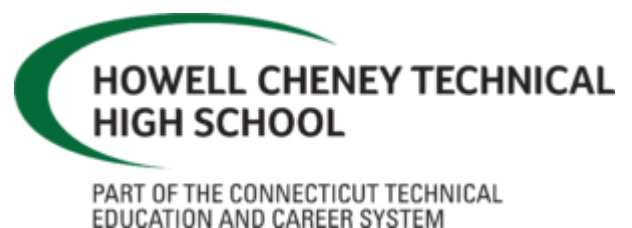




Cheney Technical High School



Coaches Handbook





Important Contact Information

Athletic Director:

Adam Starvish
Classroom Phone: x16341
Office Phone: x16414
Cell Phone: 860-573-5498
adam.starvish@cttech.org

School Nurse:

Michelle Santos
Office Phone: x16325
Michelle.Santos@cttech.org

Social Media Coordinator:

Ryan Wark
Office Phone: x16467
Ryan.Wark@cttech.org

Website Coordinator:

Kelly Consolini
Office Phone: x16377
Kelly.Consolini@cttech.org

Cheney Tech Booster Club:

President: Leah Mason
Cell: 860-458-9770
cheneytechboosters@gmail.com

Cheney Tech Main Office:

Main Number: 860-649-5396

CIAC:

<http://ciac.fpsports.org>



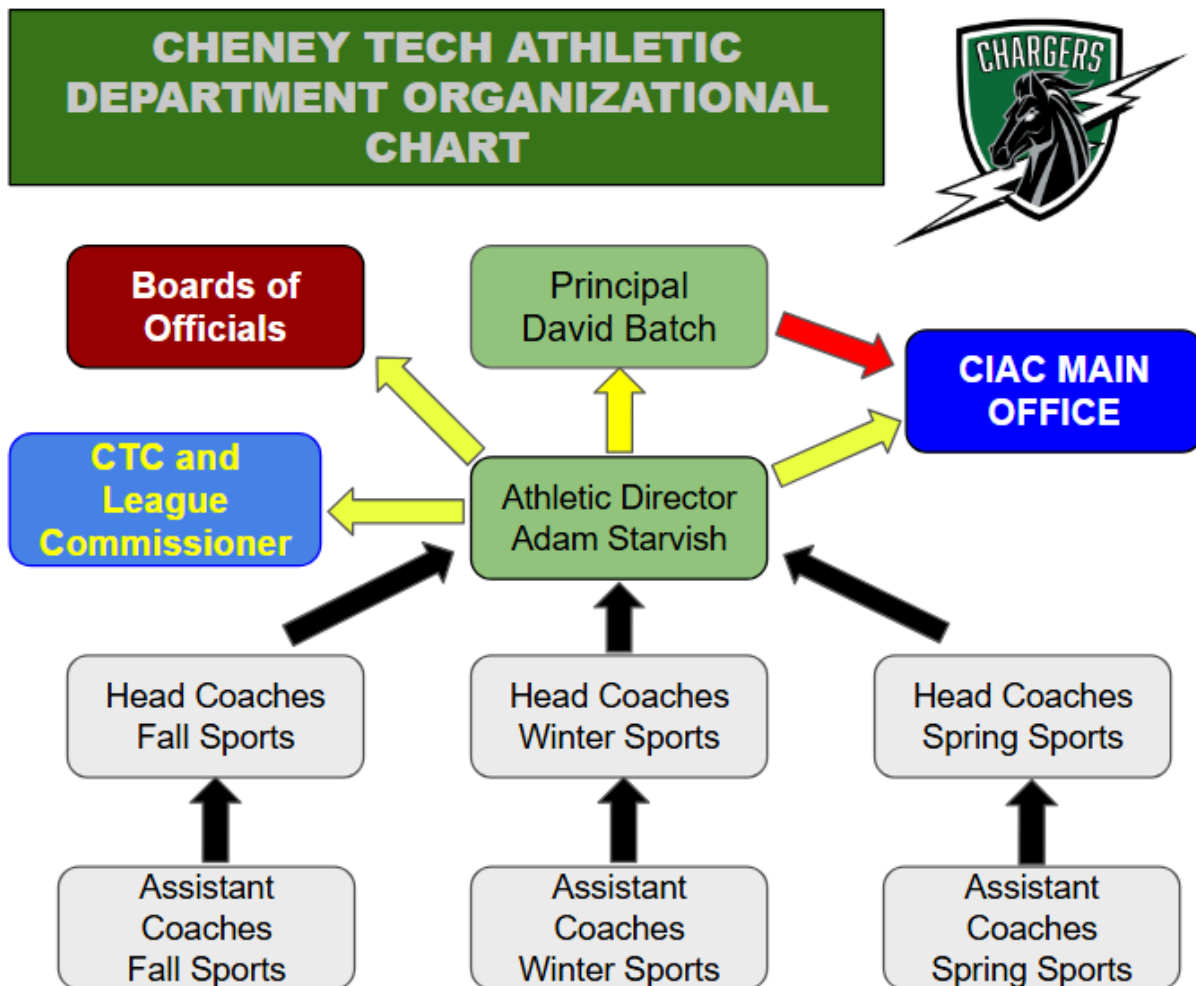
Cheney Tech Athletic Program Organizational Chart:

