

**New Berlin  
CUSD #16  
Coaches  
Manual**

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# PHILOSOPHY

New Berlin CUSD #16 intends to provide for its students an interscholastic athletic program that will be of benefit to them and will meet the needs and interests of participating students. This manual shall be used as a guide for all coaches and staff involved with extracurricular activities in athletic and academic competition. Our purpose is to address problems, questions, and concerns about coaching, and to outline the school districts expectations of our coaching staff.

The athletic program will follow the general objectives and philosophy of New Berlin CUSD #1's educational aims and objectives. It should serve as a valuable supplement to the total education program and should function as a part of the whole curriculum. It will constantly strive for the development of a well-rounded individual, capable of taking his or her place in modern society.

Leadership should be of highest quality providing a better opportunity for the athletes to compete and providing the potential for the athletes to become better people and citizens. Measurements for success will not be judged entirely on victories and defeats, but upon the personal development of the individual in the program.

**The New Berlin athletic program is administered under the guidelines and jurisdiction of the Illinois Elementary School Association, the Illinois High School Association, the Administration of the school, and the Board of Education of New Berlin CUSD #16.**

# INTRODUCTION

This manual is being prepared for use during the school year so that all coaches will have similar guidelines when confronted by any problems or concerns that may arise.

Regardless of how complete a manual may be, it cannot anticipate all of the situations that will occur. It is meant as a document to guide the direction of school athletic policy.

Each coach should be advised the first general policy that governs the athletic program is that of loyalty to each coach in the Athletic Department. It is important that coaches keep this in mind and make this a part of their own philosophy. It creates weakness in the department when coaches criticize other coaches, School Administration, Athletic Director, and Board of Education in the presence of individuals who are not directly involved in coaching. This will be considered a most serious issue. The problem of morale must start with the staff before it can be transferred to any one squad.

This handbook is designed to inform coaches of their duties and responsibilities and to promote personal success as well as program success.

## ATHLETIC DIRECTOR RESPONSIBILITIES

1. The Athletic Director shall work with all personnel in establishing a program that will facilitate an efficient system toward athletic development.
2. It shall be the duty of the Athletic Director, working with the coaches, to establish and recommend for the improvement of all athletic fields and athletic equipment pertaining to athletics at the middle/high schools. The maintenance and the care of the athletic facilities will be coordinated between the Athletic Director, maintenance director, and coaches.
3. The Athletic Director shall be responsible for the recommendation and supervision of all personnel under his/her jurisdiction.
4. It shall be the duty of the Athletic Director, in cooperation with the coach, to act as an advisor in the scheduling of athletic games and to make final recommendations.
5. It shall be the duty of the Athletic Director, in cooperation with the coach, to employ and approve officials for all athletic events.
6. It shall be the responsibility of the Athletic Director to gather eligibility information from teachers each Friday.
7. The Athletic Director and Principal(s) will arrange supervision for all home games.
8. The Athletic Director will also act as a liaison officer between New Berlin athletics, school personnel, and the community.
9. The Athletic Director and Principal(s) shall assume and maintain control of an athletic event or practice in the event of a school emergency.

## RESPONSIBILITIES OF COACHES

1. The coach is an official representative of New Berlin CUSD #16 at interscholastic athletic activities. In this important capacity, these standards should be practiced.
2. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
3. Develop an up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players and parents.
4. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition and at other appropriate times.
5. Develop fair, unprejudiced relationships with all squad members.
6. Encourage your athletes to stay active when not in season.
7. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
8. Give the highest degree of attention to athletes' physical well being.
9. Teach players, by actions/conduct and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
10. Teach players strict adherence to game rules and contest regulations.
11. Present privately, through proper school authorities, evidence of rules violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
12. Attend required meetings, keep abreast of IESA/IHSA policies regarding the sport, and be familiar with IESA/IHSA eligibility and contest regulations.
13. Coaches are expected to follow the "chain of command" and communicate it to all stakeholders of the team. The "chain of command" is: assistant coach>head coach>athletic director>principal>superintendent>school board.
14. Use up to, but not exceeding, the allotted 25 conduct days for summer activities (varsity coaches).

# CODE OF CONDUCT

Our job is to put our players in a position where they can develop to their fullest potential through proper teaching and nurturing.

