

# ST. REGIS FALLS CENTRAL SCHOOL

## COACHING HANDBOOK

2012 -2013



### *The Year of Discovery*

#### Mission Statement of the St. Regis Falls Central School District

The mission of the St. Regis Falls Central School District is to ensure a safe environment in which every child's educational, social, and emotional needs are met. Students will be challenged to attain excellence and quality in education and life skills as they strive to meet their fullest potential. This mission will be achieved through the cooperation of the entire school community locally, statewide, and nationally.

**Approved by the Board of Education: 08/15/12**

# **ST. REGIS FALLS CENTRAL SCHOOL**

## ***COACHING HANDBOOK***



***SYMBOL: SAINT***

***SCHOOL COLORS: BLUE AND GOLD***

***ST. REGIS FALLS CENTRAL SCHOOL “SAINTS”***

### ***ATHLETIC STATEMENT:***

***The primary goal of the St. Regis Falls Central School District is to educate the whole student, first by stimulating the student academically and then by offering a number of common experiences designed to develop the social, emotional, physical, and ethical development of the individual. Extracurricular programs are designed to provide such experiences and are, therefore, considered an integral part of our education program. These programs are, however, a privilege, and a student must maintain a good academic and behavioral standing in order to earn the right to participate. The actions of the players, coaches, and spectators reflect directly on the school and must adhere to its highest standard.***

## Philosophy and Beliefs

The purpose of Co-curricular Activities is to enhance academics by providing opportunities for students to develop citizenship, commitment, self-discipline, and skills in a less formal group/team situation. Participation is a privilege for all students. Students are encouraged to participate, but not at the expense of academic class work. Participation is subject to eligibility requirements, and addressed in the district Eligibility Policy.

All sports forms must be signed and returned by the 2<sup>nd</sup> practice or students will not be able to practice until they return the forms to their coaches. All consent forms for a second or third season, however, must still be signed prior to the first practice.

## The Reasonable, Prudent, and Careful Coach

To maintain the high standards of the District, it is the duty of all concerned with the Athletic program to:

- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- Eliminate all possibilities which tend to destroy the best values of the game.
- Stress the values derived from playing the game fairly.
- Show courtesy to visiting teams and officials.
- Establish a cordial relationship between visitors and hosts.
- Respect the integrity and judgment of the sports officials.
- Achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
- Encourage leadership, use of incentive, and good judgment by the players on the team.
- Recognize that the purpose of athletics is to promote the physical, mental, social, and ethical emotional well-being of the individual players.
- Remember that an athletic contest is only a game...not a matter of life or death.

A reasonable, prudent and careful coach guarantees the safety of his team at all times. He/she:

- Knows the health status of his/her athlete.
- Requires medical approval for participation following serious injury or illness.
- Performs services only in those areas in which he/she is fully qualified.
- Performs the proper act in case of injury.
- Conducts activities in safe areas.
- Does not diagnose or treat injuries.
- Makes certain that the protective equipment worn by his/her players is adequate in quality and fits properly.
- Instructs adequately before permitting performance.
- Keeps an accurate record of serious injuries and his/her ensuing acts.

## Purchasing and Inventory Of Equipment

**The duties of the Athletic Director are clear. He/she is responsible for the ordering, inventory and maintenance of all equipment. Therefore:**

- **Requests for material and/or equipment must be submitted to the Athletic Director.**
- **All purchasing and budget requests must be done by the Athletic Director. He/she will be the only one allowed to sign requisitions.**
- **All equipment/supplies will be received by the Athletic Director and distributed to the appropriate people.**
- **All equipment/supplies will be returned to the Athletic Director for return if not acceptable.**
- **All coaches must create an inventory of all equipment at the beginning of each sports season and again at the end of each season. These inventories must be signed and turned into the Athletic Director at both times.**

The Professional Certificate: The Professional Certificate is sport specific and is valid for **three years**. Renewal for an additional three-year period must be obtained to continue coaching.

I understand the requirements to be appointed to a paid coaching position and until these are satisfied, I am considered an unpaid volunteer.

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Name of Coach

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Date

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Name of Athletic Director

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Date

## Rules Governing Academic Study Hall

Soccer: All Modified Soccer Players are required to remain in school at all times. Varsity Players must remain in school at all times unless they are scheduled to have a 4:30 practice.

Basketball: Teams having the 3:00 practice must remain in the school at all times. Teams who have practice at 4:30 or later may leave the building. Teams who have an away game where the bus leaves before 3:30 must remain in the building. Teams who have an away game where the bus leaves after 3:30 may leave. Teams who have a home game may leave.

