

Beachwood Middle School Athletic Coaches Procedures Handbook



Beachwood Athletic Department Mission Statement:
***To Create An Environment Focused On Pride, Unity and Victory Where
Student Athletes Demonstrate A Strong Social Conscience.***

Purpose

The purpose of this Beachwood Middle School Athletic Handbook is to define responsibilities, procedures, and desired outcomes for all Middle School coaches, in addition to providing a collective understanding of the critical role middle school athletics plays within the larger context of a multi-layered, 7-12 interscholastic athletic program. This handbook should be utilized as a reference as well as a preseason read.

Effective athletic coaching and leadership is never achieved while operating independently. It is critical for all middle school coaches to use their resources and collaborate with school administration to meet desired objectives.

Athletic Mission

Our mission, consistent with the entire District in reference to Athletics, is to “Create an Environment focused on pride, unity, and victory where student-athletes demonstrate a strong social conscience.”

It’s an expectation that all intentions, words, and actions revolve around this mission.

Athletic Philosophy

The Beachwood Middle School athletic program is concerned with the development of the entire student-athlete. This includes social and academic dimensions, in addition to physical development. As an education based athletic program, we are co-curricular and extra-curricular. While we prepare, plan, and play to win, winning is not our primary purpose. That said, it is important for athletes to understand that participation in Bison Athletics is a privilege, not a right.

The social-emotional and educational impact of participating in interscholastic athletics at the middle school level is highly significant and far-reaching. The desired goals and outcomes from participation in our middle school athletic program are as follows:

- Unify diverse populations within the school community;
- Increase self-confidence and personal accountability;
- Enhance academic performance and self discipline by promoting choices and activities that maximize athletic, academic, and personal potential;
- Nurture the development of an inner sense of fair play and good sportsmanship;
- Teach student-athletes how to embrace and overcome adversity;
- Help student-athletes realize the value of being a good teammate and the importance of accepting assigned roles within a group setting while developing an inherent pride in Bison Athletics;
- Provide an avenue for student-athletes to embrace opportunities for practicing leadership and regulating emotions while demonstrating a strong social conscience;

- Facilitate an understanding that excellence is a habit that includes a systematic process of hard work, habitual effort, steadfast discipline, and daily pursuit of continuous improvement while striving to be the best they can be.

Success is defined by a coach/team's ability to achieve the following outcomes bulleted above, in addition to their ability to show growth throughout the season. Growth is simply defined as the difference between where the team started the season and where the team finished the season. Keep in mind that wins and losses is a metric that may or may not accurately measure the growth we desire.

A huge component to our middle school athletic program is to establish a bridge with the high school athletic and youth program while promoting consistency and continuity within each sport. Middle school coaches should be working towards teaching and developing a specific set of athletic skills, tactics, strategies, and process based approaches that best prepare their student-athletes for the significant demands of high school competition. This objective requires a substantial amount of communication and collaboration with the high school and youth coaches.

Chain of Command

The chain of command as it relates to coaches is as follows: MS Athletic Coordinator - District Athletic Director - MS Principal

The chain of command as it relates to athletes and parents is as follows: athlete to coach (we want athletes to make initial contact with coach, not parent) - parent/athlete to MS Athletic Coordinator - parent/athlete to District Athletic Director - parent/athlete to MS Principal.

Preseason Goal Meeting

Beachwood Athletic Department values goal setting, as does the district as a whole. Prior to the season, all coaches – youth, middle school and high school – will have a goal setting meeting with the District Director of Athletics and the Middle School Athletic Coordinator. The purpose of this meeting is to communicate your goals, expectations, and concerns for the upcoming season. While high school goals may be more outcome based, middle school coaches may want to consider focusing on process based goals. Examples of process based goals include being a great teammate, demonstrating strong practice habits, embracing adversity, and developing leadership qualities, in addition to developing a specific set of baseline athletic skills.

Tryout Preparation

The Chagrin Valley Conference and the OHSA dictates practice start dates for all sports. Specific tryout dates, times, and locations should be communicated as far in advance as possible. Once identified, please forward your tryout and practice/game

schedule to District Director of Athletics and the Middle School Athletic Coordinator so they can help secure space and assist with you with delivering the message to the school community.

