

# LANSING CENTRAL SCHOOL DISTRICT



## COACHING HANDBOOK

# LANSING CENTRAL SCHOOL DISTRICT

## COACHING MANUAL

### **GENERAL STATEMENT**

*The Interscholastic Athletics Program at Lansing Central School District operates as a part of the total educational program. Winning is the spirit and ultimate goal of every competitor, but it is not an end itself. The philosophy of all teams at Lansing then should be a combination of not only striving to win, but to develop the individual potential of each student.*

*This handbook will assist each coach in contributing to the success of both the interscholastic and educational programs at Lansing.*

*Matt Loveless*

*Athletic Director*

*Pat Hornbrook*

*HS Principal*

## **PHILOSOPHIES**

The experience of participation in athletic contests and activities should reflect the total educational goals of our school district. Our specific objectives:

- To develop an understanding and appreciation of the place which interscholastic sports and activities occupy in the American culture and by developing sound educational attitudes towards them.
- To serve as a focal point for the morale, spirit and loyalty of students by providing a common meeting ground and enthusiasm which is shared by all.
- To allow for the development of physical growth, mental alertness and emotional stability for all those who participate in athletics.
- To provide the opportunity for a student to learn to handle winning and losing and to make decisions that affect themselves and members of their team.
- To learn to develop through hard work and dedication a feeling of self-confidence and self-esteem in all participants.

### **PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS MODIFIED PROGRAM**

The modified program of athletics at Lansing Central School District is governed by the NYSPHSAA, Section IV and the Interscholastic Athletic Conference (IAC) for seventh, eighth and for Modified "A" athletes, ninth grade students. Sport activities, when possible, are determined by the existence of leagues, and their relationship to the high school program. At this level, the focus is on learning athletic skills, and game rules, fundamentals of team play, socio-emotional growth, physiologically appropriate demands on the adolescent body and healthy competition. At this level playing time is composed of "significant playing time", but not equal playing time based on several factors including effort during practice, character on and off the playing field, academics, and number of participants involved. Lansing Central Schools are committed to providing an opportunity to participate and not "cut" players, but when deemed necessary will need to reduce players to create a reasonable roster to handle safely by a coach.

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital. Occasionally, practice or contests will be scheduled for Saturdays. Opportunities for meaningful contest participation for each team member will exist over the course of a season.

Exceptional seventh and eighth graders may be selectively classified to be placed at an appropriate level of competition for that athlete that excels in the athletic arena, and would need to play at an upper level to meet comparative athletic competition. The Selective Classification criterion was developed by the State Education Department, and the criteria must be met in order to play at an advanced level and permission must be acquired prior to the selective classification test being given. It is required for each sport in each year of participation. The process is as follows:

1. The coach of the sport must recommend the athlete to the parent to begin the process.
2. Parental permission given and documents signed.
3. Teachers' information is added.
4. Guidance Counselor and School Principal need to fill in the appropriate information.
5. Physical acquired from school designated physician.
6. Physical Fitness test administered.
7. Final approval by Athletic Director.

## **PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS JUNIOR VARSITY PROGRAM**

The junior varsity level is intended for those who display the potential of continued development into productive varsity performers. Team selection is based on a criteria set by the coaching staff and athletic department, and includes citizenship, academic progress, and athletic ability. Playing time is determined by the coach and not a right, but the Junior Varsity level is designed for the continued development of players, athletes will be given the opportunity to play when appropriate. At this level playing time is earned but not equal playing time based on several factors including effort during practice, character on and off the playing field, academics, and number of participants involved. Lansing Central Schools are committed to providing an opportunity to participate and not “cut” players, but when deemed necessary will need to reduce players to create a reasonable roster to handle safely by a coach.

At this level athletes are expected to have visibly committed themselves to the program, team, and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play in addition to socio-emotional development. Junior Varsity programs work toward achieving a balance between continued team and player development and striving for victory. The outcome of the contest becomes a consideration at this level.

