

# PLAINVILLE COACHING HANDBOOK



**Athletic Director: Mark Fritz**

**860-793-3248**

[fritzm@plainvilleschools.org](mailto:fritzm@plainvilleschools.org)

**Athletic Secretary: Laurice Doucette**

**860-793-3248**

[doucettel@plainvilleschools.org](mailto:doucettel@plainvilleschools.org)

**Athletic Trainer: Mary Cavallaro**

[cavallarom@plainvilleschools.org](mailto:cavallarom@plainvilleschools.org)

**High School Administration:**

Principal: Carl Johnson

Assistant Principal: Jonathan Coe

Assistant Principal: Jen DeLorenzo

**Middle School Administration:**

Principal: Aimee Roberts

Assistant Principal: Melissa Orfitelli

Assistant Principal: Ryan Cornelius

## **OPENING REMARKS**

The Plainville School District welcomes you to the *Plainville Athletic Department* coaching staff.

The purpose of this coach's manual is to provide standard operating procedures for all coaches who work with our student-athletes. This in turn will provide consistency among and between all coaches, interscholastic teams, and student-athletes.

Coaches are requested to become familiar with this material. In addition, all coaches are expected to be knowledgeable of league/conference policies and procedures as well as CIAC regulations. The CIAC Handbook, which is published annually, is available in the Athletic Director's office. The NCAA Guide for the college-bound student-athlete, our school handbook, and our student-athlete handbook are also provided for your use. Please know and abide by all policies and procedures set forth in them.

## **PHILOSOPHY**

The Plainville Board of Education, the administration, the faculty, and the athletic department believe that a competitive athletic program is an integral part of the overall educational program of the school.

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, as well as the educational aims achieved, justify its inclusion in the overall educational program. It must be based on a spirit of non-professionalism so that participation is regarded as a privilege.

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 health, fitness, and general welfare of all individuals taking part in the program;
2. Stimulation of participants to achieve credible academic progress and to make a positive contribution to the general educational program of the school.

## **PROGRAM OBJECTIVES**

The athletic program provides learning opportunities for student-athletes as well as promoting the following goals:

1. To provide the opportunity for students to engage in healthy competition;
2. To provide "entire student body" interests and activities which will attract students other than athletes;
3. To teach students proper habits of health, hygiene, and safety;
4. To teach students new skills and to improve upon those skills they already possess;
5. To provide opportunities to develop lasting friendships with teammates and opponents;
6. To provide opportunities to observe, practice, and exemplify good sportsmanship;
7. To give students an early understanding that participation in interscholastic athletics provides leadership training;
8. To provide opportunities for students to place the interest of the team above the individual and to learn to practice self-discipline for the overall benefit of the team;
9. To provide students with the opportunity to develop feelings of unity, loyalty, pride, teamwork, and respect for rules and authority;

10. To consider membership on an athletic squad as an extended opportunity for all eligible students.

We take great pride in a program which provides exceptional opportunities for personal growth. Athletes learn to accept personal responsibility for success and failure and to recognize the limitations and strengths of both.

Student-athletes learn about motivation, self-discipline, self-confidence, loyalty, leadership, sacrifice, extra effort, and a positive attitude.

### **VARSITY ATHLETICS**

Varsity athletes are those athletes that exhibit the greatest skills of all those who 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 Plainville with the best win-loss record possible.

### **JUNIOR VARSITY ATHLETICS**

Junior varsity athletic programs (JVs) 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, as well as the 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 a permanent move to the varsity level.

### **FRESHMAN ATHLETICS**

Ninth grade athletes may participate in all sport programs offered at the high school level. Freshman athletic programs are offered to those ninth grade students who do not yet possess the skills necessary to participate on the junior varsity level. Freshman teams are designed to provide a competitive setting in which to gain valuable knowledge, skill, and experience required for promotion to the junior varsity team. Occasionally, ninth grade athletes may participate in junior varsity or varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This promotion should not be misinterpreted as a permanent move to the next levels of competition.

## **COACHING**

### **CODE OF ETHICS:**

The following comprise the duties of all concerned with the Plainville School District Athletic Department:

1. To operate within the ethical and moral principles of the Plainville School District.
2. To comply with all the rules and regulations of the C.I.A.C., the Plainville School District, and the athletic department.
3. To develop team rules and disciplines that are fair and consistently applied.
4. To provide an environment that will not unreasonably intrude on the time required for the student-athlete to achieve satisfactory academic performance.
5. To develop coaching techniques and strategies which are of the highest quality and which employ safe fundamentals.
6. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
7. To respect the integrity and judgment of sport officials.
8. To take a personal interest in the individual development of each student-athlete.
9. To recognize that the basic purpose of our athletic program is to promote the physical, mental, moral, social, and emotional well-being of the individual players
- 10 To maintain perspective and remember that an athletic contest is only a game, not a matter of life or death for players, coaches, officials, fans, the school, the community, or the state.

### **COACHES & STAFF**

All coaches and staff will be considered school-employed personnel. Coaching responsibilities and direction shall be established by the Director of Athletics. (See job description sections below). Coaches are expected to display good conduct at all times and act as a positive role model in the community as well. The Director of Athletics evaluates coaches annually. Any conversation, discussion, and/or problem between the Athletic Director and coach/assistant coach is considered confidential and is not to be shared with any athletes, other coaches, parents, or members of the community. Any coach not adhering to these guidelines will be subject to disciplinary action, up to and including termination. If there is any confusion concerning this statement, the coach/assistant coach should contact the athletic director to resolve any question about options available.

Coaches and other athletic personnel report to the Director of Athletics in their capacity as coach. However, the primary responsibility and duty of a coach is a teacher and in that capacity is responsible to the building principal. Therefore, the principal has final authority over all functions and activities in his/her building. If coaching personnel feel there is a need for an appeal procedure, such appeal will proceed as follows:

1. The head coach (if applicable)
2. The director of athletics
3. The building principal
4. The superintendent of schools
5. The board of education

Nothing outlined above is intended to deny coaches their rights under the Agreement of the board of education

No changes are to be made in any policies, regulations or procedures by any coach without the expressed written approval of the athletic director, the building principal or the superintendent of schools, depending upon who has jurisdiction.

If for any reason a coach does not intend to return for the following season, a formal letter of resignation must be sent to the athletic director. All coaching vacancies will be published and released by the Director of Human Resources.

### **COACHES CERTIFICATION:**

Either a coaching permit or a temporary emergency coaching permit is required for a coach of intramural or interscholastic athletics in grades K-12.

**Coaching Permit:** A coaching permit enables an individual to coach intramural or interscholastic athletics in grades K-12, inclusive, in Connecticut public schools.

**Temporary Emergency Coaching Permit.** A temporary emergency coaching permit enables an individual to coach an interscholastic sport for a period of one (1) year.

**Current First Aid-CPR: Signed, updated certification cards must be on file with the personnel office in order for the permit to be considered valid.**

**Certification documents are the responsibility of the coach.**

## **JOB DESCRIPTION**

**TITLE:** Varsity Head Coach

**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 (or Temp. – 1<sup>st</sup> Year) including Module 15. (Concussion)

**REPORTS TO:** Director of Athletics

**JOB GOAL:** To advise, coordinate, and support a staff of high school coaches in conjunction with the director of athletics. To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success.

To organize and supervise the total sport program.

**PERFORMANCE RESPONSIBILITIES:**

**1. SUPERVISORY RESPONSIBILITIES**

- 1.1 Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences and staff meetings to insure staff awareness of the overall program.
- 1.2 Informs staff, encourages professional growth activities.
- 1.3 Delegates specific duties, supervises implementations, and works with staff to improve total program and evaluates performance of staff.
- 1.4 Shall enforce all rules of the C.I.A.C., C.C.C. and Plainville High School (as set forth in the P.H.S. Student Handbook) as they pertain to his/her respective sport.

