



***WILMINGTON CHRISTIAN  
SCHOOL ATHLETICS***

***COACHES MANUAL***

*Updated August 2019*

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## **Purpose and Competitive Philosophy**

At WCS, our athletic purpose is 1) **glorify God**, and 2) **further develop our Christian character** in connection with WCS's overall vision, mission, and core values.

Our competitive philosophy is known as **TO.BY.FOR**. At WCS we compete:

- According **TO** God's Word
- **BY** God's power
- **FOR** God's glory

**Athletes and coaches are expected to memorize our purpose, and competitive philosophy.**

## **Board of Directors' Policy for Sportsmanship**

Interscholastic Athletics are a vital part of the student's education at Wilmington Christian School. Participation in athletics develops values that carry over into the student being a productive adult citizen. The recognition and practice of sportsmanship is an application of the Biblical principle of loving your neighbors as yourself. Therefore, procedures shall be developed to ensure that the athletic program promotes standards of sportsmanship, ethical behavior and integrity that are consistent with this principle.

## **Coaches Responsibilities Checklist**

Prior to Pre-Season

At least four weeks prior to the start of the season make information available on the Warriors Athletics Website Team Info page for returning and potential players about the preseason schedule and what they should be doing. Items to include:

- Physicals must be dated after April 1 of the new school year
- Practice schedule – times
- Pre-season conditioning requirements
- What to bring to practice

Pre-Season first day of Practice

- Collect physicals as you take attendance, if the athlete is not on the physical list and they do not hand you a physical the athlete may not practice.
- Any Coach who allows a player to practice without a physical will be suspended from one day of practice
- Make sure each player has turned a complete DIAA Physical Form.
- Give a list of your athletes to the AD after your first practice is over.
- Make sure you have the following at all practices: water, first aid kit and ice.

One-week Prior to the First Contest

- Submit player list to the athletic office for eligibility. List must be in grade order and should include complete names. This form is available on-line in the Coach's Section.

- No additional athletes may join the team after this point unless it has been approved by the Athletic Department.
- Submit a player roster complete with name, grade, jersey #, and position to the athletic office.

#### In-Season

- Make sure you post your game results to the WCS Warriors site as required after the completion of every event.
- Be certain that a coach supervises all athletes DURING ALL TIMES while on school property (WCS or opponents' schools).
- Make sure in the case of any injuries that occur at Away Events the Trainer is immediately notified and the AD is called as soon as possible.
- Be sure to pray before and after practice/games. Encourage devotionals on regular bases with your athletes. Let's give God the glory!
- Commit to offering a weekly biblical teaching session to your teams.

#### Post Season

Within two weeks of your season's completion, submit the following to the athletic office:

- Report #1 - Final team roster, please include managers. With your roster include whom lettered/certificate.
- Guidelines for Athletic Letters
  - Participated in ½ the total games/matches for Baseball, Field Hockey, Soccer, Softball, Golf, Volleyball
  - Participated in ½ the total quarters for Basketball, Lacrosse
  - Point Participation – discretion of coaches for Cross Country, Track
- All uniforms must be turned in clean.
- Report #2 - Complete inventory of equipment – be sure to indicate if any major expenses will be required for the following year, so that we can prepare ahead.
- Report #3 – Complete the report in its entirety
- Schedule an End of Season Meeting with the Athletic Director. This report can be found on line in the Coaches Section and should be completed with all necessary information and signatures included. Allow ample time for items to be ordered and received prior to the start of your season.
- Note: The Final 1/3 Coaches Stipend will be approved once ALL 5 Post Season Requirements are met

### **14 Duties of a Coach Related to Negligence Litigation**

1. Duty to Provide Proper Instruction
2. Duty to Condition Properly
3. Duty to Provide Maintain Safe Playing Conditions
4. Duty to Select, Train and Supervise Coaches
5. Duty to Properly Plan the activity.
6. Duty to Provide Adequate and Proper Equipment.
7. Duty to Provide Proper Transportation.
8. Duty to Match your athletes.
9. Duty to Assess Athletes Readiness for Practice and Competition

10. Duty to Ensure Athletes are Covered by Injury Insurance
11. Duty to Supervise the activity closely.
12. Duty to Warn of Inherent Risks
13. Duty to Provide Appropriate Emergency Care & Assistance.
14. Duty to Develop an Emergency Response Plan

### **Academic Eligibility Guidelines**

Students will have to attain a 2.0 GPA to be eligible to participate in Athletics. All grades and courses taken will be counted towards the GPA.