The realization that practice sessions are important is a premise that is vital to a successful junior varsity team player. For all team members, meaningful contest participation is subjective and becomes an issue based on ability, desire as well as citizenship in and outside of the playing surface. Participants at this level are preparing themselves for the next level of competition at the Varsity Level. A commitment by the individual is necessary at this level and responsibility to communicate with the coach lies with the athlete.

## **PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS VARSITY PROGRAM**

Varsity competition is the culmination of each sport’s program. Normally, juniors and seniors make up the majority of the roster. Occasionally underclassmen have the ability to play at the varsity level and will be placed upon this level. Underclassmen that are placed at the higher level should be receiving “quality” minutes and should not be brought up to fill out rosters. Playing time is the decision of the Head Coach.

Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. The number of roster positions is relative to the students’ acceptance of their individual roles in pursuit of the team’s goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six-day-a-week commitment. This commitment is often extended into vacation periods for all sport seasons. While contests and practices are rarely held on holidays and Sundays, the dedication and commitment needed to conduct a successful varsity program should be taken seriously. The varsity coach is the leader of that sport’s program and determines the system of instruction and strategy for that program. The communication among the modified, junior varsity and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest and working to reach the group’s and individual’s maximum potential are worthy goals of a varsity level team.

## **DUTIES AND RESPONSIBILITIES OF THE HEAD COACH**

The duties of Head Coaches are as follows:

1. Comply with the policies and/or rules and regulations of the Lansing School District and NYSPHSAA.
2. Coaches are expected to practice a minimum of 5 days per week, but not to exceed a maximum of 6 days a week. Coaches will provide appropriate and adequate instruction to develop necessary skills for student athletes to compete.
3. Practices are closed to parents and spectators when applicable.
4. Develop a philosophy and methodology consistent with sound educational practice for their particular sport that may be followed by assistant coaches and coaches of the developmental teams in the District.
5. Keep the Director Athletics informed of all important matters relating to the District Athletics Program.
6. Account for the equipment issued or assigned to the members of the team and ensure its proper care.
7. Control the assignment of equipment/supplies at all levels of their sport and oversee the proper storage of this equipment/supplies in the cage located in the back room in gymnasium. All Varsity and JV uniforms MUST be stored there or make arraignments with athletic director. District owned equipment shall be used only by the interscholastic teams and not for personal or private use.
8. Submit a finalized team roster to the Athletic Director's Assistant once your team has been finalized.
9. Make proper budgetary allocations for all levels of sports, for uniforms, and required equipment and arrange, through the Athletic Director, for necessary reconditioning and repair of equipment.
10. Supervise the conduct of his/her teams in locker rooms, on fields, in gymnasiums, on busses, and when at other schools and communities.
11. Ensure that students DO NOT participate in practices or games without the appropriate medical clearance, which is signified by the school nurse and approval list.
12. Submit updated CPR, First Aid, AED and concussion education certificates.
13. Render appropriate first aid when a student suffers an injury or illness and, if necessary, obtain medical assistance. Contact parent regarding follow-up care of injury.
14. Have a fully supplied first aid kit and ice available at all practices and games, and an emergency card listing emergency phone numbers, parental contacts, student allergies, and student medical problems.
15. Coaches must understand they are representing Lansing Central School District during all games.
16. Prepare accident reports when necessary, accurately and promptly.
17. Develop cooperative working relationships with individuals, school, recreation, and community groups.
18. Maintain team records and statistics so that this information can be used by the Athletics Department, Sport Associations, the local media, and State Associations.
19. Submit at the end of the sport season, a summary of the team and individual member's accomplishments and your recommendation for recognition if necessary, an award list, inventory of equipment and uniforms, list of items for reconditioning, and a list of owed uniforms and equipment.
20. Return keys, first aid kit, AED (if applicable) and handbooks to the Athletics Office at the completion of the season.
21. Attend all league and Section IV Mandatory Coaches Meetings, and District coaches meetings.