All coaches will be emailed a “Roster” Spreadsheet several weeks prior to the start of your season. It is critical for coaches to list all potential student-athletes so the athletic department can confirm online paperwork has been completed while our athletic trainer can determine the validity of all physicals. Received online forms will be marked “received”; valid physicals will be marked “cleared.” The athletic department will update this spreadsheet daily. It is best practice for coaches to check this spreadsheet daily leading up to the tryout date, and contact families who are missing required paperwork and/or their athletic physical. Coaches in possession of hard copy physicals must turn them in to the athletic trainer immediately. No student should tryout for a team if they have not turned in their appropriate paperwork.

If you anticipate cutting student-athletes from your team, it is highly encouraged to use an objective evaluation tool that provides data to justify and support your decision. These evaluation tools must be submitted to the District Director of Athletics and the Middle School Athletic Coordinator at least 3 weeks prior to tryouts. This is for everyone’s protection. Once the team has been finalized, coaches must update the “Roster” Spreadsheet and delete all student-athletes who are not in the program. It is recommended that the coach meet with each student-athlete who tried out for the program to offer encouraging feedback while highlighting areas of strengths and weaknesses. At this time, you will let the student athletes know if they made your team. Please let the District Athletic Director and Middle School Athletic Coordinator know if you anticipate any student or parental feedback following the tryout.

Parent Communication

Once your roster has been solidified, it is best to email parents and set up an informational meeting. Below is a sample introductory email that may help you make this initial connection:

My name is ____ and I will be the 7th grade basketball coach this year. This is my ____ year at Beachwood MS, having coached at ____ and ____ prior for ____ years before coming here. I wanted to reach out and contact each of you and let you know how honored and excited I am to have this opportunity to coach your son(s) in basketball this year.

We would like to set up a preseason meeting with all parents this Thursday, 11/1 at 5:00 at Beachwood Middle School in the gym. I understand your time is valuable, so we will do our best to keep our meeting brief and to the point, allowing plenty of time for questions. Our objective is to personally meet each of you and to share with you our expectations and goals for the season ahead. At that time we will be more than happy

to address any concerns and answer all questions you may have about the upcoming season.

Thank you, and looking forward to meeting you all on Thursday.

The initial parent meeting is a critical component to a successful season, as you want to use this as an opportunity to establish open lines of communication between the head coach, assistant coaches, players, and parents. The team meeting is the time to express your coaching philosophy, goals, and expectations, in addition to procedures, school policies, and preferred methods for communication. The athletic department will provide you with the parent email addresses at your request.

A thoughtfully planned pre-season meeting avoids many problems that often arise during the course of a season. Take time to formally introduce yourself and your coaching staff, and make sure that parents walk away from that meeting knowing that the well being of their son/daughter is your priority.

Below is a guideline of topics that may help you organize your parent meeting, making this season a positive experience for you and your team:

- Welcome by the Head Coach (Brief Background)
- Introduction of the Assistant Coaches (Brief background)
- Introduction of all parents & players (pass around a sign in sheet and get all cell phone numbers and email addresses) - Ask each parent 4 questions (make them random)
- Coaching Philosophy & Team Goals
- Team Information
 - Athletic Department Forms/Online & Physical – turned in before 1st practice
 - Grades will be checked weekly – eligibility – We are students first!
 - Rules of communication (24-hour rule)
 - Best mode of communication – let them know that you will send out an email weekly with information regarding the upcoming week & Remind App
 - All practices are closed to parents and families
 - All athletes must ride the bus to and from all competitions unless they get written approval from Head Coach and Director of Athletics at least 48 hours in advance of request.
 - Absences/Illness expectations – Tardiness to school rules – Contact Coach. Late to school or miss school on game day – you cannot play in the game that day unless you have a doctor's note.
 - Injury – if injured – you must provide a doctor's clearance note in order to return to play.
- Selection of team members/tryouts & playing time – how it is determined
- Preseason practice information/expectations

- In-season practice information/expectations
- Off-season/Summer practice information/expectations
- Fan/Parent & Player's expectations during games (and to and from)
- We must display good sportsmanship as players and fans to everyone (including officials)
- Importance of parents showing up to watch their children and the team. Cheer for everyone.
- Procedure for quitting the squad – face to face with head coach. Cannot join another team mid-season. If wishes to join another team in the future, they must have a meeting with the athletic director.
- End of Season Awards Ceremony/Banquet – Date and time. Have parents help organize
- Athletic trainers, doctors and injury procedures including treatment on non-school days
- Uniforms and equipment – property of Beachwood Schools – if lost or damaged families must pay for the replacement cost.
- Home game expectations (What to wear during school, to and from contest, Pre-game meals, Arrival times at school)
- Away game procedures 1. What to wear during school, to and from contest 2. Pre- and post-game meals 3. Departure time from school 4. Parent pick up once return to school
- Spirit Wear – How to order it?
- Distribution of practice and contest schedules – Arbiter Live/Beachwood Athletics WebPage
- Facebook/Twitter/Instagram – Communication methods
- Booster Parent Reps - Fundraising requirements and booster information & membership