Baseball: All Modified Baseball/Softball Players are required to remain in school at all times.

Softball: Varsity Players must remain in school at all times unless they are scheduled to have a 4:30 practice.

\*There are no 4:30 p.m. buses. Please arrange for transportation when your practice is over. Car pooling may be necessary.

## Memorandum of Understanding – Negotiated Document Governing SRFSCD Coaching Staff

Coaching athletics at any level is a tremendous responsibility. The coach must be well versed in not only the skills and techniques specific to the sport, but must also know various methods to impart that knowledge. The coach must be unflagging in providing for the safety of the players through proper training and player observation. Finally, the coach must be both guide and role model in the development of proper conduct and sportsmanship.

The first assumption a player must make is that the coach has knowledge specific to the sport. Simply having played a sport does not guarantee you have the ability to coach. The coach must know the specific skills necessary to instruct and evaluate each position on the team. Acquisition of these skills comes from a combination of experience, training, clinics, and evaluation. Evaluation could take place in three forms: self-evaluation, player evaluation of the coach, and evaluation by the Athletic Director or appropriate administrator. Coaches must be able to recognize both strengths and weaknesses and use this information to take the appropriate actions.

A coach must continually strive to improve their knowledge base. This includes the ability to teach the skills using a variety of techniques and methods appropriate to the level and learning style of the athlete. These methods must not only contribute to the athletes' improvement, but they must foster the athletes' enjoyment of the sport. While hard work is a requirement, it is imperative to maintain the simple joy of playing the sport. One way to nurture the love of sport is through positive attitudes on the part of both player and coach. The coach must be positive when instructing, complementing, and even criticizing a player. Giving the athlete specific, positive reinforcement increases both their enjoyment and their performance.

Safety is a primary responsibility of any coach. Maintaining a safe playing environment involves many different things. Proper physical training and instruction, maintenance of equipment and playing facilities, making players aware of any inherent danger in the sport, CPR and First-Aide instruction, and providing appropriate supervision of all activities are all necessary aspects of safety. Injuries and accidents will occur in any sport. By constant vigilance and adherence to these principles, there should be a reduction in the frequency and severity of such occurrences.

The role of discipline is something every coach must consider. The current policies and procedures required by the school district must be reviewed. Using these as a guideline a coach must then determine how they fit into their own philosophy. Whatever rules a coach implements it is imperative that parents, athletes, and the school are aware of both the rules and consequences for failure to comply. Fairly and consistently applied, rules add to a positive experience for all.

What is the role of winning? A coach's approach to winning must be reflective of the goals of the program. Modified sports are a training ground. While winning is enjoyable, it must be secondary to preparing and developing skills necessary to compete on the next level. All eligible players should participate in every game with every effort made to achieve balanced playing time. Junior varsity sports are a step up in the level of competition. Players become more skilled and often more specialized. This may lead to a reduction in playing time, but all eligible players should have the opportunity to participate in each game. Varsity level sports are highly competitive. Teams are

competing to win, have success in the playoffs, and represent their schools with pride in their achievements. It is the coach's responsibility to maximize the team's opportunity for success. This may lead to greatly reduced playing time for some players. However, this does not mean winning at any cost. The coach must actively seek opportunities to afford playing time throughout the season as the situation dictates.

What is the coach's responsibility regarding sportsmanship? A coach must begin instruction of sportsmanship and proper conduct at the very first team meeting. Expectations and examples are to be clear and specific. Students must understand the desired behaviors towards their teammates, the opposing team, the officials, the fans, and the respective schools. These include respect for self and respect for others, how to conduct yourself in stressful situations, how to react to unsportsmanlike acts of others, and how to develop self-control. The greatest assistance a coach can give players in acquiring these behaviors is to continually model and apply them. As a coach, your athletes look to you for leadership. If they see you acting in a positive manner so will they. The lessons they learn are lessons for life applicable to any situation they may face in the future.

While any coach desires to field a successful, winning team, the measure of success is more than your won-lost record. If players learn dignity and respect, maintain their love of the game, and work to the best of their ability you have succeeded. These things will not only affect the players, but also everyone with whom they come into contact. Many will become coaches in the future and apply the same philosophy to their own athletes. That is truly a legacy of which one can be proud.