## **DUTIES AND RESPONSIBILITIES – ALL COACHES**

The duties of all Assistant, Junior Varsity, and Middle School coaches are as follows:

1. Comply with policies and/or rules and regulations of Lansing School District, IAC, Section IV and NYSPHSAA.
2. Coaches are expected to practice a minimum of 5 days per week, but not to exceed a maximum of 6 days a week. Coaches will provide appropriate and adequate instruction to develop necessary skills for student athletes to compete.
3. Practices are closed to parents and spectators when applicable.
4. Coach within the framework of the Head Coaches philosophy and methodology to ensure continuity and purpose in the District's program.
5. Keep the Head Coach and Director of Athletics informed of all important matters relating to the District athletics program.
6. Account for the equipment issued or assigned to the members of the team and ensure its proper care and maintenance.
7. Control the assignment of equipment to their team and oversee the proper storage of this equipment. District owned equipment shall be used only by the interscholastic team and not for personal or private use.
8. Submit a finalized team roster to the Athletic Director's Assistant once your team has been finalized.
9. Contact the Head Coach concerning budgetary needs for next season, including reconditioning and repair of equipment.
10. Supervise the conduct of his/her team in locker rooms, on fields, in gymnasiums, on buses, and when at other schools and communities.
11. Ensure that students DO NOT participate in practices or games without the appropriate medical clearance.
12. Submit updated CPR, First Aid, AED and concussion education certificates.
13. Render appropriate first aid when a student suffers an injury or illness and, if necessary, obtain medical assistance. Contact parent regarding follow-up care of injury.
14. Have a fully supplied first aid kit and ice available at all practices and games and a list of emergency phone numbers, parental contacts, student allergies, and student medical problems.
15. Coaches must understand they are representing Lansing Central School District during all games.
16. Prepare accident and/or unusual occurrence reports, when necessary, accurately and promptly.
17. Develop cooperative working relationships with individuals, recreation, school and community groups.
18. Maintain team records and statistics so that information can be used by the Head Coach and the Athletics Office.
19. Submit, at the end of the sports season, an awards list, inventory of equipment and uniforms, list of items for reconditioning, a list of owed uniforms and equipment, and a summary of the team and individual member's accomplishments and your recommendation for recognition, if necessary.
20. Return keys, first aid kit, AED (if applicable) and handbooks to the Athletics Office at the completion of your season.
21. Attend all Section IV Mandatory Coaches Meetings, and District coaches meetings.

## **VOLUNTEER and/or NON TEACHER COACHES**

We recognize that volunteers and/or Non Teacher coaches strengthen school/community relations through positive participation. Volunteer participation assists coaches in providing more individualized instruction, thereby enhancing the student-athletes experience.

### **ALL VOLUNTEERS and/or NON TEACHER COACHES MUST BE RECOMMENDED BY THE DIRECTOR OF ATHLETICS AND APPROVED BY THE BOARD OF EDUCATION PRIOR TO SERVICE.**

All volunteer coaches and Non Teacher coaches will be subject to the same screening procedures used for regular school employees, including but not limited to the following:

1. You must be required to provide references, who will be contacted before the volunteer begins services on school grounds.
2. The Director of Athletics, on behalf of the District, reserves the right to request information on previous criminal convictions.
3. Non Teacher coaches who participate in the interscholastic sports program (at all levels) will be required to:
  - 3.1 successfully complete New York State Education Department approved courses in CPR/AED, First Aid, Violence Prevention and Identification/Reporting of Child Abuse, and DASA.
  - 3.2 meet with the Director of Athletics prior to commencement of service.
  - 3.3 Register and be approved by **TEACH system of NYSED**. The process **MUST** be completed **PRIOR** to coaching

### **Volunteer Coaches**

1. Must be First Aid & CPR/AED certified.
2. Volunteers must not be left in direct supervision of student athletes at any time
3. Must follow district Code of Conduct and Section IV Sportsmanship Guidelines
4. Must be **PROFESSIONAL** in behavior and appearance
5. Must abide by the coaches code.

