



St. Catherine's High School Coaches Handbook

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Introduction

This handbook has been prepared to guide all coaching staff members in the successful performance of their assigned tasks. In establishing this handbook, many factors were considered. We have attempted to include all areas, problems, and circumstances that normally occur in the performance of duties.

While carrying out your coaching assignment, we ask you to keep this in mind: always act for the best interest of each individual student. Your sport or assignment is vital and necessary to us, to St. Catherine's, to our community, and to the overall excellence of our program. All coaches are directly responsible for the application of these rules and regulations.

St. Catherine's Athletics is all about selflessness. It is about *we* before *me*. It is a test of character and commitment. For student-athletes, sports should not solely be about becoming a better athlete, but rather a better person. As St. Catherine's coaches, we must work to support athletes of all ages and experience levels, and we must believe in the power of sport to help us accomplish our goals and uphold the proud traditions of our school. We must remember that we are *one* department with *one* common philosophy, and we must act as such. **At Saint Catherine's, you carry the name, the name doesn't carry you!**

Five Maxims That Make Coaches Teachers First & Athletes Students First

Relationships: The single most powerful thing that educators can do to increase motivation is to build close connections with their students. Ongoing research conducted is finding that close connections become truly developmental for young people when five elements occur regularly and authentically in the relationship: expressing care, challenging growth, providing support, sharing power, and expanding possibilities.

Effort: Adults also need to help students believe that when they challenge themselves mentally, use good learning strategies, and see mistakes and failures as opportunities to improve, they can become smarter and more successful in school.

Aspirations: If we help students develop positive visions of their possible selves and see how their actions in the present will affect their ability to realize those visions, we can improve both academic effort and academic outcomes.

Cognition: When we teach students to think about their own thinking, it strengthens their ability to manage learning and control impulses. Those skills, in turn, strengthen students' abilities to complete tasks and achieve goals.

Heart: Educators can support students' intrinsic motivation by helping them discover and reflect on what they love to do (their sparks) and what they love about themselves (their best values). When students see their own strengths and when educators acknowledge those strengths, students are better able to resist biases such as stereotype threats and achieve their full potential in school.

Mission Statement

Faith life is paramount at St. Catherine's High School, evident every day in all co-curricular activities and the interactions of student-athletes and coaches. The mission of the St. Catherine's Athletic Department is to provide an extracurricular program that helps develop student-athletes through education and competition; stimulate a lasting attitude of discipline, sportsmanship, integrity, leadership and social responsibility; promote ethnic and cultural diversity within all programs; ensure equal opportunity for all staff and student-athletes; and make the extracurricular program an enduring source of pride for the student population, student-athletes, alumni and community.

As part of the people of God, we strive to provide a co-curricular program which includes:

- an emphasis on the faith life and more development of the student-athlete
- a concern for the individual needs of the student-athlete
- an atmosphere which fosters care and respect for self and others
- a commitment to justice and peace

Coaching Philosophy

St. Catherine's High School believes that competitive teams help develop pride and loyalty in the school and each other, as well as self-confidence and a sense of accomplishment as an individual. Being involved in athletics provides our students with opportunities to develop leadership skills and to learn the ideals of fair play and ethical behavior, which are necessary for competition and cooperation in our society.

1. **Varsity** coaches will select those players who can play competitively in contests at the varsity level; they must have high-level skills and abilities. Varsity athletes are program leaders both on and off the field/court. Exemplary sportsmanship and winning are high priorities. In most game situations, not all players will have the opportunity to play.
2. **Junior Varsity 1** coaches will make greater efforts than varsity coaches to promote participation in games by all team members. They must balance their wish to build a winning team spirit with the need for giving hard-working young players the opportunity to compete during each contest. At the JV1 level, the focus should be to develop players for the varsity level by working on the skills and knowledge they will need to be successful at the varsity level, as well as displaying exemplary sportsmanship.
3. **Junior Varsity 2** coaches will make greater efforts than varsity coaches to promote participation in games by all team members. They must balance their wish to build a winning team spirit with the need for giving hard-working young players the opportunity to compete during each contest. At the JV2 level, the focus is to develop the interest in the sport by attempting to attract as many athletes as possible, emphasizing individual and team skills, sportsmanship, and having fun.