It is best practice to send a weekly email, perhaps on Sundays, detailing practice and game schedules for the week ahead. Please copy the Middle School Athletic Coordinator and/or District Athletic Director on these weekly emails, as this creates an additional layer of checks and balances to ensure that everyone's schedules are aligned.

For communication that is more time sensitive, such as a canceled game or a time change, it is suggested you use the Remind App to send text messages to parents and student-athletes. Please do not send messages directly from your cell phone to students and/or parents. All other communications that do not require immediate attention can be done through email. Please add District Athletic Director and Middle School Athletic Coordinator to your Remind group.

Practices

Practice time should be limited to two hours, and preferably start between 3:35-3:45. We want to make sure participating athletes are not hanging around the school unsupervised, in addition to getting them home as early as possible.

Communication with Administration

Please keep Administration apprised of all student and parent concerns and issues. That way, they can best support you and your efforts and not be blindsided by any sudden phone calls or emails. All changes in practice and game schedules must be immediately communicated with the District Athletic Director and the Middle School Athletic Coordinator. Game schedules need to be sent to Athletic Administration so all contests can be entered into Arbiter. Be sure to check the Arbiter Live Schedule for accuracy, and let Athletic Administration know immediately if there are any discrepancies.

Communicating with Opposing Coaches & Programs

Make sure to exchange cell phone numbers with opposing coaches at least the day before each scheduled game. This will assist you with working through any sudden changes, weather concerns, or miscommunications regarding game times and locations. Middle School Athletic Coordinator will confirm all contests and ensure officials and fields/courts are secured. The Chagrin Valley Conference has contact information for all conference coaches.

Grade Checks

We highly encourage you to check your athletes' grades on a regular basis. Weekly grade reports will be sent out to our head coaches, but coaches can also access this information through Infinite Campus. Your user name is: Athletic.Coach and the password is Bison2022.

Once you log into Infinite Campus you will need to click on the school at the top of the page (MS) and then go to the "search box" and type in the student's name. You will have access to basic student information, as well as grades and attendance. The tabs at the top of the page will help you navigate. Once you are in the grades tab, you will see a blue clipboard titled "detail". If you click on the detail, it will show you the details of the students work in each individual class.

Keep in mind, for athletic eligibility we only look at quarter grades (we do not look at semester, exam or final grades). On the details summary you should hone your attention to the current quarter. At the end of each quarter, students must be passing all of their classes and have a 2.0 gpa or higher. District Athletic Director will inform you when students are ineligible.

Of utmost importance, make sure you keep this information confidential, as it is student information.

Transportation

The mandatory form of transportation for athletic teams is Beachwood Schools' vehicles (bus or van). All coaches and student-athletes are expected to ride the bus to and from contests. Exceptions can be made for specific and unique circumstances, but this should be an exception and not the norm. The use of the transportation is only for members of the team and the coaching staff. Any requests to have an alternative arrangement must be approved by the Director of Athletics. Coaches should sit in spots where behavior can be monitored, and not just in the front of the bus. Furthermore, bus expectations and behavior should be clearly articulated. Proper bus behavior (outlined in the student handbook) is to be consistently reinforced. Coaches are expected to enforce separate seating as necessary to maintain appropriate student behavior. It is the responsibility of the head coaches to schedule transportation bus/van requests. All transportation requests must be entered into TripDirect at least 2 weeks prior to the start of the season. Requests entered within two days of the trip will be denied unless approval is provided by the Director of Athletics. Any trips that are scheduled to be overnight or out of state must be approved by the Director of Athletics and the Board of Education. These trip requests/proposals must be planned and submitted for approval, when feasible, at least 45 days prior to the trip.