- Be mindful never to shame a player, but to correct him in an uplifting way.
- Believe in every player. Remember, “In youth is where miracles are made.”
- Protect our players. Be big enough to build up, not tear down. Our kids are getting attacked from many places that we don’t often see and of which we are not aware.
- Remember our job is to put our players in a position where they can develop to their fullest potential through proper teaching and nurturing.
- Each player is part of our family, deserves every chance to succeed, and deserves the utmost respect.
- Coaches can disagree in meetings but never in front of our players or anyone else outside our “family”. Disagreements are saved for private meetings.
- Our players are student-athletes and we are teacher-coaches. We hold ourselves accountable as teachers of young men and women and the lessons they need in order to navigate life.
- If you do not know, say so and get appropriate information. Don’t bluff our kids. They know the difference.
- Remember that parents are our partners. We strive to work with each family in helping their child succeed.
- Respect your players and the other coaches.
- No profanity!
- Know the difference between shaming and coaching. No screaming, shaming, swearing, or sarcasm.
- Don’t be afraid to apologize. We all make mistakes. When mistakes are made publicly, apologize publicly; when mistakes are made personally, apologize personally.
- We are nurturing successful people, not just successful athletes.
- Treat all opposing coaches and their teams with the honor true competitors deserve.
- Respect all referees, officials, and timekeepers. They are imperfect and trying their best just as we are.
- Regardless of our wins and losses, we will be successful if we carry out the above items.

# HEAD COACH JOB DESCRIPTION

**TITLE:**                    **Head Coach**

**QUALIFICATIONS:**    1. Teaching Certificate (preferred)  
                                 2. Ability to organize and supervise a total sports program.  
                                 3. Previous successful coaching experience (preferred)  
                                 4. Substantial knowledge of the sport, its rules, techniques, and strategies

**RESPONSIBLE TO:**    Athletic Director

**SUPERVISES:** In most cases, the Head Coach must advise, coordinate and support a staff of assistant coaches.

**JOB GOAL:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive information that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**GENERAL:** The success of the athletic programs has a strong influence on the community's image of the entire school. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

## DUTIES OF HEAD COACHES

The major responsibilities of Head Coaches are listed below as a guide for carrying out assigned duties.

1. Develop a program at all levels of the sport under his/her direction within the regulations of the IESA/IHSA.
2. Be familiar with policies and regulations of the IESA/IHSA and New Berlin CUSD #16 in the sport in which he/she is head coach.
3. Promote honest and positive faculty and community relations.
4. Remember that coaches are classroom teachers first, and not let routine coaching responsibilities interfere with their classroom work.
5. Attend all athletic meetings unless excused by the Athletic Director.
6. Attend and encourage your players to go to as many programs as possible honoring New Berlin students.
7. Assist the Principal and Athletic Director in the assignment of Assistant Coaches in the sport under his/her direction. The Head Coaches, along with the Athletic Director, help make determinations about coaching staff. When a new Head Coach is hired, a recommendation will be made to non-renew all assistant coaches (including volunteers). It is the philosophy of the athletic department that Head Coaches will assist the Athletic Director to put in place a staff that supports the philosophy of the direction of the program and the Head Coach.
8. Assign and communicate responsibilities and duties for practices and games to Assistant Coaches at all levels.
9. Consult immediately with the Athletic Director on any coaching staff problem.
10. Evaluation of all Assistant Coaches at the end of the sports season. Supply the Athletic Director with a written summary and any recommended changes. If the Athletic Director is also a head coach, she/he must be evaluated by someone other than themselves.
11. See that all activities conform to the IESA/IHSA rules and regulations.
12. Plan and supervise all practice sessions for their varsity team and oversee all teams in the sport. The High School Head Football coach is responsible for the supervision of home Freshman and JV games. The High School Head Basketball coach is responsible for the supervision of home Freshman games.
13. Develop a weekly practice schedule and make sure all athletes are informed of practice times and place at least 24 hours in advance unless done by the Athletic Director.
14. Notify the Athletic Director of all off-season squad meetings.
15. Collect all forms for participation in your sport, alphabetize, and submit them to the Athletic Director.
16. Submit a list of names of all participants to the Athletic Director after 3 days of practice. Keep a list of current events throughout the season.
17. See that all squad members are familiar with New Berlin CUSD #16 district policies concerning



