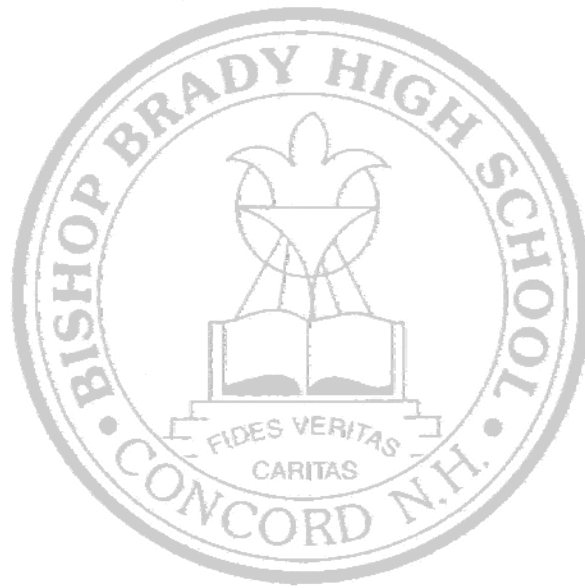


Bishop Brady High School



Coaching Handbook 2009-2010

JOB DESCRIPTION: VARSITY HEAD COACH

QUALIFICATIONS: Preferred, valid New Hampshire Teacher's Credentials and High School Varsity level coaching experience. Required, prior coaching experience at the age appropriate level.

APPROVED BY: Principal, as recommended by Athletic Director.

SUPERVISES: Varsity assistant(s), Sub-Varsity head and assistant coaches, student athletes; student managers.

JOB GOAL: To instruct fellow program coaches and student athletes in the system, fundamental skills, strategies and physical training necessary for them to realize their God given talents as well as a degree of professional, individual and team success. In addition, under the direction of the Athletic Director and the Bishop Brady Student/Parent Handbook guidelines, to instill the values of good sportsmanship and fair play along with providing a positive Christian role model for each student athlete.

COACHES PROFESSIONAL ETHICS: Coaches are role models wherever and whenever they interact with students. They teach more by what they do and how they do it than by what they say. Coaches will not ask students to do what they themselves are unwilling to do.

Coaches are expected to exhibit the highest ethical standards and personal integrity at all times which includes but is not limited to the following:

- Use of profanity is unacceptable and not allowed: at practice, games, locker rooms, bus, school grounds, etc.
- Music with lyrics that have profanity is unacceptable and not allowed: at practice, games, locker rooms, bus, school grounds, etc.
- Inappropriate, indecent, or criminal behavior is unacceptable and not allowed.
- No acts of hazing, assault, harassment, or other abusive action.
- No misconduct concerning actions that are obscene, disrespectful, malicious or otherwise offensive.

DUTIES AND RESPONSIBILITIES:

1. Administers the sports program that he has been appointed to and is directly answerable to the Athletic Director.
2. Promotes and strives to enhance the positive aspects of the reputation of Bishop Brady High School and its' athletic department programs.

- 3.** Keeps informed and implements league constitutional provisions, rules and regulations as well as those of the school's Athletic Department and the NHIAA.
- 4.** Assures that Sub-Varsity Head Coaches, assistant coaches and student athletes adhere to the applicable requirements contained in the Bishop Brady Student/Parent Handbook.
- 5.** Assists in the care for, and upkeep of the facilities and equipment used in that particular sport.
- 6.** Establishes a philosophy and system to teach fundamental skills and techniques to his staff.
- 7.** Organizes comprehensive and safe practice/game plans and guides lower level coaches to do the same.
- 8.** Prepares accurate and up-to-date rosters for each team in the program to be submitted to the Athletic Director. All deletions or additions to these rosters must be submitted to the before mentioned.
- 9.** Expected to attend appropriate league meetings, coaching staff meetings, as well as Athletic Department meetings.
- 10.** Maintains contact with Athletic Director, regarding academic and disciplinary standing of all student-athletes in the program.
- 11.** Submits, at the end of a season to the Athletic Director, a complete statistics sheet for the varsity team, which will be added to the school's archives.
- 12.** Submits an inventory of uniforms and equipment at the beginning and end of each season.
- 13.** Enforces the school's guidelines stipulated in the *Student Participant/Parent Agreement for Extra-Curricular Activities*, and shall notify the Athletic Director of any violations of the same.
- 14.** Submits to the Athletic Director, by the end of the season, any requests for budgetary items.
- 15.** Attends, and helps in representing the Athletic Department, each of the schools "Open House" days.
- 16.** Secures or delegates someone to secure facilities, locker room, lights, windows etc. at the conclusion of practice and/or contest.