Below are detailed directions to walk you through the process of requesting a bus:



CLIENT SERVICE CENTER
1-877-868-DUDE (3833)
SUPPORT@SCHOOLDUDE.COM

Quick Step Guide for Requesters

1. Open your Internet Browser (Internet Explorer, Netscape etc...) and type in www.myschoolbuilding.com in the address bar and press Enter or click on **Go**.
 - ***Follow the instructions below if you are a first time user or if asked to enter an Organization Account Number.***

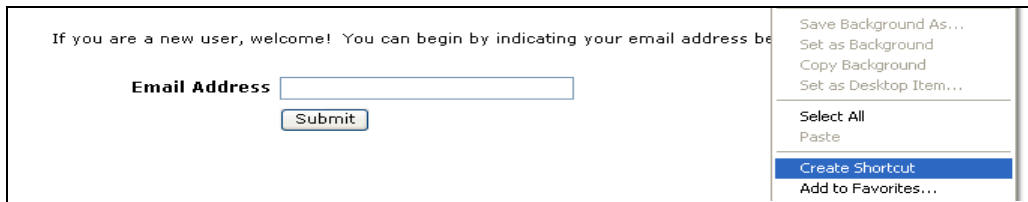
If asked for an Organization Account number, type “**399866730**” and click on the Submit button.

Select Organization

Organization Account Number

2. Find a blank area on the next page, click your right mouse button and select **Create Shortcut**. This will add an icon on your desktop that you can double click the next

time you want to sign in. Enter your email and click **Submit**. If prompted to enter your first and last name, do so.



The image shows a login form on the left and a context menu on the right. The login form has the text "If you are a new user, welcome! You can begin by indicating your email address be" followed by a label "Email Address" and an empty text input field. Below the input field is a "Submit" button. The context menu on the right contains the following items: "Save Background As...", "Set as Background", "Copy Background", "Set as Desktop Item...", "Select All", "Paste", "Create Shortcut" (highlighted in blue), and "Add to Favorites...".

3. Click on **Trip Request Tab** if the page starts on another type of request form.



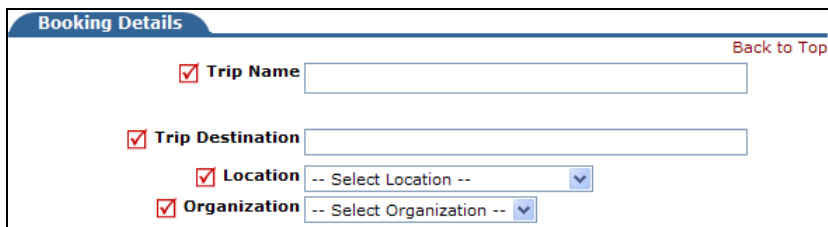
The image shows a horizontal navigation bar with several tabs. From left to right, the tabs are: "Maint Request", "IT Request", "Schedule Request", "Inventory Request", "Trip Request" (which is highlighted in blue), "My Requests", and "Settings".



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4. Fill out all boxes with a ☒ mark beside it.

- A. **Trip Name:** The name of the trip (*Away Football Game, State Capitol Trip*) If it is a varsity game title it Varsity, if it is a freshman game title it Freshman
- B. **Trip Destination:** The city/town of when you arrive at your final destination. Please be exact with your location --- you need to include an address, city and zip code)
- C. **Location:** Choose the location from which the trip is departing. (ex: Beachwood HS or Beachwood MS – be specific)
- D. **Organization:** Choose the Organization or group that is going on the trip. The Organization is the Beachwood Athletic Department





The image shows a form titled "Booking Details" with a "Back to Top" link in the top right corner. The form contains four fields, each with a checked checkbox: "Trip Name" (text input), "Trip Destination" (text input), "Location" (dropdown menu with "-- Select Location --"), and "Organization" (dropdown menu with "-- Select Organization --").




5. Continue filling out the other fields:

- E. **Trip Package:** (*If Available*) Common/frequent trips the district takes that will fill in the form with predefined information.
- F. **Departure/Return Dates:** Enter the date you are leaving and the date you are returning
- G. **Departure/Return Times:** Enter the time you want to depart and the time you expect to return.