Student receiving an "F" for the MP in any subject will not be eligible to compete for a minimum of the first two weeks of the MP. Participation can resume anytime after the two week period once the teacher, AD, and coach determine that the student is doing passing work.

Students receiving a failing grade in two (2) successive marking periods will not be eligible to participate, regardless of GPA.

### **Complaint Resolution**

Because complaints can generally be handled most expeditiously closest to the source, staff members most immediately involved will be encouraged to resolve the issue. In the event that a complaint cannot be resolved at the staff level, it may be necessary to refer the concern to the next organizational level. The appropriate administrator will hold an informal conference with the parties involved in an effort to resolve the matter. Any problems relating to athletics should immediately be drawn to the attention of the AD. Head coaches should attempt to handle all problems within their program first. Matthew 18 should always be followed when dealing with conflict.

### **Dual Sport Eligibility During Same Season**

At times we may be asked if a student athlete can participate in two sports during the same season. Below are the guidelines to be used to grant permission. All steps must be approved and in writing for an athlete to be granted eligibility in two sports during the same season.

- Student Athlete request is put in writing with parents signature. Letter should include that they understand there is a two hour limit per day for sports participation as stipulated by DIAA
- Both coaches must agree. Once they agree a specific plan for practice attendance and game attendance in case of conflict must be written up. Keep in mind the two hour daily limit when doing so
- The Director of Athletics who will make the final decision must approve all documentation.

### **Early Dismissal or Emergency Closing**

Emergency weather conditions may result in an early dismissal or extended period of school closing. There will be no practice/games on days of early dismissal or closing for weather/emergency conditions unless approved by the administration.

On a day of Early Dismissal due to In-service/Vacation teams may practice before the normal 3:00 start time. You must allow proper time for lunch and digestion before starting practice and your team must be supervised during the lunch break as well.

## **Employment of Coaches**

A coach is hired on a year to year basis with the assumption that the contract continues and will be renewed unless the AD or coach is notified in writing or verbal before or at the end of a season. Coaches will be paid in three equal payments with the final one being released once ALL appropriate paperwork has been completed.

Evaluations of coaches will be based on Biblical Coaching and how well the coach performed under these guidelines. The evaluation will be based on several components including first-hand accounts, private observations, and general program status. An end of the season meeting will be scheduled, and items will be discussed.

## **Equipment**

### **Issuing of Athletic Equipment**

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

- The Head Coach will be responsible to see that all equipment is inventoried when receiving his/her equipment prior to the start of their season.
- Coaches should carefully consider the selection of all student managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
- The Head Coach, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of athletic equipment to all team personnel.
- Athletes are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
- All athletes receiving equipment/uniforms will be responsible for the items issued. If the equipment/uniform is lost or has abnormal damage usage, the athlete will be charged accordingly.
- Periodically, coaches shall inspect equipment and facilities during the season to ensure that equipment has not deteriorated and become unsafe.
- All general equipment used by more than one sport should always be returned promptly for others to use.
- Athletic Department issued equipment/uniforms are to be worn only during practice and interscholastic contest or by permission of the head coach. At no time are athletes to wear school-issued equipment or uniforms for gym classes, work, socially, school wear or club teams.

### **Collection and Storage of Athletic Equipment**

Coaches are responsible for coordinating with the Athletic Director the collection and storage of all equipment and uniforms, which have been dispersed. If equipment is collected immediately after the season, more of it comes back with less effort.

### **Uniform Collection Procedure**

At the end of a team's season, the head coach will conduct a team uniform turn-in day. This event will take place 2 school days immediately following the completion of the playing season. If the season ends on a Friday, then the turn in day will be Wednesday. ALL uniforms MUST be laundered first prior to turning them back in. Students will be held personally and financially responsible for any uniforms and WPS equipment that is not returned at the end of each playing season.

No athlete may begin the next sports season unless all inventory issued is returned. After a one-week grace period a fine of \$25 will be issued and the athlete will not be able to participate in the awards ceremony or receive an award until all obligations are met.

