

Alden Central School District

Coaching Handbook



Home of the Bulldogs

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Preface

Dear Coaches,

Welcome to the Alden Central School District Interscholastic-Athletic Program. We are excited for your participation and grateful for your support. As with all our programs, both curricular and extra-curricular, our primary focus is the growth and development of the student-athletes that we work with daily. Interscholastic athletic participation and competition are two very important ways in which our students learn life lessons and skills that will serve them well in perpetuity. We strive to promote and develop in our student-athletes' positive traits such as sportsmanship, leadership, teamwork, oral communication, positive physical development, healthy lifestyle habits, and the list goes on.

On the other hand, our interscholastic athletic program is not about winning at all costs. We strive for excellence in all our endeavors, in and out of the classroom. Winning a competition is sometimes the natural by-product of those efforts. The good feelings and accolades that come with winning provide motivation and memories that sustain us for a lifetime. Sometimes, however, our own excellent efforts cannot match the excellent efforts of our opponents. It is in the experience of defeat that we learn and grow as well, sometimes even more so than in victory. Through defeat we also hope to teach the lessons of perseverance and commitment to improvement. The once great coach Vince Lombardi said, "it is not in falling down that we are defeated, it is in not getting up."

Ultimately, it is our desire to support a thriving athletic program that conveys a healthy perspective regarding its important place in our lives. It is a human endeavor, and therefore involves both emotion and imperfections. Therein lies both the beauty and our source of frustration. Sport and athletic competitions are not life and death, despite the many metaphors we use to describe it as such. As most of us experience it at the community and scholastic levels, it is not a business or money-making machine where human beings are sometimes treated as possessions or commodities. Here, in our school communities, it is a classroom, like all other classrooms in the schoolhouse, where our children go to learn and grow.

The challenge for us will always be to provide good teachers for that classroom and those lessons. In that sense, all of us, together, are both the teacher and the student. The potential for growth and success is never ending. Our opportunities will come unceasingly, because in sports "there is always next season."

The purpose of this handbook is to establish a clear standard for the leadership of our athletic teams.

Thank you and good luck!

Alden Athletic Department

Alden Central School Mission Statement

At the Alden Central School District, all students, staff, administrators, Board of Education, parents, teachers and community members work together as partners to promote educational excellence necessary for successful living in a diverse world.

This will be accomplished with administrative, financial and technical support for...

... safe schools which have a nurturing, caring environment.

... a strong academic program implemented by well-trained professionals and supported by special services.

... a variety of co-curricular and extra-curricular activities that provide opportunities for students to participate in music, art, the performing arts, athletics and clubs.

...a network of communication, supported by families, students and the community

The mission of the Alden Central School District is to encourage the development of lifelong learners who will become responsible adults. By emphasizing the necessary knowledge, skills and attitudes in a safe, nurturing environment, our graduates will be prepared to lead rewarding and successful lives.

Alden Central School Sportsmanship Philosophy

The Alden Central School District's Interscholastic Athletic program is committed to promoting the proper ideals of sportsmanship, ethical conduct, and fair play at all athletic activities. We will oppose instances and activities which are not conducive to the best values of athletic competition in order to ensure the well-being of all individual players. We will expect acceptable standards of good citizenship and propriety with proper regard for the rights of others. We are further committed to the belief that schools participating in interscholastic athletic activities should be held responsible for the conduct of their players, coaches, faculty, parents, and any other spectator. Conduct which is detrimental to the educational value of athletics may be deemed just cause for the schools' reprimand, probation, suspension from a particular sport or suspension from interscholastic athletics as outlined in the district's Code of Conduct.

Philosophy of Athletics for the Three Levels of Competition

Modified – This level emphasizes team play as well as teaching and practicing the fundamentals of a given sport. The goal is for all participants to receive meaningful playing time. Playing time may not be equal for all participants. Each participant will compete in every contest unless a rule has been violated or the coach has a valid reason that the participant should not be a part of that contest. Winning is not the primary objective.

Junior Varsity – At this level an increased emphasis is placed on team play, physical conditioning and refining fundamental skills. Winning is emphasized but is not the primary focus. Meaningful contest participation will exist over the course of the season, however, a specified amount of playing time is never guaranteed.

