



**2011 - 2012**

**COACHES HANDBOOK**

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# **St. Theodore Guerin High School Mission Statement**

St. Theodore Guerin High School is a Roman Catholic college preparatory school serving students from diverse backgrounds and preparing them to be tomorrow's leaders through academics and faith formation.

## **Introduction**

Welcome to Guerin Catholic High School. We are striving to have the best coaching staff and athletics program possible and you are a big part of it. Please feel free to ask questions of me at any time, and I am looking forward to working with you. This handbook provides easy to follow guidelines that will assist you in coaching at Guerin Catholic. This athletic handbook is designed to inform coaches of the rules, regulations, and information necessary to develop a rich tradition of competition at Guerin Catholic High School. Coaches should remind athletes and their parents that participating in high school athletics is a privilege that carries with it honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the all policies, rules and regulations as established by the administration along with additional specific coaches' rules for their respective sport. As a coach you are expected to represent Guerin Catholic High School, your family and the community in a positive manner. The policies in this handbook are in force the year around and apply to all Guerin Catholic High School sports teams, coaches and participants. The philosophy of the athletic department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline, faith formation and moral character. The purpose is to provide each participant with experiences that will be positive, memorable and will help them to develop the capacity for commitment to a cause, acceptance of responsibility and loyalty towards any chosen endeavor. It is imperative that coaches are continually aware of their appearance, language, body language, and 'sideline' behavior. Each of us is a representative of our school philosophy and rules of the game. We are constantly in the public eye and therefore are charged with the responsibility of being seen and judged by our actions. We are to be a positive role model for our student athletes, school, faith formation and community. If a coach is ejected from a contest, the coach will miss the next game automatically and if there are subsequent removals, additional penalties may be imposed by the athletic department including, but not limited to: further suspension and/or termination.

## **Definitions**

### **STUDENT ATHLETE/PARTICIPANT DEFINED**

A student athlete/participant is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, statisticians and all other students who may assist a team.

### **COACH DEFINED**

A coach is defined as a person that has signed a contract with Guerin Catholic High School to coach a specific sport.

### **ASSISTANT COACH DEFINED**

An assistant coach is defined as a person that has signed a contract with Guerin Catholic High School to be an assistant coach of a specific sport and as such said assistant coach shall be subject to all rules and regulations as Guerin Catholic High School applies to a coach; and, assistant coaches are charged with the basic responsibilities of being loyal to their head coach, committed to the athletic program and its philosophy and direction, and those duties as assigned by their head coach.

### **VOLUNTEER COACH DEFINED**

A volunteer coach is defined as a person that has agreed, with the approval of the director of athletics and the principal, to assist a specific team during a season and as such said volunteer coach shall be subject to all rules and regulations as Guerin Catholic High School applies to a coach; and volunteer coaches are charged with the same responsibilities as the assistant coaches, but carry no authority in decisions related to team personnel or school and athletic policy.

### **SELECTION CRITERIA VOLUNTEER COACHES**

Volunteer coaches recommended for their respective positions must be interviewed by the athletic department, are subject to background investigations and must be approved by the principal and director of athletics.

## **Procedures for Holy Week**

### **THERE WILL BE ABSOLUTELY NO COMPETITIONS ON HOLY THURSDAY OR GOOD FRIDAY**

#### **Practices during holy week:**

##### **Holy Thursday:**

Practices Times: 3:30 – 5:30 pm  
All practices must end by 5:30 pm

##### **Good Friday:**

There are to be no practices either in the AM or PM on Good Friday.

##### **Holy Saturday:**

Practices and games are allowed on Holy Saturday with the following stipulations:  
All practices and competitions must conclude by 4:00 pm

## **Procedures During the Christmas Holiday**

**Practices or competitions are not allowed on Christmas Eve Day and Christmas Day.**

### **SEVEN SECRETS OF SUCCESSFUL COACHES:**

Successful Coaches in the Guerin Athletic System are:

1. Character based: have high ethical standards and practice what you preach. Surround yourself with people of solid character who can promote your program in a positive, first-class manner.