ST. REGIS FALLS CENTRAL SCHOOL

CO-CURRICULAR ELIGIBILITY POLICY

PARENT/STUDENT AGREEMENT:

Dear Parent/Guardian,

The St. Regis Falls Central School District believes that Co-curricular Activities enhance a student's education by providing opportunities for students to develop self-discipline and commitment to fellow student members and his/her school as well as skills and understandings that are specific to each sport and/or activity.

You son/daughter would like to become a member of the St. Regis Falls Central School District's \_\_\_\_\_ . It is an honor and a privilege for any student to

(Name of Extra Curricular)  
represent his/her school as an athlete or member of any other Co-curricular Activity. This privilege carries a responsibility on the part of each participant, advisor, and coach to abide by the general rules of sportsmanship, loyalty, and citizenship.

At the beginning of each Co-curricular Activity, the advisor or coach distributes and reviews these rules, and the student and his/her parent or guardian are required to sign and return the attached agreement indicating they understand and are willing to abide by the rules set forth in this agreement.

This policy applies to all participants involved in any Co-curricular Activity at St. Regis Falls Central School. All participants are expected to participate as good citizens both in and out of school. Participants will show respect to their advisors, coaches, administration, faculty, officials, other school staff, and other students. Participants will exercise self-control by not using profanity, excuses, or criticizing other participants.

Practice: Practice schedules and/or individual requirements for Co-curricular Activities are established by the coach and/or advisor. Three unexcused absences from school and/or team practice may result in dismissal from the sport.

Attendance and Co-curricular Activities: Students, whether they are participants or spectators, are to attend school for a full day in order to be eligible to attend or participate in co-curricular activities that day or evening. Students who are absent, late, or leave early are ineligible for spectator status or participation in co-curricular activities. The only acceptable excuse for lateness, absence, or leaving early on the day of an event is from a doctor, dentist, counselor, lawyer, court officer, or motor vehicle official written on their office stationery. If these written excuses are submitted to administration, then a spectator and/or participant will be eligible for practice and/or the event.

Suspension: The purpose of Co-curricular Activities is to enhance academic programs and promote student responsibility for their own behavior. With the first instance of In-School or Out-of-School Suspension, the student will be ineligible for participation in co-curricular activities for the days of

the suspension plus the next school day. To be reinstated or to participate in co-curricular activities, the student and parent must sign an agreement with the Principal that stipulates the conditions for reinstatement. With the second or more instances of Out-of-School Suspension, the student will be ineligible for participation in any co-curricular activity for the days of the suspension plus the next three school days. To be reinstated or to participate in co-curricular activities, the student and parent must sign an agreement with the principal that stipulates the conditions for reinstatement. Any participant who is placed on In-School Suspension is ineligible for participation in all co-curricular activities for the days and evenings that the suspension has been assigned.

Detention: Participants who are placed on After-School Detention are ineligible for participation in co-curricular activities on that day or evening. This applies to only administrative-assigned detentions.

Decisions by the Court: A participant may be ineligible for co-curricular activities if there are any penalties that may be imposed by a court of law.

Tobacco, Alcohol, and Drugs: Every participant in co-curricular activities pledges not to use any tobacco products, alcohol, or drugs. There is also an expectation that each participant shall not be present when alcohol or drugs are being used, whether it occurs during school hours or during non-school hours. Any student involved in the possession of or use of any tobacco product, in the possession of or use of alcohol, or in the possession of or use of drugs, on or off school property will be subject to the student disciplinary consequences.

Riding the Bus: All participants must ride the bus to and from all activities or provide the advisor and/or Central Office with signed parental/guardian permission explaining the change. Parental permission should allow the student to ride home with a specific responsible adult. This written permission needs to be signed by the Athletic Director or Principal at the beginning of the day before it is given to the coach and/or advisor. When leaving school early for an activity/competition, participants will report directly to the bus.

All School Property, Uniforms, Equipment, and Money Owed: Must be returned to the appropriate advisor, as requested by the advisor, coach, or office prior to further attendance or participation in co-curricular activities. Students are responsible for any intentional damage to school property, equipment, and uniforms.

Any student who falsifies his/her parent or guardian's signature will be subject to disciplinary action that may include suspension from the activity.

**CO-CURRICULAR ELIGIBILITY**

**STUDENT/PARENT AGREEMENT**

Co-curricular Activity: \_\_\_\_\_

My son/daughter and I have read the Co-curricular Activity Policy. Our signatures indicate our pledge to abide by the rules and regulations set forth in this policy.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

\_\_\_\_\_  
(Student's Signature) (Date)

This agreement must be signed and returned to the Central Office prior to participation in any co-curricular activity.