

# WILMINGTON CHRISTIAN SCHOOL



## **COACHES MANUAL**

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## **1. Mission, Purpose and Competitive Philosophy**

Wilmington Christian School provides a distinctively Christian, innovative education that effectively develops Godly influencers who are well prepared for life after high school and who impact the culture for Christ.

We believe athletics are an integral part of the overall fabric of WCS and the **mission** of our athletic department is to positively contribute to the overall culture of WCS.

We believe our athletic **purpose** is to grow the Christian character of our athletes and teach them to glorify God through the platform of educational based athletics.

Our competitive philosophy is to **COMPETE according TO God's Word, BY God's power, FOR God's glory.**

Although it would be impossible to cover every possible scenario in this parent/athlete manual, our mission, purpose, and philosophy guide us through every situation and help us to make the most appropriate decisions along the way.

## **1. Athlete Code of Conduct and Coaches Code of Conduct**

Our Athlete and our Coaches Code of Conduct consist of the same sixteen characteristics of a successful athlete and team. These characteristics are supported by bible verses, and are in line with our mission, purpose, and philosophy. The purpose of the code of conduct is not to catch people doing something wrong, but to help guide them toward the direction of exemplifying someone who competes according TO God's Word, BY God's power, and FOR God's glory. It is expected that each athlete and a parent sign a copy of the code of conduct and return it to the coach before being allowed to compete in a game. Coaches are responsible for collecting signed copies of the Athlete Code of Conduct. Coaches are expected to sign and return their code of conduct to the athletic director before the 2nd week of practice. Both the Athlete Code of Conduct and the Coaches Code of Conduct also acknowledge agreement with, and understanding of, the Parent/Athlete manual, and Coach's Manual respectively, as well as the overall policies of the school.

## **2. Sportsmanship**

It is important that all athletes, coaches, and parents demonstrate good sportsmanship and serve as role models. Sportsmanship is an overt display of respect for the rules of sport and for all players, coaches, officials, and fans. It also involves a commitment to fair play, ethical behavior, and integrity. Parents must never use vulgar language. Parents must never enter the field/court of play. Parents are expected to immediately comply with either officials or administration if sportsmanship is not being demonstrated. Officials are an important part of the game. Officials follow code of ethics. It is also important to understand that they are a necessary part of the game. A contest cannot be played without them. Home

schools do not choose the officials. The sports assignor assigns all officials and neither team has control of which officials are assigned. While you may not agree with all their calls, please do not harass, or taunt them. It is also important to remember that officials oversee the contest and possess complete authority to have unruly spectators removed. The administration of the home team also has complete authority to remove unruly spectators. It is important to note that a player or coach or spectator who is ejected from a game will be suspended for the remainder of the contest and must sit out the next game, as well. The WCS administration reserves the right to review all infractions and take further disciplinary action if deemed necessary. Parents must refrain from providing instruction/criticism to any student other than their own. Coaches are responsible for setting appropriate expectations with parents during parent meetings prior to the first game.

### **3. Communication and Dispute Resolution**

Parents should not confront a coach before, during, or after a game or practice as these are often busy and emotional times. Coaches should adopt the same principle. Parents and athletes are advised to wait 24 hours and then schedule a meeting with the coach if there is a dispute that needs to be resolved. The preferred order of dispute resolution is that the athlete first discuss the issue with the coach in a private setting. If the athlete and the coach are unable to resolve an issue, then the parent should schedule a meeting with the coach. If there is no resolution, then the athletic director and school administration may become involved. Parents must refrain from discussing playing time, team strategy or play calling, or the performance of other student athletes with the coach. Coaches are expected to update the athletic director of any issues within a 24-hour period, or sooner if the situation warrants.

