

D. OTHER GENERAL RULES & EXPECTATIONS

Revised 11/13/03

In addition to the CCSU policies and procedures, coaches are expected to abide by the following rules and expectations. This list is not meant to be all encompassing.

TRAINING RULES

In order to help promote in our students a healthy lifestyle, responsible behavior, and optimal team and individual performance, the CCSU maintains and enforces a “zero tolerance policy” with respect to violations of the training rules. Coaches shall inform students of the training rules, and play a key role in enforcing these rules. Please refer to Section J for school specific training rules and penalties for violation.

A coach who becomes aware of any violation(s) of the training rule, must notify the Athletic Director (or Administrator in charge of athletics) promptly.

ACADEMIC ELIGIBILITY

The CCSU recognizes and promotes the priority of academics within our athletic programs. While athletics is an important part of education, academic success remains the primary objective. Coaches are expected to support this position and make every effort to accommodate students' needs as they balance academics with athletics. To emphasize the priority of academics, each school has adopted their own Academic Eligibility regulations. Coaches must have a working knowledge of these regulations, and inform both students and parents of these regulations. Please refer to section J for school-specific academic eligibility requirements.

ATTENDANCE

Students must be in school all day in order to be eligible to practice, compete, or perform, unless the absence is a school-sponsored event or other excused absence. Excused absences must be accompanied by a parent/guardian signed note and approved by the Athletic Director or Principal. Examples of excused absences include doctor's appointments, college visits, etc. The Athletic Director or Principal will review partial attendance or special circumstances. Please refer to Section J for school specific attendance policy.

DISCIPLINE

Coaches are expected to follow and support the school-based discipline policy. School-based discipline may result in athletics related consequences at the discretion of the Athletic Director or Administrator in charge of athletics. For example, any student who is suspended or sent to PACS or the time out room for disciplinary reasons will not participate in any competitions or practices on that day.

INSURANCE

All candidates for an athletic team are required to furnish proof of accident/health insurance before participating in tryouts, practices or competitions. The school district does not purchase insurance for its athletes, but the district does offer a school time insurance program at a nominal fee to all enrolled students. Information about the school time insurance may be obtained from the school's main office.

PHYSICALS & HEALTH QUESTIONNAIRE

Students cannot practice or participate on a school athletic team unless the student provides evidence that s/he has had a physical within the past two years and the student's guardian has completed and submitted a health questionnaire.

TEAM EVENTS

CCSU believes team events are a great way to build teamwork, boost spirit, and to recognize accomplishments of our student athletes, however, with any team event comes potential for liability and an opportunity for misconduct if not properly organized and supervised. As such, coaches must receive pre-approval for hosting, planning, or participating in any team event outside of practice or competitions. Requests must be received in writing and indicate when and where the event will take place, and the names of other chaperones that will be in attendance. Consideration must be given to cost, location, travel, and timing of events to ensure that all team members have an opportunity to attend the event. Coaches are responsible to report knowledge of any student athlete misconduct that occurs during an official or non-official team event, whether or not the coach is in attendance at the event.

LIGHTNING STANDARD

If you hear thunder or see lightning at any time, discontinue practice or game immediately. Activity can resume ½ hour after last heard thunder clap or last seen lightning strike. In any case, use conservative discretion. The safest place is in one of the buildings; dugouts can do when immediate cover is necessary, but are not preferred.

TRAVEL & AWAY GAMES

Coaches are directly responsible for the supervision of team members while visiting and traveling to and from other schools. Students are to be reminded that they are representing their school at all way games or events, and that they are expected to demonstrate good judgement, respect, and high moral. In this light, coaches should recommend students dress in an appropriate manner when traveling. It is imperative that the coach is the last individual from our school to leave the locker room of the host school. Locker rooms should be left in neat and orderly. Should damage arise or incidents occur, the Athletic Director or Administrator in charge of athletics should be notified of the situation as soon as possible.

TRANSPORTING STUDENTS

Coaches are not allowed to drive students home (or elsewhere) except in the case of an emergency situation. In an emergency situation, the coach shall find another adult to ride with him/her if possible. If no one else is available and the student must be driven home (or elsewhere), the coach must inform his/her supervisor the following day.

ATHLETIC EQUIPMENT & UNIFORMS

A. ORDERING

Coaches will comply with school based practices for ordering equipment and supplies. ALL orders must have *prior* written approval from the Athletic Director (or Administrator in charge of athletics) before they may be ordered. Coaches will be responsible for the payment or return of any equipment/uniforms purchased without prior written approval by the Athletic Director (or Administrator in charge of athletics).