Coaches to Athletic Director:

- Coaches are responsible for communicating team updates, issues, and any relevant information directly to the Athletic Director. This includes, but is not limited to, notifications about practices, games, player performance, and any concerns regarding student-athletes or the specific Cheney Tech programs. Coaches are not to directly contact the CIAC or the Principal about athletic related issues and must follow the organizational chart below.

Athletic Director to Principal:

- The Athletic Director then relays important information, updates, and reports regarding the athletic program to the Principal. This could include team performance, compliance with regulations, or any significant events that may impact the school.





In order to be a coach for the CTECS you need:

1. To hold a valid, current State of CT Coaching Certification (Temp or 5-year)
2. Have taken the initial concussion training (Mod 15)
3. After 5 years take the Concussion Refresher Training online, and repeat every 5 years.
4. Hold valid up to date CPR/First Aid cards.

****IT IS THE RESPONSIBILITY OF THE COACH TO KEEP TRACK OF YOUR OWN CREDENTIALS AND RENEW BEFORE YOUR PERMIT EXPIRES.****

****SUBMIT COPIES OF ALL RELEVANT CERTIFICATIONS, CARDS and CONCUSSION REFRESHER CERTIFICATES TO THE ATHLETIC DIRECTOR UPON RENEWAL****

Pre-Season responsibilities of an Cheney Tech Coach

Each coach must have on file with the main office:

1. W-4 and/or W-9 Form (if you work at Cheney, this is already done)
2. Application
3. Fingerprints (digital records)
4. **Current First Aid and CPR Certification** (on file with A.D. and main office/Delaney Ruiz))

Each coach must attend:

1. Pre Season Coaches Meeting
2. Coaches Meetings throughout the year, unless coaching a game or practice.
3. **Mandatory** Parent/Player Meeting for your sport(s)
4. League and Official Preseason and Postseason
5. Awards Ceremony / Gathering for your sport

Each coach must check:

1. All equipment / supplies and update their inventory
2. Check schedules for possible errors or conflicts





Each Head Coach should submit:

1. A Copy of your team rules and procedures to the Athletic Director — Every team rules needs to have a sign off sheet for parents and players to sign. Keep all signed copies for your records.
2. A comprehensive practice schedule for the first month of your season. With each new month's schedule being due 1 week before the next month begins.

Each coach should ensure that:

1. All athletes that are practicing or playing are ELIGIBLE to do so. (Have been cleared by the AD or have all paperwork and concussion training completed)
2. They have met with the nurse with an updated roster and check on any medical alerts or issues they might encounter or need to be trained for.