**2. ADMINISTRATIVE RESPONSIBILITIES**

- 2.1 Assists the Director of Athletics in scheduling, providing transportation and requirements for tournament and special sport events.
- 2.2 Assists in the scheduled events or practices. Coordinates programs with maintenance and school employees.
- 2.3 Fulfill school system and C.I.A.C. requirements concerning physical examinations, parental consent and eligibility. No prospective athlete is allowed to participate until he/she has had a current physical examination which has been confirmed by the school nurse (or AD during the summer), a completed permission form which has been signed by a parent/guardian and athlete and an emergency card is completed.
- 2.4 Ensures a safe environment for the program.
- 2.5 Advises the Director of Athletics and recommends policy, method or procedural changes.
- 2.6 Refers all requests or grievances through proper channels.
- 2.7 Submit a season ending report including won/loss record, awards being issued, and any records which have been broken that season.
- 2.8 Carefully plans and conducts all practice sessions

- 2.9 Maintain an accurate roster of eligible athletes at all times and make sure that a current copy is always on file with the Athletic Director.
- 2.10 Submit a minimum of one personal or team objective to the Athletic Director at the start of the season.
- 2.11 Set up criteria and be responsible for the selection of the team captains.
- 2.12 Establish reasonable and justifiable criteria for the selection of team members. Must use a rubric at tryouts when determining the team selection.
- 2.13 Attend all required meetings held by the Athletic Director, State and conference
- 2.14 Submits all required paperwork pertaining to your sport
- 2.15 Submits both the CCC and CIAC Sportsmanship survey each season

### **3. STUDENT RESPONSIBILITIES**

- 3.1 Provides training rules and regulations to each athlete.
- 3.2 Gives constant attention to a student athlete's grades and conduct.
- 3.3 Provides assistance and safeguards for each participant.
- 3.4 Initiates policies concerning injuries, medical attention and emergencies. The head coach is responsible for ensuring proper treatment and that the athletic director, athletic trainer and parent/guardian is notified of the injury. Following injuries of prolonged nature and concussions, the coach must have the signed approval of the doctor or school medical advisor before the athlete is allowed to resume participation in any school sponsored athletic activity.
- 3.5 Completes paperwork on athletic injuries and submits to the athletic trainer's office within 24 hours.
- 3.6 Directs student managers, assistants and statisticians.
- 3.7 Maintains procedures concerning due process for students.
- 3.8 Assists athletes in their post graduate goals.
- 3.9 Instills in each player a respect for equipment and school property.
- 3.10 Reports any suspicion of child abuse, harassment, suicide, or harmful health habits immediately to Athletic Director, as well as to Guidance, and/or Vice Principal**
- 3.11 Ensures that a coach is with the team at all times. This would include locker room supervision until all team members have left the area.
- 3.12 Working with the athletic trainer in making team members aware of all the rules and regulations pertaining to conditioning, training and anything else that may affect the health and safety of his/her athletes.

### **4. BUDGETARY AND EQUIPMENT RESPONSIBILITIES**

- 4.1 Participates in the budget development with the Director of Athletics
- 4.2 Responsible for operating within budget allocations.
- 4.3 Is accountable for all equipment and submits annual inventory.
- 4.4 Properly inventories all equipment.
- 4.5 Examines locker rooms, fields, gymnasium, and/or pool area before and after practices and games on general cleanliness of the facility.
- 4.6 Provides security prior to leaving the building by making sure all exit doors that may have been used by the team are locked and secure before leaving premises.
- 4.7 Follows proper fundraising protocol for all fundraisers.

### **5. PUBLIC RELATIONS RESPONSIBILITIES**

- 5.1 Organizes pre-season meetings.

- 5.2 Promotes the sport within and without the school setting.
- 5.3 Maintains an effective open door relationship with local media, Booster Club, parents, officials, volunteers, and fans.
- 5.4 Presents information to news media concerning schedules, tournaments and results.
- 5.5 Enter scores into CIAC the night of the event (CIAC regulation).

**5.6 Assures that athletes understand their responsibilities in following the rules of spectator sportsmanship, in and out of season, and to understand consequences of not following rules.**

5.7 Be loyal to the school's entire academic and athletic program. Each coach is expected to support the entire athletic program and is expected to be an active participant in striving to improve the overall educational program of the school as well.

**6. OTHER**

- 6.1 Performs such other duties which may be assigned by the Director of Athletics.

**TERMS OF EMPLOYMENT**

- 1. Annual appointment.
- 2. Salary to be established by the negotiated agreement between the Plainville Board of Education and the Plainville Teachers Association.

**EVALUATION**

Evaluated by the Director of Athletics.



## **JOB DESCRIPTION**

**TITLE:** Assistant/Freshmen Coach-High School

**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 (or Temp. – 1<sup>st</sup> Year)

**REPORTS TO:** Head Coach, in conjunction with the Director of Athletics.

**JOB GOAL:** To carry out the aims and objectives of the program as outlined by the Head Coach. To instruct athletes in fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

### **PERFORMANCE RESPONSIBILITIES:**

#### **1. ADMINISTRATIVE DUTIES**

- 1.1 Assists the Head Coach in scheduling.
- 1.2 Assists in the necessary preparation to hold scheduled events or practices.
- 1.3 Directs student managers and statisticians on respective teams.
- 1.4 Fulfills state, league, and system regulations.
- 1.5 Never criticizes, admonishes or argues with the Head Coach or any staff member within ears or eyes of players or parents.

#### **2. EQUIPMENT AND FACILITIES RESPONSIBILITIES**

- 2.1 Is accountable to the Head Coach for all equipment.  
Submits to the Head Coach an annual inventory.
- 2.2 Recommends to the Head Coach budgetary items for next year in his area of the program.
- 2.3 Examines locker rooms before and after practices and games.
- 2.4 Provides security prior to leaving the building.

#### **3. STUDENT RESPONSIBILITIES**

- 3.1 Maintains discipline and works to increase morale and cooperation within the school sports programs.
- 3.2 Refers all student and parent requests or grievances through proper channels.
- 3.3 Instills in each player a respect for equipment and school property, its care and proper use.

#### **4. PROGRAM RESPONSIBILITIES**

- 4.1 Assists the Head Coach in carrying out his/her responsibilities.
- 4.2 Makes press releases and school announcements.
- 4.3 Maintains a record of team statistics.
- 4.4 Works within the basic framework and philosophy of the Head Coach.
- 4.5 Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach
- 4.6 Strives to improve skills by participating in professional growth activities made available by the Head Coach.

## **5. OTHER**

- 5.1 Performs such other duties that are consistent with the nature of the position and requested by the Director of Athletics or Head Coach.

## **TERMS OF EMPLOYMENT**

1. Annual appointment.
2. Salary to be established by the negotiated agreement between the Plainville Board of Education and the Plainville Teachers Association.

## **EVALUATION**

Performance will be evaluated annually by the Head Coach.

## **JOB DESCRIPTION**

**TITLE:** Volunteer Coach

**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 (or Temp. – 1<sup>st</sup> Year)

**REPORTS TO:** Head Coach in conjunction with the Director of Athletics

**JOB GOAL:** To carry out the aims and objectives of the assigned team as outlined by the athletic department and Board of Education policy. 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, Assistant, or Freshman Coach 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 the 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, Assistant, Freshman Coach or Athletic Director.

### **TERMS OF EMPLOYMENT**

1. Annual appointment.
2. No compensation or benefits are to be given.

### **EVALUATION:**

Performance will be evaluated annually by the Varsity or supervising Coach.

## COACHES EVALUATION

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever he/she is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."

There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.

Unless one identifies program goals and objectives along with competencies desired in person, one cannot possibly assess whether goals are being met, or whether personnel possess desired competencies.

### **Purpose:**

The purposes of the coach's evaluation are to:

- Confirm good coaching.
- Create positive changes in coaching techniques and procedures to improve the individual coach's performance.
- Encourage an exchange of ideas and communication between the coach and the Athletic Director.
- Assure the Administration and the Board of Education that quality coaching is a priority shared by the entire Athletic Department.
- Improve the overall quality of the athletic department as it relates to the total school program.
- Provide an effective means by which administrators may make recommendations concerning the continued employment of personnel and/or other recommendations to the Board of Education.

### **Evaluation Procedure:**

Prior to the Season

- All coaches will review the Athletic Handbook to determine the responsibilities and expectations of the position and how it relates to the total school system and the athletic department.
- All coaches will meet with the Athletic Director to review goals and recommendations for the season.