### **Illegal Drug/Substance Abuse/Tobacco/Alcohol Use**

If a student on a WCS athletic team purchases, possesses, distributes, and/or uses alcohol, tobacco products, and/or illegal drugs, on or off campus, they will be immediately suspended from participation from the sport until the Athletic/School Administration has determined the athletic discipline, which will include suspension from practices and games or removal from the team and forfeiture of all privileges that accompany being a member of that team (in addition to other school discipline).

### **Injury at Sporting Event**

Injuries to athletes will occur in interscholastic athletics at all level regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment, and the required warnings of injury. The head coach will have the responsibility of administering to all injured athletes and making the proper recommendations. She/he must be prepared to recognize and properly administer first-aid or refer injuries to the appropriate medical personnel. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat any injury. \*If there is any question as to the seriousness of the injury, notify the athletic trainer immediately. It is the responsibility of the coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.

The following policies and procedures have been developed for all high school athletic events involving WCS athletes or being held on the WCS campus. In the event of any emergency, this plan should be carried out to the fullest extent. The emergency action plan (EAP) will be reviewed with coaching staff and athletic personnel, including emergency equipment, as well as updated annually to ensure all team members can fulfill their role in the EAP.

#### **Emergency Personnel**

Emergency personnel for WCS athletics include: certified athletic trainer (ATC), team physician, emergency medical technicians (EMT), the athletic director, the assistant athletic director, and qualified coaches. It is recommended that all coaches receive training in first aid, CPR and AED use. For scheduled practices, the certified athletic trainer will be on-site for part of the practice time. For home games, the certified athletic trainer will be on-site.

#### **Chain of Command**

The chain of command (in attendance) during severe or catastrophic injury will be as follows:

- Emergency Medical Technicians (if present)
- Team Physician (if present)
- Certified Athletic Trainer
- Qualified coaches

Once the EMT's become involved with the injury, they are in control and have final say over any athlete. When present, the team physician will take command and make any necessary decisions on the well fare of the athlete. In the absence of the team physician the ATC will be in control of the care of the athlete and any decisions. If the team physician and ATC are not present, the next person on the chain of command is in charge.

#### **Assignments**

Certified Athletic Trainer, when team physician is not present, stay with athlete. Head coach maintains crowd and non-injured athletes, contacts parents. Assistant coach should call 911,

wait for ambulance and provide directions to site. Assistant coach retrieves necessary emergency equipment and obtains athletes emergency consent form.

### **Emergency Equipment**

- Emergency equipment appropriate to each sport will be on-hand for all games.
- Ice, water and a medical kit will be supplied to each team at the beginning of the season. It is the responsibility of the coach to ensure that all three are present for practices and games. When supplies run low, the medical kit will be returned to the athletic training room to be restocked. Each athlete's emergency consent form will remain with the coach at all times.
- Crutches, ice, medical supplies, and an Automated External Defibrillator (AED) will remain with the ATC or in the athletic training room.
- All other emergency equipment is located in the athletic training room.

### **Transportation**

- If an athlete needs to be taken to the hospital for a non-emergency parents will provide transportation.
- In the event of an emergency where EMS is activated the injured athlete will be transported to the hospital via ambulance.
- A parent/guardian will ride with the athlete in the ambulance. If a parent/guardian is not present, a member of the coaching staff will travel with the athlete.
- The closest hospital is:
  - Christiana Hospital
  - A.I. DuPont Hospital

### **Emergency Documentation**

- All injuries, emergency or not, will be documented in an athletic injury report that will be kept on file in the athletic training room.
- Documentation will include a description of the event, how the athlete was treated and whether or not EMS activated.

### **Non Emergency Procedures**

- A non-emergency includes:
  - Sprains, strains, concussions without a loss of consciousness Illness, abrasions, minor cuts, contusions
- The certified athletic trainer will treat the athlete and make any necessary referrals.
- If the certified athletic trainer is not present, the coach will provide appropriate first aid and send the athlete to see the ATC as soon as possible.
- Coaches should follow-up with a phone call home the night of an injury or the next morning depending on time.

### **Keys Control**

- All keys/codes to the building, locker room, and equipment room will be issued to Head Coaches by the Athletic Department. All coaches will return their keys one week after their final day of the season, unless permission has been granted for additional time use.
- Coaches are not to give student athletes their keys at any time.
- If keys to the athletic area are lost, the coach should report this to the Athletic Director immediately.