Varsity – Team play, sportsmanship, individual ability, physical conditioning, motivation, and attitude are all important aspects of competing at the varsity level. Winning is emphasized and not all players may play in every competition. It is vital that each team member understands their role on the team and know its importance.

General Coaching Responsibilities

As a coach you will have the care, custody, and control of someone else's children for over 100 hours this season. In this capacity you have the potential both to create and to prevent accidents and injuries. You should be aware of your responsibilities as a coach. Attention to these aspects will help minimize your personal risk and prevent sports-related injuries.

Your responsibilities include:

- **Proper Planning:** An overall plan should be developed in relation to the entire season. The pre-season, competitive season, the post season, and each individual practice should be planned and documented in **writing**. Evaluate your plan daily, both good and not so good results. This daily plan is also a good place to notate any incidents or injuries which may have occurred during the day.
- **Proper Instruction:** Keep yourself current in your sport. Attend clinics (if possible). Make sure the skills you are teaching are accepted and safe for your athletes. Subscribe to journals to see the latest and best ways to teach your sport.
- **Warn of Risks:** It is recommended that you have a preseason meeting not just with your players but with your players' parents. This is an excellent time to inform everyone of the rules, regulations, schedule, special events, etc. you have planned for your team. This is also the correct time to explain to both your players and their parents that **there are inherent risks involved in participating in athletics**. Even in the safest situations, accidents can and sometimes do happen. The parents need to understand you will run a safe program and are prepared in case of accidents. At this time, you might share your emergency plan for the team and preparations that are in place in the event of an emergency.
- **Provide a Safe Physical Environment:** Practice and playing facilities should be inspected daily. If you and your athletes find a problem or situation, address it immediately. If the problem is beyond your realm of responsibility, request in writing that it be corrected. Keep copies of the request. If the problem is not resolved in two days, submit a second request, or third if necessary. If it is not taken care of in a week go to the next level in the chain of command.
- **Provide Adequate and Proper Equipment:** Equipment should be current in all the manufacturers' guidelines, League, Section and State regulations. Equipment should fit properly and be clean and sanitized. If a problem is discovered by the coach or player, the piece of equipment should be exchanged or repaired as soon as possible.
- **Match Athletes Properly:** During practices make sure that you are matching your athletes by abilities and size. Keep in mind that the largest athletes may not necessarily be the strongest or the most athletic. During the actual contest, this may be out of the control of the coach.

- **Evaluate Athletes for Injury or Incapacity:** Be conscientious when checking the victim of an accident. Try to get as much information as possible from the victim and witnesses as to what happened. Surveying the victim starts at the head and goes to the feet. Remember most information you get will probably be necessary to complete the incident report which needs to be completed as soon as possible.
Concussion protocol has been established and adopted by the NYSPHSAA. No player who suffers a head injury can return to play until he/she is symptom free. Have the trainer evaluate your athlete when he/she returns to practice.
- **Supervise Activities:** Your team needs to be supervised from the beginning of practice until the last team member has left the facility. The more visible the coach, the less likely the athletes are going to get into mischief. If equipment is available to the athletes a coach needs to be present in that area. Locker rooms also need to be supervised before, during, and after practice. Please ensure that any music played during team events is clean. **Supervision also applies to bus transportation to and from contests.**
- **Providing Appropriate Emergency Assistance:** Have an emergency plan for your team. It should be broad enough to cover both home and away contests. It should also be adaptable enough for all practice venues used by your team. Put the plan in writing and post it where your staff and team members can see it. When providing first aid do not go beyond your level of training. Call 911, put the Emergency Medical System (EMS) in motion.

