

Marcellus Central School District



Coach's Handbook

TABLE OF CONTENTS

INTRODUCTION

Vision Statement

Mission Statement

Athletic Affiliations

COACHING RESPONSIBILITIES

Varsity Head Coach Responsibilities Overview

Junior Varsity and Modified Coach Responsibilities Overview

Volunteer Coaches

Pre-Season Responsibilities

In-Season Responsibilities

Post Season Responsibilities

Supervision - Before and After Practice and Contests

Transportation

Off-site Transportation for Practice/Home Contests

Publicity

All Coaches

Additional for Varsity Only

Weather

MEDICAL

First Aid/AED/CPR

Treatment for Injuries

Important Contact Information to Have

Accident Policy Routine

Procedure for an Injury When Playing Away

Activating Emergency Medical Services

[Return to Play Protocol Following a Concussion](#)

[OTHER INFORMATION](#)

[Booster Club](#)

[Fundraising Request](#)

[Athletic Awards](#)

[Athletic Award Ceremony \(Varsity Seniors Only\)](#)

[Sectional Participation \(Varsity Only\)](#)

[Frequently Asked Questions](#)

INTRODUCTION

Marcellus athletes and coaches have represented their school and community very well throughout their years of participation and coaching in interscholastic athletics. During those years, our teams have experienced tremendous success. This success is not necessarily measured in wins or losses, but in the fine spirit of competition, positive learning experiences and overall enjoyment of participation in athletics. This coach's handbook has been developed to clarify and further explain school and athletic policies governing our program. It is hoped that this document will aid in the maintenance of the high standards of participation and success we have experienced in the past.

MARCELLUS CENTRAL SCHOOL DISTRICT (MCSD) INTERSCHOLASTIC ATHLETIC PROGRAM

VISION STATEMENT

Maximize potential, create opportunity, and support the enjoyment and benefit of participation of athletic competition.

MISSION STATEMENT

The mission of the MCSD interscholastic athletic program is to provide a comprehensive program which educates and develops the character of the whole child. Fulfillment of this mission lies with the entire community.

ATHLETIC AFFILIATIONS

League: Onondaga High School League (OHSL)

- [Onondaga High School League - OHSL](#)

Section 3: Section III Athletics

- www.section3.org

State: New York State Public High School Athletic Association (N.Y.S.P.H.S.A.A.)

- www.nysphsaa.org

COACHING RESPONSIBILITIES

VARSITY HEAD COACH RESPONSIBILITIES OVERVIEW

Under the direct supervision of the Director of Athletics, the head coach organizes, coordinates, and promotes a comprehensive program of instruction that is designed to meet the needs and interests of the Marcellus Community.

The head coach will provide structure to the program by:

- Developing a plan to promote the whole program by forming the program's structure and philosophy.
- Helping recruit and interview candidates for junior varsity and/or modified coaching positions.
- Sharing skill development strategies and drills with all coaches in the program.
- Providing proper communication so that all program teams operate on the same philosophy.
- Working with community programs; may include providing youth coaches with skills and drills either in written form, at practices or at coaching clinics.
- Understanding the written rules and regulation of the sport and sharing this knowledge with the other coaches in the program.
- As much as practical; providing out of season opportunities with camps, clinics, open gyms, and/or summer league.
- Seeking out professional development opportunities for all coaches in the programs when applicable.

The head coach will demonstrate value in the total school program by:

- Monitor and encourage a commitment to academic success in student athletes.
- Respecting and supporting other coaches and clinics.
- Supporting multi-sport athletes and work with other coaches to avoid conflict.
- Helping players with the college recruitment process.

The head coach will demonstrate high level personal and professional relationships by:

- Being respectful to officials, parents and spectators.
- Developing a good rapport with the athletic director, athletic administrative assistant, building principal, coaches, booster club, and building and grounds crews.
- Treating student-athletes in a firm, fair, and consistent manner; enforces all school district policies regarding student athletes.
- Conduct a parent meeting to inform them of policies & procedures and build relationships.

The head coach will handle necessary administrative duties by:

- Submitting rosters by the end of the first week of the season.
- Submitting accident reports within 24 hours.
- Submitting equipment requisitions including all of the program's equipment needs; showing good stewardship of equipment and facilities used in the sport.
- Maintain written records of practices and season outline.
- Attending required meetings.
- Submitting highlights to the media.

The head coach will:

- Develop respect by setting examples in behavior, appearance, and conduct.
- Assist players in reaching the highest athletic potential possible through training and leadership.
- Develop practice plans to enhance the individual's performance and team play.
- Prepare to win games, which include scouting upcoming opponents.

- Follow medical clearance and policy procedures.
- Provide supervision of the locker room, practice areas and on the bus.