During the Season

- The Athletic Director will observe coaches in game and/or practice situations.

Following the Season

- All coaches will complete a self evaluation.
- The Athletic Director will meet with each coach to review the season, to discuss accomplishments made during the season, and to establish goals for the next season.
- Assistant coaches will meet with either the head coach or the head coach to review the season, to discuss the coach's accomplishments and to establish goals for the next season.

- There will be a written summary of these discussions that will become the final evaluation.
- If deemed necessary by the coach's supervisor, other criteria may be considered when evaluating performance.
- Each coach will sign the evaluation. 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 the evaluation expressing his/her opinion.
- All evaluations will be reviewed and signed by the Athletic Director indicating his/her approval of the contents. The signature of a head coach as the immediate supervisor of an assistant coach does not supersede the authority of the Athletic Director who makes the final recommendation for reemployment.
- All evaluations will be filed in the athletic office.

### **COMMUNITY RELATIONS:**

Coaches are expected to make themselves available to parents to discuss what is in the best interest of the athlete. Decisions on "Playing Time" is the prerogative of the coach but they should be prepared to discuss any issues that develop provided the parent schedules a meeting when the coach is available. It is not recommended for coaches to get in the habit of meeting with parents before and after games and during practice unless the child's welfare is at stake.

### **DRESS CODE – COACHES:**

All members of the staff are expected to look well groomed and presentable at all times. At practices casual athletic garb (ie. sweats, shorts & tees) is permissible, however, any logos or writing should be in good taste and in a manner that sets a good example for our students. At games and public events coaches are expected to display the appropriate attire.

### **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.

### **FINANCIAL ASPECTS:**

#### **Budget:**

The annual interscholastic athletic budget will be developed jointly by the coaches and the Director of Athletics. The completed budget must be submitted to the Superintendent of Schools by mid October for approval. Any needs must be forwarded to the Athletic Director at the conclusion of the season in your season end report for the following School year. If items are requested any other time they might not be able to be ordered until the next year.

#### **Fund Raising:**

Requests for fundraisers should be directed to the Athletic Director and be approved **before** the fundraising activity. At NO time should a coach or parent be holding funds. All fundraising money should be deposited through the Athletic Department Secretary. See guideline form with any questions.

#### **Unauthorized Purchases:**

Any coach or staff member who makes an unauthorized purchase of equipment or supplies does so at the risk of *personal liability*. The Plainville School District *will not* recognize this purchase or assist with the payment of the debt for these items. **Team uniforms must not be purchased by using fundraising money, individual athletes or outside groups.**

### **HAZING & INITIATIONS:**

Hazing or initiations of student-athletes by other student-athletes or members of the coaching staff *is not acceptable* and any practice of this type of behavior *will not be tolerated*. Hazing and initiations (such as but not limited to taunting, teasing, bullying, and harassment) are, or may be illegal, and those student-athletes involved may be subject to police action, as well as being *dismissed or suspended* from participation in any athletic program. Members of the coaching staff who actively participate, allow, or ignore such behavior, *will be subject to disciplinary action up to and including termination*.

### **LOCKER ROOM SECURITY**

1. All locker rooms, team rooms, training room and coaches' offices are to be locked and secured at all times when not in use.
2. Supervision in the locker room during practice time when students are utilizing them must be provided at all times whenever possible.
3. Students are not to be given keys under any circumstances.
4. All locker rooms, offices, and team rooms are to be locked during practice and game times.
5. The following should be adhered to:  
Please be sure to lock the locker room as your team leaves to go to the gym or field. Unlock the locker room as your team returns from practice or game to change. The coach is responsible for locking the locker room after his or her team has departed.

### **MAINTENANCE:**

A list of *pre-season, season, and post-season* maintenance items should be given to the Athletic Director with adequate notification prior to the season.

At the conclusion of the season the Coach should personally make Director Athletics aware of any repairs needed for equipment, uniforms, or facilities relative to their program. Requests should be in writing.

### **MEDIA & PUBLIC RELATIONS:**

The Coach - Media relationship doesn't have to be a negative one. Each varsity coach should use the media as a tool to promote their team. Please keep in mind the following tips when speaking with any member of the media:

Think before you speak. Remember you are a representative of the school district, and athletes and their parents will read your comments. Be a good role model

Be positive and enthusiastic. Minimize negative comments, talk about the areas your team did well in and where they might need to improve. Remember that you should not use terms like: **"We stink"** or **"these are the worst players I have ever coached"** and any other phrase that is similar. If you don't

have anything good to say - don't say anything.

Don't blame officials or players. It doesn't change the outcome, you will look like a "whiner", and it will seem as if you are looking for any excuse. Any bad-mouthing of officials will be fined by the CIAC and will have disciplinary actions taken.

Protect your athletes. Do not share the details of any disciplinary actions involving any member(s) of your team. Any comment leaked to the press may lead to civil litigation due to privacy and due process. A simple "No Comment" is a great answer in those situations. If you are unsure of how to answer a difficult question, forward the reporter to the Director of Athletics.

Speak clearly and reiterate what you have said. Many problems can be avoided by speaking clearly and asking reporters to repeat what "you" have said and they will print. Do not allow any reporter(s) to use journalistic license to "quote" you without speaking to you. If you are "misquoted" call the reporter and calmly tell them that they should take additional care when putting together their articles.

Call in the score of the contest. If you are the Home Team then call in the results of the contest immediately after, regardless of the outcome, to the papers below. If you are the Away Team then you need to call the results into the local papers. Do not intentionally fail to contact the newspapers because your team lost the contest.

Hartford Courant: 860-241-6435

Herald: 860-225-0899

Plainville Citizen: 860-829-5720

Bristol Press (optional): 860-584-0506

Stay focused. Never forget that education is a "kids business" and we are involved with athletics because of the young people we coach. Don't let an intrusive journalist get to you, just smile at them, and then speak.

"Never let anyone outside the family know what you are really thinking"

### **ADMISSION CHARGES**

Admission will be charged for all evening events starting after 5:00pm as well as selected afternoon contests at the discretion of the Athletic Director and approved by the principal. The cost will be \$5.00 for adults; \$3.00 for students; and free for student athletes of the current season and senior citizens. Children 12 and under are free when accompanied by an adult.

Season ticket packages may be made available for adults during each athletic season.

Complimentary passes will be issued to town officials, school administrators and school staff members upon request if available.

## MEDICAL ASPECTS:

### ACCIDENT / INJURY REPORTS AND PROCEDURES

1. The Coach is responsible that all injured athletes report their injury and complete an accident report form with the Athletic Trainer.
2. The Athletic Trainer, along with the injured student-athlete complete the injury form and forward it to the coach for confirmation.
3. Trainer will process copies of the form.
4. The student-athlete will not return to play unless cleared by the Athletic Trainer.

### INJURIES DURING AWAY CONTESTS:

If a Plainville team is competing at an away contest and an injury requiring medical transportation occurs, the following steps should be followed in order:

1. If there are two coaches, one coach should accompany the injured player.
2. If there is only one coach, the coach should:
  - a) Stay with the injured athlete until medical assistance arrives.
  - b) Make every effort to contact the athlete's parent, if they are not present at the contest.
  - c) If another parent from Plainville is present, ask if they would accompany the player to the hospital.
  - d) Do not leave the site with the team until the player has departed with the ambulance.
  - e) You must accompany the team back to school on the bus.
  - f) When you arrive back at the school, contact the parent and hospital to get any information or reports.
  - g) Call the Director of Athletics, and the Athletic Trainer to inform them of the injury when you arrive back to the school.
  - h) Make every attempt to meet the parents at the hospital. Be sure to wait until all other athletes have left the building for home, or until you can find another staff member to supervise the remaining team members.
  - I) Make a follow-up phone call to the parents and athlete to monitor progress.

### INJURY-HOME CONTESTS

1. Contact Athletic Trainer



2. Contact the injured athlete's parents.

#### PHYSICAL EXAMINATION PROCEDURES:

Coaches should follow the following steps regarding physical exams.