Each coach must know:

1. The procedures for reporting employee and student-athlete accidents/injuries.
2. The "Emergency Action Plan," location of AEDs and go over the plan with their teams.
3. The Emergency numbers to call, 911 and chain of command (see emergency action plan)
4. That they are mandatory reporters of abuse/neglect
5. NFHS Risk Management- "The Coach's Role"
6. The 14 Legal Duties of a Coach (see attached)

Other pre-season duties:

1. Create goals for the season with your coaching staff and give a copy to the AD, 1 week prior to the start of the season.
2. Write up a preseason preview/write-up for the newspaper and website (if needed)
3. Prepare your assistant coach(es) by going over your expectations and the expectations of the athletic department, and your role for them.

IN-Season responsibilities of an Cheney Tech Coach:

Each coach must:

1. Maintain practice plans for their records.
2. Organize conditioning, practices and games
 - a. If practices require shared gym time, you must communicate and schedule use of the gym as necessary with the other coaches and report the schedule to the AD.
3. Organize special events such as senior night, fundraisers.
4. Maintain their team medical kit, and re-stock as necessary. Report needs to A.D. once supplies get low.

Each coach must submit:

1. A roster within one week of the season starting
2. Game results to the CIAC (via online) and AD (via text) immediately following the contest.
3. Game results to the newspapers (all home games, and non-county away games) the same evening.
4. Game results/highlights **to the school announcements** (Wark) as deemed necessary.
5. Report all penalties/infractions that must be documented with the CIAC to **A.D. immediately.**
6. Uniform Distribution List documenting who has which uniform #'s and sizes. (Keep a copy/give to AD)
7. **Injury reports within 24 hours of occurrence to the school nurse and a copy to AD.**

Each coach must supervise:

1. Supervise locker room and other facilities where your athletes are stationed.
2. Secure facilities (equipment, doors, etc.), do not give athletes or students your keys or access codes.
3. Athletes after practices and games until they are picked up.



Each coach must maintain:

1. Maintain accurate records of all information necessary to administer an effective and efficient program (practice plans, stats, CIAC forms, etc)
2. The "Permission to Participate/Treat Forms" on hand at all practices and games.
3. Maintain active contact with student/athletes and their parents.
4. Maintain communication with the AD.
5. Equipment inventory, by keeping accurate records of equipment and uniform use.

Other:

1. Keep an **updated medical kit** with you at all practices and games.
2. Meet all deadlines set by the CIAC and by the A.D. and school administration.
3. Record and report all injuries following the CTECS protocol.
4. Provide first-aid as needed.
5. **Work with the nurse and athlete physicians to deliver the RETURN TO PLAY Protocol for athletes returning from concussions.**
6. Inspect all equipment and playing areas continually for safety (report issues to A.D. and maintenance where appropriate).
7. Monitor athletes on buses. The coaches may have to sit among athletes if behavior dictates this action.
Coach should be the last off the bus to check for cleanliness and equipment.
8. Oversee and direct assistant/J.V. coaches
9. Plan to practice and have contests during scheduled school vacations.
10. Support decisions and policies established by the administration, board of education and athletic director/department.
11. Recognize your student-athletes when possible via Athlete of the Month Nominations, morning school announcements, and All-Conference voting (attendance at league meetings required).



END-of-Season responsibilities of an Cheney Tech Coach:

Each coach must submit:

1. An **end-of-season report** within two weeks of the season ending, which contains the following:
 - a. An **inventory report** within one week of the season ending
 - i. Collect all uniforms and see that they are organized and put away in the appropriate secure location.
 - ii. Report missing uniforms or equipment and athletes responsible.
 - iii. Make requests for future equipment/supplies before the end of the season (budget forms)
2. Signed coaching evaluation and meeting with AD should occur no more than 30 days prior to the end of the season.
3. Team medical kit (make sure it gets restocked and turned back to the AD)
4. **A written declaration of whether or not you intend to continue with the same coaching position next season, within 30 days of the season ending.**

Each coach should organize and deliver:

1. Senior day/night festivities - This is specific to the Head Coach of each sport and if done off-season.
2. Team awards gathering/banquet - In coordination with the Cheney Tech Booster Club.
 - a. CTC Sportsmanship select for each sport needs to be stated in writing to AD at end of season
 - b. All--State and ALL-CONference Voting and Nominations is the responsibility of the Head Coach

Other duties:

1. Keep up with coaching modules required by the CIAC (15 hours required over 5 years) - Modules will be offered at Cheney Tech yearly for free.
2. Head Coaches - Complete the assistant coach evaluation form and submit to AD

Fourteen Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the “Legal Duties of Coaches” by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

1. **Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.

2. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.

3. **Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.

4. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.

5. **Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.

6. **Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, 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 athletes sequentially for more challenging practices and competitive activities.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (follow School District guidelines)
14. **Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes

Basic Seasonal Coaching Responsibilities Checklist

As a CTECS coach you should plan on completing the following minimal requirements...

- ☐ Certification is up to date (every 5 years)
- ☐ CPR/First AID/AED is up to date
- ☐ Concussion annual review (annual)
- ☐ Coaching Module Attended (if needed)
- ☐ Organize/attend pre-season parent/player meeting
 - ☐ Rules submitted to AD
 - ☐ Attendance Submitted to AD
- ☐ Attend League Pre-Season meeting, if held, or designee sent
- ☐ Roster submitted at end of tryout (and anytime there are changes to your roster)
- ☐ Submit previews to newspaper(s)
- ☐ Submits scores to CIAC in timely fashion
- ☐ Submits scores to newspaper/press for next day publication.
- ☐ Uniform Distribution Sheet (after uniforms are handed out) submitted to AD
- ☐ Program Budget (annual)
 - ☐ Fees/invoices (copies)
 - ☐ Equipment/Supplies needed with specifics
- ☐ End of Season Report
- ☐ Awards List Completed (Pins, Letters, Certificates, Trophies) 2 weeks prior to banquet/awards
- ☐ Award Ceremony/Team Banquet organized
- ☐ Inventory Report
- ☐ Uniforms Collected and Put Away
- ☐ Missing Uniforms reported to AD
- ☐ Collect and submit Student-athlete evaluations
- ☐ Assistant Coach(es) evaluation to AD
- ☐ Attend League Post-Season meeting, if held, or designee sent
- ☐ Program Improvement Plan (programs not qualifying for states)
- ☐ Participates in fundraising efforts



Cheney Technical High School

Department of Athletics

EMERGENCY ACTION PLAN

Cheney Technical High School Athletics Department has a written emergency plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document and their role and responsibility in an emergency. Cheney Tech does not have an Athletic Trainer thus our coaches are the first line of medical aid. Any questions on this plan should be directed to the Athletic Director and School Administrator in charge of athletics.

An emergency is the need for Emergency Medical Services (EMS) to give further medical attention and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should an emergency occur.

Situations when 911 should be called:

- An athlete is not breathing
- An athlete loses consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has an open fracture (bone has punctured the skin)
- Severe heat exhaustion or suspected heat stroke
- Severe bleeding that cannot be stopped
- **Any time you are questioning that the athlete is in need of immediate medical attention!**

The highest person in the chain of command who is present at the scene will be the designated person in charge. That person is responsible for deciding whether or not to call 911, instructing others how they may be of help and will be the person who stays with the athlete until EMS arrives.

Once it has been decided that EMS should be called, the following protocol should be followed:



1. The highest person on the chain of command will be deemed the leader, and will stay with the athlete to monitor the athlete's condition and administer necessary first aid. If possible, someone else on the chain of command should also stay and assist. The front office or an administrator should be notified that there is an emergency situation on school grounds.
2. The highest person on the chain of command will make the call to EMS or will designate another person to make the call. EMS should be told what the emergency is, the condition of the athlete and how to get to where the athlete is. Also, tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance. **DO NOT HANG UP UNTIL EMS HANGS UP FIRST.**
3. Phones at Cheney Technical High School are located in the main office, athletic director's office, P.E. offices, all classrooms and offices.
4. The leader will send runners to all intersections between where the athlete is located and the school or campus entrance to direct the ambulance to the athlete. The runners should stay in their positions and wave the ambulance through the proper turns to get to the athlete.
5. The leader will designate another person to attempt contact with the athlete's parents. Emergency contact information can be found in the player packets which the coach should have with them at all times. If a parent is not present, the form and a certified coach should accompany the athlete to the hospital.
6. If transport is deemed necessary by the EMS, the athlete will be taken to the nearest hospital unless the parent requests otherwise.

