

CUTHBERTSON HIGH SCHOOL ATHLETIC DEPARTMENT

COACHES' HANDBOOK



Introduction

*Interscholastic athletics are governed by Federal and State laws, policies of State and Local Boards of Education, the rules of the National Federation of High Schools (NFHS), the rules of the North Carolina High School Athletic Association (NCHSAA), and the rules of Union County Public Schools (UCPS).

*This handbook is designed to serve as guide for coaches, athletic trainers, and administrators who are involved in the athletic department at Cuthbertson High School.

*This handbook is designed to bring uniformity to the rules and regulations of the Cuthbertson High School athletic department. All coaches are expected to read and familiarize themselves with the policies contain within.

*This handbook is a “living” document. It should not be seen as all-encompassing and complete in its coverage. Policies, rules, and regulations set forth in this handbook are subject to change.

*It is the responsibility of each head coach to follow all rules and regulations of the NFHS and NCHSSA regarding their sport. All policies published by these organizations regarding practices, participation, contest management, playoffs, etc., shall be followed and adhered to. CHS is a member in good standing of the NCHSAA and we as an athletic department and individual coaches are subject to their guidelines.

*The Athletic Director will lead, guide, and work with all coaches, head and assistant, to ensure that the aforementioned guidelines are followed. If a team or coach is found to be in violation of one of these rules, particularly those of the NCHSAA, it is the team, not the athletic department, that shall be responsible for the fine.

Department Philosophy and Sportsmanship

*The objective of the CHS Athletic Department is to: promote participation in interscholastic athletics; promote healthy living in young adults; promote concepts of sportsmanship, integrity, and character; promote success on the field of competition; promote success in the academic classroom setting

*As coaches, we should encourage students to participate in interscholastic sports in high numbers; we should encourage the student-athlete to compete in multiple sports and seasons; we should provide the best possible facilities as a means to that end.

*As coaches, we should encourage good nutrition and physical fitness; emphasizing this will enable our student-athletes to compete to the very best of their abilities; we should encourage and promote the use of our weight room facilities in all sports; we should promote strength and body awareness to heighten the student-athlete's understanding of physical fitness

*As coaches, we should promote “fitness for life” to our student-athletes; part of the lessons we teach and coach should be in the form of encouraging participation in organized sports and physical activities beyond high school.

*As a department, we will work together in the spirit of teamwork. We as coaches try to instill teamwork in our athletes, but we must work together as a staff to build a strong department. We should support each other, assist each other, and provide help to our fellow coaches whenever and however we are able.

Student-Athlete Eligibility Requirements

*It is the responsibility of each coach to ensure that all student-athletes meet the eligibility requirements of the NFHS, of the NCHSAA, of UCPS, and of CHS.

***PHYSICALS:** No student-athlete should work-out, try-out, or otherwise participate in any athletic activities voluntary or otherwise, without having a valid, legal, and current sports physical on file in the athletic department. A physical is valid for one calendar year. Physical forms are available on the school website on athletics page under “Sports Participation Form.”

***PROOF OF INSURANCE:** No student-athlete should work-out, try-out, or otherwise participate in any athletic activities voluntary or otherwise, without having a valid, legal, notarized, and current proof of insurance form on file in the athletic department. Proof on insurance forms are available on the school website on athletics page under “Sports Participation Form.”

***ACADEMICS AND ATTENDANCE:** Before trying out for a particular season, all student-athletes must be found to be in good academic standing based on the previous semester’s grades and courses passed. All student-athletes must be found to have attended school for the requisite number of days the previous semester. Each coach is responsible for providing a list of students to school Administration and the Athletic Director in order to determine academic and attendance eligibility **BEFORE** try-outs begin. UCPS follows the standards of the NCHSAA regarding these qualifications.

*Please note that any coach, athlete, or team found in violation of the above requirements shall incur a fine based on the rules of “self-reporting” as regulated by the NCHSAA. The team, not the athletic department, shall bear the cost of any violation.

Equipment and Facility Standards

*It is the responsibility of each coach to ensure that all equipment and facilities are safe to use by all student-athletes. All coaches should perform a safety check of all athletic areas and facilities pertinent to their sport and their contests. All coaches should check all uniforms and equipment used to ensure that all NCHSAA and NFHS guidelines regarding competition are followed.

*All coaches are bound by their duty as educators to teach skill techniques and advise all student-athletes of the proper approaches to their respective sport. All coaches should place an emphasis upon safety and injury prevention in using equipment and facilities.