1. Hold a Pre-season meeting with candidates.
2. Submit a list of candidates to the Athletic Director no later than one (1) day after the candidate meeting.
3. Prior to the season beginning, collect the candidates list from the Athletic Director.
4. Check the list for athletes that *lack* a valid physical.
5. Those athletes who do not have a valid physical are not allowed to participate under any circumstance.

#### *IMPORTANT NOTES:*

*DO NOT* allow athletes to participate without a valid physical on file.

Athletes indicated as not having valid physicals on file **MAY NOT** practice until they give to you a permission form from the Athletic Director.

If an athlete sees a doctor for an injury, school related or not, he/she must obtain a note from the MD that clears them for play. This note must be given to the Athletic Trainer for full clearance, **NOT** the coach. If the ATC is not available please call him/her to verify the note before allowing the athlete to play. **IF** the athlete does **NOT** have a note he/she is **NOT** allowed to participate until one is received for liability reasons. **NO EXCEPTIONS!**

#### TRAINING ROOM:

The Training Room is staffed by an Athletic Trainer who offers professional attention to healthcare needs of student athletes. Health histories are received and sports' participants are examined, as needed, for body composition, structure, muscular flexibility.

Athletes injured during practice or at home contests may receive assistance in the Training Room. Athletes injured during away contests may obtain follow-up care from the Trainer. Therapeutic rehabilitative therapy is also available under the supervision of the Athletic Trainer.

#### TRAINING ROOM HOURS:

Trainer: Mary Maynard - [maynardm@plainvilleschools.org](mailto:maynardm@plainvilleschools.org)

Hours will be flexible. Below is a tentative schedule of Training Room Hours.

Monday through Friday 2:00-5:00 p.m.

Saturday Home game and team practice schedule

#### INSURANCE:

A plan of insurance concerning interscholastic sports has been purchased by the Plainville School System. This insurance is fully paid for by the District and represents no cost to the parents or to the students.

The form of the coverage provides that valid claims for injuries received as a result of participating in interscholastic athletics will be paid on an excess basis. This means that the Plainville insurance will pay the amount (of a valid claim) *in excess* of that portion already satisfied by all coverage's, i.e., family medical coverage.

#### STUDENT INJURIES AND INSURANCE CLAIMS:

Athletes who are injured during participation in athletics and require medical attention, should be aware of the following procedure:

1. Students should make sure that the injury is reported to the coach and trainer.
2. All bills must first be submitted to the family's medical provider.
3. If bills are not paid by the family's insurance, then the injury report with the Plainville medical coverage form can be sent to the school's provider.

#### IMPORTANT NOTE:

The Plainville School District insurance policy is an *EXCESS POLICY* it will only cover expenses not covered by the parent/guardians primary insurance policy.

## 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.
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 3 years.
7. When possible, have each candidate compete in a scrimmage-like situation. Not all athletes perform as well in drills as they do in a competitive setting.
8. Find a personable way to address unsuccessful candidates. 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” . They are our number one priority.

## TEAM ROSTERS

Upon completion of the team member's selection the Coach is required to email the Eligibility template of team members **to** the Director of Athletics within 5 days after the first tryout date. Be sure all team

members forms are submitted, this information will then be entered into the C.I.A.C. as a final roster. Notify the athletic office within 24 hours of any athlete that is removed from the team, decides not to participate or has a season ending injury.

REMINDER TO THE STAFF:

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 roster of the team. Students who transfer into the Plainville School District after the first contest date, may be added to the team roster, with the approval of the Director of Athletics. All requests of this nature must be submitted in writing.

**MEETINGS:**

Required MEETINGS:

Members of the coaching staff will be required to attend various meetings throughout the year.

Yearly Head Coaches' Meeting with the Director of Athletics (June)

Pre-Season Sports Meetings with the Director of Athletics and Parents/Guardians

Post-Season Conference with the Director of Athletics

C.C.C Meetings – Preseason and Postseason per Sport

Board of Officials Meeting for your sport

If a coach is unable to attend a scheduled meeting they must directly contact the Director of Athletics in advance. This is a very important coaches responsibility and coaches should be at their meetings.

**PRACTICE REGULATIONS:**

Coaches are expected to conduct practice on a daily basis but yet give athlete's time to recover in accordance with sound medical research. Practices will be adequate in duration to achieve physical and mental growth as well as provide athletes with the knowledge and understanding necessary to compete at their respective level. Coaches should not schedule practice 7 consecutive days without permission for the athletic director. On days when school is canceled practice may be permitted with the permission of the Athletic Director. On days when school is closed early for inclement weather ALL after school activities including games and scrimmages, on or off campus, are canceled.

Coaches will give a copy of their tentative schedule to the Director of Athletics at the Pre-Season Conference. Additional copies will be distributed to the Athletic Department Secretary, Athletic Trainer, Main Office Staff, and Custodial Staff prior to the season.

If any changes (postponements/cancellations) should occur the Athletic Department office must be notified as soon as possible.

**THUNDER/LIGHTNING**

If at any time there is thunder and lightning practice / game must be stopped and immediately seek shelter ideally in a building with plumbing or phone hook up, a vehicle with a solid roof or bus. There should

not be any hesitation, leave all equipment and immediately get to designated shelter. Remember if medical assistance is needed during a storm only cellular phones are safe to use.

Play may resume only after 30 minutes following the last flash of lightning. If another streak of lightning is spotted the 30 minutes starts all over. The athletic trainer is responsible for determining when practices may resume.

### **VISITORS TO PRACTICE – PARENTS, ALUMNI, DIGNITARIES, ETC.**

If coaches ordinarily conduct “closed practices” then they should discuss with their parents planned visits to practices and clearly lay out parental guidelines by which a parent can observe a practice. The visits should be confined to just parents and no small children or other relatives. There should be a specified reporting time so as not to interfere with practice time. Parents should not interact with the coach nor any member of the team including their own child. Parents should be kept at a safe distance for their own safety. At NO time should a parent be allowed to interfere or impede the valuable practice time needed to prepare a team. Also, all Coaches should encourage and welcome occasional visits from alumni and dignitaries, such as building administrators, members of Central Office, and local elected officials.

### **HOLIDAY-VACATION PERIODS-SATURDAY & SUNDAY:**

Coaches will meet with the Director of Athletics to coordinate these times. Unless approved by the Director of Athletics there will not be any practice scheduled for these periods.

Consideration for Sunday practice is limited to the following circumstances and must be with the permission of the Athletic Director.:

1. Games scheduled or postponed to Monday
2. Tournament games scheduled for Monday
3. Historically this has been accepted by providing the athletes with a Day off on Saturday

### **ATTENDANCE AT PRACTICE FOR ATHLETES**

All athletes are expected to attend every practice and contest as his/her absence affects the entire team’s performance, and a missed practice may necessitate a reshuffling of the line-up. In the event an athlete must miss a practice, prior notification to the coach is required. Outside commitments such as driving lessons, other sports or activities, vacations, and jobs, etc. are not considered excusable absences and may result in consequences like missed games/suspension/dismissal from the team.

### **CAPTAINS PRACTICE:**

The CIAC *does not in any way sanction, encourage or condone* "Captain's Practice" in any sport. "Captain's Practice" depending on the member school's involvement, *may be a clear violation* of eligibility rule II. D. (season limitations) or certainly a violation of the spirit of Rule II.D.

### **RECRUITING & N.C.A.A. REGULATIONS:**

Student athletes are frequently recruited by college coaches. In order to give an athlete the opportunity to capitalize on a coach's possible interest in him or her, the parent may wish to sign a permission form which will allow the coach to review the student records of their son/daughter. Have the parent contact their son or daughter’s Guidance Counselor for the proper form.

This form will allow the athlete's guidance counselor in cooperation with members of the athletic staff, to review school records with visiting coaches who have expressed an interest in the athlete. The completed form will be kept in the student's permanent file and will be considered as granting record review permission with coaches from all sports areas.

Coaches should not release information in a student's file for any reason--unless they have obtained the release form from the parent.

