

Spring 2025

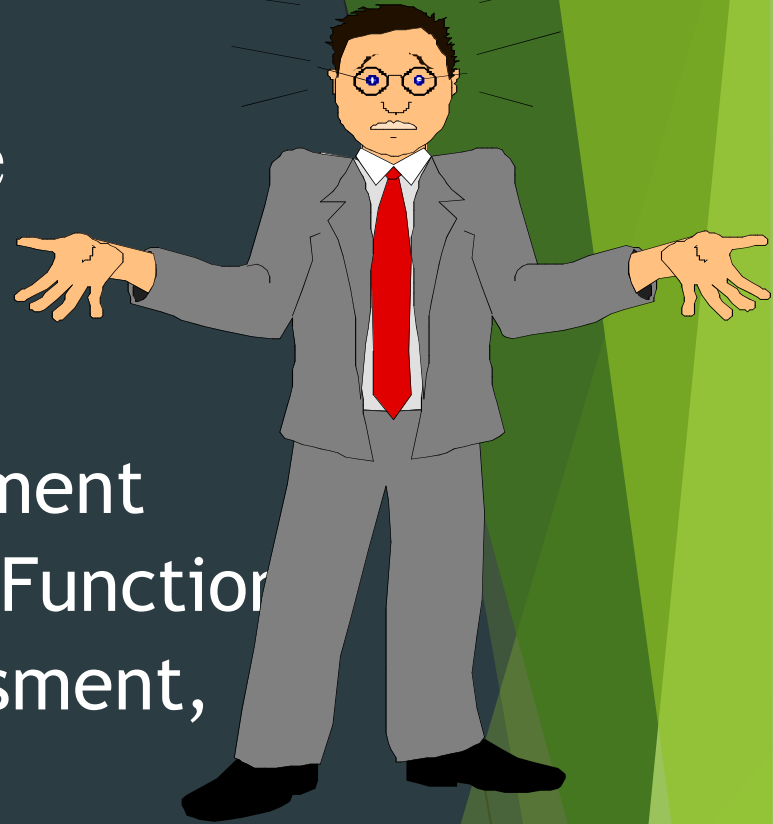
New Coaches' Orientation

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Orientation Outline

- ▶ Introduction
- ▶ Philosophy & Mission Statement
- ▶ Organization, Structure, & Function
- ▶ Title IX, ADA, Sexual Harassment, Employment Act
- ▶ Risk Management, Negligence, 14 Duties
- ▶ Coaching Best Practices and Guidelines
- ▶ Psychology of Sport



So You Want To Coach?

- ▶ This Orientation will begin to familiarize you with the job description and responsibilities of a coach in the Howard County Public School System (HCPSS)
- ▶ Mission Statement
Together the Administration and Athletic Department of the HCPSS are committed to work with the athletes, their parents, and their community **to promote and pursue excellence in education, sportsmanship, and citizenship through all levels of competition.**

Student Centered, Education Based Athletics

- ▶ Desired Outcomes:
 - ▶ Promote Learning
 - ▶ Promote Citizenship
- ▶ Winning is one measure of success, not the only measure of success, and not the most important measure.
- ▶ Policy 9080 Interscholastic High School Athletic Program

Coaching Guidelines

The coach represents the backbone and stability in a program. He/She is the motivational force in:



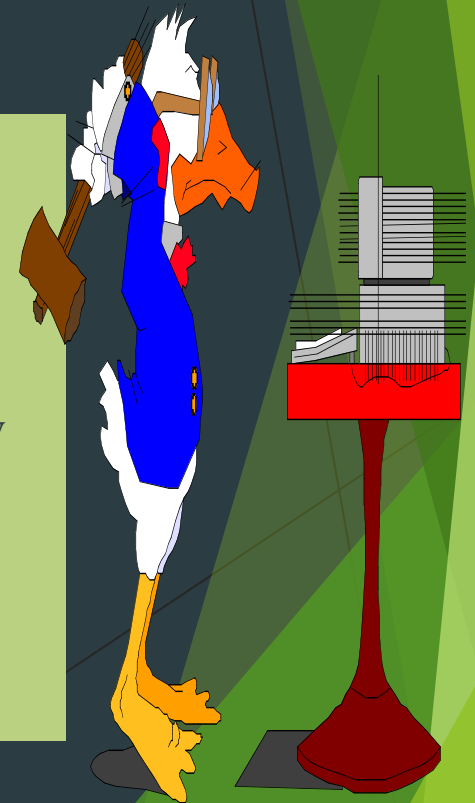
1. The athletes' development
2. The success of the program
3. The overall sportsmanship displayed by the athletes.

