

BRUNSWICK CENTRAL SCHOOL DISTRICT

2023-2024

COACHES HANDBOOK



Athletic Director

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DIRECTORY

Athletic Director
Office: 518-279-4600 x 2411
Fax: 518-279-3888
Email: tmurley@brunswickcsd.org

Position

Superintendent
Asst. Superintendent Business/Finance
Athletic Department Secretary
Director of Facilities
Supervisor of Transportation
Supervisor of Building Maintenance
Elementary School Principal
High/Middle School Principal

Name

Angelina Maloney
Stephanie Steinhart
Courtney McKeon
Kevin McCormick
Todd Wojtal
Whitney Colvin
Kelly Onorato
Ken Rizzo

MEMBERSHIP

NEW YORK STATE PUBLIC HIGH SCHOOL ATHLETIC ASSOCIATION

SECTION II

WASAREN LEAGUE

SCHOOL NICKNAME : BENGALS

SCHOOL COLORS: RED & WHITE



CODE OF ETHICS

IT IS THE DUTY OF ALL CONCERNED WITH SCHOOL ATHLETICS:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, social, and emotional wellbeing of the individual players.
10. Remember that an athletic contest is only a game—not a matter of life and death for player, coach, school, official, fan or community member.

ADMINISTRATION OF THE INTERSCHOLASTIC ATHLETIC PROGRAM

1. The Superintendent of Schools is ultimately responsible for all phases of the public school program. General administration of the interscholastic athletic program is delegated to the Athletic Director, who works cooperatively with the secondary school principals.
2. The principal of each building is specifically responsible for all school activities that affect students in his/her building.
3. All coaches are responsible to the Athletic Director..
4. It is our Objective to provide interscholastic athletic experience to a maximum number of students.
5. Our objective is to acknowledge that the real value of sports to the student is in the enjoyment derived from the activity itself and from the associations developed among coaches and players in practice as well as in games.
6. We encourage Competence, Character, Civility and Citizenship in a competitive atmosphere. 7. As educators, our objective is to inspire a voluntary commitment to excellence in study, work, and play.

SECTION II SPORTSMANSHIP POLICY FOR COACHES

ALL COACHES AND STAFF MUST BE MADE AWARE OF THE FOLLOWING SPORTSMANSHIP POLICY:

1. Greet and be courteous to the opponent's coaches and players.
2. Know the rules of your sports and teach them to your team. Respect officials and their decisions.
Demand that your athletes abide by an official's decision without emotional display.
3. Display concern for the physical wellbeing of your opponent's players as well as your own.
4. Win with humility; lose with grace; do both with dignity.
5. Encourage your team to interact with the opponent. A pre-game or post-game handshake for every Section II contest is strongly recommended.
6. Offer your assistance, and that of your staff and players, to the opponent and officials.
7. Do not accept unruly behavior from your players, staff, or spectators. Set standards of conduct.
8. Maintain self-control at all times. Players and spectators tend to follow the coach's example.

NYS COACHING REGULATIONS

Local school districts, when possible, must hire certified teachers to coach interscholastic athletic sports teams. When a coaching vacancy occurs in a school district, the Board of Education should initially seek to employ a certified teacher with appropriate experience and qualifications. A certified physical education teacher is considered experienced and qualified by virtue of his/her professional preparation. If there are no teachers available with appropriate experience and qualifications, the Board of Education may employ uncertified persons, provided they have met the requirements for and received a temporary coaching license. In order to obtain a temporary coaching license, the Superintendent of Schools must support an application for a temporary coaching license, for each uncertified person to be employed, to the Division of Teacher Certification. <https://www.highered.nysed.gov/tcert/certificate/typesofcerts-coaching.html>

The screenshot shows the NYS Office of Teaching Initiatives website. The main navigation bar includes links for Educator Resources, Certification, Fingerprinting, TEACH System, Topics A-Z, and Certificate Holder Lookup. The 'Certification' section is active, showing a sidebar with links like 'Certification from Start to Finish', 'Becoming Certified - What's My Next Step?', 'Pathways to Certification', 'Types of Certificates and Licenses', 'Special Education Teacher Credential Options', 'Search Certification Requirements', 'Apply for a Certificate', 'Testing', and 'Report Problems Using the TEACH Online System'. The main content area is titled 'Temporary Coaching License' and includes a description, validity period, renewal process, application fee, and a list of available titles. A table titled 'Temporary Coaching License' provides detailed information:

Temporary Coaching License	
Description	A license of this type is issued specific to the sport being coached, to a person appropriately qualified, when documented evidence shows there to be no qualified, certified teacher available to coach the sport.
Validity	Valid for one year and can be renewed for up to four additional years while completing the requirements for the Professional Coaching License.
It leads to	Temporary Coaching License 1st Renewal
Application Fee	\$50 per sport
Paper Certificate Issued?	No this certificate is NOT printed at the time of issuance. Verify this certification in the TEACH System.
Available Titles	List of available coaching titles

Last updated: February 28, 2013

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NON CERTIFIED TEACHER/COACH

- First Aid & CPR/AED (SED approved course by an approved instructor or American Red Cross; Responding to Emergencies, EMT First responder course) American Red Cross Standard First Aid course is not acceptable. (Renewals of certifications in First Aid every 3 years & AED/CPR every 2 years)
- Completed *Child Abuse Workshop* (identification and reporting, cost of \$35)
- Fingerprinting and background check on file (cost of \$91.50)
- Obtain a Temporary Coaching License (TCL) from BOCES (reissued every year \$50 fee)
- Completion of a *Violence Prevention and Intervention Workshop* before initial BOE appointment (cost of \$35)
- DASA Training (cost of \$70)
- Completion of *Philosophy, Principles and Organization in Athletics* within two years of initial BOE appointment.
- Complete *Health Sciences Applied to Coaching*** within five years of initial BOE appointment.
(Please note: NO PROVISIONS FOR EXTENSIONS)
- Annual renewal of temporary coaching license.
- After third year, obtain a Professional Coaching Certificate from BOCES.
- Submit an evaluation by Athletic Director for each year.

