



COLUMBINE HIGH SCHOOL COACHING HANDBOOK

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REBEL ATHLETIC PHILOSOPHY - VISION STATEMENT - CORE VALUES

Statement of Philosophy

The Columbine High School Athletic Department strives to provide a comprehensive, competitive, & positive experience for all of our Student-Athletes. High school athletics are a platform for our Rebel Athletic teams and our amazing Student-Athletes to showcase their talent and commitment excellence, but most importantly high school athletics provide our Student-Athletes with opportunities to grow as individuals and learn valuable life lessons.

Vision Statement

Participation in interscholastic athletics at Columbine High School is not a right, but rather a distinct privilege extended to Student-Athletes who earn the right to be selected for a team. This privilege can be revoked at any time if CHS Student-Athletes do not maintain the high expectations we set forth for them. We **DO** hold our Student-Athletes to higher standards than the rest of the CHS student body.

Our **GOAL** for each athletic program is to put the best team - or in some sports the best individuals - on the competitive playing court/field that gives Columbine High School the greatest chance for collective success. This decision is up to each individual head coach and his/her coaching staff. The athletic department at CHS is committed to staying competitive in all of our sports on an annual basis.

Winning and competing at the highest level is our goal for each program, but it is not our purpose. Our **PURPOSE** is to provide all Student-Athletes with competitive educational opportunities where they develop into individuals that care about people, that communicate effectively, that understand that trust is earned not given, that experience the benefits/challenges of assuming collective responsibility, and that take pride in the hard work becoming great entails.

Our vision of providing our Student-Athletes with a comprehensive, competitive, and positive experience will only happen through the cooperation of parents, Student-Athletes, & coaches. Please remember that we are all on the same team and we all want our Student-Athletes at Columbine to achieve success.

Core Values

CARING

COMMUNICATION

TRUST

COLLECTIVE RESPONSIBILITY

PRIDE

LEGAL DUTIES FOR COACHES & ADMINISTRATORS

1. **Duty to Plan:** Coaches are expected to develop a comprehensive plan in conjunction with the Athletics Director. The plan should include acquisition of Student-Athlete physicals and proof of insurance. Facilities & equipment assessment(s). Proof of practice planning and preparation.
2. **Duty to Supervise:** Coaches must be physically present at all times when conducting practices/games in order to prevent foreseeable injuries and respond to injuries or trauma in an appropriate manner. Facilities should be locked/secure unless supervised and Student-Athletes should be removed from any area where supervision cannot take place.
3. **Duty to Assess Athlete Readiness (Practice & Competitions):** Coaches assure that all Student-Athletes have completed the mandatory registration paperwork before they are allowed to participate. Injured athletes Student-Athletes who have required the services of a physician may not return to competition and/or practice without written permission from the physician. Coaches must have access to emergency cards for each of his/her Student-Athletes (Rscool App).
4. **Duty to Maintain Safe Playing Conditions:** Coaches need to identify and report any foreseeable causes of injury inherent in defective equipment or hazardous environments. Coaches are responsible to improve unsafe environments, repair, or remove defective equipment or disallow Student-Athletes access. Weather conditions must be considered for outdoor activities. Student-Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor.
5. **Duty to Provide Proper Equipment:** Student-Athletes are to be properly equipped with clean, durable, and safe equipment. Protective equipment must carry the NOCSAE certification and be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to any contact in practice or competition.
6. **Duty to Instruct Properly:** Practices must be characterized by instruction that accounts for logical sequence of fundamentals that lead to enhanced progression of player knowledge, skill and capability. Instruction must move from simple to complex and unknown to known. Coaches must be properly prepared to provide appropriate and sequential instruction to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques.
7. **Duty to Match Athletes:** Student-Athletes should be matched with consideration for maturity, skill, age, size, and speed. Mismatches should be avoided in all categories.
8. **Duty to Condition Properly:** Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare Student-Athletes sequentially for more challenging practices and competitive activities. Consideration must be given to weather, maturational and readiness factors.
9. **Duty to Warn:** Coaches and/or Athletic Directors are required to warn parents and Student-Athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issues in writing and both Student-Athletes and parents must provide written certification of their comprehension. Videotapes from CHSAA should be shown if possible. A parent meeting will be required prior to the start of each sport.
10. **Duty to Ensure Athletes are Covered by Injury Insurance:** Parents/Athletes must provide proof of insurance or prior to being allowed to participate in any practices or contests. Coaches and the Athletic Director must screen all Student-Athletes to ensure that these forms are signed and on file.