4. Coaches must be aware at all times that they are teachers and must, therefore, keep their educational goals clear. This means that they have the responsibility of maintaining open communication with their players and parents, and personally evaluating the situation of each player.
5. As teachers and role models, coaches must maintain a professional atmosphere with their teams. This means that at all times they must demonstrate an understanding of the difference between “coach” and “friend” with individual team members. It is expected that all coaches use the proper judgment when in contact with current and returning students outside of school, athletics, related events or employment. Contacting students through text is acceptable ONLY if it is in regards to updates on games, practice and transportation time. Creating a team twitter account is also acceptable for communication purposes ONLY.
6. Sportsmanship plays a vital role in every contest in which we participate. Fairness in competition and positive groups, as well as individual behaviors are imperative.
7. St. Catherine’s athletics are extra-curricular and voluntary in nature. It is the goal of the Athletic Department and all coaches to encourage as many students as possible to participate in as many sports as possible while attending St. Catherine’s. Coaches are encouraged to build their programs to participation maximums at all levels, while striving for individual, team and program excellence.
8. It is an expectation that all coaches promote each other’s programs to their student-athletes. It is important to know your kids and what they are doing in the offseason and direct them into another sport that can benefit them.
9. The Athletic Department’s goal is for all coaches to learn from one another, support each other and it is important that all coaches are on the same page. All coaches should be willing to share ideas and thoughts with each other.

Code of Ethics

- The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with the opportunities for academic success.
- The coach must be aware that he or she has a tremendous influence in the education of each student-athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
- The coach must constantly uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, the Athletic Director, school administrators, the WIAA, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

- The coach shall promote the entire interscholastic program of the school and direct his or her sport in harmony with the rest of the school's program.
- The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members.
- Coaches shall actively use their influence to enhance sportsmanship.
- The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Fourteen Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the "Legal Duties of Coaches" by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

- 1. Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
- 2. Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
- 3. Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
- 4. Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
- 5. Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
- 6. Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.

7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (follow School District guidelines)
14. **Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well-being among athletes.

Primary Responsibilities of All Coaches

Year-Round:

1. Cooperate with the administration and the Athletic Director and keep them informed about the program.
2. Drop into the school every couple of weeks to check mailbox, etc. Check your email on a daily basis.
3. Have the total athletic and school program at interest. Be supportive of all other activities, especially to other coaches in the system. Support sharing athletes and promoting others programs.
4. Formulate goals and objectives for the upcoming sports season.
5. Keep up-to-date on rules, rule changes, new knowledge, innovative ideas and techniques by attendance at clinics, workshops, readings, etc.
6. Head coaches are responsible for managing their sport/activity account (see “Budget” section).
7. Head coaches must be members of the Wisconsin Coaches Association.

Prior to the Season:

1. Meet with the Athletic Director in order to coordinate the following:
 - a. Season schedule (all levels)
 - b. Practice schedules
 - c. Transportation schedules
 - d. Parent meeting date/handout
 - e. Equipment ordering
 - f. Fundraising requests
 - g. Staff contracts
 - h. Goals/expectations for the coming season
2. Complete the following training courses/exams and hand in proof of certification to the Athletic Director:
 - a. CPR/AED training (certification is good for two years)
 - b. First Aid/Safety training (certification is good for two years)
 - c. Milwaukee Archdiocese Safeguarding God’s Children course (every five years)
 - d. Rules exam for your designated sport (must complete every year)
 - e. Rules video for your designated sport (must complete every year)
3. Hold preseason parent meeting in order to make sure your athletes and parents of the athletes are fully aware of St. Catherine’s athletic philosophy, policies, academic requirements and athletic code. **Ignorance is no excuse.**

During the Season:

1. Download the coaches’ app in order to access emergency contact information, game scoring, etc.
2. Coaches are responsible for locker room supervision and athlete behavior until students leave school.
3. Students are only allowed in the training room when supervised by a coach or the athletic trainer.