The Professional Certificate is sport specific and is valid for three years. Renewals for additional three-year period must be obtained to continue coaching.

Information about the coaching courses and where they are offered can be found online and through announcements by the Athletic Director. It is the sole responsibility of the applicant to satisfy these requirements to be eligible for appointment.

CERTIFIED TEACHER/COACH

- First Aid CPR/AED (SED approved course by an approved instructor or Red Cross courses; Responding to Emergencies, EMT First responder course) Standard First Aid is not acceptable. (Renewals of certifications First Aid every 3 years & AED/CPR every 2 years)
 - Completion of *Philosophy, Principles and Organization in Athletics* within two years of BOE appointment
 - Complete *Health Sciences Applied to Coaching*** within five years of initial BOE appointment.
- (Please note: NO PROVISIONS FOR EXTENSIONS)

Certified NYS teachers are not required to apply for a Professional Coaching Certificate!

Please find the most up to date information on coaching certifications at

<https://www.highered.nysed.gov/tcert/certificate/typesofcerts-coaching.html>

PHYSICAL EXAMINATIONS

All students grades 7-12 who desire to participate in interscholastic athletics must receive an adequate physical examination or medical history update approved by the school physician. No student will be allowed to try out or practice with any team without the required physical examination. There are **NO EXCEPTIONS**. Physical examinations are provided by the school district prior to each sports season free of charge. A parent/guardian may have their student athlete examined by their family physician; the district medical form must be completed and returned directly to the school nurse. Failure to provide proof of a physical examination will result in loss of practice days. Physical examinations are valid for the school calendar year. Students trying out for a fall sport are encouraged to get a physical examination during May or June instead of waiting for the physicals administered in August.

Notes:

1. Student-athletes may obtain a physical exam from their private physician using school forms that may be obtained from the nurse's office or downloaded from the district website
2. A coach must have in their possession at all times the Emergency Medical Cards before a student-athlete is allowed to participate (**NO EXCEPTIONS**). The Emergency Medical Card directs the coach as to which hospital the parent/guardian prefers as well as communicating other medically related information. Make sure the Emergency Medical Card is completely filled out and all signatures are obtained, i.e. parents, nurse's initials. This is completed during the FamilyID Registration process.
3. All injured athletes who have been seen by a physician must be released (signed statement) by that physician in order to resume participation with their team. Coaches are not to permit students to resume practice until receiving a written release by the school nurse.
4. In cases of a long term or severe injury, clearance by the school physician may also be necessary prior to the return of an athlete.
5. A coach will be made aware of a student's special medical condition from the nurse.
6. A coach is expected to help the nurses promote and assist with physical examinations awareness.

STUDENT ELIGIBILITY

According to NYSPHSAA Regulations, a student shall be eligible for interscholastic competition, provided he/she is a bona fide student in good standing of the school represented taking four subjects which includes physical education. A student shall be eligible for four consecutive years upon entry into the ninth grade. A student shall be eligible for only four years in a sport unless advanced by the Advanced Placement Program. Check the eligibility of all team participants. In particular, 9th grade entry date, age, transfer, and foreign exchange students should be

thoroughly checked. The State sets regulations concerning daily attendance at practices and the minimum number of practices before being eligible for competition for each sport. Coaches will inform their athletes of these rules and keep written records for athlete attendance.

Dropping off a team: If an athlete quits a team (after teams have been selected), they cannot go out for another team that season, unless permission is granted from the coaches and the Athletic Director

PRACTICE

1. It is important for the athletic office to receive a copy of your practice schedule at least one week prior to the first practice, the time, and location is especially important.
2. The head coach will be responsible for the planning of the practices of all teams in a given sport under their supervision.
3. Coaches working under a head coach will be responsible to the head coach for the implementation of the overall program as outlined to them.
4. Coaches of junior varsity and modified teams will be allowed the individuality necessary to conduct such practice sessions.
5. A coaching practice plan should be developed just as meticulously as those of the classroom teacher. The experienced coach has his/her major planning for the entire season outlined before the season begins. It is even more important that the inexperienced coach follows this procedure. Daily written plans are an expectation for each practice session of the season and should be retained by the coach for future reference or if requested by the Athletic Director
6. All coaches should make it very clear what is expected from athletes. Some points of emphasis should include: role on the team, physical conditioning, training rules, care of equipment, attendance, safety, academic responsibilities, eligibility rules, locker room procedures, eligibility requirements local and state, possibilities of injury, and attire at practices (all athletes should wear attire similar as to what they compete in).
7. There will be no Sunday practice, team meetings or contests unless authorized by the Director of Athletics.
8. There will be NO post or pre-season practice for any sport. Open gym/workouts should be discussed with the Athletic Director prior to beginning.
9. The Athletic Director should be notified by the coach prior to the coach participating out of season in any coaching capacity related to the sport regularly coached, paid or unpaid, in community leagues, clubs, commercial sports organization, or camps.
10. Please call the athletic office for practice and game status when weather conditions are questionable.
11. If school is being dismissed early or is canceled due to inclement weather then all practice and games are canceled.
12. All cancellations of sport contests will be decided by the Athletic Director. Coaches input is requested and appreciated. The Athletic Director will reschedule all games through the athletic office.
13. A practice session should seldom exceed two hours. The real success of any practice will be determined mainly on prior planning and the application of the plans during the practice; best use of time will be made if each coach thoroughly understands his/her assignments.
14. Please notify the athletic office and make the appropriate building announcements if you are going to cancel practice.
15. **Note:** You must be aware of practice requirements and contest limitations for individual and team, as set forth by the N.Y.S.P.H.S.A.A.