11. **Duty to Provide Emergency Care:** Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries.
12. **Duty to Develop an Emergency Action Plan:** A site-specific plan must be developed for managing uninjured team members while emergency care is being administered to an injured Student-Athlete. In addition, plans must be in place to ensure access to a stocked first aid kit, spine board, and other emergency equipment, access to a phone, timely call to EMT's if needed and adequate access for emergency personnel if transportation is necessary.
13. **Duty to Provide Proper Transportation:** Student-Athletes will be required to ride the team bus unless prior arrangements have been made with the Head Coach, Athletic Director, and/or Principal. To be excused from riding the team bus Student-Athletes must have a signed permission slip from their parent/guardian.
14. **Duty to Select, Train, and Supervise Coaches:** The Athletic Director will be expected to ensure that all coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

2018-2019 Points of Emphasis here at Columbine

- ✓ Be knowledgeable and stay current with CHSAA rules
 - Read Annual CHSAA sport specific Bulletin
 - Complete annual CHSAA Coaches Test and other required paperwork before your season officially begins.
 - Proactively provide assistant coaches with CHSAA guidelines and rule changes.
- ✓ Partner with the Athletics Office to maintain and enforce our Student-Athlete academic eligibility criteria. This may include: contacting teachers, monitoring study halls, or other academic assistance. **Establish a line of communication with all stakeholders.**
- ✓ Submit bus requests, rosters, fundraising forms, donation forms, travel paperwork, inventory and other paperwork to the Athletic Office in a timely manner.
- ✓ Promote & Support Columbine H.S. and Rebel Athletics by:
 - Appearing at School Assemblies & Events & Games
 - Holding a Preseason Parent & Player Meeting
 - Maintaining a Pleasant, Workable Relationship with the News Media
 - Preparing & Submitting Announcement(s) for CHS P.A. Announcements
 - Supporting Teachers with Student-Athlete Eligibility
 - Highly Encourage Attendance at Other School Activities and Events
 - **Maintain a Comprehensive Website & Have a Social Media Presence**

*** Always put yourself in a position that can be defended. If you are intentional about adhering to the above mentioned duties/responsibilities and make decisions based on honesty, integrity, and common sense you will always be in a position that is defensible.*

COACHING EXPECTATIONS

COLUMBINE HIGH SCHOOL ATHLETIC PROGRAM

1. Student athletes are valued and **cared** about as individuals not just as athletes. Coaches work to form positive relationships with their athletes.
2. Coaches run their program based on integrity and class. Student-Athletes **trust** that they have an advocate for all aspects of their lives.
3. Student-Athletes are **cared** for physically.
4. There is a high level of **pride** among our athletes in being a “Rebel.”
5. Coaches not only are the leaders of their programs, but they are active supporters of ALL Rebel Athletic Programs. “WE ARE COLUMBINE”
6. Coaches emphasize and encourage academic growth as a priority in the overall athletic experience.
7. We will have a positive mix of experienced coaches with strong backgrounds as well as hiring coaches that are less experienced and willing to learn. It is our **collective responsibility** to support one another and maintain a collaborative growth mindset.
8. Coaches are well organized and take **pride** in their work/role as teachers of their sport.
9. Teams (admin/coaches/players/parents) exhibit good sportsmanship to opponents & sport officials.
10. Coaches emphasize adherence to the Participation Contract.
11. Coaches effectively & proactively **communicate** with Student-Athletes, parents, and CHS Staff.
12. Practices are organized and designed to give the Student-Athlete every opportunity to be successful in competition and to develop the individual skills necessary for their sport.
13. Athletic programs make an effort to succeed in a manner that reflects well on the school, which promotes the development of the participant, and has a positive effect on young people.
14. Student athletes not only learn the skills to be successful on the court/field of competition, but the skills to be successful for their entire lives. < **CORE VALUES** >
15. Coaches advocate for their Student-Athletes and their program.
16. Coaches advocate for their facilities and equipment and take **care** of both. This includes knowing that facilities are limited and share when necessary.

WHAT YOU CAN EXPECT FROM US

To be **LOYAL**.

To be **ORGANIZED**, so you can effectively do your job.

To be **HONEST** and **LISTEN** to your suggestions.

To provide you a **POSITIVE** working environment.

To **COMMUNICATE** when corrections need to be made.

To provide **POSITIVE LEADERSHIP**.

To remain **HUMBLE & HUNGRY**.

To provide opportunities to help develop **OUR** programs to a championship level.

To be **COMMITTED** to our entire athletic program.

To let **YOU** coach.

To do my best each day to **MODEL** our Core Values:

CARING - COLLECTIVE RESPONSIBILITY - COMMUNICATION - PRIDE - TRUST

WHAT I EXPECT FROM YOU

To be **LOYAL**.

To get the job **DONE**.

To be **HONEST**.

To be competent in all **RESPONSIBILITIES** and **ASSIGNMENTS**.

To **ACCEPT** and **DEFEND** the philosophy of our Athletics Program.

To exhibit character and be a **ROLE MODEL** to our Student-Athletes.

To be **PUNCTUAL** and **PREPARED** for meetings, practices, events, & games.

To keep staff discussions **CONFIDENTIAL**.

To treat our players with **RESPECT**.

To be Men & Women of **INTEGRITY**.

To **CONTROL** your language... **NO** profanity around our Student-Athletes.

To have **FUN**... Take some time to remember why we do what we do!