Parents entrust their child to the coach, expecting him/her to improve the whole person, not just his/her athletic skills. We expect coaches to take ownership of the programs and show the athletes:

1. Hard work and patience payoff
2. That all things are possible when enough people share the dream
3. That in winning or losing, one must maintain poise and class.

A.T.T.I.T.U.D.E.

- Always making today your best day
- Taking pride in a job well done
- Treating others with respect
- Isolating your negative thoughts
- Treating every new challenge as an opportunity
- Utilizing your talents daily
- Doing the job right the first time
- Expecting positive outcomes daily



Athletes First, Winning Second

ORGANIZATION

1. NFHS
2. MPSSAA
3. HCPSS
4. SPORT SPECIFIC BULLETINS
5. HIGH SCHOOL



ELIGIBILITY

▶ Academic

- ▶ 10th, 11th, 12th - No more than one E, 2.0 (weighted) GPA; 1st (winter), 2nd (spring) 4th (fall) quarter grades

▶ Physical Form

- ▶ Dated within one year of tryout date or after April 1st; Doctor's, Parent's, & Athlete's signatures

▶ Participation Form

- ▶ Address, Phone #s, Athlete & Parent signatures, Insurance Info

▶ Birth Certificate

- ▶ Driver's License, Passport, Baptismal Certificate

▶ Proof of Residency

- ▶ Rental Agreement, Deed, Utility Bill (not a cell phone bill)

▶ Concussion Education Forms (ImPACT Testing Voluntary 2017)

▶ Sudden Cardiac Arrest Forms (2014)

▶ Out of District List - Guidance

▶ Suspension List - Administration

▶ On-line Registration (2017)

TITLE IX

- ▶ “No Person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”
 - ▶ General
 - ▶ Separate Teams
 - ▶ Equal Opportunity

Sexual Harassment

- ▶ Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when
 - ▶ Submission to such contact is made either explicitly or implicitly **a term or condition of an individual's employment;**
 - ▶ Submission to or rejection of such conduct by an individual is **used as the basis for employment decisions affecting such individual;** or
 - ▶ Such conduct has **the purpose or effect of unreasonably interfering with an individual's work performance or creating or intimidating, hostile, or offensive working environment**

American With Disabilities Act

Constitutional Right?

Discrimination based on disability?

Sports Employment Law

- ▶ HCPSS Contracts (1 Season)
- ▶ Policy 7120
- ▶ Priority to HCPSS employees (Cerdentialed)
- ▶ Renewal/Non-renewal (60 days)
- ▶ Emergency Coaches
- ▶ Volunteer Coaches (Added 2 per sport in 2020) Must follow the same process in hiring.

RISK MANAGEMENT

- ▶ Risk management is the responsibility of all athletic administrators and coaches. As such this responsibility requires a commitment to ongoing, proactive planning and management of activities designed to reduce, minimize, or transfer hazards and risks among user groups, equipment , and facilities.





14 Duties

- ▶ Duty to Plan
- ▶ Duty to Supervise
- ▶ Duty to Assess Athletes' Readiness for Practice & Competition
- ▶ Duty to Maintain Safe Playing Conditions
- ▶ Duty to Provide Proper Equipment
- ▶ Duty to Instruct Properly
- ▶ Duty to Match Athletes

14 Duties Continued

- ▶ Duty to Condition Properly
- ▶ Duty to Warn
- ▶ Duty to Ensure Athletes are Covered by Injury Insurance
- ▶ Duty to Provide Emergency Care
- ▶ Duty to Develop Emergency Response Plan
- ▶ Duty to Provide Proper Transportation
- ▶ Duty to Select, Train, & Supervise Assistant Coaches