EQUIPMENT / UNIFORMS

1. Insist upon proper care of all school issued equipment and uniforms.
2. All equipment and uniforms issued by the school will be the responsibility of the individual athlete. Any equipment not returned must be paid for. Athletes not paying for the missing articles will forfeit their right to try out for another sport, receive any additional equipment or clothing, and be ineligible for any awards until payment is received. It is your responsibility to let the Athletic Director know of such cases.
3. It is your responsibility to keep a record of all equipment and/or uniforms issued. If necessary mark all equipment with a permanent pen.
4. It is your responsibility to make sure all equipment and/or uniforms issued are collected and stored at the end of the season. It is recommended that you collect all equipment and/or uniforms at the conclusion of the last contest.
5. If a student-athlete does not return any items issued, it is then the coach's responsibility to inform the parents. Form letters are available in the athletic office that can be mailed to parents with a copy of the equipment form for items not returned.
6. Be prepared to submit an inventory of all your equipment immediately following the season.
7. Varsity Head Coach: Make a careful study of future needs so as to prepare a well-planned requisition for next year's needs. Budgets are due for the following school year in November.

PARENT-ATHLETE HANDBOOK

1. Each coach should review the **Student Athletic Handbook** with the student-athlete. In particular, review the:
 1. Academic Eligibility
 2. Behavioral Expectations
 3. Chemical / Drugs / Alcohol / Tobacco Awareness
 4. Seasonal Expectations

MEET THE COACHES NIGHT

1. Coaches will give each student-athlete a *Meet the Coaches Night* information form and encourage each student to have his or her parent/guardian attend.

MODIFIED PROGRAM PHILOSOPHY

This program is available to all students in the seventh and eighth grades between the ages of 12 to 15. A student reaching age 16 during a sports season may complete that season and must play junior varsity or varsity the next sports season. Sports activities offered are determined by the existence of leagues, student interest, and the relationship to the high school program. At this level, the focus is on learning athletic skills and game rules, fundamentals of team play, socio-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

The modified program is designed to offer students the opportunity to engage in a more highly organized competitive experience than what is found in intramural/extramural programs but not as involved as those found in varsity and junior varsity interscholastic competition. It is expected that a competitive program such as this will not always guarantee each team member equal participation in contests. At the same time, each student who is eligible to play must play in each contest.

ATHLETIC PLACEMENT PROCESS

Section 135.4(c) (7) (ii) (a) (4) of the Regulations of the Commissioner of Education provides for a board of education to permit pupils in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school pupils, and these pupils are to be allowed to compete at levels that are appropriate to their physical maturity, physical fitness, and sport skills in relationship to other pupils in accordance with the standards established by the Commissioner of Education; and the State Education Department issues the competition standards for these pupils to compete under a program called the Athletic Placement Process;

Brunswick CSD participates in the New York State Education Department-approved program that provides the opportunity for seventh and eighth grade students to participate on varsity and junior varsity teams. This program has been designed for the exceptional few in each school who would be served by playing on a higher level team than age and/or grade might indicate. It is expected there will be very few participating under this program. Information must be collected and evaluated by the Athletic Director before a student may try out for a team under the parameters of the athletic placement process. Considerations that must be met include:

1. Parent permission.
2. Medical examination and approval by the school physician with the developmental or maturity level determined by the school physician in accordance with established guidelines for the level of a particular sport.
3. The Presidential Physical Fitness Test has been selected as the test for this process, and the student must meet the 85th percentile level for their age in 4 out of 5 test components. If the student does not meet 4 of the 5, the student cannot apply for a waiver.
4. The individual's prior experience and skill level is judged on the demands of the sport at the level of play at which the student is endeavoring to qualify.

SCHEDULING

1. The Athletic Director in conjunction with the Wasaren League will do all of the scheduling for league contests.
2. The Athletic Director may allow a coach to arrange scrimmage(s) & non league games before the start of the season. Please confirm these with the Athletic Director.
3. All Schedules will be available electronically at:
 - www.wasarenleague.org
 - rSchool app
 - www.brunswickcsd.org
 - Brunswick CSD Facebook Page

OFFICIALS CLAIM FORMS

1. Claim forms need to be completed legibly indicating the official's name, address, fee with mileage, social security number, sport, level, opponent and date. Please check to make sure all information is recorded and that the official signed at the bottom, stating they have passed fingerprinting clearance.
2. The claim forms must be turned in the day following the contest.

MEDICAL KITS / SUPPLIES

1. It is the responsibility of the Head Coach to pick up medical kits and supplies prior to the start of season.
2. During the course of the season check your medical kit often to be sure you have adequate supplies.
3. Carry a printed copy of Emergency Phone Number Cards (From FamilyID) with you at all times. Kept in Med Kit.
4. Ice is available from the ice machine located in the middle school PE storage room.
5. For a home contest held off school campus, a coach is responsible for an AED.

ATHLETIC EMERGENCY PROCEDURES

1. Remember you are certified in CPR/AED and First Aid. If necessary, render first aid to injured student athletes or identify someone at the scene of the accident that has higher credentials such as an athletic trainer, nurse or doctor to care for the injured athlete.
2. If the situation warrants, call 9-1-1 immediately. At home or away contests, it is the responsibility of the Head Coach to get to a phone immediately and call 9-1-1, also, to get in touch with the player's parent/guardian to alert them of the incident.
3. Carry your emergency contact cards (from FamilyID) with you at all times so communication with student athlete parent/guardian and other medical info is readily available.
4. All accidents must be reported on the Incident Report Form to the Nurse's Office or Athletic Director's office within 24 hours.
5. Notify the Athletic Director immediately: 518-279-4600 x2411 (office) (mobile)
If the Athletic Director cannot be notified, please contact the Principal—refer to Directory.
6. Remember you cannot be too careful when it comes to emergencies. Safeguarding health and life comes first. "If in doubt, sit them out!" "If in doubt, call 9-1-1"
7. On away trips, do not hesitate to use the services of athletic trainers., EMT's or local doctors, as made available by the host school. Discuss if any are available upon arrival to the venue.
8. Athletes cannot be transported by anyone not in a position of responsibility to the athletic program. A member of the coaching staff should accompany the student athlete in the ambulance if parent/guardian is unavailable.
9. Carry the Emergency Numbers Cards with you!!!

