

CIF-SS SUMMIT

DEVELOPING A COACH'S HANDBOOK

PRESENTATION

PRESENTER: JON HAMRO

ATHLETIC DIRECTOR, SAN CLEMENTE HIGH SCHOOL (1995 TO PRESENT)

SCHOOL PROFILE: SAN CLEMENTE HIGH SCHOOL

- 3000 STUDENTS
- 117 CERTIFICATED TEACHERS
- TOP 8% IN STATE OF CALIFORNIA (#157/1816 public high schools according to Niche)
- AP/IB PROGRAMS (850 AP STUDENTS / 47 IB DIPLOMA CANDIDATES)
- 82% COLLEGE BOUND

ATHLETIC PROGRAM:

- 1,437 STUDENT/ATHLETES
- 28 SPORTS OFFERED (70 INDIVIDUAL TEAMS)
- TOP 2% OVERALL ATHLETIC PROGRAM IN STATE OF CA (#35/2057 public & private high schools according to Niche)
- OVER 130 COACHES ON STAFF

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ATHLETIC DIRECTOR RESPONSIBILITIES

- OVERALL JOB DESCRIPTION: Manage all aspects of the entire athletic program including but not to:
 - Attract and hire highly competent and motivated coaches (assure District employment process followed and CIF qualifications met).
 - Provide orientation and training for each and every coach to ensure CIF and District regulations and expectations are followed
 - Ensure that every athlete is “cleared” for participation and meets all CIF and District requirements (comprehensive athletic clearance packet – including physical examination, medical background information, insurance, waivers and consents to participate, and academic eligibility)
 - Assist in scheduling of all interscholastic athletic contests

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- Coordinate and calendar all athletic facility usage –including both internal and external usage by school and community groups.
- Create master calendar for athletics
- Develop and manage athletic department website.
- Formulate budget. Provide leadership and guidance to athletic booster clubs and fundraising activities. Raise money.
- Schedule officials for all home contests
- Schedule transportation
- Oversee game management for all home contests.
- Assist coaches with hiring staff
- Assist in student-athlete matters
- Supervise home varsity athletic contests; can include lower levels as well.
- Serve as liaison to the District, CIF-SS, school faculty and administration, community, and of course, parents.

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SO WHY A COACH'S HANDBOOK?

1995

- Office hours during school day with supervision at athletic events
- No computer in office
- No cell phone required
- No District email communication
- Coach's were hired after CPR/First Aid – not even fingerprinted if walk-on
- No phone call at home unless emergency

<https://www.youtube.com/watch?v=Vmb1tqYgyII>

2019

- Office hours 24/7
- Computer in office
- Computer in car
- Computer on night stand
- Coach's hiring procedures as scrutinized as a classroom teacher
- Athletic Director is now the Human Resources Department as well
- Athletic Director is now running not only an athletic department, but also a business
- ACLU; Hiring Process for Coaches; Transportation cuts and Self-Transport; Coaches' Stipends - District vs. ASB / In-Season vs. Off-Season; etc...

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DEVELOPING A COACH'S HANDBOOK

- Purpose of a coach's handbook is to:
 - Provide written policies, procedures and guidelines for the educational institution and athletic department.
 - Serve as a tool for new coaches (and athletic directors!) to better understand their professional responsibilities and expectations.
 - Provide in-service for new athletic directors with all of the above!



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DEVELOPING A COACH'S HANDBOOK

I. Program Specific Coaching Manual

A. Athletic Program Introduction

1. Philosophy

2. Coaching/Leadership Style

A. Transformational vs. Transactional

<https://www.youtube.com/watch?v=jc2ESr43PY>

3. Objectives

B. Coaches' Professional Expectations

1. Communication

2. Cooperation

3. Discipline

4. Form of Address

5. Management/Leadership

6. Professional Growth/Improvement

7. Rapport/Relationships

C. Personnel

1. Hiring Process

2. Paid Employees (Stipend or Salary)

3. Volunteers

D. Transportation

1. Transportation Guidelines

a. Bus

b. Vans

c. Self Transport

d. Air

COACH'S HANDBOOK (CONTIN...)

E. Pre-Season / In-Season Responsibilities

1. Athlete Accountability
 1. Clearance to Participate (Home Campus App!)
 2. Class Attendance
 3. Academic Eligibility
2. Preparing Athletes to Participate in College
3. Lettering Criteria
4. Budget
5. Equipment/Inventory/Storage
6. Website Management
7. Media Relations
8. Social Media
9. Officials Payment (Arbiter Pay)
10. Parent/Athlete Pre-Season Meeting
 - A. Student-Athlete & Parent Behavioral Expectations
11. Schedules (Pre-Season/In-Season/Post-Season)
12. Roster / Schedule / Results
 - A. CIF Home / Home Campus / Max Preps
13. Recruiting
14. Tryout Procedures (Selection Criteria, etc...)
15. Role Model

COACH'S HANDBOOK (CONTIN...)

F. Post-Season Responsibilities

1. Banquets
2. Coaching Evaluations
3. Program Evaluations
4. Meeting with Athletic Director
5. Equipment/Uniform Return
6. Locker Rooms / Team Rooms
7. Team Meeting (Post-Season)
8. Social Media
9. Additional Responsibilities (i.e. Conducting off season Athletic PE Class)

G. Overnight Trips / Travel

1. Protocol/Procedures

H. ASB Guidelines

1. Purchase Orders
2. Invoice/Receipts
3. Reimbursement/Payments
4. Deposits

I. Fundraising

1. Guidelines (ASB vs. Booster Club)
2. Fundraisers

COACH'S HANDBOOK (CONTIN...)

J. Facilities

1. Facility Responsibilities
2. Facility Modifications
3. Facility Use for Internal School Programs
4. Facility Use for Outside Groups
5. Grounds & Custodial Support
6. Weather Policy

K. Liability

1. Title IX Compliance
 - A. Three Components
 - B. Three Prong Test
2. Risk Management
3. 14 Legal Duties of a Coach
4. Student-Athlete Emergency Cards
5. Injury/Accident Reports
6. 911 Call Logs
7. Concussion and Other Return to Play Protocols
8. Emergency Action Plan (afterhours)
9. Law of Negligence

L. Student Fees

1. Institution Guidelines
2. ACLU Restrictions

WEEK 9 (CONTIN...)

M. CIF Blue Book / CVAA Constitution

1. Undue Influence
2. Pre-Enrollment Contact
3. Transfer Eligibility

N. District Policy

1. Student Harassment/Bullying
2. Positive School Climate
3. Sexual Harassment
4. Hazing
5. Recognition of Religious Beliefs/Customs

O. District Coaches Purchasing Policies

1. Relations with Vendors
2. Gifts, Grants, Bequests
3. Conflict of Interests
4. Designated Employees

P. Appendices

1. Coaching Responsibility Checklist
2. Coaching Observation Form (Areas for Evaluation)

WEEK 9 (CONTIN...)

3. Social Media Agreement
4. CIF Code of Ethics - Coaches
5. Outside Donation of Funds/Equipment Form
6. Student Self-Transport Form
7. Parent Tier I Volunteer Driver Form
8. Student-Athlete Academic Probation Info.
9. Accident Report Form
10. 9-1-1 Call Log Form
11. Concussion Return to Play Protocol & Clearance Form
12. Asst. Coach Clearance Statement

- The purpose of a coach's handbook is to not only provide written policies, procedures and guidelines for the educational institution and athletic department, but also it can serve as a great tool for new coaches (and athletic directors!) to better understand their professional responsibilities and expectations.