The following situations have the potential to turn into liability cases if your role is not performed properly:

- ❖ No supervision in the locker rooms, bus, gym, etc.
- ❖ Permitting a player to officiate a game because an official did not show
- ❖ Leaving locker room doors open when not present
- ❖ Giving your keys to a student
- ❖ Students moving equipment beyond their capabilities
- ❖ Permitting horseplay
- ❖ Taking a personal phone call when supervision is necessary at the time
- ❖ Not establishing specific rules of safety prior to an event or activity
- ❖ Emphasizing the outcome of the game over the experience
- ❖ Not properly preparing a team physically
- ❖ Skipping warm-up time
- ❖ Permitting unequal competition
- ❖ Physically overextending a student
- ❖ Athletes with no physicals
- ❖ No adequate preparation for an event or activity
- ❖ Bypassing fundamental skills
- ❖ Failing to warn people about the potential danger of an activity
- ❖ Failure to update or review a safety checklist
- ❖ No emergency plan
- ❖ Insufficient sized mats for an activity
- ❖ Permitting activity on a wet, slippery floor
- ❖ Leaving balls or equipment on the gym floor during activities or games
- ❖ Permitting students to participate in inappropriate attire (i.e. non athletic shoes)
- ❖ Using correct equipment in an improper manner
- ❖ Not taping wrestling mats
- ❖ Participating in improper area (i.e. hallways, locker rooms, parking lots)
- ❖ Leaving equipment on the field
- ❖ Progressing too quickly
- ❖ Inadequate lighting in the gym
- ❖ Not correcting an unsafe situation immediately
- ❖ Teaching/Coaching an activity or sport by yourself that you know nothing about
- ❖ Failure to go over safety rules/requirements for an activity
- ❖ Hiring unqualified personnel
- ❖ Lack of training for personnel in high risk sports
- ❖ Lack of supervision
- ❖ Failure to maintain written records
- ❖ Failure to check field/equipment on a regular basis
- ❖ Inadequate protection behind both basketball goals
- ❖ Testing the ability of a student before teaching him/her the necessary skills
- ❖ Having equipment reconditioned by uncertified or disreputable companies
- ❖ Permitting players to travel by car and transporting teammates to games and/or practices
- ❖ Complacency: Having the attitude, *"No one will ever sue me."*

"An ounce of prevention is better than a pound of cure."

General Athletic Policies/Information

Academic Eligibility

An academic eligibility policy is in place for all students participating in all extra-curricular activities, including athletics. Please consult the Student Handbook for the full, written policy. Please call a school administrator with any questions. If a student-athlete is deemed ineligible based on any given report card, he or she will have the opportunity to remain eligible on a week-by-week basis in that given season by doing satisfactory work for every teacher in every class on his/her schedule. If a student-athlete remains ineligible for any given week during the season, he/she must continue to practice and function as a regular team member with the exception of participating in interscholastic contests (they can and should be in attendance at the contest(s) with the team but dressed in street clothes).

APP

The Athletic Placement Process is the procedure for screening students to determine their readiness to compete in interscholastic athletic competition by evaluating their physical maturity, fitness, and sport specific skill. This program is governed by the NYSPHSAA. The intent of this program is to provide for students in grades 7-12 a mechanism to safely participate at an appropriate level of competition based upon readiness rather than age and grade. Students do not mature at the same rate, and there can be a tremendous range of developmental differences between students of the same age. This program has been designed to assess a student's physical maturation, physical fitness, and skill, so the student may be placed at a level of competition that should result in increased opportunity, a fairer competitive environment, reduced injury, and greater personal satisfaction.

It should be noted that the APP should not be used to fill positions on JV or varsity teams, provide additional experience, provide an opportunity for middle school students when no modified program exists, or to reward a student.

- a. The APP begins with the varsity coach of any given sport for which APP is an option. The process is not initiated by a parent or a student-athlete.
- b. If a varsity coach, in consultation with the other coaches in the school program, observes and identifies a middle school student who demonstrates exceptional physical fitness and skill, he/she will communicate this information in writing to the athletic director.
- c. The athletic director will review the written recommendation from the coach, consult with the Middle School principal regarding the academic standing of the student (i.e., must be passing all academic courses) and consult with the student's physical education teachers regarding his/her physical fitness.
- d. If all three of the above-named consultations are favorable to the student, the athletic director will hold a parent meeting to review the recommendation and determine whether the student will be tested.
- e. The decision to test is made with the best interest of the student as the determining factor. No student-athlete will be moved to a different competitive level if his/her development (i.e., mental, physical, emotional, athletic, academic, and social) will be negatively affected in any way.
- f. If a student-athlete is moved to a higher level of competition through the APP, it must be anticipated they will be given considerable playing time (more than 50%) on that team.