JUNIOR VARSITY AND MODIFIED COACH RESPONSIBILITIES OVERVIEW

Under the supervision of the Director of Athletics and the varsity coach:

The coach will enhance player development by:

- Developing/enhancing sport specific skills, focusing on the fundamentals.
- Developing/enhancing strategic play.
- Developing/enhancing the physical conditioning of players.
- Developing/enhancing work ethic.
- Planning/preparing for practices and games.

The coach will demonstrate value in the total school program by:

- Monitor and encourage a commitment to academic success in student athletes.
- Supporting multi-sport athletes and working with other coaches to avoid conflicts.
- Respecting and supporting other coaches and athletes.

The coach will demonstrate high level of personal and professional relationships by:

- Being respectful to officials, parents, and spectators.
- Develop a good rapport with the athletic director, athletic administrative assistant, building principal, coaches, booster club, and grounds and building crews.
- Treating student-athletes in a firm, fair and consistent manner.

The coach will handle necessary administrative duties by:

- Submitting roster by the end of the first week of practice.
- Submitting accident reports in 24 hours.
- Submitting equipment requests to the varsity coach.
- Maintaining written records of practice and season outline.
- Attending required meetings.

The coach will:

- Develop respect by setting examples in behavior, appearance, and contact.
- Assist players in reaching their highest athletic potential possible through training and leadership.
- Develop practice plans to enhance the individual's performance and team play.
- Follow medical clearance and policy procedures.
- Provide supervision of the locker room, practice areas, and on the bus.

VOLUNTEER COACHES

Volunteers are an integral component to the function of the Marcellus Central School District. All volunteers interested in assisting an Interscholastic Athletic Team are required to have NYS coaching certification and be appointed by the Board of Education. Volunteer coaches are required to have sport specific knowledge, that will make them an asset to the coaching staff. See [NYS Commissioner of Education Regulations on Coaching Certification](#).

PRE-SEASON RESPONSIBILITIES

Prior to the official starting date of your sport season, several important tasks must be completed. It is required that all coaches:

1. Are responsible to ensure that they are up to date with coaching certification, first aid/AED/CPR, Concussion certifications.
2. Attend all necessary meetings with the school district, athletic director, and league (if applicable).
3. Provide athletes with information on upcoming season, Arbiter Sports Registration sign up, and an overview of your try-out period including a cut procedure if necessary.
4. Thoroughly understand the coach's handbook, all protocols and procedures for the various scenarios that could happen in a season.
5. Head Varsity coaches must complete the proper APP request if necessary, 6 weeks prior to the start of the season to the Athletic Director.
 - a. [Athletic Placement Process Marcellus CSD](#)
 - b. [Coach's Sport Skill Evaluation](#)
6. Obtain all necessary equipment from the athletic director.
7. Communicate with the athletic director about any concerns you have.

IN-SEASON RESPONSIBILITIES

Once your season has begun the coach must:

1. Provide the athletic director, the athletic director's secretary, and the athletic trainer with a roster, before the end of the first week of the season.
2. Schedule and hold a parent meeting once the team has been solidified. The parent meeting should include, but are not limited to:
 - a. An introduction of yourself and your background.

- b. The form of best communication between the coach, parents, and athletes (email and/or Parent squared).
 - c. An explanation of Aktivite for the game schedule and how to subscribe to receive immediate updates for any changes.
 - d. Policy on away games and traveling home with their parent(s) only.
 - e. Personal rules or policies you have for your team, such as:
 - i. Consequences for missing practices/games.
 - ii. What to do when a problem occurs (chain of command).
 - f. Any [fundraising opportunities](#) for your team.
3. Provide your athletes with developmentally appropriate practice consistently.
 4. Start and end practices on time.
 5. Leave your practice space clean and ready for the next group to use.
 6. Provide and record equipment and uniforms handed out to athletes.
 7. Game Day Management responsibilities – Speak with the athletic director in advance regarding your responsibilities on game days. Do you as a coach need to find a scorekeeper, timekeeper, game filmer, etc.
 8. Communicate regularly with parents.
 9. Report your game outcomes to the appropriate outlets:
 - a. school for announcements.
 - b. media -varsity only.

POST SEASON RESPONSIBILITIES

1. Collect all uniforms and equipment from student-athletes and return to the athletic director.
2. Complete [End of Season Report and Equipment Inventory](#) Report.
3. Attend a post season meeting with the Athletic Director to receive Coaching Evaluation.

SUPERVISION – BEFORE AND AFTER PRACTICE AND CONTESTS

1. It is the coach's responsibility to always supervise their athletes.
2. Upon the end of a practice or game, no athlete should be left alone waiting for a ride.
3. No athlete should be left alone at any time.
4. A coach should always be in reach in the event a situation arises.