### **Locker Room Procedures**



- Roughhousing, horseplay, rapid movements and throwing towels or other objects are not allowed in the locker room. Hazing of players is not allowed.
- Be alert to slippery floor condition.
- Floors must be free of litter.
- Place all personal belongings in assigned lockers, make sure it is locked if unattended.
- No female managers are allowed in the boys' locker room. No male managers are allowed in the girls' locker room.
- Remove mud and dirt from shoes outside before entering the building.
- All spiked or cleated shoes must be put on and taken off outside of building at all times. No cleats should be worn inside at any time.
- The coach shall see to it that the locker room of the host school is left in a clean, orderly condition with no damage. Report any incidents involving team members to the Athletic Director as soon as possible.

## **Physicals**

- Every Athlete must have a DIIA sports physical annually prior to participating in athletics each school year – physicals must be dated after April 1<sup>st</sup>.
- Clearance from a doctor for the following after starting the season:
  - Sports injury that has been excused by a doctor
  - Medical illness for more than a week
  - Surgery/Operation of any type

## **Practice/Game Attendance Policies**

- Practice sessions should not exceed two hours.
- No practices on Sundays.
- In sports where it is necessary to conduct back-to-back practices due to lack of facilities, the last practice session must be completed by 9:00 PM.
- Varsity coaches are the first to arrive, remain with the athletes, and be the last to leave the practice/game session. At no time are athletes to practice by themselves or be left unsupervised. Coaches remain with students until everyone has a ride home.
- School Attendance – a student who has an early dismissal/ late arrival from school may not practice or play on that day unless
  - a) He/she completes 4 periods of class time
  - b) The athlete submits an acceptable parent's or doctor excuse as determined by Principal or Athletic Director
  - c) Granted permission by the administration
  - d) School field trips are the reason for missing school
  - e) If a student misses school, is suspended, has detention or has an unexcused absence, then he/she is not permitted to practice or play that day.
- Practice/Game Attendance
  - a) The discipline for unexcused absences from practice will be determined by the head coach.
  - b) A one game suspension will be applied for an unexcused absence from a game.
  - c) If an athlete misses two consecutive games for unexcused reasons, they will be dismissed from the team – or -once an athlete attains three cumulative unexcused absences they will be dismissed from the team.
- Policy for Athletes Changing Teams
  - a) Whether by being cut, by quitting, or by being dismissed, an athlete's membership on a team may be altered. Although we want to promote participation, we also want to safeguard fairness and an ethical approach with regard to all coaches and teams. In order to achieve all of the above objectives, the following guidelines will be used:
  - b) Any player cut from a team during tryouts is free to try out for another team, with that coach's approval.

- c) Any player quitting a team must get the approval of the first and second coach before joining a second team. All obligations such as returning equipment must be completed prior to joining a second team. Once Eligibility sheets have been turned in no one may join a new team.
- d) Any player dismissed from a squad must get the approval of the athletic director before joining another team. The athletic director will mediate all problems when an athlete changes teams; their decision will be final.

### **Professional Development for Coaches**

All Head Coaches must take and complete the DIAA Rules Clinic Course for their respective sport. Coaches will be notified of the availability of these courses.

All coaches must be certified in CPR and take the NFHS Concussion in Sports Course every other year.

Coaches are also invited to take any of the online NFHS Coaching Classes. Once certification is achieved there will be an increase in pay for the head coach.

### **Security**

Each coach is responsible for the actions of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice. Athletes are to be supervised at all times.

It is the head coach's responsibility to be present at the time the athletes are to report for practice, games, and meets, whether home or away, and stay until the last athlete has left school property.

The coach shall see that lights and showers are turned off, doors are locked, equipment is returned to the Training Room and is locked up, and the room or field is left as neat as possible.

### **Team Selection**

Establishing the members and amount of playing time of all athletic squads is the sole responsibility of the coaches of those squads. Assistant and JV coaches shall take into consideration the policies as established by the head coach in that particular program when establishing the team and playing time. If cuts are needed they must be done one on one – lists are not to be posted.

Middle School teams – selecting as many athletes as the program can handle so that the environment is ideal for skill development, playing time, and uniform availability and coaching management. Everyone should get playing time, not necessarily equal playing time though.