INCIDENT REPORTS/INJURY REPORTS

1. May be obtained from the Athletic Director's Office, completed in ink and returned to the School Nurse or Athletic Director as soon as possible. Please state specific information and be accurate. Do not diagnose an injury.
2. No student will be allowed to resume participation until the nurse submits, in writing, a release to the coach.

SECTION 2 LETTER OF INTENT FOR POST SEASON PLAY

1. A Letter of Intent was signed by the Athletic Director, Principal, and Superintendent of Schools indicating our desire to play in the Section 2 Postseason Tournaments. If a team decides NOT to participate in post

season play, written notification must be submitted to the sports committee and section before the seeding meeting. It is the responsibility of coaches to notify the Athletic Director if you opt out!

COACHING RESPONSIBILITIES—END-OF-SEASON

1. End-of-Season Report.
2. Inventory report.
3. Awards Recognition report.
4. Uniforms turned in.
5. Schedule post season meeting with Athletic Director.

SQUAD SELECTION

In accordance with the philosophy of athletics and our desire to see as many students as possible participate in athletics while at Tamarac, we encourage coaches to keep as many students as you can on the squad without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will influence the most effective squad size of a specific sport. However, when making cuts please strive to maximize the opportunities for our students without diluting the quality of the program.

1. Choosing the members of the squad is the sole responsibility of the coach. When possible, assistant and sub varsity coaches should assist by providing input as unbiased independent observers when creating teams.
2. The lower level coaches shall take into consideration the rules established by the head coach in that sport when selecting final team rosters.
3. Prior to trying out, the coach shall provide the following information to all candidates for the team.
 - a. Extent of the tryout period.
 - b. Criteria used to select the squad.
 - c. Approximate number to be selected.
 - d. Practice commitment if they make the team.
 - e. Game commitments.
4. When a squad cut becomes necessary, the process will include two important elements. Each candidate shall:
 - a. Have completed a minimum of three tryout sessions.
 - b. Be personally informed by the coach and given a reason for the action.
5. We do not use cut lists! Face to face is the best means of communication when creating teams.
6. Coaches will discuss alternate possibilities for participation in the sport, or other sports in the athletic department.
7. If the coach foresees difficulties arising from the cuts, he/she should notify the Athletic Director.
 - a. A varsity coach who makes cuts in their prospective sport should notify the Athletic Director of any athletes who are being cut at the varsity level who have participated on the varsity level in the same sport previously in his/her HS career prior to creating the final roster.
8. An athlete's participation in out of school community leagues, clubs, commercial sports organizations, or camps will not be used as a factor in selecting a squad or in determining playing time, or level (i.e. Varsity, JV, Modified, etc.
9. In the event that an athlete feels that the cut was unfair, he/she may appeal to the Athletic Director only.

TEAM ROSTERS

1. The coach will prepare a pre-season and final team roster listing information according to the form provided by the Athletic Director. The roster must be alphabetized and include the student's name, grade & date of birth.

JOB DESCRIPTIONS

VARSITY HEAD COACH:

Basic Function:

The head coach will exercise direct authority for the entire program of their respective sport. He/she shall structure and give direction to modified, junior varsity and varsity programs. The head coach shall act as advisor to the Athletic Director and Principal in relation to the athletic program in which they are involved.

Principal Activities:

In carrying out his/her basic function the head coach will engage in the following:

1. Program

- Evaluate the development and success of the program on an annual basis.
- Establish training rules. Distribute and explain to the squad.
- Keep abreast with latest developments and modifications of the respective sport community.
- Accept responsibility for intra- and inter-school relations.
- Make recommendations for use and improvement of facilities. Check for safety on a daily basis.
- Act as supervisor for equipment and supplies.
- Develop budget and equipment requests.
- Encourage and support the Boosters Club and student groups.
- Promote their individual sport and the overall sports program through participation and leadership in developmental programs and activities in the community.
- Attend pre-season and post-season league meetings or provide coverage from staff.
- Attend all staff meetings.
- Attend an end-of-season sport banquet.

2. Coaching Staff

- Make recommendations to the Athletic Director for appointment and assignment of assistant coaches.
- Be responsible for the development of professional goals of the assistant coaches.
- Evaluate the performance of the assistant coaches at the conclusion of the season.
- Assume leadership of their staff and be responsible for harmony and professional behavior of the staff
- Remind assistants of all meetings they should attend.
- Encourage their staff to participate in all athletic activities such as Boosters Club, support groups, staff meetings, etc., and encourage them to support other teams at Tamarac both in their own and other sports.
- Direct and control his/her own squad and act as consultant for direction and control of assistants' squads.
- Assume an active role in college recruiting, athlete recognition and scholarship awards.

3. Athletes

Develop the athletes with the following expectations:

- That they become well-schooled in the basic skills of the sport and further that they develop the polish of top high school athletes.
- That they develop confidence in themselves and their team.
- That they develop a strong competitive spirit and a desire to win.
- That they develop a desire to excel.
- That they develop sportsmanship.
- That they develop loyalty to their school and a desire to serve their school and their classmates.
- That they develop pride in themselves, their team, and their school.

Primary Relationships:

Principal: Advisory relationship on matters pertinent to the program of the respective sport.

Athletic Director: The Athletic Director is the head coach's immediate supervisor. The Athletic Director must approve all new programs and essential changes. The Athletic Director shall be responsible for the annual evaluation of the head coach.

Coaching Staff: The head coach shall have direct supervision over the members of his/her staff. They shall make annual assessments of the coaching staff for the purpose of improving the quality of their work.