Open communication between coach, player, and parent is necessary to enable the smooth operation of an athletic team. Coaches are asked to use Team App, or group email lists for players and parents, or an occasional hand-out, to distribute general team information. Communication regarding the specific situation of an individual may require a personal phone call or face-to-face meeting involving the coach, player, and/or parent. With a focus on professionalism and keeping the proper adult/student boundary in place, coaches are asked to refrain from regular cell phone contact with student-athletes in the form of a phone call or text unless critically necessary. Likewise, it is requested that if a coach chooses to provide a personal cell phone number to members of his/her team including parents, then the coach should only be contacted via the cell phone number in the event of an absolutely necessary situation. Cooperation on the part of the coach, student-athlete, and parent in the use of personal cell phone contacts will assure that proper decorum is maintained. Student athletes who are aware of unavoidable conflicts with the game and/or practice schedules for his/her sport are expected to use face-to-face communication with the coach to discuss any conflicts.

Both high school and middle school coaches should have parent meetings before the season starts and should continue strong communication throughout the season.

### **4. Playing Time, Participation, Tryouts and Cuts**

It is important to understand that participation on an athletic team at WCS is a privilege and not a right. Being on and maintaining one's membership on the team means accepting all the responsibilities of an athlete. However, unlike recreation or intramural teams, equal or guaranteed playing time does not exist. To excel as a team and as players, a coach will use players best suited to the conditions or demands of the sport at that time.

While our goal is to promote the greatest athletic participation possible, it may be necessary in some sports at the varsity and JV level to cut players from a team. This may occur due to limitations of our facilities, regulations specific to some sports, and other factors. Each coach has the responsibility and authority for selecting his/her team. The criteria for selecting the team are developed by the coach. Middle School athletes will not be cut. The administration may choose to have a "B" or "C" team or may ask middle school students to participate in another sport to balance the teams.

It is also important to remember that there are no guarantees. Players from the previous year's team, for example, do not automatically have the same position the following year. Having been a member of a team

during the previous year or even being a senior does not ensure that an athlete will make the varsity team. Parents should expect that every candidate is treated fairly and given every consideration.

If athletes must be cut, it is the responsibility of the coach to update the athletic director before any decisions are communicated. If athletes are being asked to change teams at the middle school level, the coach must update the athletic director before anything is communicated to the athletes or parents.

## **5. Captains**

Each head coach is responsible for determining the way to select a captain(s) for his/her team. There are numerous ways that coaches will use to select captain(s) for a team. Some coaches will select team captains from the pool of returning players based on demonstrated leadership skills, athletic proficiency, and/or those who have earned the respect of his/her peers, while others will select captains solely based on a vote of team members. Coaches may also choose to rotate captains on a game by game basis. A coach is encouraged to share his/her method of selection with his/her team and parent group, but an athlete's ability to effectively demonstrate the WCS Athlete Code of Conduct is the foundation from which all captains are selected. Coaches must confer with the athletic director before any decisions are communicated.

## **6. Scheduling and Attendance Policies for Practice and Games**

For varsity and JV teams while school is in session, practice sessions on Monday through Friday must not exceed two hours including film time, devotional time, or other team building events.

During fall preseason, or days when school is not in session including weekends and holiday breaks, coaches can practice longer than 2 hours, and may start at the time they desire. There are no practices on Sundays. Varsity and JV practices during normal school days will generally be from 3:15pm to 5:15pm. However, varsity and JV coaches have the discretion start their practices later than 3:15 pm while school is in session. 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.

Middle School practices will only be on Monday through Thursday from 2pm to 3:15pm. Parents should expect to pick up their middle school athlete closer to 3:25 as they will return to the locker room to get their belongings before going to the carpool line. Athletics at the middle school level are considered pass/fail, and all normal school attendance policies apply to middle school athletics.

Middle school teams may have games on Friday. Varsity and JV teams may have games on Saturday.

Varsity and Middle School coaches and assistant coaches are expected to be 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.

A student who has an early dismissal/ late arrival from school may not practice or play on that day unless he/she completes 4 periods of class time **or** submits an acceptable parent's or doctor excuse as determined by the principal or athletic director. School field trips will be treated differently as those may be longer than 4 periods of the day.