- g. A Health and Development Rating will be conducted using the Tanner Scale to determine the student's physiological maturity. This test will be conducted by the student-athlete's family physician but reviewed and approved by the district's medical provider. There is a satisfactory score for every sport. If the student does not achieve the required score necessary for the sport for which he/she is being recommended, then the process ends with the student remaining at the lower level of play.
- h. If the student meets the requirements of the Tanner Scale, the athletic director will schedule the fitness test. The administrator will communicate to review the process, timeline, and scoring required with the student and parents.
- i. The fitness testing cannot be conducted by any coach of the sport for which the student has been recommended for classification.
- j. If the student passes the fitness test, he/she may then be eligible to try out for the upper-level team. The student must therefore be successful in the try-out process. Successful APP does not guarantee any student a position on any team at any level.
- k. In Alden, parents may not request APP (see (a.) above) and no 7th grader may be moved up if there exists a modified team in that sport.

Contacts

- Athletic Office – 716-937-9116 ext: 4199
- High School Office – 716-937-9116 ext: 4000
- Middle School Office – 716-937-9116 ext: 2191

Parent/Coach Communication

- a. Coaches should communicate the following to parents/student athletes
 - How athletes/parents can contact you
 - Tryout guidelines
 - Practice/game schedules
 - Attendance & eligibility policies
 - Injury/emergency notification
 - Sport specific information (Ex: wrestling weight certification process)
 - Transportation policy
 - Code of conduct review & sign-off by parent/guardian
- b. As coaches, communication with parents is important. However, some parent concerns are inappropriate to discuss.

Appropriate concerns for parents to discuss with coach	Inappropriate concerns for parents to discuss with coach
Emotional and physical treatment of your child	Playing time
Ways to help your child improve	Play calling
Concerns about your child's behavior	Team strategy
Notification of any schedule conflicts well in advance	Your child's position (ex. QB, forward, setter, etc.)
Specific concern in regard to a coach's style and/or expectations	Other student athletes

Parents of ACS Athletes as Coaches

Parents of ACS student-athletes are not allowed to serve as unpaid coaches of the team on which their child competes. Parents of ACS student-athletes are generally not hired as a paid coach of the team on which their child competes unless another qualified candidate is not available. Paid coaches, who happen to be parents of district student-athletes, should not change levels to coach their own child. Exceptions can be made due to mitigating factors at the sole discretion of the athletic department and district administration.

Recent Graduates

Alumni are encouraged to apply for coaching positions at ACS. However, the Athletic Department requires four years of time to pass after graduation before considering an applicant.

Program Development

The varsity head coach is responsible for the development of his/her program. The head coach will pass on any information they feel is necessary to the assistant coaches or JV/Modified Coaches for the success of the program. The program from modified to varsity should be standard (ex. numbering systems, strategies, sport-specific terms).

Transfer Students

Any student transferring from one school district to another must meet the residency requirements as outlined in the NYSPHAA handbook. The Superintendent will determine if the student has met district residency requirements.

Coaching Procedures: In Season

Apparel - Coach

All coaches must be dressed appropriately and professionally at any official athletic event (the wearing of Alden apparel is recommended).

Apparel - Team

All athletes must wear school issued uniforms/warm-ups and equipment at any competition.

- a. The district will purchase uniforms for every team.
- b. School athletic teams are expected to wear uniforms that utilize the school colors as their primary color.
- c. If a team/coach opts to raise funds to purchase personalized jerseys with names on the back, the team must be willing to cover the cost for any athlete whose family does not have the financial means to buy a jersey. All players must have matching jerseys. If one athlete has a personalized jersey during gameplay, all must have one.

Athletic Code of Conduct

Each coach is responsible for reviewing the athletic code of conduct with their team, as well as their expectations concerning the ACS code of conduct. Each athlete should be given a copy of the ACS Athletic Handbook where the code of conduct is explained. Each parent/guardian along with the athlete must return a signed copy of the code of conduct before the first day of practice or the athlete will become ineligible to participate.

Athletes helping younger athletes

ACS Athletics applauds varsity or JV student-athletes who wish to volunteer their time and knowledge to guide athletes competing at younger levels (modified or JV). But please remember, the people who

directly instruct athletes are BOE approved and certified to do so. If a non-approved person (including an older athlete) is in position to instruct younger athletes AND that younger athlete gets injured, it could reasonably be asked why the older athlete was instructing in the first place. This could put the older athlete in a terrible position.