ASSISTANT COACH:***Basic Function:***

A varsity assistant, junior varsity, and modified coach are all covered in this job description. All assistant coaches are expected to cooperate with the head coach of their particular sport. All assistant coaches will be responsible for administering their particular program in accordance with all rules and regulations.

Principal Activities:

- Contest and practice coaching of their assigned teams.
- Assist head coach in practice, at games, and scouting as assigned.
- Attend all general athletic department staff meetings and all staff meetings called by the head coach.
- Supervise with the head coach the issuance, maintenance, collection and inventory of all uniforms, supplies, and equipment.
- Distribute, explain, and enforce all training rules in accordance with the district-wide guidelines and the guidelines established in conjunction with the head coach.
- Attend clinics as recommended by the head coach and the Athletic Director
- Encourage and support the Boosters Club and student groups.
- Check facilities for safety on a daily basis and recommend improvements of facilities to the head coach and the Athletic Director.
- Attend pre-season and post-season league meetings.

Primary Relationships:

Head Coach: The head coach is the direct supervisor of all assistant coaches. Head coaches will assess each assistant coach at the end of the season for the purpose of improving coaching quality. Program suggestions will go to the head coach who will in turn bring them to the Athletic Director.

Athletic Director: The Athletic Director is the immediate supervisor of all athletic activities. Cancellations, practice and game scheduling, etc. will come from the athletic office. Communication on any unusual occurrences or discipline problems as well as game or official happenings should take place with the Athletic Director as soon as possible. The Athletic Director will expect all coaches to be knowledgeable of and follow all rules and regulations.

COACHING DUTIES

1. Coaching a sport is a significant commitment after your full teaching / working day has concluded.
2. Remember that you are working with student athletes. This particular sport is one of the most important things in their lives.
3. Sports help to improve the academic standards of the school.
4. Sports give the community a reason for unity.
5. The job you do as coach can be the most important single reason for the total improvement of the school community program.
6. Remember that the sports program is a part of the students' education. The sole reason for having a program is to benefit the students and to further educate them outside of the classroom.

COACHING RESPONSIBILITIES

1. To be a credit to yourself and the school and to be vitally aware of the fact that people will know and judge our school by your actions on and off the field, court, etc.
2. Anything worth doing is worth doing well; therefore, your duty as a teacher and coach to these student athletes of tomorrow should make it doubly important for you to ensure that our athletes will gain a worthwhile experience from their association with the team.
3. Any set of rules a coach has should be given to the Athletic Director.
4. All coaches must cooperate with each other. Your responsibility does not end with your sport.
5. Coaches must know and follow the rules set forth in this *Coaches Handbook*, the *N.Y.S.P.H.S.A.A. Handbook*, *State Education Department Regulations, Section 2 Handbook*, *Wasaren League Regulations*, the Brunswick CSD Board of Education, and individual sport rules. All information may be obtained from the Athletic Director.

COACHING DECORUM

1. Coaches are expected to conduct themselves in a professional manner both on and off the athletic field in all dealings with players, officials, spectators, parents, teaching associates, and administrators.
2. Under no circumstances will any profanity be used by a coach.
3. Under no circumstances will any player be abused physically or emotionally.
4. Under no circumstances will any coach use tobacco products in the presence of players during practice sessions or games. Federal and State laws prohibit the use of tobacco products on school property or at school sponsored events. No tobacco products on school buses or charter buses. Note: No alcohol at banquets!
5. Under no circumstances will any coach condone the use of drugs, tobacco, alcoholic beverages, or mood altering substances by any student athletes at any time.
6. Proper coaching attire is expected when instructing practices or attending contests.
7. The example set by a coach is the example the student athletes will follow.

RELATIONSHIPS TO PRINCIPALS AND OTHER COACHES

Building Principals: Principals are in charge of their buildings. Hence, all assignments, changes of assignments, plans or changes of plans are subject to the approval of the principal. Usually, the Athletic Director makes all assignments, but occasionally a change of some sort is necessary on short notice. In such cases, be sure the principal knows and approves.

Coaches should know and follow the general rules governing the conduct of teachers and students in the particular building in which they are serving.

Other Coaches: No better guidance can be offered than the Golden Rule. All coaches seek and value respect, especially that of their colleagues. The coach who meets victory without boasting, defeat without bitterness, and all life with a smile—is a true sports person. When we might possibly defeat an opponent by a lopsided score, let's make sure that we do it with the last string available on the bench playing a considerable length of time. When the coach is a spectator at another sport, disparaging remarks, or innocent remarks that could be construed as such, should be guarded against. Spectators will often turn to a coach in the stands, inviting comment on a substitution or a play. Try to avoid passing judgment. As coaches, we need to promote sports in season. Do not post for activities out of season until the sport teams in season have chosen their squads. It is our responsibility to let students try a variety of activities instead of coercing them to be involved in just one sport all year around. Remember that the best athletes are ones who excel in a number of activities!

VOLUNTEER COACH GUIDELINES

There is no such thing as a “volunteer” coach. There are paid and unpaid coaches only. Both of these require coaching licenses and board of education approval before they can have contact with students. - See Attachment-

COACHES' NINE PROFESSIONAL DUTIES

Duty 1: Properly plan the activity

- Develop a practice plan using progressions that are age appropriate for your student athletes.
- Pre assess students to determine their physical capacity and skill level for your practice.
- Develop daily practice plans.
- Adapt your practice plans to the needs of your team.
- Don't deviate from your plans without good cause.
- Keep all records of your preseason, and in-season plans, keep records and copies of all incident reports.

Duty 2: Provide proper instruction

- Keep up to day with instructional standards for your sport and use them
- Teach technique, tactics, strategies and rules in accordance with NFHS, NYSPHSAA and the Wasaren League rules and regulations.
- Make your instructions clear, complete, and consistent. Provide adequate feedback on how your athletes are progressing.
- At all times, athletes should be supervised and make sure instruction is provided by board approved coaches.