Coaches who adopt a nontraditional schedule must confer with the athletic director before any communication takes place. It is the coach's responsibility to communicate schedules with the parents and athletes.

## **7. Post/Game Practice Responsibilities**

Student-athletes waiting and/or loitering in the lobby or outside pose potential problems. Risk of injury and property damage can possibly result from unsupervised gatherings. In part to address this issue, the coach will be responsible for supervising their respected area while athletes are present as well as well as securing all equipment, locker rooms, fields, and gyms.

The athlete is responsible for the arrangement of transportation after practices and games in advance. Leaving the building and grounds within 15 minutes after the conclusion of a contest or practice session. If an athlete is late being picked up from away games consistently, the athlete will not be allowed to go to away contests.

Practice sessions are normally closed to spectators. These sessions are the equivalent of a teacher's classroom and there is real, quality instruction taking place. Interruptions and interference to an athlete's concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in a classroom setting.

Practice will not be held when school is dismissed early due to inclement weather. Practice may or may not be held when school is not in session due to inclement weather.

## **8. Injuries and Training Room**

The training room is for everyone's safe use and convenience and is the direct responsibility of the athletic trainer. Students should sign-in whenever they intend to use the training room facility and should always use the equipment in the instructed manner, as well as in a safe and orderly fashion. Any questions about the safe and proper use of equipment in the training area should be directed to the athletic trainer. All injuries must be reported to the athletic trainer. The athletic trainer is the one best qualified to deal with injuries; he/she must also keep a written account of injuries for insurance purposes. All doctors' notes should be given to the athletic trainer as a matter of record keeping. Any documentation for injury rehabilitation should be given to the athletic trainer so that he/she can supervise and/or administer the appropriate prescribed activity.

As per DIAA regulation, students who are physically unable to participate in athletics for five (5) consecutive days due to illness/injury will not be permitted to resume participation with their team without a written note from a certified physician stating that he/she has been cleared to participate. Athletes have the responsibility of letting their coach know if they will be late to practice due to treatment for an injury. All serious injuries should be reported to the athletic director.

## **9. Academic Eligibility**

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 marking period in any subject will not be eligible to compete for a minimum of the first week of the next marking period. Participation may resume any time after the week period once the teacher, AD, and coach determines 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. The athletic director will gather this information and share with the coach.

## **10. Eighth Graders on Varsity or JV Teams**

The faculty, coaches and administration feel strongly that eighth grade students should compete with their peers on middle school athletic teams due to the social, emotional and physical aspects of sports, however at times it is necessary for 8<sup>th</sup> grade students to compete at the high school level. This would only happen because the 8<sup>th</sup> grader is talented enough that they would make a significant contribution to the varsity team, or they are needed to fill out numbers to have a JV or varsity team. Students must understand that being offered an opportunity to try out for a varsity team is not a guarantee that they will be selected to stay with the varsity team for the season. According to DIAA rules, once an eighth-grade student participates in a recorded game with an upper school team, he/she may not participate with the middle school team in the same sport that season. The process for trying out for varsity or JV as an eighth grader is by invitation only and will not happen without the full support of the parents/guardians. The length of a tryout may be as long, or short as necessary to determine the proper outcome. If the student-athlete does not get asked to stay with the varsity team for the season, he/she will then return to the middle school sports program to continue to hone his/her skills. Eighth graders who are offered a varsity roster position, and their family must be willing to make a full commitment to the schedule of a varsity level athlete for the entire sport season. This includes games/contests/practices that run later into the afternoon/evening hours and may include weekends, school vacations, holidays, and days that school is not in regular session, as well as fall sports pre-season that begins prior to the start of the school year and participation in all post-season

competition/state tournament events. As the academic component in the life of all student-athletes take priority over the athletic component, school scheduled activities such as field trips will be considered an excused absence from the sport commitment. Eighth grade students selected for a varsity team will take part in a study hall in when middle school peers head to practice each day at 2:00 pm. Coaches should not invite 8<sup>th</sup> graders to try out for varsity or jv without the approval of the athletic director. Coaches should not send the player back to middle school without the approval of the athletic director. Any communication to the athlete must quickly be followed by communication to the parents. Coaches are responsible for this communication.