To give older athletes a way to get involved, please consider the following policies:

- a. Students not on the team cannot be used to instruct or supervise other student-athletes.
 - a. One exception – in-season student-athletes (for example, a varsity boy swimmer) could be used to demonstrate a stroke to a whole group while the coach instructed the proper techniques being used. In-season student-athletes are medically approved by the nurse and have the proper documentation signed by their parents to participate.
 - b. The reason for this is to protect the coach, the school, and, perhaps most importantly, the older student. Even if the student was doing a terrific job teaching, they are not an approved coach. Any accident that occurred under their watch would be the subject of great scrutiny. The question would quickly arise as to why a coach would assign instruction or supervision to a non-approved, non-certified, and, in this case, a young and inexperienced person.
- b. You could, however, utilize older athletes as statisticians. For example, an out-of-season varsity girl swimmer (as you mentioned in this case) could record stats for you during a meet. The older student would be under the coach's direct supervision and not in charge of other student-athletes.
- c. If the older student-athlete was to accompany the team to away meets, please get documentation from the parent(s) giving permission for the student to travel with the team.

Attendance – Coach

- a. All coaches are expected to attend all pre-season meetings in relation to that season. These include:
 - Alden Pre-Season Coaches Meeting with the Athletic Director
 - ECIC Pre-Season Coaches Meeting
 - Alden Athletics Pre-Season Parent Meeting
- b. All coaches are expected to attend all team activities. In the case of illness or extenuating circumstances, coaches should communicate practice cancellations to the athletic office and their team.

Attendance - Student

- a. Student-athletes must attend school to participate in any school activity, including tryouts, practices, team meetings, contests, or any other school-related activity.
- b. To be eligible for participation on any given school day, student-athletes must be in attendance at least one-half of the regular school day. With a 6.5-hour long school day, a student must be in school for 3.25 hours to be eligible. A legal excuse must be submitted for the time the student is not in school on that day (see the Student Handbook under Attendance Incentives).
- c. Coaches should keep a daily record of student attendance.

Busing and transportation

- a. Coaches must ride the bus with their athletes and remain vigilant to monitor student behavior on buses to away contests or practice sites.
- b. Coaches must remain with student-athletes until they have been picked up by their parents.

- c. Try your best not to change your team's bus times. Last-minute changes can be very difficult to handle for the transportation department.
- d. Make sure your team is on time for the bus departure.
- e. If you would like to stop with your team on the ride home for food, please discuss it with the bus driver. The bus driver has the right to refuse.

Celebrating/publicizing team success

Coaches are encouraged to publicize the successes of their teams. Consider submitting articles to Alden's local print publication, the Alden Advertiser (aldenadvertiser@rochester.rr.com). If you establish a social media channel, please ensure this is separate from any personal social media accounts and maintain control of the account (i.e., do not pass off control to a student-athlete without continuous supervision). Also, ensure that any athletes being mentioned are not on the do-not-publish list as requested by their parents (through FamilyID).

Emergency planning

The most important thing is that YOU have a plan, and YOUR ATHLETES know what it is. We ask that each coach opens the emergency action plan document from Anyone Can Save a Life and completes this based on their practice/game set-up. This document is available under Forms & Documents on the athletic website. Review these emergency plans with athletes.

- Develop a written plan for who is responsible during an emergency. Assign athletes duties including:
 - get AED
 - call 911
 - get AD or principal (if possible)
 - who will stay with victim and provide first aid
 - Make sure your athletes know where safety equipment is located (med kit, nearest AED, phone - probably cell phone, etc.).

First-Aid Kits

It is the responsibility of the coaches to check all first-aid kits and request any supplies (including incident/injury report forms) through the Athletic Director. These first-aid kits should be present at all contests/practices.

Game Day Responsibilities

It is the coach's responsibility to present vouchers to the officials and return those signed forms to the athletic office by the following day. Additionally, coaches must be present to greet the opposing team and lead them to the appropriate facilities (locker rooms, changing area, etc.). The Alden coach should remain on premises until the opposing team has left the campus.