Copies of the NCAA Student-Athlete Handbook will be available in the Guidance and Athletic Director's offices. Students, who are interested in obtaining an athletic scholarship or who are being recruited by college coaches, should become familiar with these rules. Also, see [www.ncaa.org](http://www.ncaa.org).

Coaches should make every effort to assist the athletes in their program with the recruiting process. Letters of recommendation, letters to College Coaches, and video tapes to institutions are some of the responsibilities of the Varsity Coach. Be sure to make time prior, during and after the season to help your athletes with this process.

#### **N.C.A.A. CLEARINGHOUSE INFORMATION & ACADEMIC ELIGIBILITY:**

Student-athletes need to be aware of the rules regarding the N.C.A.A. Clearing-House and may obtain these forms ONLINE at [www.ncaaclearinghouse.com](http://www.ncaaclearinghouse.com)

Student-athletes need to be aware of the academic requirements to be eligible to participate at the Division I, II, or III levels. This information is available through the Guidance Department.

#### **SCHEDULING: SCRIMMAGES / JAMBOREES / CONTESTS**

Scheduling of contests and scrimmages is done by the rules and regulations as defined and established by the C.I.A.C. and published in the Blue C.I.A.C. Handbook. See [www.casciac.org](http://www.casciac.org) Coaches should submit a list of scrimmages to the respective Board officials and athletic director at least a week in advance, if the assignment of game officials is necessary. Schedule changes *should not be made* by any coach alone, as only Athletic Directors can make changes.

Postponed contests will be rescheduled on the next available date; This will probably be the next day in most situations. Any problems with make-ups must be discussed with the AD prior to any postponement. Postponements must be made by the Director of Athletics.

#### **SPECIALIZATION**

Students who wish to seek involvement in their sport during out of season to further enhance their development should do so WITHOUT coercion or pressure from a coach. Furthermore, Coaches MUST NOT discourage athletes from participating in other programs in order to have them focus their on one particular sport.

#### **EJECTION POLICY-COACHES:**

The Plainville Athletic Department does NOT expect any coach to be ejected for a contest, however, 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 the member school replaces the ejected coach with a certified coach. If this cannot be accomplished within 15 minutes after the ejection, the official in charge will declare a forfeit win for the opposing team.

#### **NOTIFICATION PROCEDURE:**

1. Contact the Director of Athletics with the information regarding the ejection **immediately** after the contest.
2. Complete both the C.I.A.C. & C.C.C. ejection forms and submit them to the Athletic Department

office the next morning.

3. Meet with the Director of Athletics to briefly discuss the circumstances. Depending on the circumstances, disciplinary action may be taken.

### **SELECTION OF CAPTAINS:**

The selection process of Captain(s) for each team may vary, although any voting must be conducted in an anonymous manner. It is, however, suggested that each Coach maintain the integrity of the program by having a solid and consistent process of selection from season to season. The number of Captain(s) should be proportionate to the number of team members.

Each captain should be an individual who has been, is, and will be an outstanding representative of the team they represent. During the season, set high expectations for your captains. Give them a clearly defined role and meet with them on a regular basis. The conduct of the Captain(s) must be of the highest caliber and they must not be involved in negative behavior of any sort.

Because the selection of Captain(s) is a privilege “not a right”, this honor is not absolute and may be revoked if the individual’s conduct is not acceptable and tends to discredit the team. The term of the Captain(s) begins at the moment the announcement is made to the team/public.

Student-athletes must understand that the “honor” of being selected Captain of the team is one that requires a great deal of responsibility. They need to know that they represent Plainville, the Coach, the Team, and themselves and that they are “role models” for their teammates.

### **SUPERVISION OF TEAMS:**

The varsity coach or member of the coaching staff assigned to each team is responsible for squad members from the time they report to school for practice / game until the time they leave school at the conclusion of the activity. **ATHLETES MUST BE SUPERVISED AT ALL TIMES.**

The coach ***must not leave until all team members have left the school or facility.*** In addition a certified coach must be at school prior to student arrival to open and monitor locker rooms. The coach is responsible for securing areas they have used unless another coach agrees to do so upon conclusion of another's team practice in the same area. Additionally, if for any reason a student-athlete leaves a practice they must not be left on their own until they are discharged to a legal guardian. If a student-athlete does not attend a practice and their whereabouts is in question the coach must contact the parent as soon as time will allow it to insure the child’s safety.

### **TRANSPORTATION:**

Transportation for regularly scheduled games and practices will be arranged by the Director of Athletics.

Bus Procedures:

Buses may only be ordered by the Director of Athletics, or their designee.

If a bus is to be canceled, it must be done at least two hours before the bus is due to arrive at the school. The following are contact numbers for the bus company: Office 860-747-3018; after hours 860-229-4878 and 860-883-7241

Bus Confirmations:

The Director of Athletics will assign and confirm all athletic transportation. Each Coach will receive a *Bus Confirmation* list at the beginning of the season, at the beginning of each week and each day. This list should be checked for accuracy by the coach. In the event of an error the coach must inform the Athletic Department Office so that adjustments can be made.

#### Travel Rules:

- Only those team members who are eligible to participate may accompany a team on a school sponsored athletic trip. Any deviation from this policy must be cleared through the Athletic Director.
- A varsity coach or member of the staff must accompany the team on all trips and be responsible for the safety and conduct of the athletes/managers of the team.
- All members of athletic teams are required to travel by the mode of transportation provided by the school. Exceptions may be granted only in an emergency with a travel release form. A coach may release a child to a parent with a travel release, but travel with another adult must be authorized by the administration with 24 hours notice. A student may never drive to an out-of-town game. Any coach not adhering to these guidelines will be subject to disciplinary action, up to and including termination.

Coaches may transport athletes to an event under special circumstances when approved in advance by the Principal and/or Athletic Director. The coach involved must be a licensed driver of an insured vehicle registered in his or her name. District employees have automatic additional insurance coverage under our plan and do not have to notify the Business office of their intent to transport students. In the event of an accident, drivers must notify their own insurance company and the Business Office. The driver's insurance company is the primary carrier.

#### **WEIGHT ROOM:**

Teams that are in-season may utilize the facility at any other time. It will be the responsibility of the coach or coaching staff to supervise their athletes at all times while they are using this facility.

Teams that are not in season may use the weight room as long as they are supervised by the coach, approved by the Athletic Director and they do not interfere with any in season programs. Members of the coaching staff may not take, monitor or mandate attendance by any athlete during this off season.

#### **WRITTEN DOCUMENTS/ANNOUNCEMENTS:**

Any written document (team rules, letter to team regarding practices, public announcements, etc.) MUST be given to the Director of Athletics at least five (5) days prior to distribution to student-athletes for review. Do NOT distribute materials relative to your team / program without the approval and signature of the Director of Athletics.

#### **STUDENT- ATHLETE RESPONSIBILITIES**

The student should assume the responsibilities, privileges, and obligations of being a Plainville School District student-athlete:

1. The athlete should maintain physical fitness, proper eating habits, and abstain from alcohol, tobacco and drugs.
2. The athlete should recognize that, as an athlete, "I no longer represent only myself, but also my team and my school. Therefore, I become a leader by definition and the examples I set mean a great deal too many."
3. The athlete should be aware of the policies of C.I.A.C. in regard to participation in interscholastic activities.
4. The athlete should be a good sport both on and off the playing field and should set an example for the



other students to follow.

## **ATTENDANCE:**

### **SCHOOL , CLASS ATTENDANCE, EXTRA HELP**

1. Athletes will attend all classes regularly and on time. Tardiness and cutting classes will not be tolerated.
2. Athletes will not use the sport as an excuse to miss class or portions of class unless the team is departing early from school. Any request for an early dismissal must be made by administration. The head coach must supply to the athletic office a complete list of team members and managers that need to be dismissed early so that teachers can be notified. The list should be submitted at least one day in advance of the date of the early dismissal.
3. Students must attend classes on the day of a contest or practice. Arrival at school after 11:00am constitutes an absence unless approved by the school principal. Absence from school on a Friday will disallow participation in the following Saturday contest.
4. Athletes must maintain academic eligibility. Therefore, any athlete needing time after school for academic help should be allowed to miss practice without penalty.

