacceptable behavior will be expected to serve a one game suspension (their next NICC game). Any player or coach who receives two technical fouls in one season will be dismissed from their team.

C. Playing Time

- “Winning at all costs” or to the exclusion of participation of eligible players will not be tolerated.
- Grades 5-6 teams are to be considered instructional. Playing time should be equally divided among all players. All 5-6 grade players should see equal play!
- Grades 7-8 teams are to be geared toward the competitive nature of the game. Playing time should be a reflection of ability, effort, attendance at practices, and commitment to the team. However, playing time for all is required.
- Missing practices without cause and excessive absences can result in reduced playing time.
- Playing time may be reduced as a disciplinary action, when a player loses self-control or engages in other conduct unbecoming a Christian student athlete.

While it can be challenging for coaches to give each player as close to equal playing time as possible, coaches at this level must understand that the opportunity to participate in sports with meaningful playing time is essential to childhood

development, confidence building, and overall athletic development. Simply stated, kids who sit benefit less from sports than kids who play.

Coaches at the 7th and 8th grade level should work collaboratively with parents in helping all student athletes understand that not everyone who is on the team will play equal amounts.

D. Discipline Procedures for Athletes

Coaches are to follow the following procedures for students who demonstrate inappropriate behavior:

1. First offense - verbal warning;
2. Second offense - notify parents and Athletic Directors;
3. Third offense - notify Principal.

Coaches should keep objective, factual and written records of problems concerning attitude, attendance and/or behavior. These records are important when discipline matters might lead to the suspension and/or expulsion of a student from the program.

VII. Equipment and Uniforms

1. Equipment
 - The athletic board will provide all necessary equipment to provide an effective practice
 - Equipment request can be made to the Athletic Director or Athletic Board
2. Uniforms
 - Athletes will receive a uniform from the athletic department that will have to be returned at the end of the season. If the uniform is not returned, a \$100 replacement fee will be billed through FACTS.
 - Volleyball and Basketball will use the same uniform
 - Track and cross country will have a specific running shirt

VIII. First Aid

- Coaches are urged to attend first-aid workshops to keep their knowledge up-to-date
- Parents are to be notified of injuries as soon as possible and coaches should follow up on an injury
- Coaches must file a written injury report for an injury that causes incapacitation or requires medical attention. This report should be given to the Athletic Director.
- Coaches must be advised of a medical release, by the Athletic Director (before participation) signed by a doctor for any injury requiring a doctor's care
- Coaches must follow the directions of the doctor concerning the treatment and return of an athlete to participation
- Coaches must insure that there is a full medicine kit (provided by the Athletic Board) available at all practices and events , will be provide by Athletic Board

A. Handling Serious Injuries

Unfortunately, serious injuries are an inherent risk associated with sport participation. To minimize confusion and ensure that an injured athlete receives prompt medical attention, all coaches must develop an Emergency Response Plan. In particular, coaches should determine who is responsible for what duties, how a duty should be

carried out, when certain actions should be taken, and what paperwork needs to be completed.

When a serious injury does occur, it is the coach's responsibility to lead and direct the response effort. The emergency plan should follow the sequence below:

1. Check the athlete's level of consciousness
2. Send a contact person to call 911 and the athlete's parents. This can be an assistant coach or parent.
3. Send someone to wait for the rescue team and direct them to the injured athlete
4. Assess the injury and administer first aid care or CPR if necessary
5. Assist emergency medical personnel in preparing the athlete for transportation to a medical facility
6. Appoint someone to go with the athlete if the parents are not available. This person should be calm, responsible, and familiar with the athlete. Assistant coaches or parents are best for the job
7. Immediately report the injury and incident to the school office, if it is after hours notify the parish office, who in turn reports to the Archdiocese.

B. Handling Minor Injuries

Most injuries do not require emergency medical attention. However, it is important for coaches to not take minor injuries lightly, as they can impair performance if not treated correctly. For minor injuries, coaches should take the following steps:

1. Evaluate the injury
2. Administer sport first aid
3. Remove the athlete from participation if the athlete is in a great deal of pain or suffers from a loss of function (cannot walk, throw, jump, etc.)
4. Contact the athlete's parents and discuss the injury with them
5. When necessary, suggest the athletes see a physician to rule out a serious injury

Under no circumstances should an injured athlete return to competition.

IX. Fund Raising

No individual team will raise funds without a written plan submitted to and approved by the Athletic Board.

X. Coach Evaluations:

All coaches will be evaluated on completion of each season.

- The Athletic Director or an Athletic Board member will evaluate all head coaches. Head coaches will evaluate their assistants.
- All evaluations will be reviewed with the Athletic Board
- Student athlete and parent surveys will be administered at the end of each season
- Feedback will be reviewed with all coaches

XI. Alcohol Consumption Policy

- No alcohol of any kind may be distributed or consumed at school and/or parish-sponsored sporting events or athletic banquets where children are present, whether on or off campus. This policy is non-negotiable.
- Parents, relatives and guests attending games and athletic banquets are expected to follow this policy
- Expectations and restrictions are the same for indoor and outdoor activities

XII. Disclaimer

No handbook can cover all the facets of the human condition. It is meant as a starting point which meaningful and productive results may be realized through discussion, understanding, and support.