Duty 3: Warn of inherent risks.

- Warn your athletes of the inherent risks of the activity so they know, understand and appreciate them. It will be the duty of the coach of all sports to specifically "warn" all players that they might be injured in the sport. The injuries might range from mild, to serious, to catastrophic, to death in some unique cases. The practice plans, when the warning was issued, must be kept on file as evidence that you complied with this directive. (i.e. NOCSAE: The National Operating Committee on Standards for Athletics.)

Duty 4: Provide a safe physical environment.

- Note and remedy hazardous conditions through regular inspections of the practice and game facilities and locker rooms
- Complete a pre-season inspection of your coaching area and equipment used.
- Change any dangerous conditions that you can, reduce hazards if you cannot remove them. Warn your athletes of the hazards and notify the Athletic Office about correcting the hazard.
- Give precise rules for using the locker room, practice and game facility.
- Monitor the changing environment and make prudent judgments about continued participation if it becomes hazardous.

Duty 5: Provide adequate and proper equipment.

- Buy the best equipment you can afford, considering the age and skill of your athletes.
- Teach your athletes how to fit, use and inspect their equipment. Encourage them to return any equipment that does not fit or appears defective.
- Examine equipment regularly.
- Warn students of potentially hazardous equipment, and give verbal and/or written instructions on using it if necessary.

Duty 6: Match your students properly.

- Match athletes according to size, skill, and experience as well as age so that they are not placed in situations in which the risk of injury is increased. (Contact/Collision sports)
- Modify the practice activity and learn who your athletes are to accommodate their special needs.
- Understand the needs of all athletes and structure plans so mismatches in ability can easily be corrected.

Duty 7: Evaluate students for injury or incapacity.

- In cooperation with the nurse's office, make sure that all students have received the pre-participation clearance to participate.
- Use extraordinary judgment in identifying students who are injured or so ill that they should not participate.
- Get nurse's approval / clearance before permitting seriously ill or injured athletes to return to participate.
- "If in doubt, Sit them out"

Duty 8: Supervise the practice/game closely.

- Always provide general supervision for all facilities and playing areas your athletes use.
- Provide specific supervision when teaching/coaching new skills and when the risk of injury increases.
- Know your practice plan so well that you can anticipate potentially dangerous situations and be positioned to prevent them from occurring.
- Do not condone reckless or overly aggressive behavior which threatens the safety of any athlete.

Duty 9: Provide appropriate emergency care.

- Protect athletes from further harm.

- Provide appropriate first aid.
- Attempt to maintain or restore life using CPR when required.
- Comfort and reassure the athlete.
- Activate your emergency plan, transferring the treatment responsibility to trained medical personnel.
- Complete the incident report form as soon after the injury occurrence as possible.

COACHING SUPERVISION

1. Supervision is a responsibility we cannot ignore. Be responsible for the conduct of the members of your team at all times.
Remember: A student-athlete present means a coach is present. An accident without proper supervision could constitute negligence.
 - a. In the school while using our facilities as well as the facilities of other schools.
 - b. While riding the school bus.
 - c. When competing in an athletic contest.
 - d. When using facilities at an opponent school, locker rooms at other schools should be left as clean as when you arrive.
 - e. When your team may stop to eat before or after a contest.
2. It is expected you will accompany your team on bus trips to and from all athletic contests. Under extenuating circumstances an assistant coach, an approved coach from another sport, or faculty member may provide supervision with the Athletic Director's approval.
3. After each game or practice session, it is expected that a member of the coaching staff will supervise the locker rooms until the last student has left.
4. Be at the school at least thirty minutes before the team is scheduled to arrive.
5. If you have transportation scheduled for a particular time, be there before it arrives.
6. Coaches will not leave school until all athletes under their supervision have left.

INITIATION CEREMONIES / HAZING

1. Coaches will not permit their athletes to stage (formal or informal) any type of initiation ceremony or hazing for athletes making their team for the first time or anytime, any level. We will not tolerate any athlete giving another athlete haircuts, shaving, locker/shower pranks, etc. Communicate this to your athletes, pre-season and before your final roster is forwarded to the Athletic Director's Office.

ATTENDANCE

1. Participation in an activity or sport is but one part of a student's educational program. It is understood that students will be present in school in order to participate in a practice, game or activity by 10:30am. Any student attending after 10:30am for medical reasons, religious observances, court appearances or other legal reasons must have the absence substantiated by a note/phone call from the parent/guardian. It is your responsibility to check the school's daily attendance bulletins.
2. Athletes who have been suspended from school will not be permitted to participate in or practice for their sport from the time a suspension is assessed through the conclusion of the suspension period. This policy affects students who are suspended in school and out of school. In the case of assignment to detention, students will be expected to attend this assignment before reporting for a practice or contest. See Athletic Handbook for full details.

EARLY DISMISSAL

1. It is your responsibility to inform the Athletic Director about early dismissal times prior to the beginning of the season. The athletics secretary will then prepare a statement for the school attendance bulletin regarding early dismissal.
2. A team roster must be submitted to the Athletic Department for students to be dismissed.
3. Please pay particular attention to minimize loss of class time.
4. The students who are dismissed are responsible for all work missed.
5. Coaches who must leave early, must clear it with their principal and make arrangements to have their classes covered.

ACADEMIC Eligibility

***see the Athletic Handbook**

Coaches will be notified in writing of any students who are academically ineligible. It is the coach's responsibility to communicate the ineligibility to the athlete and the mandatory grade recovery requirements! As well, it is the coach's responsibility to see that ineligible students are not permitted to play in games until the coach has in writing that the student is eligible.