4. DO NOT leave the equipment room, training room, weight room, or gym unsupervised or unlocked.
5. Complete officials evaluations after each game.
6. Submit scores on the coaches' app after each game.
7. Record stats after each game on the appropriate online platform.
8. Attend WIAA seeding meetings.
9. Discuss expectations of your captain(s) at the beginning of the season.
10. Emphasize safety precautions. Be aware of the best conditioning, training and injury procedures. **(WIAA Acclimatization policies set forth by WIAA for Fall sports.)** Injured players who require examination by a physician must have a physician's release before they are allowed to return to participate in a sport. The same holds true for an injured athlete reporting to the athletic trainer. The athletic trainer must provide a release to the coach. Report all injuries accurately and promptly. Make sure you have an emergency plan in case of injuries if the athletic trainer is not available.
11. Teach fundamental techniques and skills that will enable athletes to develop to their fullest potential.
12. Always make sure the athletic office has an updated and current roster on file.
13. Each coach is responsible for distributing uniforms and keeping accurate inventory.
14. At the last game or the very next day of the season, collect your uniforms and equipment, or hold a team meeting where all athletes turn in equipment. **Uniforms handed into the main office and/or to the Athletic Director will not be tolerated.**
15. When cancellation or change of practice schedule occurs, please call the main office secretary at ext. 401 immediately. An announcement can then be made for your athletes.
16. Following each **HOME GAME** or **OUT-OF-AREA AWAY GAME**, varsity coaches must report scores to the proper media outlets/WIAA (when applicable) and to the Athletic Director.
17. Check the Metro Classic Conference website often: www.metroclassicwi.org. (For Boys Volleyball and Boys/Girls Swimming, check the Southern Lakes Conference website: <http://www.southernlakesconference.org>.)
18. Submit periodic updates on your team's accomplishments to morning announcements, Athletic Director, Communications Director (Stephanie May) and your team webpage.

End-of-Season:

1. You will receive an end-of-season email from the athletic office to schedule an end-of-season meeting with the Athletic Director. Please complete the electronic copy and email back to the AD. At the time of this meeting you must bring the keys from your assistant coaches as well as their evaluation.
2. You **MUST** have an awards banquet for players and parents, which may be informal or formal. You must provide a list of players receiving awards to the Athletic Director, at least two weeks prior to the banquet.
3. Attend All-Conference and All-County selection meetings.
4. Stay in touch with the Athletic Office. Continue to stop in. Be supportive of other sports within the department.
5. All coaches who plan to have off-season access to the building with keys used during the regular season will be required to sign a key sign-out form. This protects our athletes, coaches and St. Catherine's High School.

Mandatory Parent Meeting

The most important meeting you will have as a coach is your parent meeting. It is an opportunity to be proactive in making parents aware of Athletic Department and team rules, policies and expectations. This meeting should be held prior to the first official day of the season. If it is impossible to have this meeting on the assigned sport season meeting date, then it will be the responsibility of the head coach to submit a building usage request for the date and room and to notify the parents.

Sample agenda:

1. Welcome
2. Introduction of coaches
3. Program Philosophy
4. Team rules
5. Athletic/Activity Code, Eligibility, Fees, etc.
6. Coaches/Parent expectations
7. Breakdown into Varsity, Junior Varsity 1 and Junior Varsity 2 teams
8. Thank you

Important Information to Explain to Parents

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 the student-athlete. When your children become 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.

Communication parents should expect from coaches:

1. Philosophy of the coach
2. Expectations the coach has for the team as a whole
3. Locations and times of all practices and contests
4. Team requirements, i.e., practices, special equipment, out-of-season conditioning, fees, etc.
5. Injury procedures
6. Discipline that may result in the denial of your child's participation and its impact on the team (including, but not limited to: academic rules, code violations, administrative discipline for improper conduct, etc.)

Communication coaches should expect from parents:

1. Concerns should follow this chain of command:
 1. Athlete/Coach
 2. Athlete/Parent/Coach
 3. Athlete/Parent/Athletic Director

4. Athlete/Parent/Principal
2. Notification of any schedule conflicts well in advance
3. Specific concerns with regards to a coach's philosophy and/or expectations

As your child becomes involved in the programs at St. Catherine's, he/she will have the opportunity to experience some of the most rewarding moments of 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 coaches:

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

Coaches are professionals. They make judgments based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

1. Playing time (although coaches should effectively communicate each player's role on the team)
2. Team strategy
3. Play-calling
4. Other student-athletes

There are also 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 other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern:

1. **ALWAYS SCHEDULE AN APPOINTMENT 24 HOURS AFTER GAME/PRACTICE. It is never appropriate for parents to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.**
2. Call the coach to set up an appointment.
3. If the coach cannot be reached, contact the Athletic Director. A meeting will be set up for you.
4. If the meeting with the coach does not provide satisfactory resolution, call and set up an appointment with the Athletic Director.

Transportation

Head coaches will submit their transportation request forms to the Athletic Director. In some cases, the head coach may be asked to arrange other transportation for trips involving smaller team sizes.

