**Winnacunnet High School**

**Athletic Department**

**Coaches’ Handbook**

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**Vision**

The Winnacunnet High School program strives to be a program excelling in academics, sportsmanship, and athletics while building pride within the school and the community.

High school sports are an extension of the classroom learning experience. As such, athletics provide an opportunity to extend the values and ideals developed in the classroom, and constantly strive towards the development of a well-rounded individual.

**Coaches’ Standards of Excellence**

**Qualifications:** Varsity coaches agree to oversee all other coaches and athletes. Each coach must meet the NHIAA Coaches Eligibility standard and demonstrate a willingness to update their skills through attendance at training and continue education both in their sport and for coaching at the high school level.

**Skill Development:**  Coaches must develop an overall skill training and development program for their sport. This includes developing a plan for the season that encompasses all levels of the sport always assuring that the safety and well-being of the athlete come first. Measurements in skill development will not be exclusively based on wins and losses but rather the overall improvement of the team.

**Leadership:** Coaches are representatives of the school for their sport. They must instill an atmosphere of mutual respect among all participants in their program. They should expect that the actions of all participants in the program are their responsibility. Leadership requires finding the appropriate balance between competition and sportsmanship that must be demonstrated both during games and after events and practices.

**Discipline:** Teaching self and team discipline is a key goal for any sports program. However, discipline must be administered in a just and fair manner. It should never involve intimidation, hazing, or humiliation. In the administration of discipline, the coach is responsible for clear communication of the cause and intent of the action.

**Communication:** Coaches are expected to be effective communicators with all the stakeholders of the program, i.e.: athletes, coaches, administrators, the school board, parents, booster clubs, and all other members of the school community. In addition, varsity coaches will be the spokesperson with the community at large including parents, officials, and the press. In all communications, coaches are expected to maintain a professional approach insuring that the school is always represented in a positive manner.

**Academic Support:** The primary mission of the school is to provide a positive educational experience for every student. The end outcome is for students to graduate prepared for post-secondary education, the workforce, or to be contributing members to society. Coaches are expected to work with each and every athlete to ensure that they are striving for academic success. When applicable, coaches should work with athletes who wish to participate in their sport beyond high school and provide guidance and support when they can.

**Administrative Direction:** Although the varsity coach is responsible for the management of the sports program, all coaches must adhere to administrative rules and procedures established by the Athletic Director, the Administration, and the School Board and must adhere to the NHIAA By-Laws. All coaches will have an evaluation at the end of each sport season. Varsity coaches will evaluate their assistant and sub varsity coaches and will share these with and meet with the Athletic Director for evaluation upon completion of the season.

**Code of Ethics for Coaches**

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 opportunities for academic success. In recognition of this, the following are some guidelines for coaches.

Coaches are educators and should set an example for student athletes.

1. Coaches shall serve as a positive **role model** for their players.
   * Accept seriously the responsibility and privilege of representing the school and the community; display positive public actions at all times.
   * Uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school association (NHIAA), the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
   * Be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing proper examples of sportsmanlike attitudes toward the opposing team, coaches, and officials. Only positive motivational techniques shall be used at all times.
   * Exemplify dignified behavior and self-control at all times. A coach who is under control at all times will have few behavioral problems with his/her team and will greatly influence the behavior of spectators in the stands.
   * Be thoroughly acquainted with the contest rules and be responsible for their interpretation to team members. The spirit and letter of the rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
   * Refrain from directing harassing, humiliating, embarrassing, or condescending comments to team members or actions that are harassing, humiliating, embarrassing, or condescending.
   * Refrain from swearing or using vulgar language.
   * Avoid use of alcohol and/or tobacco products when in contact with players.
2. Coaches shall encourage and develop the sense of **community**.
   * Refrain from allowing non-team members to sit on the players’ bench or be at practice.
   * Promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
3. Coaches shall instill in student athletes the importance of good **sportsmanship**, stressing that student athletes should:
   * Treat opponents with respect; shake hands prior to and after contest.
   * Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite the fans.
   * Cooperate with officials, coaches, and fellow participants in conducting a fair contest.
4. Coaches shall practice good **sportsmanship**
   * Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
   * Refrain from promoting personal politics, religious views, or bias of any kind.
   * Instruct participants in proper sportsmanship and insist upon it.
   * Treat opposing coaches, participants, fans, and officials with respect.
   * Develop and enforce penalties for participants who do not abide by positive sportsmanship standards.
   * Meet rival coaches before and after contests and exchange friendly greetings to set the correct tone for the event.
   * Respect and support contest officials. The coach shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.
   * Never seek out an official during halftime or at the conclusion of a contest.
   * Thank an official after a game for a well officiated game, win or lose.
5. Coaches shall always be **professional**
   * Do not discuss specific students with others. Constructive feedback should be given to players in a confidential manner.
   * Investigate an incident thoroughly, in conjunction with the Athletic Director before accusing a student of an infraction.
   * Take an active role in the prevention of drug abuse including alcohol, tobacco, and vaping and under no circumstances should authorize their use.
   * Members of the coaching staff will advise the Athletic Director of matters pertaining to coaching and athletics before going to the Principal, Superintendent, or Board of Education.
   * Be addressed by your student-athletes as Coach or Mr./Mrs./Ms.
   * Know your job description and follow through on all matters and communications, especially submitting information to the Athletic office regarding physicals, awards lists, eligibility, etc., in a timely manner.
   * Complete and maintain all necessary coach eligibility requirements.
   * Participate in ongoing professional development.
   * Establish and maintain appropriate professional boundaries. This includes refraining from connecting with student-athletes on personal social media.
   * Follow established procedures for the distribution and collection of equipment and uniforms.
6. Coaches shall always **protect the child**.
   * Do not discuss students with other students.
   * Coaches are mandatory reporters for incidents or concerns of child abuse or neglect and bullying. Remember that you coach children first. Their needs and well-being come before all else.