ATHLETIC CODE OF CONDUCT

Participation on a Tamarac athletic team is a privilege that should elicit great pride in both the student-athletes and their families. Standards of behavior are high and a willingness to live up to them is part of being a member of a team. For this reason, each athlete and parent/guardian will be required to sign the athletic code of conduct indicating the athlete's personal commitment to the ethics, policies, rules, etc. pertaining to conduct as set forth in this code of conduct. This signature is acknowledgement of the athlete's responsibility to the team and their willingness to set a positive example, adhere to basic concepts of good citizenship, and follow proper training practices as well as parents/guardians' acknowledgement of the athlete's responsibilities (Completed on Family ID during registration).

The Administration will make the determination as to whether a violation of the Standards of Behavior has occurred. This determination will be based on the circumstances presented to the Administration. When applying this policy, coaches, the athletic director, and the principal will consider all facts and circumstances involved. The applicable standards of proof are lower than that required in a court of law, and the dismissal of criminal charges against a student-athlete does not preclude the Administration from finding that a violation of the Standards of Behavior has occurred. Listed below are some examples of the Standards of Behavior, a violation of which may be considered violations of the code of conduct (this list is not all-inclusive):

1. Vandalism or property destruction.
2. Poor citizenship
3. Cutting school or classes.
4. Acting as a negative influence (in terms of team morale or effort).
5. Failure to exert a sincere academic effort or failure to comply with eligibility policies.
6. Stealing of any kind, including athletic equipment — Tamarac's or that belonging to opponents.
7. The possession of drugs, drug paraphernalia, or alcohol, or the consumption of drugs or alcohol at any time is strictly prohibited.
8. Fighting:
9. Unlawful possession or use of any type of firearm or weapon:
10. Sexual harassment or sexual misconduct:
11. Community-related illegal conduct.
12. Hazing of any kind.

13. Bullying (physical, emotional, or electronically) (examples include social networking, web-posts, emails, other internet use, tweeting, or texting, etc.)

BASIC RULE : Never do anything that will have an adverse effect on your ability to perform. Never do anything to embarrass or create an unfavorable impression of yourself, your team, or your school.

ATHLETIC CONDUCT

The conduct of an athlete is closely observed in many areas of life; on the field/court, in the classroom, and in the community. Take pride in yourself, your team, and your school. You should always project a positive image. Winning or losing is not as important as your reaction to winning or losing. Your reaction is what people will remember-not the score. You should be gracious in defeat, and modest in victory.

ATHLETIC CODE OF CONDUCT – POLICY

Every coach shall review the athletic handbook with each student-athlete at or before the first practice of their respective sport. This shall occur annually/before each season.

Every coach is **REQUIRED** to report, immediately, any and all allegations of potential violations of this code of conduct to the Athletic Director, regardless of the manner in which the coach acquires the information. (Information relative to the alleged potential violations in the possession of the coach does not need to be acquired first-hand.)

The Athletic Director shall investigate **ALL** reported alleged violations of the athletic code of conduct. The Committee shall, as necessary, interview appropriate persons, including the alleged offender, examine relevant records (including, but not limited to police reports, pictures, digital images, emails, texts, social media posts, etc.) and consult and utilize any appropriate staff or other relevant persons.

OFFICIALS

1. Officials must be certified to work our games.
2. Coach your players to play the game and let the officials do the officiating. “An official may not always be right, but they are never wrong!”
3. You cannot protest on judgment.
4. If you think a rule has been misinterpreted, call time and politely ask the official for the interpretation. If you still think he/she is in error, ask them to consult their partner. After that, live with the decision or protest.
5. As a coach, you must know the rules. Read the rulebook and attend rule interpretation meetings.
6. We pay substantial fees to officials. We expect competent officials to handle the games. When you feel critical of an official, your basis of such criticism should be on that person's knowledge of rules, physical fitness, hustle, positioning, and any other points of constructive criticism. If these seem justified, the Athletic Director will report such information to the local chapter of officials.
7. The conduct of our players and coaches reflect on our school's reputation.
8. When we are dissatisfied with the performance of an official, the following procedure will be used:
 - a. Refrain from releasing such information to the news media.
 - b. Make a formal written complaint and present it to the Athletic Director. The Director will either:
 - Call the president of the officials association
 - Sign the letter and send a copy to the president of the officials group and the league president. This letter should include constructive criticism.
 - Discuss with the coach circumstances to determine if the letter is warranted.
 - c. The official will not be assigned to our school again until the assignment seems feasible.

PROTEST

1. It should be noted that no protest of a contest will be allowed if the protest is based on a judgment call by the official. The following will govern what can be protested:
 - a. Misinterpretation of the rules by an official.
 - b. The use of an ineligible player or contestant.
 - c. Dangerous situations that exist in certain areas, such as field conditions and court areas. This would apply only if the school or league has been notified to eliminate the condition and have failed to take action.

KEYS, BUILDINGS AND GROUNDS

1. At the beginning of the sport season all coaches using facilities (buildings, storage areas, gates) will be issued the necessary keys / fobs from the building Principal or the Athletic Director. These keys must be returned at the end of the season so they may be re-issued to coaches in subsequent sports.
2. After each practice make sure all facilities used have been secured: lights turned off, doors locked, etc.
3. Please report any repairs needed to the Athletic Director immediately.
4. Please help our custodial staff keep our facilities clean and neat. The athletes should be reminded to clean their cleats off outside (not on the side of the building), and keep the locker room, gyms, offices and hallways clean of debris and mud as much as possible.

STUDENT-ATHLETES MUST REMOVE CLEATED SHOES BEFORE ENTERING THE BUILDING.
“DEFEAT THE CLEATS!”

5. NEVER ENTRUST KEYS TO STUDENTS.

BUILDING AND FIELD PERMITS

The use of each facility for both practice and games is granted by the Board of Education through the Building Use Form. The Athletic Director will file the Building Use Form. Prior to the start of the season a list of proposed dates and times you wish to use the building and/or field should be submitted to the Athletic Director.