Hazing

Hazing in any form, including initiation, which is degrading, is strictly forbidden by NYS Law. Any such activities will result in suspension and/or dismissal from the athletic program. Examples include but are not limited to: verbal/physical assault, intimidation, harassment, mental abuse, etc.

Injuries/Accidents

Any injury that occurs either during practice or in a game must have an incident report completed and returned to the school nurse within 24 hours. Any injury requiring a doctor/hospital visit should be communicated to the athletic director as well.

Physicals & Health History Updates

- a. All student-athletes must be medically cleared to participate in any interscholastic sport by passing a sports physical conducted by their own personal physician. A sports physical is good for one calendar year. Coaches are responsible for making sure only medically approved student-athletes, as listed in FamilyID, are allowed to participate.
- b. If the student-athlete has not taken and passed a sports physical, he/she cannot and will not be allowed to participate in any tryout, practice, or competition.
- c. Be advised that once a student-athlete is medically cleared to play he/she will be required to (according to state regulations) participate successfully in a sport specific number of conditioning practices in order to be eligible for interscholastic competition.

Practice Scheduling

Athletic teams are not allowed seven straight days of practice/competition. If practicing on a weekend, coaches need to make sure the scheduled practice is listed using proper resources. All practice schedules need to be submitted to the Athletic Office prior to the start of the season. Of course, practice schedules will vary week to week based on game schedule, weather, holidays, etc. However, a typical practice week should consist of at least five scheduled practices.

School Closings

If school is closed, all official games and practices are cancelled.

Section VI Sport Handbooks

It is the responsibility of the coach to read and understand the handbook for their sport, available at <http://www.section6.e1b.org/site/Default.aspx?PageID=77>. Coaches should take care not to exceed the maximum number of contests.

Senior Recognition

Varsity sports will be responsible to honor each senior athlete either at a regular season home game or the team's banquet/awards ceremony. Each coach will develop their own format for senior recognition which should be approved by the Athletic Director prior to the end of the season. The sports boosters provide gifts for each senior athlete. Contact the Athletic Office as soon as you determine your senior night. Coordinate with the Alden coach of the opposite gendered team if you don't wish to conflict with other senior nights.

Team Roster

A roster should be completed and turned into the athletic office as soon as selections are complete.

Tournaments, invitationals, etc.

Coaches are encouraged to undertake the responsibility that comes with hosting a tournament, invitational, or competition of that nature. Regarding the costs of a tournament, the athletic department will be responsible for the payment of officials only for contests in which Alden athletes are competing. For any games officiated beyond those in which Alden athletes compete, the coach coordinating the tournament will be responsible for re-reimbursing the athletic department.

It is suggested that coaches charge an entry fee for visiting schools. The coach can use this fee, along with other ventures they organize such as concessions, t-shirt sales, etc., to reimburse the school for the cost of the officials working non-Alden contests. A donation can be made to Alden Central Schools paid from the team's booster club account.

The athletic office will provide score keepers and chaperones for supervision of the grounds and crowds. However, the athletic office will not provide chaperones to supervise any additional fund-raising activities and/or running the event. Coaches are encouraged to seek volunteers or pay additional needed adults from the entry fee proceeds.

Transportation

Be aware of our transportation guidelines for student-athletes attending away contests. All student-athletes must ride the school bus to all away contests. The student-athlete may ride home with the parent/guardian if the proper sign-out procedure is followed with the coach at the away contest. The student-athlete may also be transported home by another adult party, **if a note is given to the coach and the receiving adult signs the student-athlete out on the parent sign out page.** Family members of the athlete 18 years old or older (current high school students are not allowed to transport other students home) OR parents of teammates can sign athletes out.

Tryouts and Squad Selections

Coaches must establish a plan for selecting those students who will make the greatest contribution to the team. Such plans are discussed with the Athletic Director and include:

- a. Equal opportunity for all eligible candidates
- b. Methods of selection
- c. Procedure for notifying students – this should be done in a private matter. Help athletes to understand why they didn't make the team and how they can improve moving forward.