### **11. Changing Teams**

Whether by being cut, by quitting, or by being dismissed, an athlete's membership on a team may be altered. Any player cut from a team during tryouts is free to try out for another team, with that coach's approval. Any player quitting a team must get the approval of the first and second coach, and the athletic director before joining a second team. All obligations such as returning equipment must be completed prior to joining a second team. Any player dismissed from a team must get the approval of the athletic director before joining another team. The athletic director will mediate all problems when an athlete changes team. All of these scenarios should be discussed with the athletic director by the coach.

### **13. Discipline**

At times, it may be necessary for discipline to be used as a method of helping athletes develop. It is important to note that in educational based athletics, there is a strong connection between what happens during the school day and the impact to athletics. Therefore, issues that generate during the school day may have both school, and athletic ramifications. As well, issues that generate during athletics may result in both athletic, and administrative consequences. The school administration and the athletic director will work together on these issues and make sure that student athletes understand the outcomes from both.

If a student is suspended from school, the coach and the athletic director will work with the Principal to determine the right athletic outcome. It is not uncommon for athletes who are suspended from school to miss multiple practices and multiple games.

If a student has detention they are not permitted to practice or play on the day of detention and will likely miss additional games and or practices depending upon the reason for detention. Receiving a 2<sup>nd</sup> detention usually results in a multiple game suspension.

If an athlete receives multiple infractions for inappropriate behavior, it is possible that they would miss additional practices, or a game as determined by the athletic director and the Principal.

Students who are required to miss practice or games because of disciplinary action are expected to still attend practices and games in acceptable street clothes.

The discipline for unexcused absences from practice or a game will be determined by the head coach in conjunction with the athletic director and the Principal, particularly if the athlete was also absent from school.

Athletes are expected to make the team a priority. Parents and athletes should not put coaches in a position to determine what is "acceptable" or "unacceptable" reasons for missing practice or games. Known conflicts with the schedule should be communicated as early as possible. Based on each individual situation, coaches have the authority to prescribe additional conditioning, suspension from practices, or suspension from games if students are unable to make games and practices the appropriate priority.

Any discipline issues that happen during practice or a game should be discussed with the athletic director as appropriate based on the severity.

### **14. Club and Travel Teams, and Additional Workouts**

WCS endorses athletes seeking extra development through club or travel teams, or individual coaches and trainers. It is suggested that these be minimized while an athlete is in season, but in all cases, it is expected that the sport at WCS be the priority. Coaches are expected to provide off-season training opportunities for members of their team (camp information, summer/fall/winter leagues, clinics, weight room,) and encourage all team members to take part. Each varsity coach should strive to have a summer camp specific to their sport at WCS. Each varsity coach should strive to have an in-season clinic for elementary level students. Saturday mornings tend to work well. Varsity athletes should attend and help.

## **15. Physicals**

Athletes must have an annual sports physical dated **after April 1** for the up coming school year. **Your doctor must complete a DIAA physical form** to be eligible to play in compliance with our state organization. All forms must be on file with the school nurse and athletic trainer before an athlete may participate in any way on a sports team, this includes practice. Forms are available at [www.wcswarriorssports.com](http://www.wcswarriorssports.com), or go to the Board of Education for Delaware Website, then on go to DIAA, then Forms. It is the responsibility of the coach to collect these forms, and work with the trainer, the school nurse, and/or the athletic director to resolve any issues.