*All head coaches should receive the proper keys to access their facilities. Please make sure that all facilities, doors, gates, locks, and chains all properly secured when you leave a particular facility, area, or room. The general rule of thumb should be: **“IF YOU OPEN IT – YOU LOCK IT.”**

*There is ample storage for our equipment, uniforms, and supplies. Please utilize these spaces, maintain these spaces, keep these spaces clean, and share these spaces.

*Any coach needing an alarm code for the school building should consult school Administration. Any coach in possession of an alarm code should use their code discretely.

Team Rules, Regulations, and Discipline

*All head coaches will submit in writing to the Parents of the student-athletes and to the Athletic Director a copy of their respective team's rules, regulations, and discipline plan. This should occur in the first week of practice and/or try-outs for each sport and season. Each team should hold pre-season parent/athlete meeting. It is expected that information regarding team rules, regulations, discipline, season schedules, etc., will be covered at this meeting.

*Included in each set of team rules and regulations should be the following:

A. Basic rules of the team dealing with day-to-day operations

B. Standards for making "cuts" on any team that follows such a practice

C. Basic rules regarding behavior of athletes and parents as it affects the team

D. A statement addressing qualifications for contest participation or "playing time." Even if this statement is simply that participation is a "coach's decision," please include a statement to that effect.

E. Regulations and conditions for earning a varsity letter

F. A schedule of all contests and practices with times and locations. This schedule should be as complete as possible.

G. A plan for discipline when any team rules are violated; what are the consequences for a violation, how will the athlete be informed, how will the parent be informed, how does the Athletic Director and/or school Administration need to assist

H. A statement regarding hazing. Under no circumstances should "initiations" or hazing "rituals" be permitted. Hazing should not be tolerated by coaches in any form whatsoever.

I. A statement regarding the use of alcohol, tobacco, and other drugs. The use of such substances is illegal under several levels of Federal and State law. Using such substances is also against policies set forth by the NFHS, the NCHSAA, UCPS, and CHS. Please make it clear to athletes and parents that the use of such substances will not be tolerated and will adversely affect the athlete's potential eligibility.

J. A statement regarding the "24-Hour Rule." This rule applies to dismissal from a team. No athlete will be dismissed without "due process." If an athlete is found to be in violation of team rules warranting dismissal, that athlete will be suspended. The coach will inform the Athletic Director and/or school Administration. The coach will inform the Parent of the student-athlete and then the athlete of the final decision 24 hours after the incident.

K. A statement regarding the concept of: "No Sport Impacts Another Sport." We as coaches want to encourage athletes to compete in as many sports as possible. However, any athlete that quits one team may not join another team still in season. Any athlete who is dismissed from a team may not join another team still in season.

Supervision

*It is the responsibility of the head coach to oversee and to lead their program. Head coaches should be present to conduct their team practices. Head coaches will be in charge and control of their teams at their contests, games, or matches. Assistant coaches can and should provide support to the head coach in these practice and contest situations, but the ultimate responsibility lies upon the head coach in these matters.

*It is the responsibility of the head coach to be present until the last player has left campus following all practices and contests.

*Assistant coaches can and should provide support to the head coach in supervision, but the ultimate responsibility lies upon the head coach in these matters.

Code of Conduct

*Coaches are role models and teachers; many coaches see their sport as another avenue of teaching; many coaches see the job as an extension of the classroom, as an extra “class” they teach.

*Coaches will be held to the highest standards in terms of how they work with and relate to their student-athletes, the parents of the athletes, and the community.

*Coaches must refrain from any and all abusive, inappropriate and immoral behavior in their role as leader of their respective teams. Abusive language, inappropriate relationships, and other actions or behaviors of the sort are unacceptable and will not be tolerated. Violations of these basic codes of conduct could result in suspension and termination of coaching duties.

Communication

*Each team should have some form of Moodle page or Team Website which can be linked to the Athletics page of the CHS homepage. Team Rules, Schedules, and Practice information should be posted on this website. Any coach in need of assistance in setting up and maintaining such a website should obtain assistance from the Athletic Director, a Media Center Specialist, and/or school Administration. The website can be maintained by the head coach or an assistant coach and should be regularly updated.

*Each head coach should maintain an email distribution list for their respective teams. The head coach should use this email distribution list on a weekly basis to update, inform, and communicate with parents, athletes, and friends of the team. The Athletic Director should be a part of each team’s email distribution list.

Inventory and Purchasing Procedures

*Each head coach will submit an inventory of uniforms, equipment, and supplies to the Athletic Director before their first contest each season.