- training rules, care and use of school equipment, team travel, eligibility, team rules (in written form), absences, and the student athletic policy.
18. Schedule, as soon as possible, all bus times for away contests and advise the Athletic Director.
  19. Assume the responsibility for the conduct of the squad members and coaches at all practice and contest sessions.
  20. Accompany teams on buses to and from all contests unless other arrangements have been made in advance with the Athletic Director or other members of the coaching staff.
  21. Assume the responsibility for the team members until they are dressed and have left the athletic facilities. This responsibility may be delegated to an Assistant Coach.
  22. Secure all dressing rooms, locker areas, and gym facilities under his/her jurisdiction before leaving the building. He/She must check all outside doors in the athletic area.
  23. See that your facilities are clean and orderly at the end of the practice.
  24. Compile a list of all participants who are eligible for athletic awards and submit it to the Athletic Director immediately after the season.
  25. Prepare a season summary at the end of the season. Summary should contain season statistics, award winners, and any other pertinent information. One copy is to be filed with the Athletic Director.
  26. Present to the Athletic Director any schedule and game official recommendations. Complete all official reports for the IESA/IHSA.
  27. Assist the Athletic Director with the following procedure for treating serious injuries.
    - a. Report any serious injury to the parent, Athletic Director, and Principal,
    - b. See that the injured athlete is treated by appropriate personnel.
    - c. A parent or staff member should accompany any injured squad member to the doctor or hospital.
    - d. Complete an accident report form the next day and submit to the Athletic Director or Principal.
    - e. Check on the progress of the injured athlete. f. In case of serious injury, the Doctor of the injured athlete will be responsible for determining when practice or play can resume.
  28. All purchases must be approved by the Athletic Director so that proper purchase order forms can be completed.
  29. Provide the Athletic Director with a complete itemized inventory of all equipment, within two weeks after completion of season. Make sure all equipment is accounted for, clean and neatly stored in the appropriate location.
  30. Recommend repairs and improvements to the athletic facilities. Report any immediate repair needs.
  31. Attend all games including: home, away, and tournaments.
  32. Coaches must travel with first aid kits to all athletic contests.
  33. Coaches are responsible for assuring athletes ride the bus to and from all athletic contests unless other arrangements are made by written consent of parents.

34. Report individual statistics and results to the appropriate media.
35. Organize and implement summer programs (camps, leagues, tournaments, etc.) to promote his/her sport. All summer programs must be approved by the Athletic Director.
36. Keep practice periods within the confines of the time specified by the Athletic Director.
37. Strive to build good sportsmanship and develop good public relations in the school and the community.
38. Be responsible for the general health and welfare of students in the sport.
39. Be responsible for seeing that the members of the respective team are dressed appropriately for trips to other schools.
40. The Head Coach should conduct oneself so that he/she is above criticism at all times. The following conduct will not be tolerated:
  - a. Profane language in the presence of students at school related events
  - b. Smoking or drinking in the presence of students at school related events
  - c. Improper attire in the presence of students at school related events
  - d. Improper actions, berating of game officials and any other conduct unfitting the coach.
41. The Head Coach will correct inappropriate student actions or behaviors but will not demean the student in the process.

# ASSISTANT COACH JOB DESCRIPTION

**TITLE:** Assistant Coach

**QUALIFICATIONS:**

1. Teaching Certificate (preferred)
2. Ability to organize and supervise a total sports program.
3. Previous successful coaching experience (preferred)
4. Substantial knowledge of the sport, its rules, techniques, and strategies.

**RESPONSIBLE TO:** Head Coach

**JOB GOAL:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive information that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

**GENERAL:** The success of the athletic programs has a strong influence on the community's image of the entire school. Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

## DUTIES OF ASSISTANT COACHES

1. Assistant coaches report to the Head Coach and shall be responsible for the full understanding of their function and dimensions within the staff. They shall execute the duties as set down by the Head Coach and should fulfill the responsibilities listed below.
2. To follow and carry out recommended techniques, methods, etc., related to the philosophies of the Head Coach and not to deviate from them without first consulting with the Head Coach.
3. To assist, when requested, with any duty or responsibility assigned by the Head Coach.
4. To attend any meeting called by the Head Coach.
5. To assist in scouting responsibilities as requested by the Head Coach.
6. All coaches assigned should assume full responsibility for equipment, supplies, inventories, etc., as delegated by the Head Coach, Athletic Director, or Principal.
7. Report individual statistics and results of the contest to the media.
8. Keep abreast of respective sport rules and rule changes.
9. Keep abreast of new knowledge, innovative ideas, and techniques by attending clinics and workshops.
10. Assist the Head Coach in carrying out his/her responsibilities.
11. Assist the Head Coach in making a systematic issuance of school equipment.
12. Assist the Head Coach in providing accurate information needed to compile eligibility lists and other reports.
13. Assume responsibility for constant care of equipment and facilities.
14. Assume supervisory control over athletes and teams in the program.
15. Be in regular attendance at practice and contests.
16. Apply discipline in a firm and positive manner.
17. Emphasize safety precautions and be aware of best training and injury procedures.
18. Display ethical conduct during practice and contests.
19. Keep equipment locked up and the equipment room organized.
20. Supervise dressing rooms before and after practice and contests. If the Assistant Coach is the last coach out of the building, he/she must check all interior/exterior doors in the athletic area to make sure they are locked, and stay until the last student has left.
21. Assist in the return and inventory of school equipment. Assist the Head Coach in the collection of and storage of all equipment.
22. Recommend athletes to the Head Coach for awards.
23. Recommend facility maintenance and improvements.
24. Recommend equipment to be purchased.
25. Recommend schedule improvements.