PROTECT YOURSELF WITH GOOD SUPERVISION

TRANSPORTATION

When traveling on a school bus the following rules must be followed:

1. The team must load the bus all together with the coach.
2. Coaches should maintain the behavior of students in cooperation with the driver and make sure students clean up after themselves.
3. Use of Emergency exits of the bus by students or coaches should be cleared with the bus driver before utilizing - latches are broken very easily if not used properly.
4. No food or drink on the bus - per State Education Department.
5. All food stops should be approved by the athletic director prior to the trip.
6. Metal cleats are not allowed to be worn on the bus - they cause damage to the floor.
7. Coaches must have their roster of students on board the bus for emergencies - per State Education Department.
8. Please remember - School buses are held to standard set by the State Education Department, NYS DMV and NYSDOT - standards are set for the safety of students and reduce damage of equipment.
9. Call the Athletic Director for any bus changes - please do not call the transportation department to make changes.
10. The bus time you request is the time the bus plans to pull away from the school.

TRANSPORTATION

If your sport requires your athletes to be off-site for practices or home contests we allow students and/or parents to drive themselves to the practice/home contests.

Only a parent is allowed to transport **their** child home from an away event. The parent must sign their child out after the contest with the coach.

In extenuating circumstances a parent can request to transport their child to an away contest that Marcellus CSD is providing transport to that contest. The request must be in writing to the Athletic Director at least 24 hours prior to the event. Requests are one time only.

PUBLICITY (FOR ALL COACHES)

- Provide school building of game scores and special achievements to announce during morning announcements.
- Provide athletic director or athletic director secretary with game scores to update social media accounts.

Varsity only...

- Home teams are responsible for reporting the game scores to Syracuse.com by emailing hssports@syracuse.com – Pat Spadafore.
- [High School Sports Stats Website](#)

WEATHER

It is the responsibility of the coach to be knowledgeable about the proper weather conditions for safety purposes of our athletes. The athletic director and/or the athletic trainer will notify coaches on any changes in practice or game plans due to inclement weather.

- [Wind Chill Procedure](#)
- [Thunder/Lightening Procedure](#)
- [Heat Index Procedure](#)

MEDICAL

FIRST AID/AED

1. AED and first aid kits should be available at all athletic practices and contests.
2. First aid kits and supplies are available from the athletic trainer.
3. Each coach is responsible to see that the kits are always easily accessible and fully stocked.
4. There is an ice machine available in the high school gym for ice.

*NYS requires all coaches to be certified in First Aid/CPR & AED/Concussion Management**

TREATMENT FOR INJURIES

1. Only administer immediate first aid.
2. If in doubt, call for help.
3. You and/or the athletic trainer are to notify the parents when an injury is serious.
4. You and/or the athletic trainer are to call an ambulance when necessary (neck/back injury, possible broken bones), use common sense.
5. Do not allow a student to continue to practice or play in a game if there is a head injury,

WHEN IN DOUBT SIT THEM OUT.

IMPORTANT CONTACT INFORMATION TO HAVE

Emergency/Ambulance – 911

Athletic Trainer – Amanda Bowman - (315) 673-6309

Athletic Director – Michael Free – (315) 673-6303

High School Principal – John Durkee – (315) 673 - 6300

High School Nurse - Amy Steigerwald – (315) 673-6305

Middle School Principal - Katie Cook – (315) 673 - 6200

Middle School Nurse – Mary Hughes- (315) 673 - 6205

ACCIDENT POLICY ROUTINE

All accidents must be reported to the Athletic Trainer, Athletic Director, and the nurse as soon as possible and properly recorded on the accident form provided. It is the responsibility of the coach to see that this is done.

1. If the accident occurs during the school day, call the school nurse and administrator immediately.
2. The parent will be called and informed of the injury and a recommendation by the school of the action that should be taken.
3. If the parent disagrees then determine the action that they would prefer to be taken. If this is feasible, follow the action recommended by the parent.
4. If the accident occurs after school hours, the athletic trainer should be notified immediately.
5. If the athletic trainer is not available, perform basic first aid, remove the athlete from play carefully, and call 911 if necessary.
6. If the student athlete has a possible concussion, they should be removed from play until cleared by medical personnel.

**** ANY ATHLETES SEEN BY A DOCTOR FOR ANY INJURY RECEIVED MUST BE CLEARED BY THE SCHOOL NURSE PRIOR TO RETURNING TO PLAY****

PROCEDURE FOR AN INJURY WHEN PLAYING AWAY

All accidents must be reported to the Athletic Trainer, Athletic Director, and the nurse as soon as possible and properly recorded on the accident form provided. It is the responsibility of the coach to see that this is done.