## **16. Travel Policy**

On school days, the school will provide transportation to all away athletic contests unless the contest is an evening event locally. 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 during the trip, the driver is to immediately pull over in a safe location and notify the coach of the issue. Student drivers may drive to one-way contest, but they are not permitted to drive another athlete unless it is a sibling. Even if you carpool to school, you may not drive that athlete to away contest. With appropriate clearance, a coach is able to use the school van to transport athletes to away games.

## **17. Guidelines for Athletic Awards**

Athletic department awards are presented to varsity athletes who complete the season in good standing. A varsity letter is presented to an athlete who, as determined by the coach, participated in most varsity games in that sport. For subsequent letters earned in the same or alternate sports, the athlete will receive a pin for each letter earned. Varsity certificates will be awarded to students who have participated in a varsity sport but have not seen significant playing time at the varsity level. Cross Country and Track have point requirements for receiving awards.

Any senior who has participated with a sport without meeting the awards requirements may receive their varsity letter. An athlete who was injured playing the sport may also receive awards. If a student quits or a parent has pulled their child from the team the athlete will not receive any awards or honors. WCS also recognizes additional athletic honors such as the DIAA Scholar Athlete award for any athlete with a 3.5 weighted GPA while earning a varsity letter. The Tri – Athlete Award for athlete who participate in all three seasons during high school. The Chris Landa Memorial Award which is presented to a senior athlete who best represents Leadership, Commitment and Christian Character. The Outstanding Senior Male/Female Athletes.

Coaches may choose to have a banquet at the conclusion of their season. Details should be shared with the athletic director. Coaches may also recognize team awards at the conclusion of their season with permission from the athletic director. At no time should parents, or team moms create their own awards as part of a recognition strategy.

All-Conference selections are made by the head coaches of varsity teams for most DISC sports. Dates, times, and sites for meetings are arranged by the athletic directors. A WCS coaching representative must attend both the all-conference and if necessary, the all-state meeting for every sport. All-state selections are made by either the coaches association of a sport or by the News Journal staff.

### **18. Use of Fields, Courts, Athletic Facilities and Locker Rooms**

Athletic facilities at WCS should always be used appropriately. The use of the weight room, athletic fields and courts must be under the direction and supervision of the coaching staff, a WCS employee, or approved adult. The locker rooms should be used for changing and getting ready for practice and games. Roughhousing is not allowed. All showers must be turned off after showering. No female managers are allowed in the boy's locker room. No male managers are allowed in the girl's locker room. All spiked or cleated shoes are not allowed in the locker rooms or any part of the building. It is expected that each locker room is left clean and neat at the end of every day. Coaches are expected to ensure the locker rooms are kept in order and address their athletes if this is not the case.

### **19. Uniforms and School Equipment**

Athletes will be issued school athletic uniforms, and possibly equipment, specific to each sport season. All uniforms and equipment are the property of WCS. Each athlete is responsible for the care of uniforms/equipment issued. It is expected that they will not loan uniforms/equipment to someone else. Athletes who wish to exchange uniforms/equipment with another player must receive permission from the coach. Uniforms are to be worn only for games/contests or on special occasions as designated by the coach. Practice wear should be clean and in good repair. Any apparel not in line with the mission, purpose and competitive philosophy of the athletic department will not be allowed at practices or games. At the completion of the season, students are required to clean and return all school uniform/equipment items issued to them. These items are to be returned to the coaches within 1 week of the completion of the season. Athletes will be held financially responsible for any lost or misplaced uniforms and equipment. In addition, they will not be issued a uniform in their next season or receive athletic credit until these obligations are fulfilled. The purchase of personal items needed for participation in some sports may be required. Many of these items will be made available to team members for purchase through an online team store or through the athletic department. At times, athletes and parents may want to purchase additional sets of uniforms, or warm up pants and jerseys for a season. Any additional purchases that are worn during games, or pre or post game must be approved by the athletic director. When warm up uniforms are being purchased, they must be made available to every person on both the jv, and varsity teams. Parents and athletes are expected to pay for these, and will own them after the season. If any member of the jv or varsity teams cannot afford the additional gear, then it is best not to purchase them. Varsity and jv teams should always have the same uniforms, and the same warm up jerseys. It is also best if WCS teams arrive to away games in the same gear in order to create team unity.