Junior Varsity teams – seniors are not to be on junior varsity teams without the approval of the AD and Coach. These teams are focusing on further preparation for the Varsity level of competition. Athletes may not always play or have equal playing time. Do not keep players that you know you will not play.

Varsity teams – The top athletes in the program. You may bring up eighth graders if you know for certain that they will be a major contributor to your program. We do not bring up the eighth graders to sit the bench and occasionally play.

### **Team Bible Lessons**

Every program is required to cover a bible related lesson each week. This session should be between 15 and 30 minutes and must be covered within the 2 hour daily practice time.

## **Transportation Policies**

- WCS will provide transportation to all away games during the school day, except for local evening games.
- For any Middle School athletic event with a travel time greater than 15 minutes, we will provide a two-way bus with at least one coach on the bus.
- For games with a travel time of 15 minutes or less, a one-way bus will be scheduled. The coach will review the details of the trip with the bus driver to assure that he/she has all necessary information, including directions.
- The coach will also provide his/her cell phone number to the bus driver and travel with (following or leading) the bus to the game.
- In the event of a health, safety or emergency situation during the trip, the driver is to immediately pull over in a safe location and notify the coach of the issue.
- Only assigned personnel may ride on school transportation. No spectators or coaches family members are permitted without prior administrative approval and completion of Emergency Information Card.
- The coach will designate someone on the bus to be the last one off and all equipment has been taken off the bus to and from contests.
- A student athlete who drives to games will only drive themselves or a sibling to athletic events. They may not drive other students even if they carpool to school together on a daily basis.
- In the event a bus is not available, or the group is too small to warrant the use of a bus, consideration may be given to using private automobiles under the following stipulations
  - Owned vehicles will be driven by the coach or an adult
  - Car Insured with the following Coverage
    - Liability
    - Bodily Injury - \$100,000 per person/\$300,000 per accident or \$300,00 combined Single Limit (prefer \$1,000,000)
    - Property Damage - \$100,000
    - No-Fault - \$300,000 (including Additional PIP)
    - Uninsured/Underinsured Motorist - \$100,000/\$300,000
  - Physical Damage – No requirement

## **Breakdowns, Delays, and Accidents**

- If an accident or breakdown occurs, it is the coach's responsibility to provide for the supervision and protection of the students. Students should remain together and on the bus unless instructed otherwise by the driver or other authority. Coaches should remain with students at all times
- \*Call the AD at the first available opportunity
- \*In the event of unusual or unanticipated delays in returning to school, start the communication process with your parents.

## **Undue Influence for Participation**

It is the philosophy of the high school Athletic Department that athletes shall enjoy as many sport seasons as the student/athlete and their parents wish them to participate in without the influence from any coach to specialize in any one sport. All coaches should encourage participation in other sport seasons. Although athletes may choose any sport they wish to participate in, once the season has started no one shall change sports unless they are cut from the previous team during tryouts.

No coaching is allowed out of season, until June 15 – Aug 15. Please look at DIAA Handbook for instructions on the proper and acceptable coaching policies.

## **Year End Gathering**

All coaches are required to attend the end of the year sports banquet, held the Thursday prior to Graduation. Dress is casual. At this time the following will be presented

- Head coaches will present any senior trophies (two or more varsity years)

- Their three trophies that they have selected for the season
- DIAA Scholar Athlete certificates 3.5 or better weighted while earning a Varsity Letter
- Tri – Athlete Awards
- Kelly Marston Award – This award is presented to a Junior Student Athlete who demonstrates Christian Character, Scholarship and Athleticism.
- Chris Landa Memorial Award – This award is presented to a senior athlete who best represents Leadership, Commitment and Christian Character.
- Outstanding Senior Male/Female Athletes

### **Middle School Ice Cream Social**

Held during the school day, coaches present the three trophies that they have selected for their particular sport. Also presented that day is the David J. Wilson Memorial – Eighth grade athlete, who best represents leadership, commitment, and Christian Character, voted by the eighth grade coaches and staff.

### **Dress Code**

Coaches are allowed to dress as formal as they like for games. If not wearing a suit/tie, at a minimum, they should wear appropriate pants/shorts and WCS logo shirt/top. Jeans should not be worn during games.