- A. The coach will provide the Athletic Director a written requisition for all transportation.
- B. The requests will be scheduled with Durham School Services, within the Athletic Office.
- C. Remember, while in transit the head coach is responsible for the athletes' behavior in the vehicle. (TIP: When on the bus, sit in the middle or the back.)

Procedures relative to the use of school buses:

- A. Whatever time you ordered the bus for is the time you must depart - no exceptions.
- B. Buses are not allowed to make "extra" stops.
- C. The following are phone numbers for Durham School Services - it is highly suggested you program them into your cell phone or carry them with you when your team is traveling.
General Phone line and after hours/ Emergency line: 262-886-4856

Procedures relative to Permission-to-Transport forms:

- A. Upon approval of the head coach, Permission-to-Transport forms may be used in the following cases:
 - Where a parent/guardian provides transportation to their son/daughter to or from a scheduled event, the parent/guardian shall assume all resulting liability, and the school shall assume no liability.
 - Where a parent/guardian, or another adult designated by a parent/guardian transports students other than their own to or from a scheduled event, the parent/guardian or designated adult transporting the students shall assume all resulting liability, and the school shall assume no liability.
 - Where a student transports himself/herself to or from a scheduled event, the parents/guardians of that student shall assume all resulting liability, and the school shall assume no liability.
 - Where a student transports other students to or from a scheduled event, the parents/guardians of the transporting student shall assume all resulting liability, and the school shall assume no liability.

Procedures relative to transportation within the city of Racine or Kenosha, within specified mileage limit per school policy:

- A. When contests are played away at one of the following locations the coach may, with the approval of the Athletic Director, authorize the team members to meet at the location.
 1. Evening and Saturday contests at the other schools and game locations within Racine and Kenosha will be allowed.

Procedures Relative to Early Release from Class:

- A. All athletic contests should be scheduled so that students miss a minimum number of classes for travel to away games.
- B. Any early departures for a contest must be approved by the Athletic Director.
- C. Early releases should be done electronically by email and sent to the Athletic Director. The AD will then forward on to the staff to maintain consistency throughout. **Coaches, please send the AD any athletic event early departure times the Friday prior to the following week.** Rescheduled contests would be an exception to the prior Friday notice rule. Please attach your team roster to the email.
- D. It is the responsibility of the athlete to see their teachers in advance if they are to miss a class due to athletic participation.
- E. A reminder to coaches that no student-athletes are allowed to leave class earlier than the approved time by the coach and Athletic Director. If a student-athlete violates this part of the athletics code, he/she is subject to possible suspension

Postponing Contests:

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

1. If the school closes or cancels classes for the entire day, all practices and games will be cancelled at the discretion of the administration. **For special circumstances, please confirm with the Athletic Director first.**
2. The Athletic Director will confer with the head coach. If he/she is unavailable, the Assistant Principal will confer with the head coach.
 - Factors considered in the decision are:
 - ✓ Playing conditions of the field
 - ✓ Safe travel for the team
 - ✓ Safe travel for the opponents and officials
 - ✓ Safe travel for the students and fans
 - ✓ Safe travel for the game workers
 - ✓ Damage to equipment/facilities
 - ✓ Safety of the spectators

After considering these factors, it will be up to the Athletic Director or the Assistant Principal to play or postpone the game. The head coach may be asked to assist in rescheduling contests.

3. Proper notification must be given to the bus company, Athletics/Activities Office, Main Office, officials, visiting schools, custodial office, etc. The decision to postpone an afternoon game or meet must be made in time to give notification to visiting schools no later than 1:30pm, when possible.

Budget

Purchasing Basics

The primary method for making a purchase within the Athletic Department is through the purchase order system.

Important Things to Know

Follow ordering instructions completely when filling out orders for supplies or equipment.

- A *purchase requisition* must be made to the Athletic Director. **This does not authorize a purchase.**
- A *purchase order* **must** be approved and issued before an order is delivered.
- Purchases are subject to competitive bidding. Purchasing will solicit three bids after a requisition has been submitted.
- Head coaches must make requests for equipment through the Athletic Director.
- Anyone placing an order without a purchase order may be held personally liable for payment.
- The Athletic Director must sanction all equipment purchases.
- Unauthorized purchases become the responsibility of the purchaser.
- When purchasing athletic equipment, BNS Sports and local merchants shall be considered and given the opportunity to bid on equipment that they can provide. In purchasing equipment, cost, service, and the time items can be provided shall be considered.
- When purchasing uniforms, spirit wear, warm-ups, and shoes, BNS Sports and local merchants shall be considered and given the opportunity to bid on equipment that they can provide.
- All receipts, packing slips and invoices must be submitted to the Athletic Director for proper payments to be made.