1. Follow the guidance of the athletic trainer at visiting school, if they do not have a trainer, **YOU** are the first responder, rely on your training.
2. If an ambulance is called and no parent is in attendance, have an assistant coach, parent or other known adult travel with the student athlete.
3. Have Arbiter Sports Registration medical information readily available to provide EMS if necessary.

ACTIVATING EMS

Call EMS for the following:

1. Unconscious athlete.
2. Asthma attack that is not controlled by an inhaler.
3. Allergy attack not responding to medication.
4. Any breathing difficulties caused by injury or stress.
5. Any obvious deformity (fracture; dislocation).
6. Athletes going into shock or not handling injury well.

Notify parents as soon as possible after notifying EMS.

RETURN TO PLAY PROTOCOL FOLLOWING A CONCUSSION

When an athlete shows ANY signs or symptoms of a concussion:

- The athlete will not be allowed to return to play in the current game or practice.
- The athlete should not be left alone, and regular monitoring for deterioration is essential over the initial few hours following injury.
- The athlete should be medically evaluated following the injury.
- Return to play must follow a **medically supervised** (School Nurse and/or Athletic Trainer) stepwise process.

The cornerstone of proper concussion management is rest until all symptoms resolve and then a graded program of exertion before returning to sport. The program is broken down into six steps in which only one step is covered a day. The six steps involve the following:

Day 1 - Low impact, non-strenuous, light aerobic activity.

Day 2 - Light aerobic exercise such as walking or stationary bike, etc. No resistance training.

Day 3 - Sport specific exercise such as skating, running, etc. Progressive addition of resistance training may begin.

Day 4 - Non-contact training/skill drills.

Day 5 - Full contact training in a practice setting.

Day 6 - Return to competition.

If any concussion symptoms recur, the athlete should drop back to the previous level and try to progress after 24 hours of rest.

The student-athlete should also be monitored for recurrence of symptoms due to mental exertion, such as reading, working on a computer, or taking a test.

When in doubt, sit them out!!

OTHER INFORMATION

BOOSTER CLUB

Website: www.marcellusboosterclub.org

President – Karen Johnson

Treasurer – Megan Moses

The Marcellus Sports Boosters (MSB) is a volunteer organization recognized by the Marcellus Central School District (MCSD). The MSB's purpose is to encourage, support, and recognize the athletic participation and achievement of all MCSD students in all school athletic programs.

The booster club asks for each team to have a parent rep to attend booster club meetings on behalf of their teams.

[Fundraising Request Form](#)

ATHLETIC AWARDS

Coaches can provide their teams with any kind of awards they wish to provide at the end of the season on their own. Some coaches wish to provide their teams with awards such as, but not limited to, Most Valuable Player, Most Improved Player, Best Defensive Player, Best Hustler, etc.

ATHLETIC AWARD CEREMONY (Varsity Seniors Only)

The Marine Corps Distinguished Athlete Award - this award is given to a senior athlete who participates on a varsity team. They must be exemplary young citizens in role models for younger students while exhibiting the personal traits of courage, poise, and self confidence in leadership.

Custom Engraving Award - This award is given by Custom Engraving Inc., to a senior athlete who best personifies the support, loyalty and competitiveness of the Marcellus athletic program.

Philip Koloski Award – In memory of Philip Koloski, this award is presented to a senior athlete who shows outstanding dedication and enthusiasm.

Tim McPartland Award – In memory of Tim McPartland, this award is presented to a senior athlete who has shown the most overall improvement.

The Army Service Award – This award is presented to a senior athlete and recognizes excellence in both academics and athletics.

The Marcellus Coaches Award - This award is presented to a senior athlete by the varsity coaching staff of the athletic department.

George Arthur Award – In memory of George Arthur who served Marcellus Central Schools for 30 years as an educator, administrator and athletic director, this award is presented to a senior athlete for outstanding athletic achievement.

SECTIONAL PARTICIPATION (Varsity Only)

Check with the Athletic Director on the requirements necessary for your sport to participate in post-season play, such as sectionals. It is best to keep accurate records of your team's contest outcomes, as well as individual play if necessary to help determine post-season play.

FREQUENTLY ASKED QUESTIONS

-Question: What if my bus doesn't show up on time?

- Answer: Contact the Athletic Director.

-Question: What if there is an upset parent that I can not calm down?

- Answer: Recommend to set up a meeting another time and possibly bring the Athletic Director to the meeting.

-Question: What if a player loses their uniform or equipment?

- Answer: Contact the parents first, then notify the Athletic Director.

-Question: What if the building is locked and I can not get in?

- Answer: Contact the Athletic Director.

-Question: What if the swipe card does not work?

- Answer: Contact the Athletic Director.