H. **Budget Code:** *(if available)*, fill in the appropriate budget code that the trip will be charged to. (disregard)

Trip Package -- Select Trip Package -- View Trip Package			
<input checked="" type="checkbox"/> Departure Date	<input type="text"/> 	<input checked="" type="checkbox"/> Return Date	<input type="text"/> 
<input checked="" type="checkbox"/> Trip Departure Time	<input type="text"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/> Trip Return Time	<input type="text"/> <input type="text"/> <input type="text"/>
<input checked="" type="checkbox"/> Budget Code	-- Select Budget -- <input type="button" value="v"/>		

6. Click on the **Transportation Type** you will require for this trip.

Transportation Type		
<input checked="" type="checkbox"/> Click on the transportation type below that best suits your needs:		
 Activity Bus	 School Bus	 Wheelchair Equipped Vehicle

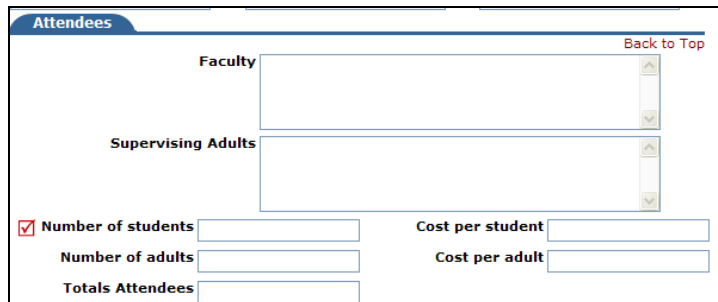


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7. Check the box to put your name as the **Trip Contact** person or enter the appropriate information for another trip contact. Your name should be the trip contact.

Trip Contact Back to Top		
<input type="checkbox"/> Yes, the 'Booked By' requester information is the same as the 'Trip Contact' information.		
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Pager	Cellular
<input type="text"/>	<input type="text"/>	<input type="text"/>

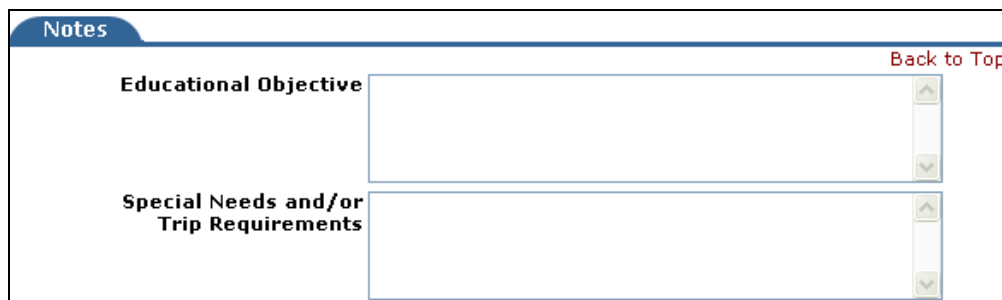
8. Enter any **Faculty** or **Adults** that will be supervising the trip. Also indicate the number of students and adults attending the trip. (disregard cost per student and cost per adult)



The 'Attendees' form contains the following fields:

- Faculty**: A text input field with a vertical scroll bar on the right.
- Supervising Adults**: A text input field with a vertical scroll bar on the right.
- ☒ **Number of students**: A text input field.
- Cost per student**: A text input field.
- Number of adults**: A text input field.
- Cost per adult**: A text input field.
- Totals Attendees**: A text input field.
- Back to Top**: A red link in the top right corner.

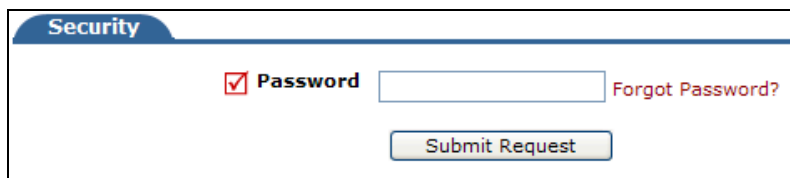
- Enter the **Educational Objectives** or curriculum track that will be fulfilled by students attending this field trip.



The 'Notes' form contains the following fields:

- Educational Objective**: A large text input field with a vertical scroll bar on the right.
- Special Needs and/or Trip Requirements**: A large text input field with a vertical scroll bar on the right.
- Back to Top**: A red link in the top right corner.

- Enter the **Submission Password**. The password for Beachwood City Schools trip requests is **"webtrips"**.



The 'Security' form contains the following fields:

- ☒ **Password**: A text input field.
- Forgot Password?**: A red link.
- Submit Request**: A button.

- Click **Submit Request** to send your request through the approval process.