**Coaches’ Responsibilities and Procedures**

Attend

* Preseason Coaches’ Meeting and Mandatory Student-Athlete/Parent Night.
* All practices and interscholastic contests.
* End-of-season awards night.

Update Rosters

* **NO ATHLETE MAY PARTICIPATE IN ANY ATHLETIC PRACTICE OR CONTEST WITHOUT BEING CLEARED THROUGH THE ATHLETIC OFFICE FIRST.**
* Update the roster if any players are added to or dropped from the team.

Daily Procedures

* Respect your athletes and parents by ending practice when scheduled.
* Check the daily attendance email and enforce attendance policy.
* If a coach cancels a practice, please notify the Athletic office. Practices should not be cancelled regularly.
* Practice sessions should be well planned and well structured.
* Teams shall not compete/practice seven consecutive days.
* Supervision
  + Coaches should be the first to arrive and the last to leave any practice or event.
  + Supervision and expectations for time between school and practice/event are to be established.
  + AT NO TIME SHOULD STUDENT-ATHLETES BE LEFT UNATTENDED. You need to wait for rides.
* All equipment should be cleaned up, stored, and secured properly at the end of each day.
* Encourage student-athletes to secure their belongings during practices and games. The Athletic Department cannot be responsible for items missing that have not been secured.
* Report contest results to Athletic Office as well as to local media (varsity).

Team Selection

* Coaches should inform all potential candidates for a team of the following
  + Try-out schedule
  + Criteria used to determine team members
  + Number of members to be selected
  + Practice/game commitment for the season
* Use discretion and confidentiality with all cut notifications. Cut lists are NOT to be posted physically or online.
* Submit roster to athletic office once a team has been determined.

Scrimmages

* Report all preseason scrimmages or jamborees to the Athletic Office.

Program rules and regulations

* It is the responsibility of the head coach to develop program rules relative to team and individual conduct and attendance at practices and contests, etc. These program rules should be made known to all team members.
* Develop only standards which are meaningful and which can be justified and respected by all team members as a means of developing team discipline, pride, and individual character.
* Keep the Athletic Director informed relative to major disciplinary action.
* Hold a preseason parent meeting to review program conduct and attendance rules.

Equipment/Uniforms

* Coaches are responsible for team issued equipment.
* Follow established equipment and uniform procedures as established by the Athletic Department.
* Ensure that team members are present when uniforms are being distributed and collected.
* Teams are to wear the uniforms provided during all contests. You may not purchase your own uniforms.

Bus transportation

* Student-athletes are expected to ride the bus to all away contests. Exceptions are made only in the most extreme circumstances and must be approved in advance by the Athletic Office.
* If a student does not ride the bus with the team without prior approval, he/she may not participate in the event.
* Parents wishing to transport their child home from an away contest must notify the athletic office. No student should be allowed to leave an away event with anyone other than their own parent.

Promote the whole athlete

* Encourage participation in multiple sports by all student-athletes.
* Demonstrate and encourage healthy eating.
* Practice and promote good hydration.

Adhere to District and State Policies

* The coach is responsible for being knowledgeable of and upholding all school, District, and State policies.
* Review the NHIAA handbook and policies as well as the sport specific Policies and Procedures.
* Follow all Winnacunnet School District Policies.

Fundraising, team Dinners, Banquets

* Approval must be granted prior to any fundraising or other activities outside of the normal practice/game schedule.
* Use the activity request form located in the athletic office for all fundraisers and activities

Read and understand the Student-Athlete Parent Handbook located on the athletics website

**Coaches Checklist**

**Tryout Week**

1. Check into the office with Heather EVERDAY prior to practice. If you aren’t practicing on site, be sure to check your email for updated rosters. She will provide updates to your roster, medical info, and contact info. Any student who is not registered on FamilyID and has not provided a physical form CANNOT participate
2. When your teams are picked, submit rosters to Heather and Aaron with Varsity, JV, and Freshman team lists. You can add your uniform numbers later
3. Inform Aaron of any transfer, home-schooled, foreign exchange, or charter students

**Pre-season**

1. Complete all necessary certifications
   1. Fundamentals of Coaching or equivalent course – one and done
   2. Concussion Course – every 2 years
   3. Heat Illness Course – one and done
   4. CPR/First Aide – every 2 years
2. Clean your team storage locker, throw out or donate unused equipment, and keep it neat throughout the season
3. Inventory ordered supplies and equipment and confirm that you received everything
4. Hold a parent meeting to introduce your coaching staff and review your policies and program expectations

**In-season**

1. Report all game scores via email or text to Aaron and Heather
2. Report any issues with our/opposing players, parents, or spectators - I will not accept a “below” sportsmanship rating after the season if you did not inform me of the issue
3. Inform Katherine of any injuries or situations that require her attention
4. When requested, provide Heather with tournament rosters
5. When requested, provide Heather with your award lists for banquets

**Post-season**

1. Collect all uniforms, accurately inventory them, and place them in a burlap bag in the athletic office for cleaning and repair
2. Collect all school issued equipment, accurately inventory it, and store it neatly in your locker
3. Clean your team storage locker and team room, throw out or donate unused equipment, and properly store your school equipment for the off-season
4. Complete evaluations:
   1. Head Varsity Coaches
      1. Self-reflection
      2. Assistant coach evaluation for every assistant
      3. Meet with Aaron within 2 weeks after season end
   2. Assistant and Sub-Varsity Coaches
      1. Self-reflection
      2. Meet and speak with your head coach on their evaluation of you (optional)
      3. Meet with Aaron (optional)
5. Head Varsity coaches must complete the sportsmanship rating form prior to the due date