### **ATTENDANCE - PRACTICE AND GAMES**

1. Each athlete is expected to be present at every contest and practice session. Absence from team activities due to school related activities, family obligations, illness or medical appointments are acceptable when approved in advance by the head coach. Unexcused absences will result in suspension from the team.
  - a. Missing one game= suspension from next game
  - b. Missing two consecutive practices= suspension from next game
  - c. Missing practice immediately prior to a game day= the athlete will not start in the next contest. If a nonstarter, the athlete will be subject to reduced playing time

## **ATHLETIC AWARDS:**

(For the purpose of issuing awards a season is defined as “ending” following the seasonal awards night. Athletes as expected to finish the season in good standing and any infractions or academic ineligibility which occur prior to the awards night will result in loss of awards and any recognition.)

### **JUNIOR VARSITY AWARDS( Including Freshman):**

Members of teams who have successfully completed an athletic season in good standing, but who have not completed requirements for a Varsity award will be given a certificate of participation.

### **VARSITY AWARDS:**

To receive a varsity letter, an athlete must satisfy the participation requirements as listed in the student-athlete handbook, complete all team obligations and receive recommendation of the coach. Any senior who has finished the season in good standing, but has not met the necessary requirements, is also eligible for a varsity letter.

- The first time an athlete achieves varsity status, (s)/he will receive a cloth letter with a pin that designates their sport and receive a varsity certificate.
- An athlete who earns varsity status in the same sport a second or third time will receive a bar.
- Athletes who achieve varsity status in an additional sport will receive the pin for that sport and a certificate.

- Only one cloth letter is given to an athlete. A second varsity letter in the same sport will qualify the athlete for a sweatshirt which will be purchased by the athletic department.
- Only one cloth letter and one sweatshirt is given to each athlete.

**MANAGER AWARDS:**

The following awards will be given to managers who successfully complete two athletic seasons and all requirements designed by the Varsity coach.

- First manager award - Certificate & varsity letter & gold MGR
- Second manager award - Certificate & gold manager insert
- Third manager award - Certificate & gold manager insert

**ATHLETIC AWARD NIGHTS:**

At the conclusion of each athletic season, the Athletic Department, in conjunction with the Athletic Backers' Club, will hold an Awards' Night. During this program, the coaches and/or the Athletic Director will distribute certificates to all team members who have successfully completed the season with the respective team. Varsity letters, pins and other special awards will also be presented at these events.

Near the end of the school year, the Athletic Department in conjunction with the Athletic Backers' club, will hold a special awards' banquet honoring senior athletes.

**DISMISSAL OR SUSPENSION FROM ATHLETIC TEAMS:**

Remember student-athletes have rights which must be addressed. When an athlete is going to be suspended or dismissed, always put the incident in written form, send a copy to the Athletic Director, and call the Athletic Director immediately to notify him of your decision before dismissing the student.

Inform the parent by calling home as soon as possible.

**PROCEDURE:**

Whenever a coach believes a member of his/her team has acted in a manner which may require dismissal from the team, he/she may restrict the player from any further participation pending a hearing to be conducted by the Athletic Director. A coach should report the incident and their actions to the Director of Athletics immediately following the incident.

**SUSPENSION- DISMISSAL GRIEVANCE PROCEDURE:**

In the event there are conflicts or problems arising out of athletic disciplines, regulations or policies, the following steps should be taken:

1. Parents or Guardian should discuss and try to resolve the issue with the Head Coach of the sport.
2. Issues that cannot be resolved at the Head Coach level should then be forwarded to the Director of Athletics for further consideration and investigation.
3. Unresolved complaints and grievances at this level may be discussed with the High School Principal. A meeting with the Coach, Director of Athletics, Principal and the grieved Parent to discuss established policies as it pertains to the grieved student - athlete.

When it is evident that the grieved student, parent, or guardian does not want to contact the Head Coach because of personal circumstances, the Director of Athletics should be informed and the nature of the grievance detailed. All concerned parties will be notified and appropriate action taken to discuss or resolve such grievances.

#### DUE PROCESS:

When there is a question by the coach or administration of possible permanent suspension of a student athlete from a team, other than for those reasons listed in the Athletic Handbook (i.e. drinking, smoking, drugs, body contact, intimidation or verbal abuse of officials). The coach shall inform the athlete of "indefinite suspension" until such time when a hearing can be set with all parties involved (athlete, coach, director of athletics, and parents when appropriate) before a final decision is rendered. Our main purpose is not to take the "normal, everyday" discipline problems out of the hands of our coaches, but to provide for proper legal procedures involving coaches when necessary.

#### **DRESS CODE – ATHLETES**

Practice- Appropriate and safe attire consistent with school policy should be maintained throughout practice in and around the building and off campus.

Game Day- Appropriate attire is required on the day of an athletic contest and may be determined at the coach's discretion and with the Athletic Director's approval. It is customary for male athletes to wear ties and females to wear skirts or slacks.

#### **EARLY DISMISSAL FOR CONTESTS :**

Teams may be dismissed before the close of the normal school day for away contests only upon approval of the Director of Athletics and the Principal. Coaches should notify the athletic department office that an early dismissal will be necessary at least two days in advance.

#### **EJECTION POLICY-ATHLETES:**

The Plainville Athletic Department does NOT expect an athlete to be ejected for a contest, however, if an athlete is ejected from a Varsity or Sub-Varsity league or non-league contest he/she will be suspended for a period of one contest at that level of play and all contests at any other level played in the interim.

#### NOTIFICATION PROCEDURE:

1. Contact the Director of Athletics with the information regarding the ejection immediately after the contest.
2. Complete both the ejection forms and submit them to the Athletic Department office the next morning.
3. Meet with the Director of Athletics to briefly discuss the circumstances.

#### **SUGGESTED AGENDA FOR PRE-SEASON MEETING WITH TEAMS**

1. Introduction of coaches to team
2. Physical exam date and procedure
3. Athletic Handbook and forms
4. Review of eligibility rules
5. Conduct of athletes
  - a. At contests as participants

- b. In school
  - c. On bus
  - d. As spectators at other contests
6. Attendance regulations
    - a. reporting late to school
    - b. legal/medical appointments and illness
    - c. procedures for early dismissal for games
  7. Participation of Physical Education
  8. Athletic Director's expectations of coaches regarding role of players on respective teams
  9. Expectations in regard to academic eligibility requirements
  10. Information on counseling the college-bound athlete
  11. Questions or concerns

Plainville SCHOOL DISTRICT  
Pre-Season Parent / Guardian Meeting

Developing good working relationships with your athlete's parents is almost as important as those you have with the athletes themselves. With a little effort you can have parents working without and appreciating your efforts. The key is informing them about your program and listening to their concerns. I have found that many of the traditional problems between parents and coaches can be avoided when coaches hold a pre-season parent orientation program. This program can serve a number of purposes which include:

1. Enabling parents to understand the objectives of the program.
2. Allowing parents to become acquainted with you, the person resp. for their son/daughter.
3. Informing parents about the nature of the sport and its potential risks.
4. Explaining team rules, regulations, and procedures.
5. Letting parents know what is expected of the athletes and of them.
6. Enabling you to understand parents' concerns.
7. Establishing clear lines of communication between you and the parents.
8. Obtaining help from parents in conducting the season's activities.
9. Educating parents about the dangers of illicit drugs/alcohol/tobacco and performance enhancers.

PLANNING THE PROGRAM:

1. Meetings should be held after cuts are before season contests begin.
2. Meeting should last no longer than two hours.
3. You can or can not invite the players. That is up to you. Whatever you feel comfortable with.
4. Hold the meeting in the cafeteria or some open pleasant area which will easily accommodate all you have invited.

5. Send out invitations to all parents describing the purpose and importance of the meeting. Make absolutely certain that all parents have been contacted. This is a mandatory meeting for parents.
6. Meeting must be well organized with numerous handouts and multimedia.

#### PROGRAM AGENDA:

1. Welcome and introduction of yourself and assistant coaches (if any). These sections give background of all staff members to show qualifications and expertise. This will help give confidence to parents that the program is in good hands.
2. Briefly review your coaching philosophy and goals, touching on the value of sports, methods you use to teach, what emphasis you place on winning, and what you expect from your athletes.
3. Be sure that parents are warned of potential risks of participating in your sport. Inform them that injuries may be serious but are inherent with all athletic participation. Keep this upbeat by informing the parents of the precautions taken to minimize the probability of injury.