COACHING EVALUATION LOOK FORS

- ✓ Does your coach(s) exhibit great leadership qualities?
- ✓ Does your coach(s) provide the best possible environment for Student-Athletes to succeed?
- ✓ Is your coach(s) able to challenge Student-Athletes to greatness without destroying confidence?
- ✓ Is your coach(s) credible in the eyes of the Student-Athletes they coach?
- ✓ Does your team consistently maximize its potential each practice/scrimmage/game/season?
- ✓ Does the Head Coach have a positive and productive culture on your team?
- ✓ Do the Student-Athletes on your team thrive in pressure situations?
- ✓ Are you a coach who is respected and revered by the athletes you coach?
- ✓ Do the members of your coaching staff work as a cohesive unit in the pursuit of excellence?

** Conduct an annual Survey with your players/coaches/parents... There will always be outliers and crazy parents/students, but when that data is removed the message your program gives you can be a powerful tool.

** Part of the coaching evaluation consists of the Athletics Director talking directly to a handful of your Student-Athletes. I will be talking with kids from all levels of the program.

** Head Coaches evaluate all Assistant Coaches – share results with during head coaches Post Season Meet

**INSERT JEFFCO COACHING
EVALUATION FORM**

**INSERT JEFFCO COACHING
EVALUATION FORM**

DISTRICT EXPECTATIONS & RESPONSIBILITIES FOR ALL COACHES

Coaches are expected to:

Be Loyal

1. The Coach's actions and statements should always reflect confidence and respect for the Jefferson County League. League policies and procedures pertaining to athletics as well as school business must be followed to the letter. If any interpretation is needed, the high school athletics director or District Director of Athletics for Jefferson County Schools should be contacted.
2. Coaches are required to coach the entire season as established by the Jefferson County League unless exception is approved by the principal.
3. Giving scouting reports or films to schools, whose teams the Jefferson County League will play, is strongly discouraged.
4. Coaches should promote the players of fellow schools in the league whenever possible for All Conference, All State or All Star selection.
5. The coaches must constantly strive to bring credit to the Jefferson County League. The coach should strive to produce a winning effort.
6. Coaches in the Jefferson County League should support the League at all times when dealing with the press, radio or television. Coaches may participate in any news media selections of All Conference, All State, All Star, All Metro, etc.
7. The coaches should give support to all endorsed activities of the school.
8. The coaches should carefully guard against criticizing official, opponent or another coach.
9. CHSAA has a formal grievance procedure for coaches, participants and other school representatives to follow. Failure to follow procedure shall constitute a violation of the policy and subject the offender to disciplinary action.

Set a Personal Example

1. Coaches will not smoke or chew tobacco or use alcohol or drugs while in contact with athletes (practices, games, team meetings or any other activities in which the coaches meet with their athletes in the course of fulfilling their respective jobs).
2. Clean speech and clean minds are most critical. Good personal habits and neat appearance are important.

Be knowledgeable

1. Coaches are to read and be familiar with all of the procedures, policies, guidelines and rules governing the league, state and their sport. They should have copies CHSAA By-laws Handbook and the rule book for their sport and have read the Jeffco Athletics Handbook.
2. Coaches must have current knowledge of their sport.
3. When a coach becomes knowledgeable of any violation of league or state rule, he/she should immediately report it to the school athletics director.

Promote Sportsmanship

1. Coaches must promote and teach only clean, aggressive fair play, stressing good sportsmanship at all times.
2. Coaches are required to enforce the Participation Contract and the rules of eligibility.
3. Coaches should be fair and unprejudiced with players, considering their individual differences, their needs, their interests, their temperaments, aptitudes and environments. The coaches should discipline and, if necessary, dismiss players who disregard good sportsmanship.

4. The coach's responsibility is to the individual boy or girl, but the athlete's family must not be ignored; consideration must be given to the family and their requests.
5. Coaches must guard against creating delusions of grandeur in the mind of any player which will affect the choices of the student athlete. Such things as "pro prospect," "college scholarships," "All Conference," "All State" honors should never be used as a selling point to convince the prospective athlete as to how they should direct their abilities.
6. Coaches are responsible for seeing that the locker rooms or dressing areas their athletes use when visiting a school are left in the same condition as when they arrived. A coach or supervisor should remain in the locker room at all times to see that facilities are cared for properly.

Attend Meetings

1. All coaches must attend preseason, postseason, All Conference and seeding meetings as scheduled by the District Athletic Office or sport representative.

Coaching Ethics and Behavior

1. Recruitment, whether active or implied, violates the spirit of the game and should be avoided at all costs. **Refer any interested athletes to the Athletics Director.**
2. Coaches need to immediately confront and deal with any questionable behavior. This means to document the incident and to immediately get the athletic directors of both schools involved in the incident.
3. We are all professional coaches who have both a legal and moral obligation to maintain the integrity of our sport. We model the upper-limit of acceptable behavior for our athletes. With this in mind, we must police our own ranks and demand professional behavior from each other.