The school is located at: 791 West Middle Turnpike., Manchester, CT 06040

The closest intersection is West Middle Turnpike and Center St.



Location of the AEDs (in the event of a cardiac emergency)

Automated External Defibrillators (AED's) are located:

1. Outside the gymnasium entrance (in the lobby area)
2. Outside the loading dock on the wall
3. On the wall in the shop wing exterior entrance between Welding and Diesel
4. On wall of concession stand for Spring and Fall Seasons (start Spring 2024)

Coaches should educate their athletes and staff on the location of the AED's

Important Phone Numbers:

- Athletic Director:
 - Adam Starvish cell 860-573-5498, office ([\(860\) 649-5396](tel:8606495396)) Ext 16414, classroom Ext 16341
- Administration:
 - Principal - David Batch - office ([\(860\) 649-5396](tel:8606495396)) Ext 16314 - cell 201-615-7158
 - Asst. Principal - Rafael Calixto - office ([\(860\) 649-5396](tel:8606495396)) Ext 16323 - cell 203-536-1874
 - Building Maintenance Supervisor - Fabian Amuso - Cell 860-982-8632
- Main Office: ([\(860\) 649-5396](tel:8606495396))

Additional Responsibilities of this Emergency Action Plan (for coaches)

It is the responsibility of the head coach to educate and practice this emergency action plan with their athletes at least one time at the beginning of each season. It is advised that the following scenarios be practiced:

- a. Loss of consciousness (head injury)
- b. Cardiac emergency (need for the AED)
- c. Back/neck injury (immobile athlete)
- d. Bus accident with various injuries

Each head coach should have an individualized additional emergency action plan for how they plan on handling medical first-aid within their team

- A medical kit must be present with each team during all practices and games, including away matches.
- Uninjured athletes should not be responsible for administering first-aid to other athletes or coaches unless absolutely necessary (i.e. there is no other certified adult present to do so).
- Spectators, parents, fans and officials should not be responsible for administering first-aid to athletes or coaches unless absolutely necessary (i.e. there is no other certified adult present to do so).

Bus Accident/ Travel Emergencies—Away Contest Protocols

- Prior to ALL departure for all away trips, the coach or bus driver needs to document which seats are occupied by which riders (students and coaches).
- A certified coach is required to ride the bus to all away matches
- Athletes should not be driven to or from an away athletic contest unless cleared in writing by the athletic director at least 24 hours in advance.
- Once cleared, any athlete that does not take the return bus home must be signed out (by the parent/guardian or designee picking the athlete up) with the head coach prior to departing the away location. ATHLETES will only be released to parents/guardians or immediate family members (sisters, brothers or grandparents) and that must be stated in their clearance note to the athletic director and coach.

In the event of a bus accident:

- Follow the instructions of the driver, unless the driver is injured and incapacitated.
 - o Have the athletes remain in their seats until instructed to move.
- If athletes need to be removed from the vehicle for their safety, keep athletes together and out of harm's way as far from the side of the road as possible.
- Athletes should not make phone calls or utilize their cell phones during this time.

In the event of after school building-level emergencies

- Fire Alarm- all coaches and athletes should report to the track, attendance should be taken.
- Lockdown Situation- coaches and athletes should shelter in the closest locker room and lock the door from the inside. Attendance should be taken. Keep athletes off of cell phones. Coaches can use their device to call for help or inform emergency personnel of their location.

Outdoor emergencies/inclement weather

- Weather: coaches and athletes should find the closest shelter for weather emergencies such as lightning. Follow officials instructions on when to resume play due to lightning. *See School's EAP for specifics depending on your location*
- Inside threats for outside sports: In the event of a lockdown situation in the school, coaches and athletes should proceed off campus to East Catholic campus. Attendance should be taken. Call the Athletic Director or Administration to report your whereabouts.