A Distinction

Standard of Care

VS

Standard of Practice

- ▶ The Standard of Care-is the minimum acceptable conduct of performance... A contemporary set which trained professionals are expected to adopt and implement **Best Practices!**
- ▶ Any Standard of Practice-not incorporating or exceeding the standard of care is extremely subject to legal challenge for omission of any of the 14 duties or for commission of an action that violates these duties which is justified as “**traditional**” or “**the way we have always done it.**”

Examples of Athletic Safety Standards

- ▶ Management & Supervision
- ▶ Facilities & Equipment
- ▶ Medical Practices
- ▶ Proper Instruction & Appropriate Activity
- ▶ Liability & Insurance Protection
- ▶ Selection, Training & Supervision of Coaches
- ▶ Transportation
- ▶ Warnings
- ▶ Security
- ▶ Emergency Procedures
- ▶ Safety Standards Related to Specific Sports
- ▶ Aquatics Management

GOALS & OBJECTIVES

- ▶ Improve the skill level & physical fitness of all players
- ▶ Help each player develop an enjoyment and appreciation for the sport
- ▶ Help players develop an appreciation for the diversity of our communities
- ▶ Help foster inclusion and equity through participation
- ▶ Demand that players learn and abide by the rules of the game
- ▶ Insist players practice good sportsmanship
- ▶ Encourage the development of patience, cooperation, & team work
- ▶ Develop mental toughness for competition in the players
- ▶ Teach players that “striving to win” at all times is the path to success

Coaches' Responsibilities

Preseason

- ▶ Meet with prospective team members
- ▶ Attend rules interpretation meeting
- ▶ Handout physical and participation forms
- ▶ Ensure no player practices until all forms are completed, handed in to the coach
- ▶ Ensure all players are academically eligible to participate
- ▶ Order equipment as needed, using last year's inventory sheet for reference
- ▶ Schedule preseason conditioning with weight room coordinator



Responsibilities Preseason Continued

- ▶ Inventory all equipment
- ▶ Handout equipment & record all information
- ▶ Request buses
- ▶ Submit rosters & all forms to the AAM
- ▶ Review eligibility roster with AAM
- ▶ Pick up medical kit and supplies from trainer
- ▶ Pick up water and ice jugs from trainer



Pre-season Meeting

- ▶ Communicate and provide required forms for participation (Medical, Parent Permission, Concussion Education, Utility Bill Copy, Birth Certificate) in writing
- ▶ Provide written eligibility requirements.
- ▶ Provide written information regarding concussion and heat acclimatization education;
- ▶ Provide written information regarding tryout dates and times

Pre-season, continued

- ▶ Provide written tryout criteria and a written evaluation rubric;
- ▶ Provide information regarding non-mandatory, out-of-season, fitness and training sessions;
- ▶ Provide information regarding non-school, out-of-season competition opportunities.

Pre-season Continued

- ▶ **Never promise anything other than a fair and equitable tryout. Sometimes it becomes necessary to “cut” a returning player.**

Coaches' Responsibilities In Season

- ▶ Coordinate practice schedules with AAM
- ▶ Communicate practice schedules and contests to parents
- ▶ Plan daily for practice and long term for season
- ▶ Ensure practice and game areas are safe, clean, and playable. Report problems to AAM immediately
- ▶ Welcome visiting teams to your school
- ▶ Coach the games professionally and with integrity
- ▶ Read the MPSSAA, HCPSS Policy Books
- ▶ Read the local and state handbooks



Team Selection

- ▶ Make sure that every student is fully eligible prior to beginning official team selection.
- ▶ Treat the JV and Varsity teams as a program. All JV and Varsity coaches should assist with the selection of both the JV and Varsity teams.
- ▶ All JV and Varsity coaches should assist with the evaluation of the team members.

Team Selection, continued

- ▶ Provide a reasonable number of tryout sessions, at least 4.
- ▶ Give reasons for allowing tryout exceptions after the tryout period has ended.
- ▶ Do not use out-of-season participation as tryout criteria.
- ▶ Hold post-tryout conferences with all candidates. Do NOT post lists.

Team selection, continued

- ▶ Encourage underclassmen not selected for the team to tryout again.
- ▶ Provide a copy of written evaluation with reasons (objective and subjective) for non-selection and suggest areas for improvement.
- ▶ Do not keep any individual team member that will not be provided with the opportunity to improve.