### **20. Hazing and Initiations**

All forms of hazing or initiation of Wilmington Christian student-athletes is strictly prohibited. Upperclassmen are expected to lead by example and make sure all underclassmen immediately and permanently welcomed to the team. Coaches are expected to reinforce this and report any issues to the athletic director.

### **21. Illegal Drug/Substance Abuse/Tobacco/Alcohol Use or Other Illegal Activity**

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 in the sport until appropriate discipline is determined. Discipline could 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. Other breaches of the law will be dealt with accordingly

## **22. Social Media**

If a student on a WCS athletic team inappropriately uses social media, they have the potential to be suspended from participation in the sport until appropriate discipline is determined. Discipline could 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. Parents and athletes should always remember that our social media presence must appropriately reflect the WCS and athletic department mission, athletic purpose, and competitive philosophy. Many future employers and colleges also will investigate potential athletes by searching easily accessible platforms like Facebook, Instagram, etc.

## **23. Admission Fees to Athletic Events.**

WCS, along with other DISC members, does not charge admission fees to any school-sponsored home athletic event. Non-conference schools, however, may charge admission fees to their contests. Admission fees are charged at DIAA sponsored state tournaments, including those DIAA events held at WCS, and at various invitational tournaments that many of our teams may participate in during the season.

## **24. Early Dismissals**

Upper School team members are often dismissed early from classes for away contests. Students are dismissed approximately 20 minutes prior to the scheduled bus departure time. It is during this time that student-athletes should change into team uniforms, gather equipment and personal belongings for the game, and if necessary, see the athletic trainer

## **25. Off Campus Sports Credits**

Although participation in the WCS athletic program is required, occasionally a student will be involved in an off-campus athletic activity not offered at WCS that could possibly fulfill a co-curricular or team credit. With very few exceptions, approved off-campus credits will not typically count toward completion of the co-curricular credit. Permission to receive credit for an off-campus sport must be approved the Principal. Coaches should encourage their athletes to play at least one additional sport.

## **26. Pursuing College Athletics**

Students wishing to pursue college athletics should discuss those goals with his/her coach and the guidance counselor. Members of the Athletic Department are available to write letters of recommendation and to make follow-up phone calls on behalf of the student-athlete after he/she has made the initial contact. If a videotape of game action is desired to send to college recruiters, it is the responsibility of the student-athlete to arrange for the recording of game footage. The Athletic Department has limited ability to record games for instructional purposes only. All recording of games for college recruiting purposes is the responsibility of the student and his/her family. Students who plan on trying out for a collegiate team must be cleared by the NCAA Clearinghouse prior to the tryout. Coaches should make the athletic director aware of any situations in which athletes are pursuing college athletics.

## **27. Coaching Out of Season**

The DIAA coaching out of season rules are difficult to understand. Although no coaching out of season shall be done without permission of the athletic director, the general rule is that after the last spring state tournament in June, until August 1<sup>st</sup>, the opportunity exists to work with your teams. Please check with the athletic director before scheduling anything.

## **28. Coaching Attire**

Coaches should be dressed appropriately for all practice and game situations. Please present yourself as professionally as possible in your actions and in your appearance. It is requested that the coaching staff not wear denim blue jeans on game days except for Saturday games. Every year we endeavor to purchase WCS branded gear for coaches. Please let the athletic director know if you do not have any WCS gear.

### **29. Professional Development and Required Courses**

DIAA requires that all varsity and middle school head coaches attend a pre-season rules clinic. Coaches who do not attend the clinic must pass an open book rules exam and/or view a video of the rule clinic provided by DIAA at the DIAA office. Assistant coaches are not required, but are encouraged, to attend the rules clinics. Dates and times of the clinics are arranged by DIAA. Most of the clinics will take place at the DIAA office in Dover. (Directions to the DIAA office and clinic dates can be found at the back of this Handbook). Clinic dates are shared with coaches as they become available.