In the case of an emergency what steps will be followed:

- a. Comfort / assist the athlete
  - b. Contact medical personnel is necessary
  - c. Contact parent / guardian
  - d. Follow up with athlete & parents (any assistance they need)
  - e. Continues support during injury
  - f. Doctors clearance policy
4. Explain the following
    - a. Communication: with you/staff. How and when to discuss any concerns.
    - b. Rules / Regulations: of the CIAC, Plainville School District and any additional rules of your program – regarding attendance, at practices / games / vacation periods, appearance, conduct, etc. \*Have these in writing for distribution.
    - c. Team Selection: length of try-outs, projected number of athletes to become team members, evaluation process.
    - d. Academic Standards: refer to student-athletes handbook for eligibility requirements. (indicate you will be monitoring their progress during / off season using powerschool)
    - e. Discipline: for various infractions. (refer them to the handbook) as well as department policy on the use of illegal drugs, tobacco, alcohol, and performance enhancers.
    - f. Practice: length, days, dates, time (distribute a tentative schedule), transportation to off campus venues (swimming, golf, etc.)
    - g. Playing Time: how athletes earn playing time, the philosophy of Freshman / J.V. / Varsity.
    - h. Varsity Letters / Awards: refer parents to student – athlete handbook.
    - i. Equipment / Uniforms: athletes are responsible for care and return, also items necessary for outdoor practice / games.
    - j. Sportsmanship / Citizenship: expectations of all student – athletes before, during, and after contests.
  5. Thank parents / guardians for attending the meeting and for their continued positive support. Emphasize good conduct and sportsmanship qualities begin at home and that as adults they are role models for student – athletes, parents, and other spectators.

#### QUESTIONS AND ANSWER SESSION:

##### POSSIBLE QUESTIONS TO ANTICIPATE:

1. Are medical examinations necessary? Good for how long? Who provides?
2. Who decides when an injured athlete returns to participation?

3. What expectations should we have for our son/daughter?
4. Should/could/may (permissible) we attend practice sessions?
5. Are we permitted to talk to our son/daughter during contests?
6. Should my son/daughter have any special pre-game meal?
7. Can we do anything at home to help to develop our child's skills in this sport?
8. How should we treat our child when we win? Lose?
9. What are your expectations of us?
10. What expectations can we have of you?
11. How do we contact you if we have a concern?
12. N.C.A.A. / Recruiting – how does it work?

## COACHING GUIDELINES

The following guidelines are designed to help coaches identify important areas of coaching:

### I. COACHING PERFORMANCE

- a. A good coach demonstrates knowledge in the sport by:
  - i. Teaching current techniques and strategies;
  - ii. Adjusting the style of play to fit the players and the competition;
  - iii. Teaching the proper progression of skills;
  - iv. Knowing the rules of the game.
- b. A good coach prepares for the total program by:
  - i. Meeting with the junior and senior high school staff before and after the season to evaluate and improve the program;
  - ii. Advising junior recreational programs;
  - iii. Providing materials, drills and information to program coaches;
  - iv. Organizing staff in the most effective manner.
- c. A good coach prepares for daily practices by:
  - i. Preparing well-organized practice plans with specific goals;
  - ii. Developing a time schedule and staying within its limits;
  - iii. Preparing equipment and supplies in advance of their use;
  - iv. Providing an atmosphere conducive to learning.
- d. A good coach uses a variety of coaching techniques to:
  - i. Emphasize techniques in individual, small group and team work;
  - ii. Increase enthusiasm and motivation;
  - iii. Provide opportunities for all players to experience success.
- e. A good coach provides a safe environment by:
  - i. Providing sufficient time for player warm-ups;
  - ii. Developing drills that do not create high risk situations;
  - iii. Checking the practice area for any hazard and correcting dangerous situations.
- f. A good coach properly cares for injuries by:
  - i. Preparing him/herself by taking first aid or other courses;
  - ii. Only doing what he/she is capable of doing;
  - iii. Calling for medical assistance when necessary.
- g. A good coach communicates with players by:
  - i. Giving clear, accurate explanations;
  - ii. Clearly answering questions;
  - iii. Explaining purposes of different drills or situations;
  - iv. Being available to players;
  - v. Exemplifying what he/she is attempting to develop.
- h. A good coach demonstrates understanding by:
  - i. Being aware of adolescent development stages;
  - ii. Being flexible when necessary.
- i. A good coach encourages enthusiasm and dedication by:
  - i. Stressing positive achievements of the players;
  - ii. Demonstrating enthusiasm and dedication;
  - iii. Working with individuals before and after practice.
- j. A good coach creates positive interpersonal relationships with his/her athletes by:
  - i. Treating each with respect;

- ii. Knowing their interests and backgrounds;
- iii. Being a friend bud not a buddy;
- iv. Being genuinely concerned about the total individual;
- v. Emphasizing the positive aspect of their performance;
- vi. Encouraging feedback to the coach from the athlete;
- vii. Assisting student-athletes with advanced pursuits.
- k. A good coach is punctual in attending all team practices and meetings.
- l. A good coach demonstrates self-control and poise by:
  - i. Not using gestures to show dissatisfaction;
  - ii. Maintaining composure;
  - iii. Not using profanity.
- m. A good coach improves him/herself by:
  - i. Attending clinics;
  - ii. Attending all coaches meetings;
  - iii. Reading pertinent literature;
  - iv. Carefully evaluating his/her own coaching performance.
- n. A good coach communicates team roles to players by:
  - i. Meeting with players individually and collectively to discuss roles;
  - ii. Cooperatively setting reasonable expectations for team and players;
  - iii. Revising roles and expectations when necessary
- o. A good coach helps athletes develop good character traits by:
  - i. Setting high expectations for conduct both on and off the field of play;
  - ii. Clearly identifying important character traits
  - iii. Providing opportunities for character traits;
  - iv. Reinforcing positive traits to all;
  - v. Including drug and alcohol prevention programs as team activities.
- II. Team Management
  - a. A good coach decides the personnel of the team in an objective and consistent manner by:
    - i. Developing criteria for selection in advance;
    - ii. Explaining to the candidates the criteria for selection in advance;
    - iii. Allowing all eligible students to try out;
    - iv. Allowing adequate time for candidates to demonstrate their skill.
  - b. A good coach demonstrates full control of the team by:
    - i. Developing fair rules and regulations;
    - ii. Thoroughly explaining the rules and regulations to the team;
    - iii. Consistently disciplining violators of the rules;
    - iv. Solving minor team problems before they become major.
  - c. A good coach informs athletes of all rules and regulations by:
    - i. Giving written rules to players and parents;
    - ii. Having team meetings to clearly explain and discuss the rules.
  - d. A good coach provides adequate supervision by:
    - i. Arriving for practices and contests prior to the players arriving and staying until all players have left;
    - ii. Being in the locker room or providing supervision for the locker room;
    - iii. Being present while practices and contests are being held;
    - iv. Closely monitoring conduct of players while on buses.
  - e. A good coach properly manages equipment by:
    - i. Completing an accurate inventory of all equipment at the end of each season;