Team selection, continued

- ▶ Provide students who make the team with a written evaluation. This is their first in-season update of their status.
- ▶ Do not tell students they made the team but they are not likely to play much or not at all. If you keep them, coach them everyday.

Team selection, continued

- ▶ Give all team members an opportunity to show the coaching staff they have improved on a regular basis.
- ▶ Do not keep underclassmen on the varsity if they are not likely to see much, if any, playing time.

Team selection, continued

- ▶ Encourage all selected team members to work towards playing time and a position on the team during practices and pre-season scrimmages prior to the first regular season contest.
- ▶ All positions are OPEN for competition.

In-Season

- ▶ Inform all team members and their parents of AAM approved team rules in writing. Review rules throughout the season.
- ▶ Document any communication with a student and/or parent when it involves discipline.
- ▶ Never meet alone with an individual team member, especially when it involves discipline. Have a witness.

In-season, continued

- ▶ Hold bi-weekly conference with all team members – review of status and role on the team.
 - ▶ Include strengths (positive reinforcement) and weaknesses (constructive criticism) and how to improve.
 - ▶ These conferences should be considered “interim reports”.
 - ▶ Document the conferences.

In-season, continued

- ▶ Always give returning team members, especially seniors, the opportunity to be a “starter” or key substitute. The dues they have paid should have value.
- ▶ When making a change in the “starting lineup”, always notify the student who will become the substitute first in an individual conference.
 - ▶ Notify the new starter afterward in an individual conference.
 - ▶ Notification should not come in a team meeting.

In-season, continued

- ▶ Never punish with physical punishment.
- ▶ JV players, when appropriate, can practice with the varsity without being on the varsity roster.
- ▶ If they are deserving of varsity status with appropriate playing time, the varsity promotion can be made later after the original varsity team members have had a fair opportunity to be a starter or key substitutes.

In-season, continued

- ▶ **Have an open-door policy. Team members should be encouraged, when appropriate, to ask the coach for opportunities to improve their status on the team.**

TIPS That Work

- ▶ Be a role model
- ▶ Remind athletes of the importance of grades
- ▶ Always do what is in the best interest of the athlete
- ▶ Be positive with your players
- ▶ Treat all players with respect
- ▶ When criticizing, focus on the act, not the actor
- ▶ No bantering or verbal abuse
- ▶ No derogatory remarks, names or PROFANITY
- ▶ Document any unusual event-injury, vandalism, angry parent, supervision, discipline, etc.
- ▶ Do not give up on any athlete
- ▶ Insist on integrity from all players



More TIPS

- ▶ Dress appropriately
- ▶ Keep areas clean-locker rooms, coaches' room, training room, ice room, storage areas
- ▶ Be knowledgeable about due process, risk, liability, negligence
- ▶ Demonstrate enthusiasm
- ▶ Always supervise your athletes



PARENT-COACHES MEETING

- ▶ It is mandatory to meet with the parents of your squad after any cuts have been made and before the scheduled contests begin. Normally the AAM will arrange this evening event. The coach will include the following items on the agenda:
 - ▶ Coaching Philosophy
 - ▶ Team Rules
 - ▶ Commitment expectations from the players
 - ▶ Health, safety, & welfare of the athletes

PARENT-COACHES MEETING

CONTINUED

- ▶ Risks inherent in the sport
- ▶ Injuries, emergencies-how we handle them
- ▶ Importance of following coaches directives
- ▶ Season goals & objectives
- ▶ Training and practice schedules
- ▶ Season scrimmages and contests
- ▶ Attendance at practices
- ▶ Contingency plan for bad weather
- ▶ Team social functions (if applicable)
- ▶ Requirements for earning a letter
- ▶ Sportsmanship

Rules to Emphasize with Parents & Players



- ▶ **If an athlete:**
 - ▶ Visits a physician for an illness or injury he/she must bring a note from the doctor before being allowed to return to practice.
 - ▶ Is truant from any class or has an unexcused absence from school, he/she is ineligible to participate.
 - ▶ Uses drugs, alcohol, tobacco school & county rules and policies apply.
 - ▶ Is ejected from a contest, he/she must also sit out the next game.
 - ▶ Athletes will use school transportation unless they have a note from a parent 24 hours in advance, approved by the administration.
- ▶ An athlete may not miss a team practice or contest to participate in any sport at the club level.