Equipment/Uniforms

All head coaches will need to set up an appointment with Chuck Garafalo (cgarafalo122@gmail.com/440-223-2900), Beachwood's Equipment Manager, before the start of the season. At that time, you will sign off on an inventory spreadsheet, documenting all your issued equipment and uniforms. At the end of the season, you will need to schedule an appointment with Chuck to return all your equipment and uniforms and make sure that everything you have matches up with his inventory checklist. Equipment and uniforms should never be turned into the school office, unless there are specific and unique circumstances. Payroll will hold your paycheck until all equipment is returned and signed off on.

Please let District Athletic Director and Middle School Athletic Coordinator know if any athlete does not return their uniform after making several attempts.

Officials

The Middle School Athletic Coordinator will make sure all coaches have the official's Pay Vouchers prior to each game. These pay vouchers should be signed prior to game time by the official(s). At the end to the game, drop these pay vouchers into the middle school athletics Drop Box, located outside of the MS gym by the entry doors or you can put them in Middle School Athletic Coordinator's box in the High School Main Office. Please do not hold on to these pay vouchers for more than 24 hours – without these, officials cannot be paid in a timely manner.

It is critical that all coaches model the behavior they expect from their athletes and parents. That said, treat all officials with respect, and be careful to publicly question their calls, as your athletes may follow suit and begin using the officials as excuses for their failures. Bottom line is officials never walk into a contest wanting to do a bad job, nor do they come in with any intention of favoring one team over another. Officials make mistakes – it's part of sport. Move on and model resiliency by handling negative outcomes gracefully. The lessons your athletes will learn from this modeled behavior are far reaching.

Understand too that officials are at different skill levels, just like your athletes, and you may not get the most experienced officials for middle school contests. After all - there is not a surplus of people lining up for this job, especially how some coaches and parents treat them. It is well documented that we have an officiating problem, as many of the more talented and experienced officials have left the profession due to the way they are consistently treated. But this is more of a coaching problem, rather than an officiating problem. The negative manner in which coaches often interact with officials, in addition to how some let their athletes and parents behave during a contest, is the driving force behind having a scarce pool of highly capable officials. Ultimately, we want our coaches to be a part of the solution, rather than the problem.

Athletic Trainer/Team Hydration

Our athletic trainer is contracted through University Hospitals for High School Athletics only. Handling Middle School sports is not part of her contracted responsibilities except for MS football and wrestling (due to the physicality of these sports) That said, if there is a serious injury, the athletic trainer will be there to tend to your student-athletes. However, our athletic trainer does not have the bandwidth to cover minor aches and strains for Middle School athletes.

Along the same lines, it is not the athletic trainer's responsibility to provide water for practices and games. This is especially an issue for fall sports, where the weather can be very hot and humid for the first few weeks. The athletic trainer will gladly fill a water cooler for your practices and games if you contact her prior to 1:00 PM the day of. She will leave that water cooler outside her office, and it will be the coach's responsibility to pick it up. It is highly recommended that coaches remind their

players to bring their own filled water bottle to all practices and games, especially on warmer days.

Cancellation Procedures

Inclement weather can significantly impact game schedules, especially in the fall and spring seasons. Decisions to cancel games are made by Athletic Administration before 2:00 PM. The District Athletic Director or the Middle School Athletic Coordinator will let you know as soon as it has been decided to cancel a contest. Once a game has been canceled, it is the coach's responsibility to contact parents, in addition to transportation if you are taking a bus to an away game. Athletic Administration will contact all officials, game workers, and the Facilities/Grounds Supervisor.

Postseason Procedures

Uniforms should be collected within two to three days after the end of your season. You may want to have an after school, post-season team meeting, where at that time, you can collect all uniforms and inventory equipment prior to scheduling your appointment with Chuck.

District Athletic Director will email all head coaches a self-evaluation/personal reflection form. Please complete this as soon as possible, in addition to scheduling your post-season meeting with District Athletic Director and Middle School Athletic Coordinator. This is an exercise in self-reflection, designed to get us all better at what we do – as coaches and as athletic administrators.

Consequences

If you have a concern with a student-athlete (i.e. – they are showing up late to practice, not exhibiting effort, negative interactions with teammates), it is highly recommended that you reach out to parents immediately. It is best for parents to hear directly from you, especially in instances where you have assigned a specific consequence to an unwanted action. Consequences that require immediate parent communication include altering or reducing playing time, or handing out some type of disciplinary consequence during practice as a response to a particular displayed action. Ultimately, timely communication on your end enables you to control the information, guarding yourself against potential situations when student-athletes convey to their parents a significantly different version of those same events.