# Coaches' Responsibility Checklist

Name \_\_\_\_\_ Sport \_\_\_\_\_

## I. *Pre-season responsibilities*

Each item is to be checked, and where applicable, dated:

- \_\_\_ 1. Make sure your First Aid, CPR, AED and concussion education certifications are updated and on file in the Athletic Directors Office.
- \_\_\_ 2. Make sure you pick-up your First Aid Kit if needed.
- \_\_\_ 3. Conduct a safety check on all equipment and supplies.
- \_\_\_ 4. Student academic eligibility must be checked before student athletes are placed on the team roster.
- \_\_\_ 5. Check previous year's inventory and examine storage area for any missing items.
- \_\_\_ 6. I have read and understand all the procedures, policies, rules and regulations stipulated in the Coaches Handbook, and agree to abide by them.

Signature of Coach \_\_\_\_\_ Date Due \_\_\_\_\_

## **Coaches' Responsibility Self-Checklist**

### *II. In-season responsibilities - Reminder*

Each item is to be checked, and where applicable, dated:

- \_\_\_ 1. For teams that have to limit the numbers of students on their squads, a checklist should be made up to explain procedures for “cutting” to students. Attitude, skills, and physical fitness components should be listed as your criteria for selection of individual athletes.
- \_\_\_ 2. Hold pre-season parent meetings, coordinated with the athletic director. Distribute team packet with schedule, away directions, rules, athletic contract, etc.
- \_\_\_ 3. Supervise students' from the time they report until the time they leave your activity.
- \_\_\_ 4. Make sure all buildings are secure and athletes have left facility before you leave.
- \_\_\_ 5. Proper procedures must be followed in order to have teams excused from school for athletic contests.
- \_\_\_ 6. Review rules and expectations with all students. They should know what is expected of them.
- \_\_\_ 7. Fill out accident report forms and follow all district policies regarding injuries. Parent or guardian must be notified immediately.
- \_\_\_ 8. Promote sportsmanship at all levels of your program.
- \_\_\_ 9. All fundraising activities must have prior approval from the District.
- \_\_\_ 10. Return all Athletic Department forms by stated deadlines.
- \_\_\_ 11. Confirm all preparations regarding facilities, equipment, special requests and personnel the day before a home contest.
- \_\_\_ 12. Varsity coaches are responsible for communicating, assisting and developing all levels of their sport.

## Coaches' Responsibility Checklist

### III. *Post-season responsibilities*

Each item is to be checked, and where applicable, dated:

- \_\_\_\_\_ 1. Uniform/Equipment inventory form completed and signed by the coach.
- \_\_\_\_\_ 2. All clinics, camps and open gyms must be approved by the Athletic Director.
- \_\_\_\_\_ 3. Return keys, first aid kit.
- \_\_\_\_\_ 4. Schedule a mandatory close-out meeting with Athletic Director within two weeks of your completed season. (**ALL COACHES**)
- \_\_\_\_\_ 5. All budget requests are due to the athletic director in mid-November for the following year. If you wish to prepare your request early, you may do so by picking up forms from the athletics office.
- \_\_\_\_\_ 6. Complete and submit all End of Season paperwork.
- \_\_\_\_\_ 7. Bring championship plaques to the Athletics Office with post season roster.

Any additional comments please add to this page.

I have reviewed and understand my responsibilities pertaining to my coaching position as outlined on this guideline. I understand and will adhere to all District Policies.

Signature of Coach \_\_\_\_\_

Date \_\_\_\_\_

Signature of Athletic Director \_\_\_\_\_

Date \_\_\_\_\_

## **SERIOUS ACCIDENT DURING ATHLETIC CONTESTS - PROCEDURES**

The following steps are guidelines for coaches to use in the event of a serious injury. If the athletic trainer is on site, he/she will be responsible to handle the injury and, along with the coach, carry out the emergency plan.