All coaches, at every level, are required to have current CPR certification on file with the athletic director prior to the start of the season. Coaches needing certification should notify the athletic director in a timely fashion. The athletic director is responsible for reporting all CPR certifications to DIAA. DIAA also requires the completion of a concussion education course for all coaches. This free, online course can be found and completed at: [www.nfhslearn.com](http://www.nfhslearn.com). The CPR and concussion courses are good for 2 years.

Coaches are expected to stay current with the new trends, tactics, and techniques in their sport. Coaches are encouraged to attend professional development opportunities to achieve this expectation. The Athletic Department will attempt to provide funding for such professional development opportunities, but coaches must receive prior approval from the Athletic Director for funding/reimbursement of expenses to occur.

### **30. Team Fundraising Events**

WCS is constantly trying to secure funding from a variety of sources to supplement all school programs. As a result, team fundraising events are typically not allowed. If a special circumstance warrants extra funding for a team, a written request should be submitted to the athletic director in a timely fashion.

### **31. Media Opportunities and Social Media**

A coach and his/her athletic team have many opportunities to build positive public relations, not only in physical appearance, language, and coaching/playing style, but also with the press. A reporter may call a coach to get quotes about an athlete for an article, feature story, or sports column. Many times, the call for this information will catch a coach by surprise. If possible, give a heads up to the athletic director before the interview takes place. Be positive always with any comments made to a representative of the press.

Teams should not have their own social media pages. The athletic department has its own social media pages that will represent the entire span of athletics at WCS. Parents and coaches who have great photos that can be shared should send them to the athletic director.

### **32. Warm Up Music and Pre-Game Expectations**

Often, teams like to have specific warm up music. Any songs that are played must have the approval of the coach first, and then the athletic director. Coaches should not just listen to the song before they approve it. They should also look up the words and ensure their appropriateness.

It is expected that pre game warmups, handshakes during announcements be executed in line with our code of conduct.

It is our expectation that our athletes and teams stand for the playing of the national anthem. Any deviation from this must be discussed with the athletic director, the principal, and Headmaster Dr. Roger Erdvig.

### **33. Athletic Recruiting**

In your role as a WCS coach, you are expected to represent the school in the best way possible. Because of that, it is vitally important that contact with prospective families is done properly, within the expectations of WCS and the rules/regulations of DIAA. Simply stated, athletic recruiting is not permitted. The job you do as a coach will be the most powerful tool we have to help attract new student-athletes to our school. With that in mind, you should never approach a family, or student-athlete, and suggest they attend WCS. If a family contacts you, please direct them to Carol Allston-Stiles, Director of Admission. Once the family makes a contact with our school through Carol or some other member of the Administrative Team, you are permitted to speak to them about our athletic program. All matters of the WCS admission process will be handled by our admission team. Any questions directed to you about the application process, admission testing, or financial aid should be directed to the admissions team.

### **34. Coaches Responsibility Checklist**

#### 1. 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

#### 2. 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.
- 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.

#### 3. One-week Prior to the First Contest

- Submit player list to the athletic director 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 director
- Submit a player roster complete with name, grade, jersey #, and position to the athletic director

#### 4. 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 while on school property (WCS or opponents' schools).
- Make sure in the case of any injuries that occur at away games that the trainer is immediately notified, and the athletic director is called as soon as possible.
- Be sure to pray before and after practice. Ask other teams to pray home/away, win/lose. Encourage devotionals on regular bases with your athletes.
- Commit to offering a weekly biblical teaching session to your teams.

#### 5. Post Season

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

- Report #1 - Final team roster, please include managers. With your roster include whom lettered/certificate.
- 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.
- Note: The Final 1/3 Coaches Stipend will be approved once ALL 5 Post Season Requirements are met