17. Seeks out clinics as well as seminars, and arranges for staff professional upgrades in the area of fundamental skills teaching, and technical knowledge.

18. Submits properly completed injury and insurance reports to the Athletic Director.

19. Assists, whenever possible, student athletes to obtain college scholarships and maintains proper communications with college and community college recruiters.

20. Conducts staff evaluations and recommendations to be submitted, at conclusion of each season, to the Athletic Director. Allows for all student athletes to anonymously evaluate program.

TERMS OF EMPLOYMENT: School year coach's employment agreement as stipulated and approved by the Principal.

EVALUATION: Athletic Director, self-evaluation, subordinate coaches, parents and student athletes.

JOB DESCRIPTION: SUB-VARSITY HEAD COACHES & ASSISTANT COACHES

QUALIFICATIONS: Preferred, valid New Hampshire Teacher's Credentials and previous coaching experience in assigned sport at appropriate age level. Required, knowledge and ability to teach fundamentals and techniques of the sport hired for.

APPOINTED BY: Principal as recommended by the Athletic Director and the Varsity Head Coach.

JOB GOAL: To instruct fellow coaches and student-athletes assigned in the system, fundamental skills, strategies and physical training as put forward by the Varsity Head Coach. In addition, to instill the values of good sportsmanship and fair play along with providing a positive Christian role model.

COACHES PROFESSIONAL ETHICS: Coaches are role models wherever and whenever they interact with students. They teach more by what they do and how they do it than by what they say. Coaches will not ask students to do what they themselves are unwilling to do.

Coaches are expected to exhibit the highest ethical standards and personal integrity at all times which includes but is not limited to the following:

- Use of profanity is unacceptable and not allowed: at practice, games, locker rooms, bus, school grounds, etc.
- Music with lyrics that have profanity is unacceptable and not allowed: at practice, games, locker rooms, bus, school grounds, etc.
- Inappropriate, indecent, or criminal behavior is unacceptable and not allowed.
- No acts of hazing, assault, harassment, or other abusive action.
- No misconduct concerning actions that are obscene, disrespectful, malicious or otherwise offensive.

DUTIES AND RESPONSIBILITIES:

1. Administers these aspects of the sports program as assigned by the Varsity Head Coach and/or Athletic Director.
2. Assures that his assistant coaches and student athletes adhere to the guidelines contained in the Bishop Brady Student/Parent Handbook.
3. Assists in the care and upkeep of the facilities and equipment used by his student athletes and coaches.

4. Teaches basic philosophy, system, fundamental skills and techniques as set forth by Varsity Head Coach. Organizes practice sessions that will be conducted within a safe environment, implementing said skills and techniques.
5. Submits all roster changes to Varsity Head Coach and Athletic Director.
6. Performs supervision assignments as assigned by Varsity Head Coach.
7. Attends all required staff and Athletic Department meetings.
8. Maintains contact with Varsity Head Coach and Athletic Director, regarding academic and disciplinary standing of all student athletes assigned.
9. Assists Varsity Head Coach in uniform and equipment issue, collection and inventory.
10. Notifies and submits proper paper work on all player injuries to Athletic Director.
11. Conducts staff evaluation (if applicable) and submits to Varsity Head Coach.
12. Performs other related and/or assigned duties as requested by Varsity Head Coach and/or Athletic Director.
13. Enforces the school's guidelines stipulated in the *Student Participant/Parent Agreement for Extra-Curricular Activities*, and shall notify the Athletic Director of any violations of the same.

TERMS OF EMPLOYMENT: School year coach's employment agreement as stipulated and approved by the Principal.

EVALUATION: Varsity Head Coach, self-evaluation, student athletes, parents and Athletic Director.

TEAM TRYOUTS

Student-athletes should understand that participation in athletics is a privilege. Tryouts are voluntarily and for some of our teams cuts are made in order to maintain a high level of safety, coaching effectiveness, playing time and competitiveness in the particular level of play. To be a member of a team, student-athletes are expressing their interest to represent Bishop Brady High School and, therefore, must live up to certain conditions and expectations.