Prior to implementing of suspensions for violation of team rules, please consult a school administration prior to implementation to review the matter.

Playing Time

Playing time is a frequent source of misunderstanding and conflict among coaches, students and parents. Coaches, with approval from the athletic director, must

develop detailed guidelines for playing time and clearly communicate these guidelines to all parties.

Ideally, playing time should be a reflection of ability, effort, quality of practices, and commitment to the team. Coaches should work collaboratively with parents in helping all student athletes understand that not everyone who is on the team will play equal amounts.

As you reflect on playing time, understand that there is a significant difference between competitive play at the high school and college level and competitive play at the middle school level. Because middle school athletics is more focused on development, rather than winning, be cognizant of how and when to use your so called bench players.

Getting all athletes “meaningful minutes” can be challenging for coaches to administer. It forces coaches to put more effort into practices and player preparation. Most importantly however, it also tests priorities. Below are some advantages to providing more playing time to your second and third string athletes:

- Maximizing team development: How many times have we seen the star player leave a game with an injury during a critical time and be replaced with a less experienced player who lacks the game experience to compete? While playing less experienced players may cost teams a few wins early in the season, the team will be a much deeper and talented at the end of the season when the games count more.
- Minimizing player fatigue: In tough physical games, coaches will lack skilled players if the top players are exhausted and lesser players have limited game experience.
- Improves Team Chemistry: When players feel everyone is treated fairly, they are more likely to focus on working together. When players feel they can succeed by making someone else look bad or themselves look better, they are learning the wrong lessons about team play.
- Wins mean more to everyone: When everyone contributes to a win, there are no lingering resentments that will interfere with the celebration.
- Better reflects coaching abilities: Winning games with kids who are physically more mature is more a success of enrollment than coaching. Winning games by developing all the kids on the team is a better test of a coach's abilities.

Missing practice without cause or excessive absences should result in reduced playing time. Playing time should also be reduced as a disciplinary action, most especially when a player loses self-control or engages in other conduct that is misaligned with team/school rules and expectations. It is best practice to communicate this to student-athletes and parents prior to the game, in addition to keeping Athletic Administration apprised of your decision.

Avoiding Blowout Wins

There is inherently a varied ability and experience level across different sports and programs. Lopsided games are great opportunity to get less skilled players in the game. Naturally, good coaches should recognize a potential blowout game long before the game becomes a blowout and start kids who normally don't start or play kids of lesser ability more than usual. If that puts their team in a competitive disadvantage, so much the better for the starters to come into the game behind, having to work hard to catch up. If the blowout is a blowout even with the subs starting, at least the subs know they played when the game was still at stake.

Sportsmanship

Sportsmanship is a core value for Beachwood Athletics. Coaches must talk about and stress it daily. Hold your athletes accountable. Publicly congratulate the player who helps a fallen opponent off the ground. Make sure to stress that there is no "trash talking", but rather let actions speak for themselves. If an opponent engages in disrespectful or offensive dialogue, report it to the official immediately and make sure they are the ones to address it first.

Best Practices

Below is a list of Best Practices as it relates to coaching at the Middle School Level:

- **Model Desired Behavior:** Coaches are representatives of the entire athletic department and the school community as a whole. The coach must instill and guide the team members with a sense of fair play and model winning and losing in a respectful, courteous, and gracious manner.
- **Properly Supervise Student-Athletes:** Rarely, if ever, should athletes be left unsupervised. In the event of a serious emergency, the coach should attempt to get another adult to supervise the team. If this is not possible, athletes may have to be left alone for a reasonable period of time, providing that the athletes have been instructed on what to do in the coach's absence. Clear expectations of procedures and behavior in emergency situations should be reviewed with the athletes.
- **Adhere to Professional Conduct:** The coach is responsible for student conduct and behavior during practices and games. Under no circumstances should coaches tolerate words that demean other players (name-calling, taunting, etc). Likewise, any action that is physically dangerous, for example deliberately trying to injure an opponent during a game, is absolutely prohibited.
- **Possess Basic Knowledge in Skills, Tactics, and Strategies:** It is to be expected that coaches are knowledgeable of the rules of the sport and techniques for teaching the fundamentals of the sport. They should use tactics and strategies that are appropriate for the age and skill levels of their athletes.