B. CARE & CONTROL

The coach is responsible for the dispersal and collection, and care and maintenance of all uniforms and equipment used in his/her program. In order to ensure proper care and control of uniforms and equipment, the coach shall:

1. Establish and maintain a control system to ensure that all uniforms and equipment are accurately accounted for.
2. Instruct team members in the care and use of their uniforms and equipment early in the season, and inform players of their responsibility to return all items that are issued to them. A coach who is having difficulty collecting uniforms or equipment from a particular student at the end of the season should seek assistance from the Athletic Director (or Administrator in charge of athletics).
3. Turn in all uniforms and equipment within one week after the last contest of the season. Uniforms should be returned in a clean condition. Equipment is to be cleaned, stored and repaired according to manufacturer's instructions. Questions concerning this should be directed to the Athletic Director or Administrator in charge of athletics.
4. Refrain from discarding, selling, or giving away uniforms or equipment without the approval of the Athletic Director (or Administrator in charge of athletics). If approved, disposal of the equipment must be consistent with district policy.

PARENT MEETING

Each head coach is responsible for holding a preseason parent meeting. This can be done by individual team or by sport. Coaches must inform the Athletic Director or Administrator in charge of athletics where and when the meeting will take place, but the meeting must occur before the first official contest of the season. Alternative means of formal communication to parents may also suffice with approval from the Athletic Director (or Administrator in charge of athletics). A copy of

the written notice distributed to parents must be provided to the Athletic Director (or Administrator in charge of athletics). A parent meeting guide can be found in Section H.

FUND RAISING

All fund raising events and use of such funds must be approved in advance by the Athletic Director or Administrator in charge of athletics.

SEASON SUMMARY

Each coach will be required to submit to the Athletic Director (or Administrator in charge of athletics), within 15 (fifteen)-calendar days of the last contest, a summary of the season which should include the following items:

- A. Brief summary of the season including your schedule and scores (high school only) of all contests.
- B. Head coaches will submit a written evaluation of each assistant. It is suggested that you go over these evaluations with each assistant so that they clearly understand their strengths and weaknesses.
- C. List of award winners so they can be filed and checked for proper award items for each athlete awarded.
- D. Turn in ALL keys if not needed for the following season.
- E. Indicate whether it is your current intention to return in the same coaching position for the following school year. This would not constitute a binding obligation on your part or on our part, but it would serve the Athletic Director (or Administrator in charge of athletics) for planning purposes.
- F. All coaches should take inventory. The forms should be placed on file in the Athletic/school office. Refer to Section J for school specific inventory forms.
- G. Distribute, collect and review Student Rating Form from each team member. Refer to section H for a copy of the Student Rating Form.
- H. Complete required evaluation form(s) (i.e. self-evaluation, and JV/Frosh/Assistant Coach evaluations for Head Coach) and schedule meeting with Athletic Director or Administrator in charge of athletics. Refer to section H for a copy of the corresponding evaluation forms.

COACH CERTIFICATION

The CCSU requires that all paid coaches at the high school level and all head coaches at the middle school level be ASEP (American Sport Education Program) certified in order to coach at the high school and middle school levels. Coaches must be certified in both **Sports First Aid** and **Coaching Principles**. New hires may coach for one year without certification, but are required to be certified prior to the start of their second season. Coaches must pay the fees for certification up front. Upon

successful completion of the courses, coaches who require ASEP certification will turn in proof of payment, along with copies of the certificates, to the Athletic Department/school office for reimbursement. District employees who have tuition reimbursement available to them shall be expected to utilize such for this purpose. The Athletic Director (or Administrator in charge of athletics) is responsible for informing coaches about clinic dates, fees, deadlines, etc. However, it is the coach's responsibility to register for, pay for, and pass the classes. Once certified, renewal is required every 7 years.

Coaches with the necessary credentials are eligible to apply for equivalency to the Vermont ASEP coordinator. While CCSU strongly recommends all coaches take the courses, regardless of credentials, coaches who are granted equivalency will not be required to do so. If you choose to apply for equivalency you must submit your request and credentials to the State Coordinator. Credentials may include transcripts verifying a major or minor in Physical Education or coaching, Red Cross First Aid Certification, etc.

GENERAL SUPPORT

If you have any questions, concerns or doubts about what action to take in a given circumstance please speak to the Athletic Director or Administrator in charge of athletics for proper guidance. Don't make the decision on your own if your uncomfortable with the decision you're about to make.