1. Assess nature and seriousness of the injury,
2. If there is a head, neck or back injury, do not move the athlete. Immobilize the head; do not allow them to move.
3. Call "911" requesting ambulance services, if necessary.
  - a) give location and entrance closest to the site of the injured party,
  - b) indicate type of emergency,
  - c) request the name of the hospital to which injured party will be taken
4. Parent/Guardian must be contacted and told the name and location of hospital. Give general nature of the injury. Be sure to remain calm and give clear directions.
5. Never leave an injured player unattended.
6. At an away contest, if a crowd supervisor is available, they can be used to assist the coach by either riding in the ambulance or supervising the team.
7. \*When it is an away contest and there is only one coach, the decision made should protect the interest of all the athletes involved.
8. Notify the Athletic Director or Principal and the Nurse.
9. Prepare a written accident report to be submitted within 24 hours.  
Follow up on the condition of the athlete by communicating with parents

**When an athlete is injured during a practice or a game the coach is responsible for filling out an accident report and sending to the nurse the following day. These forms can be found in the athletic office or the nurse's office.**

### **Heat index**

– Each coach is responsible for the safety of his or her athletes. It is important that the coaches understand the NYS Heat index guidelines. The real feel temperature is the one to understand and pay close attention to during hot days. The athletic director will inform the coaches. Please see attached breakdown for our heat index regulations that all coaches must follow.

## **Thunder and Lightning Procedure-**

### **To All Spring/Fall Coaches-**

Depending on your location here is your thunder and lightning procedure: ( I have attached the State regulations as well)

**1. Varsity Baseball field/practice field behind the varsity baseball field-**

Athletes may go into the dug-outs or proceed to the middle school gym-

Athletes on the practice field go directly to the middle school gym-

**2. Tennis Courts-**

2 options- the high school cafeteria or the middle school cafeteria-

**3. Varsity Softball Field/Grids-**

Athletes may go into the dug-outs or go into the high school gym-

**4. Practice fields below track-**

Go directly to the high school gym-

**5. Track-**

Go directly into the elementary school gym- YOU WILL NEED AN EXTERIOR KEY FOR THE ELEMENTARY SCHOOL GYMNASIUM ENTRANCE-or enter through the District office.

You may also go into the white concession stand but number of athletes would determine this.

**6. District Office Baseball field/Soccer Field-**

Go directly into and through the district office door into the elementary school-

*Coaches it is vital that your athletes remain supervised and you keep a close look on the weather coming towards your game or practice.*

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# Lansing School District

## Office of Athletics

*Matt Loveless*  
*Director of Athletics*

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## Team Packets



Team packets provide you with an opportunity to communicate with student-athletes and parents. Team packets must be turned into the Director of Athletics for review before distribution. Although many of you may choose to include additional information in your packet, the following **must** be included:

- ❖ Schedule of games
- ❖ Schedule of practices
- ❖ Chain of command for expressing concerns:
  1. Student athlete must speak to the coach
  2. Parent/guardian speaks to the coach.
  3. Parent/guardian contacts the Office of Athletics and schedules an appointment to speak with the Director.
- ❖ Expectations of the student-athlete
- ❖ Expectations of parent/guardian
- ❖ Team philosophy

# LANSING SCHOOL DISTRICT

## *Department of Athletics*

### **TEAM LOCKER ROOM SECURITY PROCEDURES**

The following is a summary of procedures to be used by all coaches:

Your team must never be in the locker room without proper supervision. If an athlete has an emergency and must access the locker room, a coach must provide entry.

Coaches are expected to supervise the locker room until all athletes have left the locker room. Before and after each practice/game, outside and inside doors must be checked and locked by the coach.