Fundraising:

- Applications for fundraisers should be filled out and submitted to the Athletic Director, who will forward it to the Advancement Office. A copy of the completed form will be returned to the applicant organization.
- Fundraisers involving solicitation of area businesses or firms must be approved.
- All fundraiser proposals will be considered on a first-come-first-served basis. All applications must be submitted in writing.
- A form reflecting the total funds raised should be turned into the Athletic Director, who will forward it to the Advancement Office, following the approved event.
- All money raised is to be turned in to the Athletic Director, and he will forward to the Finance Department for depositing.
- Funds derived from these authorized fundraising projects must be wholly deposited into sport fundraising account. **These funds are carried over from year to year.**

- Coaches are responsible for following school policy regarding purchasing, fundraising, etc. Additionally, you are also responsible for conveying information to the Athletic Director regarding fundraising, donations of equipment, payment of additional coaches, building usage, etc. Failure to do so may result in non-renewal of coaching assignment.

Individual Sport/Activity Accounts:

- All fundraised money will be deposited in an individual sport/activity account. These accounts are for non-budgeted expenses.
- The funds in these accounts are carried over from year to year.
- All purchasing out of these accounts must follow the same guidelines as budgeted item requests (referenced above).

Angel Booster Club:

- The Angel Booster Club is there to support the Athletic Department and its programs when all budget and sport/activity account funds have been used.
- All requests/proposals for purchases to come from the Angel Booster Club, must go through the Athletic Director, who will then go to the booster club with a proposal.

Injury Procedures

- The contracted Athletic Trainer is to treat all injuries. However, if not available, the coach is expected to be able to perform first-aid for minor injuries.
- The coach must carry Student Emergency Information sheets at all times to all practices and games.
- A student-athlete who receives medical treatment from the contracted athletic trainer or a doctor must have a written clearance to resume athletic participation.
- **If off-campus and an athlete becomes injured, it is the head coach's responsibility to complete the Student Accident Report Form.**

Ambulance Conveyance Policy:

- In most cases, parents should be the primary conveyer, unless otherwise specified on emergency information card.
- Call an ambulance only in an emergency (i.e., head, neck, back), and also notify the parents.
- Call an ambulance in a non-emergency situation if the parents cannot be notified and other transportation is not available or appropriate.
- A parent, the coach, or another responsible adult must accompany the student being conveyed.

Event Coverage:

The purpose of having a Certified Athletic Trainer is to provide proper and appropriate medical care in the case of a medical emergency and/or injury. The Certified Athletic Trainer has a medical degree specifically in athletic training as well as multiple certifications in sports medicine which enables them to provide medical care with the most current knowledge and technique.

Due to liability and to prevent negligence, it is important that the following be in place at practices and games:

- Coaches are responsible for having the following at practice and games:
 - ✓ First-aid/medical kits
 - ✓ Ice for injuries or other known needs
 - ✓ Water for athletes (either brought by the individual athlete or as a team)
- No medication, over-the-counter or other is to be given to athletes.
- If an athlete has been seen by a physician, the athlete must have written notification from the attending physician given to the trainer (who shares the information with the coach) before the athlete can return to participation in practice or game.

The trainer will have a medical kit and ice with them when covering events. However, it is recommended that coaches have their kits and ice with them if the trainer is detained in arriving to an event and in case of multiple events in which the trainer may be needed elsewhere for an injury.

Each coach is responsible for securing a medical kit from the trainer each season. If for some reason a medical kit has been lost or cannot be found it is the coaches' responsibility to let the trainer know of the need for a new kit. Also, contact the trainer if there is the need to have the kit re-stocked adequately.

Concussion Testing

Concussion testing is required for all St. Catherine's High School/Middle School contact sports:

- Baseball/Softball
- Basketball
- Football
- Soccer

All student-athletes must be cleared of the concussion testing protocol before they are allowed to return to play, including participation in practice.