The athletic department does NOT schedule outside group use of our facilities. O&M Secretary Melissa Coughlin schedules use of facilities for outside groups. Any facility use for your team's out of season work must be approved in writing by the O&M Secretary.

TRANSPORTATION

1. The athletic office will arrange transportation for contests and practices when applicable.
2. For changes and adjustments, notify the athletic office. The athletic office will notify transportation.
3. The times for departure for each game are indicated via email weekly to coaches.
4. It is your responsibility to check your departure dates and times very carefully and report any discrepancies to the athletic office.
5. All student-athletes must ride to and from athletic contests in the vehicle provided by the school district.
Exception: A student may ride home from an athletic contest with his/her direct parent/guardian only.
They must sign the yellow district transportation release form before taking their student athlete.
6. Away trips should not exceed 100 miles. Charter Buses need prior approval before the season begins. No charters will be approved without approval by the district transportation office and athletic office. Consult with the Athletic Director.

STAFF MEETINGS

1. There will be one pre-season organizational coach's meeting. Other meetings will be called when necessary.
2. All coaches are expected to arrange a meeting at the end of the season with the Athletic Director to review the season.
3. The coaches will attend meetings, which involve their sport. If a coach is unable to attend because of an emergency or other commitment, the Athletic Director should be notified so that a substitute may be found to attend the meeting. Pertinent information derived from these meetings should be reported to assistant coaches and the Athletic Director.
4. On days of faculty meetings, all Brunswick CSD teachers who coach must attend the meeting unless excused by the principal. This also includes department meetings.

BOOSTERS CLUB

The Booster Club is organized to boost and encourage interest in all athletic activities at the Brunswick CSD. Members strive to promote understanding and support for the athletic activities at Tamarac among the membership, students, faculty, community, and especially among the student-athletes, parents, and coaches. They seek to assist the program by working in conjunction with the Athletic Director and the coaching staff. The club meets monthly. All head coaches should encourage a parent from their team to act as a team representative and attend Booster Club Meetings. All fundraising efforts should be coordinated through the booster club.

PURCHASING/FUND RAISING

No athletic materials, supplies and equipment of any kind will be ordered from manufacturers by any individual coach without discussion with the Athletic Director and payment at the time or receipt. This regulation includes team items that may be purchased by athletes. Remember our school colors and our branding.

ATHLETIC AWARDS

It is the policy of the Brunswick CSD to offer a variety of awards at the end of a sports season and at the end of the school year. Team Awards Coaches may choose to give one or more of the following awards at the end of their sports season:

Most Valuable Player, Most Improved Player, Coach's Award and Sportsmanship.

Recognition to each of the athletes selected by the coach and/or team will be given. Special Senior Awards Senior Trophy/Plaque – A trophy/plaque will be awarded to any athlete who has earned at least six varsity letters throughout their high school career.

Scholarship Award – A trophy/plaque will be awarded to the boy and girl (chosen from the top five academic students) who has played either two sports or two varsity seasons during their high school career.

Sportsmanship – A trophy/plaque will be awarded to the boy and girl who have displayed outstanding Sportsmanship while participating in the Tamarac Athletic Program. (Coachability, willingness to help, team/school spirit and effort will be taken into consideration for this award.)

Most Improved Senior Athlete – A trophy/plaque will be awarded to the boy and girl who participated in at least two varsity sports while a senior, and who, in the eyes of the varsity coaches of each gender, have shown the greatest amount of overall improvement in their ability to play a given sport or sports.

Outstanding Senior Athlete – a trophy/plaque will be awarded to the boy and girl who participated in at least two varsity sports while a senior, and who, in the eyes of the varsity coaches of each gender, have displayed outstanding athletic skills,

contributed greatly to the success of a team or teams, and have exhibited characteristics that one would consider model for any athletic program. (In exceptional circumstances a one-sport athlete may be considered.)

The Athletic Department will also distribute Varsity letters, certificates and sports pins at the conclusion of the season.

AWARDS BANQUETS

Banquets should be coordinated in conjunction with the Booster Club and team representative. Alcohol and alcoholic consumption at Tamarac athletic events and awards banquets are strictly prohibited. Whenever possible banquets should be held in a facility where alcohol can not be sold during the function and at no time can alcohol be available in the banquet room.

PRESS RELATIONS

1. There will be no publicity issued concerning game results in modified sports.
2. For all home contests, the varsity head coach of that particular team will call/send the score immediately after the contest. Have the information ready!!!
3. When playing away from home, you should make sure the home coach is reporting the score. If necessary you must do it.
4. All major publicity items will go through the Athletic Director.
5. In post-game periods of extreme tension, be very careful in your statements to the reporters. Be especially careful on being quoted for publication, you will be surprised to hear what you said.
6. Leave the boasting to sportswriters. If anything, underplay your comments.
7. Never criticize officials, students, other schools or other coaches in reporting.

PARENT/COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

1. Philosophy of the coach.
2. Expectations the coach has for your child, as well as all of the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements {i.e., fees, rules, and special equipment}
5. Procedure should your child be injured during participation.
6. Discipline that results in denial of your child's participation.

Communication coaches expect from parents:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the Brunswick CSD Interscholastic Athletic Program, they will experience some of the most rewarding moments in their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with the coaches:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those following, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

Procedure to follow to discuss a concern with a coach:

1. Call to set up an appointment with the appropriate coach at the school which the team represents.

Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both, parent and coach. Meetings of this nature do not promote resolution. (24-hour Rule)

The next step:

1. What can a parent do if the meeting with the coach did not provide satisfactory resolution?
2. Call and set up an appointment with the Athletic Director. The parent/guardian, coach, and Athletic Director will meet to discuss the problem.
3. At this meeting, the appropriate next step can be determined.

Parents are encouraged to discuss issues and problems with the Athletic Director. However, if a parent has specific complaints regarding the coach, then the coach must have the opportunity to be present to meet with the parent.