26. The Assistant Coach will show support for the Head Coach and do his/her best to enhance the image of the program.

27. The Assistant Coach should conduct oneself so that he/she is above criticism at all times. The following conduct will not be tolerated:

- a. Profane language in the presence of students at school related events
- b. Smoking or drinking in the presence of students at school related events
- c. Improper attire in the presence of students at school related events
- d. Improper actions, berating of game officials and any other conduct unfitting the coach.

28. The Assistant Coach will correct inappropriate student actions or behaviors but will not demean the student in the process.

\* The Head Coaches, along with the Athletic Director, help make determinations about coaching staff. When a new Head Coach is hired, a recommendation will be made to non-renew all assistant coaches (including volunteers). It is the philosophy of the athletic department that Head Coaches will assist the Athletic Director to put in place a staff that supports the philosophy of the direction of the program and the Head Coach.

# ADDRESSING ISSUES

## *Athletic Dress*

1. Require our athletes to dress appropriately when representing New Berlin CUSD #16 at athletic contests or while attending special events.

## *Injuries*

1. Require all athletes to report injuries to you.
2. If parents are not present, call and inform them of necessary information.
3. If an athlete does not need emergency care, but is of a serious nature, notify parents of the problem.
4. Fill out an Accident Report Form These forms can be picked up from the school office. Each form should be completed and on file in the school office by the next regular school day.
5. Notify the Principal and Athletic Director if the injury is of a serious matter.

## *Individual Sport Rules*

1. Head coaches of each sport should set up their own policies and/or procedures in regards to training, practice, etc. (Note: Rules in the student handbook must be strictly enforced in each sport, as well as general athletic office rules.)

## *Player Roster*

1. A list of all athletes must be submitted to the Athletic Director after the THIRD practice session.
2. The list must be updated every time an add or drop occurs.

## *Athletes Absent From School*

1. An athlete must be in attendance on the preceding afternoon (unless excused from principal) to practice or participate in a contest. 2. If the athlete had prior permission to be absent from the Administration, he/she could participate on that day.

## *Sports Rules*

1. Coaches have the responsibility to be current on all rules set by ISHA/IESA guidelines in his/her respective sport(s).

## *Early Dismissal*

1. It is imperative that each coach keeps the Athletic Director informed of roster and schedule changes so proper notification is made to all involved in early athletic dismissals. Team managers

should also be included.

2. Coaches should make every effort to have students dismissed from school as late as possible for any contest to avoid missing valuable class time.

### *Press and Public Relations*

1. Following each game, write and submit announcements to be read, sharing the highlights of specific players and the game in general.
2. Coaches are strongly encouraged to submit results and game highlights following athletic contests to the local news.
3. All coaches should promote their sport as often as possible.

### *Practice Rules*

1. An athlete must be in attendance during the afternoon preceding a practice to be allowed to participate.
2. The directives from physicians regarding injured athletes will be closely followed.
3. After reporting to practice areas, students should not be in other areas of the school unless supervised.
4. All athletes should be informed of the week's practice schedule in advance so this information can be taken home.
5. Other individuals not officially approved by the Athletic Director and School Board should not be used in any capacity in practice sessions unless approved by the Athletic Director or Principal. This is a direct violation of both IESA and IHSA by-laws.
6. No Sunday practice unless the Athletic Director has granted special permission. This includes open gyms.
7. Coaches need to be sensitive to the fact that parents make plans around practice times given to them, especially the time given for the conclusion of practice.