- ii. Organizing equipment to be distributed to the players;
- iii. Using equipment issue forms for each player;
- iv. Securing equipment while not in use;
- v. Maintaining proper supervision of equipment;
- vi. Collecting equipment from athletes when the season has ended;
- vii. Properly maintaining equipment.
- f. A good coach emphasizes appropriate academic achievement by:
  - i. Reviewing report cards and progress reports;
  - ii. Informing the faculty of those students on the team;
  - iii. Working closely with teachers to encourage good classroom progress;
  - iv. Allowing players to miss practice to get academic help when needed.
- III. Professional Qualities
  - a. A good coach submits all requested information accurately and promptly.
  - b. A good coach works cooperatively with the athletic staff by:
    - i. Being loyal;
    - ii. Discussing problems when they occur;
    - iii. Assisting when necessary;
    - iv. Suggesting solutions to problems;
    - v. Being a team player.
  - c. A good coach assists in budget preparation and purchasing by:
    - i. Preparing a list of prioritized needs;
    - ii. Accurately inventorying existing equipment;
    - iii. Researching prices and types of equipment.
  - d. A good coach understands and complies with all school, league, and state rules and regulations by:
    - i. Having a thorough knowledge of the rules and regulations;
    - ii. Attending all appropriate meetings dealing with his/her sport;
    - iii. Following proper procedures as described by the rules and regulations.
  - e. A good coach keeps the Athletic Director informed of unusual events within the sports activity such as:
    - i. Team management problems;
    - ii. Community and/or public relations situations;
    - iii. Game management problems;
    - iv. Outstanding achievement;
    - v. Potential league or state changes.
  - f. A good coach cooperates in sharing and safeguarding facilities by:
    - i. Strictly adhering to predetermined practice and game schedules;
    - ii. Not interfering with other practices or games;
    - iii. Being flexible when necessary;
    - iv. Communicating with the AD and/or the other coaches when changes in schedules must occur;
    - v. Securing the facility when leaving for the day;
    - vi. Eliminating activities that could damage facilities.
  - g. A good coach works professionally with all members of the high school staff, the press, parents and community organizations by:
    - i. Courteously providing requested information and interviews;
    - ii. Attending community functions, if requested, that relate his/her sport;
    - iii. Proper communication.

- h. A good coach adheres to ethical guidelines by:
  - i. Reading and understanding guidelines established by the CT coaches association;
  - ii. Demonstrating the knowledge of these guidelines through his/her actions.
- i. A good coach maintains all required coaching certifications.
- j. Good coach attends and actively participates in awards programs, league and staff meetings.
- k. A good coach is a positive role model for athletes by:
  - i. Personally modeling what is expected of athletes;
  - ii. Being professional at all times;
  - iii. By recognizing the importance his/her actions have on the developing young athlete.
- l. A good coach uses good judgment when making decisions by:
  - i. Putting the health, welfare and best interests of all athletes first;
  - ii. Keeping winning in perspective;
  - iii. Following a philosophy that is sound in purpose;
  - iv. Seeking the advice of others before action is taken.

## Coaches Self Evaluation Form

Name \_\_\_\_\_ Sports Assignment \_\_\_\_\_  
 Date \_\_\_\_\_

Please rate yourself on the following coaching responsibilities using this scale:

A – Acceptable Performance      I – Improvement Needed      U – Unacceptable Performance

### I. Coaching Performance

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

### II. Team Management and Supervision

Decides the personnel in an objective and consistent manner.	
Has full control of the team in all matters pertaining to coaching and athletic discipline.	
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.	

Provides adequate supervision at each practice session and at all contests of the sport. This includes supervision of the locker room and shower rooms, practice fields and buses.	
Properly manages school equipment.	
Emphasizes appropriate academic achievement for all athletes.	

**III. Professional Qualities**

Submits all requested information accurately and promptly.	
Works cooperatively with the Athletic Director and/or Head Coach.	
Assists with budget preparation.	
Understands and complies with all rules and regulations outlined in the Athletic Handbook and CIAC regulations.	
Keeps the Athletic Director and/or Head Coach informed of unusual events within the sport activity.	
Is cooperative in sharing and safeguarding facilities.	
Works professionally with all members of high school staff, parents, and Community organizations.	
Adheres to the ethical guidelines established by the CT HS Coaches Association.	
Maintains all required coaching certifications.	
Attends and actively participates in awards programs, league and staff meetings.	
Is a positive role model for athletes.	
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.**

---

**Signature of Coach**

**Date**

**Commendations/Recommendations**

## COACHES AREA OF LIABILITY

### I. Failure to Teach

Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.

- A. Teach athletes to protect themselves.
- B. Teach proper fundamentals.
- C. If an athlete is praised or encouraged for doing something improperly it will come back to haunt you.
- D. Negligent entrustment (entrusting authority/activity who is not qualified to carry out that particular authority/activity).
  - 1. Assistant Coaches
  - 2. Volunteer Coaches

### II. Failure to Properly Supervise

- A. If you are not there, you will be liable.
- B. The more hazardous or the more contact all the more closely the activity must be supervised. (Senior captain must never supervise any drill.)
- C. You must be at least immediately accessible.
  - i. Accessible to all aspects of practice or activity.
  - ii. Systematic overseeing of the practice or activity, (head coach spends time here and there)
    - 1. Systematic Supervision
    - 2. Written in itinerary
    - 3. Emergency policies
    - 4. Locker rooms rules/regulations, posted.

### III. School Policy

Coaches must know school policy in every situation.

If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.

### IV. Equipment

- A. Once injury does take place:
  - i. Keep the equipment, label it. Get evidence of purchase and sequester it.
  - ii. If on film, study film and keep it.
  - iii. Get witnesses immediately.

### V. Reasons for Coach and Administrator Liability

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an under-qualified or unqualified individual.
- C. Failing to teach proper skills.
- D. Failing to teach protective skills.
- E. Failing to provide and maintain a safe coaching and playing environment.
- F. Failing to inspect, repair, recondition equipment properly.
- G. Failing to teach athletes to inspect their own equipment.
- H. Failing to provide proper effective equipment.
- I. Failing to properly play an activity.
- J. Failing to create and set policies and procedures for an activity.

- K. Failing to follow and enforce such policies and procedures.
- L. Failing to adopt safety standards of pertinent superior administrative organization.
- M. Failing to match or equate athletes.
- N. Failing to properly administer first-aid.
- O. Failure to warn of inherent dangers of the activity.
- P. Failing to address an injury or incapacity in an athlete.
- Q. Filing to keep adequate and accurate records.

**VI. Duties of a Coach**

- a. Provide a safe environment.
- b. Properly plan an activity
- c. Evaluate their athletes or students for injury.
- d. Match or equate athletes.
- e. Provide or maintain proper effective equipment.
- f. Warn of inherent risks of a sport.
- g. Supervise closely.
- h. Know and use emergency procedures and first-aid.
- i. Keep adequate records.
- j. Know, document, post and operationalize school policies.

## Coaching Responsibilities Checklist

Coach \_\_\_\_\_ Sport \_\_\_\_\_

Pre Season Tasks		
Date		Completed
	Review Coaching Certification for deadlines	
	Be sure Assistant Coaches are fully certified	
	Review CCC Master Schedule for errors	
	Review Game and Bus Schedule on CIAC website for errors	
	Submit practice schedule to AD	
	Submit scrimmage schedule to AD	
	Submit overall schedule to Athletic Trainer	
	Give AD list of keys needed	
	Attend Plainville Pre-Season Meeting with AD	
	Update emergency phone numbers and addresses	
	Submit Tryout List to AD	
	Give Team Rules to AD	
	Hand in names of captains to AD	
	Hand in date and time of parent meeting to AD	
	Attend Pre-Season CCC meeting	
	Attend Officials Meeting	
	Discuss Supervision plan with assistant coaches	
	Be sure athletes and coaches understand locker room security procedures	
	Get medical kit from trainer	
	Check Eligibility List – no one participates if they are not on list	
	Email an official CIAC Roster to AD	



	Hand in Signed Athletic Acknowledgement Forms	
	Hand out uniforms with accuracy	
<b>During the Season</b>		
	Keep up to date with athletes academic standing on Powerschool	
	Update medical kits with first aid supplies	
	Handle injuries accordingly and check in with Athletic Trainer	
	Report any maintenance to AD	
	Report any ejections to AD	
	Report scores to Newspapers	
	Track important statistics of athletes	
<b>End of Season</b>		
	Supervise cleaning of locker room	
	Collect Uniforms/contacted parents	
	Submit Obligation for uniforms not handed in	
	Hand in End of the Season Report	
	Attend CCC Post Season Meeting	
	Attend Awards Night	
	Schedule Post Season Evaluation Meeting with AD	
	Fill out self evaluation in preparation for above meeting	
	Hand in assistant coaches evaluations	
	Hand in all keys	
	Cleaned and handed in med kit and water jugs to trainer	