2. Competent: thoroughly know the fundamentals and strategies of your sport. Keep up to date with the latest trends and techniques by attending clinics, viewing instructional tapes, and reading books.
3. Committed: create a successful vision for your team and put in the time to make it happen. Successful coaches work to not only build teams, but to build programs.
4. Caring: care about your athletes as people; invest the time to get to know their families, friends, and future goals. Also, stay in touch with former athletes as they move on to college and professional life.
5. Confidence-builders: plant the seeds of success in your athlete's minds. Be demanding and set high standards, but be patient enough to help athletes develop.
6. Communicators: be open, honest, and direct when communicating to individuals and your team. Continually remind and refocus people as to what they need to do to be successful.
7. Consistent: develop a sound philosophy on coaching and make it last. Bring a productive and consistent mood to practices and games regardless of your teams successes or failures.

### **ONGOING AND CONTINUING DUTIES AND RESPONSIBILITIES OF A GUERIN CATHOLIC HIGH SCHOOL COACH:**

- I. **General Administrative and Coaching Duties:** Carrying out administrative duties is a necessary component in offering an organized, professionally run program. The head coach is responsible for the direction of their program and reports directly to the director of athletics. The head coach is responsible for the planning of practices, games and the full season. Head coaches will operate their program within the philosophy and mission statement of Guerin Catholic High School, organize and assist in coordinating all programs, evaluate assistant and volunteer coaches, develop a budget for their sport, be fully aware of legal responsibilities, order equipment, keep records, recommend candidates for their coaching staff to the director of athletics, set the pattern for public relations that project the goals of their program and any other responsibilities as assigned by the director of athletics; and, the head coach shall perform or delegate the following administrative duties:
  - a. Verify student-athletes in their program have all current forms on file in the athletic office. All student athletes on your teams must be given a copy of the Athletic Handbook for Student Athletes at the beginning of your season. Those student athletes that have received a copy during a previous season in a current school year need not receive an additional copy. A signature denoting receipt of the handbook should be obtained when they are handed out.
  - b. Conduct periodic grade checks and have an understanding as to where your student-athletes stand in regard to their academic progress, by submitting progress reports and verifying that all participants are passing four (4) classes with at least a 2.5 g.p.a.
  - c. Provide complete rosters by established deadline.
  - d. Email the Director of Athletics contest results no later than the morning following an athletic contest.
  - e. Complete athletic department paperwork as needed by established deadline.
  - f. Have available up-to-date inventories on uniforms/equipment.

- g. Keep up-to-date records and statistics of sport and turn in final season results and statistical information to the Director of Athletics at the end of the season.
- h. Attend school open houses or any other school promotional activity or session.
- i. Work to develop positive relationships with feeder schools and feeder school coaches and athletes.
- j. Attend mandatory IHSAA rules interpretations meetings (head coach must attend).
- k. In conjunction with the Director of Athletics, devise varsity lettering requirements and decide on post season awards for student-athletes in your respective programs.
- l. Communicate with Director of Marketing/Communications all necessary information that needs to be promoted and communicated to the Guerin Catholic community.
- m. Call in results of varsity games against opponent's varsity teams to all necessary media outlets (for the Star you only need to call in varsity home games unless it is a road contest outside of the Star's coverage area).
- n. Turn in necessary information to media in a timely manner.
- o. Assist the Director of Athletics in securing transportation to and from away contests when buses are not being used.
- p. Attend all mandatory meetings scheduled by Director of Athletics.
- q. Responsible for setting, updating and maintaining your team's competition schedule.
- r. Guerin Catholic coaches will follow all IHSAA rules and regulations at all times.
- s. Fully comply with all policies and regulations as set forth in the Guerin Catholic High School coaches contract, as established by the Director of Athletics and/or as adopted and established by Guerin Catholic High School.
- t. Fully comply with and abide by all rules, regulations and laws as set by the community and by our local, state and federal government.
- u. The head coach is responsible for working with those student athletes that are planning to compete on a collegiate level. Information regarding NCAA and NAIA standards are available in the athletic and guidance offices.
- v. Each coach also has the responsibility of knowing the rules concerning injuries and including, but not limited to: concussion testing, body fluids/proper hydration and continued competition by a student athlete in their sport.
- w. As representatives of Guerin Catholic High School, when competing in a contest or taking part in any kind of award program or team function, coaches are expected to dress and wear their clothing in an appropriate manner.
- x. All coaches are to carry Emergency Medical Forms with them at all times in the event that an athlete must be taken to the hospital. These forms may be obtained in the athletic training office.
- y. All coaches will be evaluated through personal contact and observation. All evaluations become a part of the permanent athletic file of each coach.
- z. All coaches are responsible for meeting and working with community and school representatives and officials. This is a critical portion of every coach's responsibility.
- aa. The head coach is responsible for setting up the system by which their coaches will be assigned scouting responsibility. Scouting is not a requirement of the Guerin Catholic High School athletic department.