Facility Usage

As the coach, you are responsible for staying with your athletes until they have been picked up. If you are the last coach to leave the building or the field, you are responsible for locking up the facilities. Please DO NOT assume someone else is doing this. **To lock up, please turn off all lights in the gym, locker room and fields; lock all gym doors, field gates, and/or the weight room doors.**

All coaches who are not teachers or staff at St. Catherine's must complete an off-season \$0 contract, which will allow them to be in the building in the off-season with student-athletes under SCHS liability.

Each athletic program will be allowed two FOBs during the off-season that must be checked out with the Athletic Director.

Building/Facility Usage Forms:

You cannot assume you have the ability to use the building and/or field anytime you wish. During season, you must have a calendar on file in the athletic office stating your practice times and what facilities you are requesting. Outside of your season and/or for any events (banquets, tournaments, etc.), you must submit a Facilities Usage Request through the Facilities Scheduler website. In order to have access to the facilities, you must receive prior approval through the use of this website.

Weight Room Usage:

Coaches must communicate with other in or out-of-season coaches regarding the desired days and times they would like to use the weight room. The following rules must be adhered to when using the weight room:

1. Nobody is allowed in the weight room without the supervision of a coach.
2. Shoes are required at all times.
3. If an athlete is lifting free weights, a spotter must be present.
4. Replace all weights/equipment on the racks immediately following use.

Award Procedures/Banquets

Most schools have a tradition of awards programs, banquets, or some sort of gathering. These gatherings should be designed to celebrate the season. Celebration is the true goal of these gatherings. Each head coach is responsible for an end-of-season awards ceremony/banquet. The coach may choose to work with the Booster Club and/or a group of selected parents in planning the awards ceremony.

There is no place in these programs for negatives. Parents tend to be there, siblings are often present, and this is not the time to speak of weaknesses, deficiencies, or any other negatives. In the event that there are awards to be earned through participation or accomplishment, student-athletes should know if they have achieved their goals. This is in reference to a varsity letter, award for 100% attendance, etc.

Organization is important for these events. Prior to the event a coach should:

- Discuss with team members any expectations you have for them at the event, such as attire.
- Make arrangements to secure a facility as early as possible through the athletic office.
- Communicate the date, the time and the facility you select to the Athletic Department.
- Plan the menu if a meal will be shared.
- Request a letter of invitation to be sent to all team members and parents through the Athletic Department.
- Secure awards early through the Athletic Department.
- Check records as to which members of the team have yet to return all school-issued equipment. This is perhaps your last “easy” retrieval opportunity.
- Plan an agenda and prepare your presentation.
- It is best to attempt to conduct an awards assembly/banquet before the following season begins. This enables a much higher turnout of your student-athletes.
- An awards banquet is to be a positive experience for all in attendance. Coaches should be able to say something positive about each athlete on the team.
- Communicate with the Athletic Department about the event and if there were team members that were unable to attend.

NOTE: Please submit awards requests at least 2 weeks prior to banquet to give the Athletic Department ample time to prepare.

Coach Evaluations

Evaluations measure growth. Only when evaluations are joined with supervision and in-service training do coaches grow professionally. They need information that comes from in-service training, practice that comes from supervision and the sense of direction that comes from evaluation.

St. Catherine's evaluations involve the standards found in the Coaches Handbook, coaching goals and the job description. Coaches will be asked to complete a self-evaluation. Self-evaluations tend to promote ownership and the ownership of the results. Specifically, any decisions to perform differently in the future.

Each assistant coach shall perform a self-evaluation and will be formally evaluated by the varsity coach. The Athletic Director will have a preseason meeting with each head coach to discuss goals for the season and have a post-season discussion. Each varsity head coach shall also perform a self-evaluation. Additionally, each varsity head coach will be formally evaluated by the Athletic Director.

Acknowledgement

I acknowledge that I have received a copy of the *St. Catherine's High School Coaches Handbook*. I understand that I should consult the Athletic Director if I have any questions that are not answered in this handbook.

I understand that the Athletic Department of St. Catherine's High School may add new policies to this handbook, as well as replace, change or cancel existing policies. I also understand that no one can make verbal modifications to this handbook, nor can it be modified by practice. I understand that handbook changes can only be authorized in writing by the St. Catherine's High School Athletic Director.

I understand and acknowledge that this handbook is not a contract of employment or legal document. I understand and acknowledge that this handbook does not alter my employment status or guarantee employment for any definite period of time. I have received the *St. Catherine's High School Coaches Handbook* and I understand that it is my responsibility to read and follow the policies contained within it.

Coach's Name (printed) _____

Coach's Signature _____

Date _____