### **BUS PROCEDURES**

Whenever a team is traveling on the bus, coaches **MUST** ensure the following rules be observed:

1. All coaches will ride the bus both to and from the event unless cleared by Athletic Director.
2. Basic bus safety rules must be observed i.e. head and hands in the bus at all times.
3. Check with the driver to be sure the destination and directions are known.
4. The aisles must be kept clear.
5. All students must remain seated during the trip.
6. Noise level should not interfere with the driving of the bus.
7. All equipment (cleats) should be cleaned before entering the bus.
8. When exiting the bus, be sure to place all trash in the container provided by the bus driver.
9. Be sure the departure and arrival time are accurate.
10. The coach is responsible for the behavior of the team.
11. If there are any problems with the team or driver, call the Athletic Director. Notification of the Athletics Office should be done as soon as possible so the situation can be corrected.
12. There is a sign out sheet for athletes to go home with a parent. The parent must sign their child out with the coach.
13. An athlete may not go home with a different family unless it has been cleared by the athletic director or the school principal.

### **Fundraising**

–There is a link on the athletic website go to athletics and then to faculty and staff and then to fundraising. Fill out fundraising approval form and get the appropriate signatures on that document before doing the fundraiser.

### **Attendance Policy**

Coaches are responsible for checking the daily attendance to make sure the athletes on their team are in school and arrive to school on time. **Coaches need to follow-through with the appropriate discipline action that is outlined in the code of conduct.**

## **TRY-OUTS**

All athletes trying out for a team must be medically cleared by the school nurse prior to them participating in the session. The athlete may be present but is not allowed to be involved with the activity. These practices do not count towards the minimum amount to participate (In packet). Athletes found participating “un-cleared” by the nurse; athletes and coaches are liable and **both** are subject to removal. The nurse will supply a list of cleared athletes prior to the first day of practice. Coaches should use this list as documentation and if students attempt to practice that are not on the list, coaches should send the athlete directly to the nurse.

During a try-out period it is imperative that coaches document and communicate the standard at which they are looking for again with the appropriate level philosophy in mind. The coach must also document all athletes’ results in relation to the rubric standard that has been created.

## **Selective Classification**

All athletes who are trying out for a higher level team, must go through proper protocol approved by NYSPHAAA. See Figure B.

## **CUTS**

Understanding our Philosophy in relation to cuts is vital to the stability of the program. Coaches of a Modified or Junior Varsity team you must communicate with the varsity coach and the athletic director with the anticipated number of athletes coming out for the sport. It will then be determined whether or not we will cut at the appropriate level or have an alternate solution to high numbers.

Specific feedback must be presented to the athlete to help them fully understand why they have been cut from a team. At no time may a team roster be posted to take the place of the individual athlete meetings.

## **END of SEASON**

1. Coaches must collect and inventory all uniforms and gear for their team and program and give inventory to the athletic director.
2. Coaches must turn in keys at season end or sign out keys for off season training.
3. Coaches are responsible for giving the athletic directory the program needs for the next season.

# **OUT OF SEASON PRACTICE GUIDELINE AND POLICY**

## A. General Conditioning, Weight Training, Weight Lifting

Although year-round general conditioning/fitness programs provide useful opportunities for athletes to better their abilities, such programs may not be **mandated** by coaches or school officials, and such programs must be made available to all students both qualitatively and quantitatively.

## B. Intramurals, Recreation, Open Gyms, Club Activities

The extra-curricular activities of intramurals, recreation sessions, open gyms and club activities are not to be utilized as an extension or enhancement of the interscholastic athletic program or as opportunities for out-of-season sport practice situations. Teams established within the above programs cannot be limited to players participating in the interscholastic athletic program and the activities cannot be made mandatory for members of interscholastic athletic teams

## **BUILDING USE FORMS**

-All activities on school grounds that occur outside of the season must be cleared b the athletic director, school principal and building and grounds.

Forms can be found in the athletic office or main office.

\*\*Association with the recreation program

It is vital that the varsity coach works with the recreation program. Whether it is camps or off season programs the recreation is the foundation for our success and student development.