- bb. All practice and dressing areas shall be supervised until all athletes leave the area. All doors are to be locked and secured before leaving the area. It is the responsibility of the head coach to see to this supervision, either personally or as a delegated duty of an assistant coach.
- cc. The Guerin Catholic athletic department has a very strong policy regarding our teams and the potential for threatening weather. The following guidelines must be followed.
  - When threatening weather is approaching, it is time to send your team to a safe place. Don't wait for the thunder or wait to see how close the lightning is striking.
  - If you are involved in a contest, tell the officials before the contest begins or when you have concerns as to what the ground rules will be on the weather and then proceed with your plan and decision.
  - If other coaches and officials don't like your decision, and they may not, make it anyway and tell them to express their concerns to your athletic director. Make sure that your student athletes and coaches are safe.
  - If you are on the road and see an approaching storm, stop the bus and wait or turn around and return to school.
  - If you are on someone else's facility, don't wait for them to make the call. They may not have the same policy. You make the decision and if they are upset, tell them to call your director of athletics.
- dd. Communication is the key to clarity, growth, and accomplishing expectations. It is assumed that communication is a two-way street in that each coach is encouraged to ask, suggest, and question among all levels to insure maximum benefits for athletes, teams, and direction of the program.
- ee. It must be clearly understood by our student athletes and their families that even with the proper coaching and support of our coaching staff, the use of proper equipment and tremendous facilities, injuries will take place. These injuries can range from, but are not limited to, mild soreness, bruises, sprains and strains, dislocations, broken bones and concussions. It should also be clearly understood that some of these athletic injuries might result in catastrophic injuries including partial or full paralysis and in some instances death.
- ff. Conduct grade checks, teacher conferences about progress, consistent input by coaches as to eligibility and stressing the importance for academic success in order to gain the chance for athletic success are expected at all levels.
- gg. Communicate to student athletes and their parents that Guerin Catholic High School **DOES NOT** carry insurance on any of their student-athletes. All parents are responsible for all of the insurance needs of their student athlete.
- hh. Enforce team rules and make sure that a player's conduct, on and off the field, complies with the general directives and overall mission statement of Guerin Catholic High School; and, make sure that a player's behavior towards and interaction with other players, participants, students, parents, faculty and third parties complies with the general directives and overall mission statement of Guerin Catholic High School.

**II. Specific In Season Duties:** The head coach shall perform, or in some cases, delegate the following in-season duties:

- a. In conjunction with his/her staff, coordinate, plan, and schedule all practices, film sessions, team meetings, and any other gatherings of the team.
- b. Assist the Director of Athletics in the training, supervision, and evaluation of his/her staff.
- c. Conduct player meetings at beginning of season and throughout the season as necessary.
- d. Conduct a pre-season parent meeting.

- e. Communicate all necessary information regarding participation in the program to parents (i.e. team rules, philosophies, practice schedules, etc).
- f. Help maintain and be responsible for athletic facilities used by sport program, including buses and locker rooms.
- g. Help maintain and be responsible for the care given to the equipment, uniforms, and any other materials that may be used in your respective program.
- h. Organize and execute a team service project.
- i. Bring given athletic complex to life making said complex ready for competition, before season starts.
- j. Set-up facility for all home contests.
- k. Upon completion of home contests return all game equipment.
- l. Upon completion of home contests police the area and empty all trash.
- m. Secure and lock the facility after crowds have left.

**III. Specific Out of Season Duties:** The head coach shall perform or delegate when appropriate the following out of season duties:

- a. Conduct a camp (head coach on lead).
- b. Supervise any off season conditioning, weight lifting or open facility for the sport program during the school year.
- c. Coordinate and execute summer practice/training program that is challenging yet appropriate. These schedules need to be coordinated together with other head coaches in an effort to promote and support those student-athletes that are involved in multiple programs.
- d. Conduct post season meeting and player evaluations.
- e. Turn in awards information by established deadline.
- f. Collect all necessary equipment and uniforms by established deadline.
- g. With the assistance of the Director of Athletics, conduct post season evaluations of staff.
- h. Schedule the head coach evaluation meeting with Director of Athletics within two (2) weeks of season's completion.
- i. Have all evaluation materials prepared for meeting with Director of Athletics.
- j. Clean and organize storage area.
- k. Remove all equipment from competition arena.