Some of our sports are considered non-cut. That is to say that cuts are not made and the student-athlete's willingness and attendance at practices and games are the main requirements to being a member of a team. Other sports, however, require cuts or selections to be made. While this is a difficult process for all parties involved, (student-athlete, coach and parent) some things to remember are listed below:

1. The tryout period for each team shall be of sufficient duration to allow the coaching staff to make a reasonable assessment of each candidate's ability and potential.
2. **Coaches will not use "cut lists"**, and each coach will allow time to give those cut from a team an explanation of the reason(s) they did not make a team and if possible, will recommend practices and drills which would help strengthen those areas in which the student-athlete needs improvement.
3. If an unsuccessful candidate for a team seems to have a minimal chance for a future in that program, then they should be encouraged to try another activity.
4. No athlete may voluntarily leave one sport and tryout for another after the season has begun without consent of the Athletic Director and both coaches involved.

TEAM SELECTION

After being selected to be a member of a team, Bishop Brady student-athletes are expected to attend all practices and games of that team.

- 1.** The coaching staff of each sport has the sole responsibility for selecting its team members, selecting the level of play most beneficial to the development of each player and the amount of playing time the student-athlete will have.
- 2.** All student-athletes chosen for a team must be able to make a firm commitment to that team's practice and competition schedule.
- 3.** Any student-athlete who has been a member of a particular program for their first three years of high school and has played at the varsity level during their junior year, must, under ordinary circumstances, be kept as a member of the program for their senior year.
- 4.** At the varsity level, although every effort is made to involve all of the participants, it should be understood that this is not always possible and that some members on a team could see little playing time in game situations. When possible, coaches should discuss this situation in advance with their players

Revised: 4/13/09

Procedural Guidelines for Athletic Issues and/or Concerns of Parents

If any parent/guardian has an issue or problem with a decision made by a coach he/she should take the following steps in order to resolve the issue.

- First, he/she should encourage the student athlete to solve the problem themselves by communicating with the coach.
- Second, if not yet resolved, he/she should make an appointment to meet with the coach.
- Third, if yet unresolved, he/she should make an appointment to meet with the Athletic Director.
- Finally, if still not resolved, he/she should make an appointment to meet with the Principal.

The lists below of legitimate and non-legitimate issues/concerns are intended to be guidelines, not an all inclusive list.

Legitimate Issues/Concerns:

1. Failure to provide due process in disciplinary action.
2. Failure to provide a fair opportunity to compete to make the team (cut-off).
3. Mistreatment of athletes (safety, negligence, abusive conduct, inappropriate language, etc).
4. Any violation of an adopted code (ethics\conduct\expectations).

Non-legitimate Issues/Concerns:

1. Athlete not given enough playing time.
2. Athlete not playing the right position.
3. Strategies used by the coach.
4. Win/loss record of the team or coach.

It is intended that problems be resolved before coming to a formal grievance process. When a problem or concern develops between a student/parent and coach and a meeting or discussion has been held but resolution was not achieved, the following procedure and time line should be followed:

At the request of the student/parent, a meeting shall be held involving the student/parent, coach and Athletic Director. This meeting shall take place within five working days of the statement that a problem exists which requires intervention. It is hoped that an acceptable solution will be agreed upon. Whether or not agreement is reached, an outcome of the meeting should be the clarification of:

1. The nature of the problem.
2. Reason(s) for the problem.
3. Prior communication that has taken place, from either or both parties.
4. Efforts that have been made to correct the situation.
5. Acceptable solutions for or expectation of each party.

If the problem is resolved to everyone's satisfaction, a written statement of the conference should be generated by the Athletic Director and kept on file. If the problem is not resolved, and the student/parent decides to pursue the grievance process, a written summary of the student/parent concern (authored by the student and/or parent) and a summary of the conference (authored by the Athletic Director) are to be submitted to the Principal for further consideration.

The Principal will review the written documentation submitted by the Athletic Director and the student/parent, and may require oral testimony from all parties involved. Following the careful consideration of the facts presented at the meeting, the Principal shall, within three days, issue a final resolution of the grievance. The Principal, at his discretion, may also seek the counsel of the Athletic Committee during his deliberation of a final resolution.

At Bishop Brady, we welcome calls and/or conferences with parents and community members at large who have concerns about the policies or practices of our athletic program. It is imperative that we know when and what concerns students and parents have. Any adjustments/changes in our policies or regulations will, to some degree, reflect the concerns expressed in those instances.

Revised: 4/13/09