*Each head coach will submit an inventory of uniforms, equipment, and supplies to the Athletic Director before after their final contest each season.

*Each team will receive an allotment from the athletic department budget each school year to use for team needs. Uniforms, equipment and supplies will be covered by this allotment. Any special needs beyond the assigned allotment should be discussed with the Athletic Director. Beginning in 2011-2012, an allotment will be designated “uniforms” in the athletic department budget. Teams will be placed on a “rotation” and will be eligible for large-scale uniform purchase every three years.

*Any purchase must follow certain procedures. A “price quote” must be obtained from the vendor. This price quote must be given to the financial secretary and Athletic Director for confirmation and approval. The principal will then approve the issuance of a “purchase order number.” When this PO# is obtained – and only then – can the item be ordered. Coaches should work closely with the financial secretary and the Athletic Director to ensure these procedures and protocols are followed. These steps are in place not to impede the purchase of needed athletic items, but to protect the financial security of the athletic department and the school.

*Any money collected from students should be recorded in the head coach’s receipt book and the proper deposit documentation should be completed. Receipts and deposits should be done in a regular, timely, and exacting fashion. Please see the financial secretary or Athletic Director for assistance.

*Any other reimbursements for expenses, mileage, or other costs, should have the approval of the principal or Athletic Director. Please see the financial secretary for the proper procedures to follow to receive reimbursements. This should be done in a timely manner.

Activity Buses and Transportation

*The Athletic Director will arrange activity bus transportation for each away contest according to the sports schedules.

*Keys to activity buses and the required activity bus sheets will be placed in the coach's mailbox on the day of the away contest.

*Activity bus sheets must be completed for each trip. The bus key and bus sheet must be returned to the Athletic Director the day after the trip is complete (if not sooner).

*Activity buses must be visually inspected and cleaned before and after each trip. Please make sure that floors are clean of trash and debris. Please make sure that trash cans are empty. In the spirit of teamwork within the athletic department, please ensure that these simple tasks are completed before and after each trip.

*It is expected that each head coach obtain a Commercial Driver's License (CDL). If the head coach is unable to obtain a CDL, the assistant coach should obtain one. UCPS provides classes and training for CDLs and the Athletic Director will assist any coach who needs to obtain their CDL. The cost of the CDL portion of the license will be covered by the athletic department.

*If a team does not have a CDL-certified coach on staff to drive to away contests, it is the responsibility of the head coach of that team to secure a driver for that contest. It is also the responsibility of that team to cover the cost of the driver. Please consult the financial secretary and the Athletic Director for the correct procedures to follow in order to pay the driver.

Contest Management

*The Athletic Director is responsible for obtaining officials for the sports that require them. Any contest postponements or cancellations should be made in consultation with the Athletic Director. Securing officials for re-scheduled events should be done in consultation with the Athletic Director.

*Coaches and teams are responsible for the set-up of the competition areas. Please consult the Athletic Director if you need specific assistance.

*The athletic department will provide paint and painting supplies. All painting supplies will be stored in the garage. Please consult the Athletic Director for assistance and field painting needs.

*Athletic fields will be maintained by several sources. The CABC will provide financial assistance for many levels of our practice and game fields in terms of seeding, fertilizer, and weed management. UCPS will provide service in cutting many of the outlying areas of our campus. UCPS also provides a "field maintenance" supplement to a coach or employee who cuts our practice and game fields.

End of Season Awards

*There will be a sports awards ceremony held at the end of each competition season. The date will be determined and communicated by the athletic director.

*Varsity letters and pins will be awarded at this ceremony as will "most valuable," "most improved," "coaches award" and similar recognitions.

*The athletic director will provide guidelines for each sport to follow in following awards protocol but it is up to each team to determine the method and requirements for attaining a "varsity letter."

Cuthbertson Athletic Booster Club

*The Cuthbertson Athletic Booster Club (CABC) is an organization which exists to serve the needs of middle school and high school athletics at Cuthbertson.

*The CABC will undertake many fund-raising efforts in support of CMS and CHS athletics and athletic facilities.

*The CHS athletic department will work in conjunction with the CABC to promote their fundraising efforts in every way possible.

*Any financial requests of the CABC must be made through the Athletic Director. The Athletic Director serves on the Executive Board of the CABC and will present any financial requests on behalf of a team or coach. At no time should any high school coach or team present their financial needs to a member of the CABC in a direct manner. Please follow this protocol and procedure in order to maintain the “chain of command.”



GO CAVS!