Varsity Call-ups

Being a varsity coach means much more than coaching one varsity team. Varsity coaches are the heads of their respective sport's interscholastic program from modified to varsity. Molding leaders and fostering team success at the modified and JV levels build a foundation for future varsity success. Coaches should consider call-ups to the varsity level carefully. If an athlete is moved up from JV to varsity, the expectation is that the player will see considerable and meaningful playing time.

Weight Room

Any questions regarding weight room hours can be directed to the athletic director. A qualified adult must always be present. It is his/her responsibility to make sure that proper safety and lifting techniques are in use and that the building is properly secured.

Coaching Procedures: After Season

Awards & Recognitions at Conclusion of Season

- a. In the case of JV athletes who participate with the varsity team for a portion of the season: Each sport develops standards unique to their sport to determine whether athletes are recognized as varsity for the purpose of recognition at the end of the season.
- b. Varsity student-athletes receive:
 - An Alden letter "A" issued one time during HS career for lettering on a varsity team
 - Sport specific pin given once for each varsity sport
 - For the second season after the sport specific pin was issued, athletes will be issued a service bar.
- c. Special awards given to select varsity student-athletes:
 - Letterman Award – awarded by the coach to a varsity athlete on each team who exhibits excellence in any combination of skill, character, leadership, and sportsmanship.

- Varsity Head Coaches – it is the responsibility of the varsity head coach of each sport to nominate deserving athletes for recognition for all relevant awards including:
 - Alden High School Athlete of the Week
 - Alden Male/Female Athlete of the Year
 - Alden Male/Female Scholar-Athlete of the Year
 - New York State Scholar Athlete (www.nysphsaa.org)
 - Western New York Section VI Scholar Athlete
 - Buffalo News Spotlight Athlete of the Week
 - Local Media (ex: Channel 7 Athlete of the Week)

Budget and Supplies

The varsity coach is responsible for ordering supplies and equipment for all levels of their program. Varsity coaches are required at the conclusion of their season to develop a list of equipment, supplies, or uniforms that are requested for the upcoming season. The athletic director will review these requests with the coach. Uniforms are replaced on a schedule developed by the Athletic Director.

Clinics

Coaches are encouraged to advance professionally through attendance at clinics and other events to improve coaching skills.

Coaching Certification Requirements

Coaches must have all mandatory certifications to coach during any season. These are New York State requirements. Each coach must have his/her:

- CPR/AED certification
- First-aid certification
- SAVE Violence Workshop
- Child Abuse Workshop
- Dignity for All Students Act (DASA) training
- Fingerprinting
- Concussion course certification
- Must be on track to finish coaching courses through BOCES or NFHS (“second pathway”)

NOTE: Non-Paid Assistants: Any person working with or assisting an athletic team must be approved through the Board of Education and hold all proper coaching certification credentials. Exceptions to this rule must be approved by the Superintendent.

College Recruitment

1. If an athlete should be contacted personally by a college recruiter, he or she should work through his or her coach and the Athletic Director to ensure a smooth recruitment process.
2. Prospective student athletes at a Division I or II levels have certain responsibilities to attend to before they can participate. Information concerning who needs to register with the Clearinghouse and what documents should be submitted can be found on the NCAA Web site. This link can be accessed at www.eligibilitycenter.org. Click on "Prospective Student-Athletes" link. Athletes should be ready to report their SAT or ACT scores before establishing eligibility. This is a requirement for athletes who are planning on becoming student athletes in college. If there are any questions concerning this important part of becoming a student athlete in college, the athlete should plan to see the Athletic Director and the School's Guidance Counselor.

Equipment

At the conclusion of each season, coaches are required to complete an inventory of all equipment and

supplies that have been issued to the team. All coaches should send a copy of the completed inventory with numbers and/or sizes to the athletic director. The name of any student that does not turn in his/her school issued equipment or uniform within 5 days of the end of the season should be forwarded to the athletic director.

Evaluations

Coaches may have an evaluation completed by an administrator at the conclusion of each season. Each coach will have the opportunity to review/discuss any concerns with the administrator (prior to having the evaluation placed in his/her personnel file in the District Office).

Pay

At the conclusion of each season, coaches will receive their stipend per the teaching contract. For specific dates refer to the district payroll schedule. Coaches must complete their season-ending checklist before receiving their stipend.