### *Bus Rules*

1. Players must ride the bus to ALL athletic events. Players may ride home with a parent if written permission is given to the coach.
2. Bus rules/expectations should be clear to all athletes and closely monitored by the coach. The bus should be left in the same condition as when first boarded. All trash must be deposited in the garbage can on the bus.
3. While transporting athletes, coaches should pay special attention to the players to prevent mischief.
4. Coaches are required to ride the bus with the athletes to and from athletic contests, unless the Athletic Director or Principal has granted special permission.

### *Coaches Clinics*

1. Coaches are encouraged to attend clinics. However, the entire cost accrued for the clinic will be

the coach's responsibility (Teachers receive \$425 dollars in professional development).

## The Athlete

1. **Obligations:** The team's members should also be made aware of their obligations. They should know what their training rules are and why they are in effect. They should also know what the locker room and practice area regulations are and in what manner they are expected to obey them. They should have full knowledge of game discipline and control. Just as the coach is expected to be loyal to the team, coaches should demand the same loyalty on the part of the individual team members to the team. It is not enough for the players to know their obligations, but these obligations must be enforced. All these items will contribute to the team's morale in a positive way.
2. **Athletes in School:** In the school, the athlete should dress appropriately. An athlete should also make every effort to do the best possible job in the classroom. The coach should insist that the athlete be polite in all dealings with faculty members. An athlete must be a good citizen, particularly while on school grounds, achieving a good reputation and commanding respect from those with whom he/she comes in contact.
3. **Athletes in the Community:** The athlete should be alerted by the coach to his/her responsibility in the community. The athlete represents the school and helps formulate community opinion of the school, as some people know the school only through the athlete. This extends to other communities as well.
4. **Athletes as Role Models:** Though an athlete may not realize it, younger boys and girls in the community may look to him or her as a role model or hero. They must be faithful to the image the youngsters see in them. They could warp a young athlete's entire athletic outlook because of a lack of devotion or lack of awareness.
5. **Coach's Aid to the Athlete:** The coach can be of great help by encouraging and checking the activity of each player. A coach can see how a player's grades are progressing and check the athlete's course of study throughout the year.
6. **Coach/Athlete Communication:** Often athletes will have a problem that they will bring to the coach long before they confide in anyone else. No matter how trivial the problem may seem to an adult, it is important to the athlete or he/she would not discuss it with the coach. A coach should know his/her limitations in this area; the role should be that of a good listener and the coach should help as best as he/she can. Participating in or allowing criticism of other faculty members weakens the coach's position.
7. **Communication with Parents:** Service can be rendered to the athlete and the school if the coach



will make every effort to keep parents informed.

## Athletic Eligibility

Eligibility will be determined each week for all students who are involved in athletic activities.

Eligibility will be collected on Friday and will run from Sunday to Sunday. Students will be required to pass all courses each week.

Upon an athlete being declared ineligible, the coach is to make contact with the athlete and his/her parent/guardian regarding the ramifications of being ineligible.

**In addition** to the above, all student athletes/coaches are required to present the following to the Athletic Director **before** starting active participation in a sport.

1. Current **Physical Exam** (signed by medical doctor). Physicals are good for 395 days.
2. **Code of Conduct/Accidental Insurance Waiver Form (must provide copy of insurance card)/IHSA Concussion/IHSA PES (all one form)**. These forms are good for one calendar year.
3. **Pay \$60 Sports fee**
4. **Sign individual team rules**

The IESA/IHSA has specific rules regarding attendance, age, etc. To familiarize yourself with the rules, please visit the IESA/IHSA websites or see the Athletic Director to obtain a rule book.

## New Berlin CUSD #16 Seasonal Checklist

The following items will be submitted to the Athletic Director according to terms of the coaches' manual. It is strongly suggested that duplicate copies of the enclosed forms be used to complete the necessary seasonal expectations.

1. Schedule in advance (to create facilities schedule)
2. Written team rules and policies (1+ month)
3. Completed roster information
4. Copy of signed team rules from each athlete
5. Proof of valid sports physical for each athlete (395 days)
6. IHSA Concussion Information Form
7. Signed CUSD #16 Drug Consent Testing Form (HS only)
8. ISHA Performance Enhancing Substances Form (HS only)
9. Emergency contact information on file in athletic office
10. End of season inventory
11. Letter to approve volunteer coaches
12. Attendance at required meetings

# Acknowledgement and Receipt

\*Required each school year.

I have received a copy of the New Berlin CUSD#16 Coaches Manual.

The Coaches Manual describes important information at New Berlin Athletics, and I understand that I should consult the Athletic Director regarding any questions not answered in this handbook.

I have reviewed the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Year