- Possess a Basic Understanding of Risk Management Procedures: Coaches should be familiar with the School Emergency Plan and periodically rehearse the plan with the team. Coaches must carry with them pertinent information on every athlete in their care in case of an emergency. A FIRST AID Kit should be at all games and practices.
- Possess Basic Athletic Administration Skills: Coaches should keep a written documentation of accidents, injuries, and behavior issues and notify the parents and the school administration when these occur. It is also important for coaches to communicate the schedule of practices and games (or any cancellations or alterations to the schedule) in a timely manner. Coaches cannot assume that players will get an oral message home; weekly email updates are highly encouraged.
- Understand how to Coach Self Proclaimed “Superstars”: Some young athletes unfortunately come into the program with a mindset that they are too good for the other players on the team. The coach has to impress upon every athlete the need for cooperation and at the same time letting these players know that they are not special, and that rules or expectations will not be bent or twisted on their behalf. Good young players should be used as examples for others, but they also need to be criticized constructively and shown the necessity for working selflessly with others.
- Exercise Thoughtful and Intentional Communication: Young athletes have short attention spans and they cannot handle as much information at one time as adults. The pre-game or post-game talk is the wrong time to give a dissertation on athletic skills and strategy. Try to concentrate on one or two key points. If you throw out eight or ten different thoughts in random order as they occur to you, you’ll lose your audience entirely. It’s easy to attack every problem in sight every single day, hoping something will sink in. It’s more difficult to pick out one or two ideas and reinforce them systematically, as this requires foresight, planning, and patience.
- Focus on Progress Made, Rather than the Score: Too many coaches look only at the final score. They tell their team “Great game!” when they’ve won without noticing that the team may not have played hard enough or smart enough, or without warning their team that they might be getting complacent. They also show their disappointment at a losing effort while failing to congratulate their players for how close the game was and to give them encouragement that they competed well. You can play well and lose, just as you can play poorly and win. Your team knows after a game whether it won or lost. It’s your job as a coach to tell them how they played the game.

BEACHWOOD ATHLETIC DEPARTMENT DIRECTORY 2021-2022

ATHLETIC DEPARTMENT & SCHOOL ADMINISTRATION

Director of Athletics	Ryan Peters	216-374-666	rmp@beachwoodschoools.org
Administrative Assistant	Jasmine Streety	216-831-2080 x 106	cdemay@beachwoodshools.org
Athletic Trainer	Monica Brown	307-760-7926	Julie.Brough@uhhospitals.org
Athletic Scheduler	Andy Pohl	307-760-7926	jbrough@beachwoodschoools.org
MS Athletic Coordinator	Andy Pohl	773-398-6531	apohl@beachwoodschoools.org
Director of Security	CJ Piro	216-310-1455	cjpiro@beachwoodschoools.org
MS Principal	Tony Srithai	216-755-4273	tsrithai@beachwoodschoools.org
HS Assistant Principal	Ryan Patti	216-755-4418	rpatti@beachwoodschoools.org
HS Principal	Paul Chase	216-755-4430	prc@beachwoodschoools.org
HS Custodian	Dave Flores & Cameron Ritter	216-904-7456	dx@beachwoodschoools.org cr@beachwoodschoools.org
MS Custodian	Ron Reed & Deangelo Phelps	216-407-8289	rr@beachwoodschoools.org
Head of Bldgs & Grounds	Brian Koss	216-470-1783	bkoss@beachwoodschoools.org

TRANSPORTATION

Transportation	216-464-6609	transportation@beachwoodschoools.org
Lisa Brockwell	216-225-9504	lab@beachwoodschoools.org
Derrick Board	216-220-7234	dboard@beachwoodschoools.org

Below are tryout evaluations that Middle School Coaches are expected to use. Replacements must be approved by the Director of Athletics before use. Copies of this evaluation in excel will be shared with all coaches.

[illegible][illegible]

1. Rate each player skills from 5-1 appropriately for the age group they participate in. The "Score" is computed as an average of the scores entered.
5=one of the best in the age group; 4=above what is expected for this age group; 3=on target for age group; 2=below what is expected; 1=shows no interest in improving this skill.

2. TEAM rank each player against each other, from 1 (best) to # (last). The TEAM rank does NOT need to align with sorted average scores.

No half values (i.e. 1.5) and no players with same value (make a choice, you must select one of the two; assuming you are choosing a team).