Coaches' Decisions

- ▶ Playing time
- ▶ Positions
- ▶ Team strategy
- ▶ Play calling
- ▶ Matters concerning other student/athletes



- ▶ **Communication coaches expect from a parent:**
 - ▶ Concerns expressed directly to coach first.
 - ▶ Notification of any schedule conflicts well in advance.
 - ▶ Specific concerns regarding coach's philosophy and/or expectations.
- ▶ **Appropriate concerns for parent to discuss with coach:**
 - ▶ The treatment of their athlete, psychologically & physically.
 - ▶ Ways to help their athlete improve.
 - ▶ Concerns about their athlete's behavior

PARENT COACH RELATIONSHIPS CONTINUED

- ▶ **Communication Parents expect from their child's coach:**
 - ▶ **Philosophy of the coach**
 - ▶ **Expectations the coach has for their athlete**
 - ▶ **Locations and times of all practices and contests**
 - ▶ **Team requirements**
 - ▶ **Procedures to follow should their athlete become injured during participation**
 - ▶ **Consequences for not following school & team rules**
 - ▶ **Requirements to earn a letter.**
 - ▶ **Disposition of lost/outstanding equipment**
 - ▶ **Communication concerning their athlete's role on the team and how she/he fits into the future of the program**

Parent Coach Relationships

Conflict Resolution

- ▶ At times it may be difficult for a parent to accept the fact that they &/or their athlete is not playing as much as they would like. You are the coach, the professional who makes judgment decisions based on what you believe is to be the best for the team and all involved. The lists above should help you develop working and professional relationships with the parents of your players.
- ▶ There are situations that may require a conference between the coach, the athlete, & parent. These are to be encouraged. It is important that all parties involved have a clear understanding of the other person's role & position when conferences are necessary.

CONFERENCE PROCEDURES

- ▶ The athlete should first talk with the coach about his/her concerns.
- ▶ Parents should call to set up an appointment with the coach
- ▶ If you cannot be reached at a reasonable time, parents can call the AAM to arrange a conference.
- ▶ Do not conference with a parent before or after a practice or contest. These can be emotional times for both the coach and parent. Meetings at these times usually do not work well for the coach, the parent or the player.



The Next Step

▶ If a satisfactory resolution is not reached, the coach &/or parent can call the AAM to set up an appointment to discuss the situation. At this meeting the appropriate next step can be determined.

▶ Whether or not this step is ever reached, please keep in mind the following protocol when parents elect to pursue a concern they may have, regarding their athlete's experience on your team. **The chain of command:**

- ▶ The athlete's coach
- ▶ Head coach (if applicable)
- ▶ Athletics & Activities Manager
- ▶ Assistant Principal
- ▶ Principal

PSYCHOLOGY of SPORT

Model What You Ask of Your Athletes

Examples:

- ▶ Discipline
- ▶ Mental Toughness
- ▶ Hard Work/Energy
- ▶ Commitment
- ▶ Fair Play & Sportsmanship
- ▶ Mutual Respect
- ▶ Admit Your Mistakes
- ▶ Organization
- ▶ Passion for the Sport
- ▶ Composure & Poise
- ▶ Class
- ▶ Have Fun
- ▶ Integrity



Positive Reinforcement

Give your athletes positive feedback. This builds confidence. For every corrective criticism offer a positive comment. Any criticism that does not make the athlete a better person or promote learning is wasted.



Do's & Don'ts

▶ DO

- ▶ Coach Every Athlete-including the worst
- ▶ Build Trust-Integrity
- ▶ Care-On & Off the Field
- ▶ Listen to Your Players
- ▶ Condition/Practice with a Purpose
- ▶ Say What You Mean/Mean What You Say
- ▶ Give Credit
- ▶ Admit Your Mistakes
- ▶ Make it FUN!

▶ DO NOT

- ▶ Play Favorites
- ▶ Yell & Scream
- ▶ Condition for Punishment
- ▶ Over Practice
- ▶ Punish the Athlete for What Parents Do
- ▶ Berate or Name Call

A Final Reminder

High school sports are an enrichment experience that promote participation, positive learning experiences, citizenship, & sportsmanship in a caring & educational environment.



**ATHLETES FIRST
WINNING SECOND**

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