**IV. Financial Duties:** Athletics brings with it a business side. It is important that the athletic department maintain fiscal integrity. The head coach shall be directly responsible for all financial duties; and, the head coach shall maintain and uphold a duty of loyalty, fiduciary trust and commitment to Guerin Catholic High School, the athletic department and to the participants of each respective team. As a part of this commitment the head coach shall:

- a. Turn in to the Athletic Office for deposit all monies / fees from student-athletes on the day in which money is collected. If after hours, money must be deposited in the school safe, which is located in the administrative copy room.
- b. Attend budget meetings with the Director of Athletics to discuss ways to help support the program.

- c. All purchases must be initiated and completed by the Director of Athletics. Coaches shall not, at anytime, initiate any purchases without the approval of the Director of Athletics.
- d. Communicate all fund-raising programs to the Director of Athletics for approval.
- e. Work closely with the Director of Athletics regarding budget status.
- f. All checks must be made payable to Guerin Catholic High School.
- g. Reimbursement for personal expenditures for athletics can be made by bringing receipts to the athletic department. The athletic department should be advised when this may happen.

**V. Meetings / Functions:** In addition to other contractual provisions of the coaches contract, the terms and conditions of this handbook and Guerin Catholic High School policies and procedures, the following are considered to be mandatory obligations of all coaches, assistant coaches and volunteer coaches:

- a. Attend Coaches meetings as determined by the Director of Athletics.
- b. Attend Athletic and school fundraisers.
- c. Attend Open Houses.
- d. Participate in Evaluation meetings with the Director of Athletics.
- e. Attend Rules interpretation meetings.
- f. Conduct Pre-season parent meeting.
- g. Conduct Post-season parent meeting.
- h. Attend and Participate at Awards banquet.
- i. Attend other meetings as needed.
- j. Attend Protocol Certification Session.

**VI. General Expectations of Guerin Catholic Coaches:** A Guerin Catholic coach will be expected to:

- a. Execute all facets of program in a manner that represents the Catholic Faith in a positive manner.
- b. Execute all facets of program in full support of the mission and values of Guerin Catholic.
- c. Build pride in Guerin Catholic Athletics.
- d. Demonstrate class and self-control.
- e. Demonstrate respect for his/her players, peers, and the Guerin Catholic community.
- f. Put the student-athletes in the best possible position to succeed.
- g. Follow the guidelines of the Guerin Catholic coaches' handbook and of their respective contract.
- h. Understand and follow the rules of the IHSAA.
- i. Ensure the safety of the student-athletes and the security of the property.
- j. Be flexible and understanding in regard to scheduling of athletic facilities / vehicles.
- k. Support other Guerin Catholic athletic programs (each program 2 times).
- l. Encourage student-athletes to participate in other athletic programs and work with other coaches to manage schedules accordingly to best accommodate those student-athletes who wish to participate in multiple sports.
- m. Ensure that proper care of equipment and facilities is a priority in your program.

n. **Absolutely no practicing on Sundays, this includes both men's and women's lacrosse teams.**

(The Director of Athletics on a case-by-case basis handles Infractions)

## VII. Legal Responsibilities of a Coach

All coaches need to know and understand their legal responsibilities. The following information will help you understand your responsibilities and will help to protect you, your student athletes, our athletic department and our school.

Your duty as a coach is to take reasonable care of the student athlete. This means that you are to act in a way that avoids creating an unreasonable risk of injury to others. Not performing to a standard of care/performance can result in negligence. A standard of care is the conduct expected of an ordinary, reasonable person (coach) under like circumstances.

Legal duties that have been established by courts through litigation include the following:

- **Properly Instruct:** You should know and teach proper and correct techniques for your sport and position. Attend as many clinics as appropriate for the athletic department to stay current on the latest information. Keep the certificates that demonstrate that you have attended the clinic.
- **Warn of Inherent Dangers of Sport:** Student athletes and their families must be clearly told that there is risk of injury in athletic participation and this risk would involve the potential of serious injury including full paralysis and death. Signatures should be obtained when this is reviewed with the student athletes and their families.
- **Supervise:** Supervise your student athletes from the time they arrive until the time they depart.
- **Provide Safe Environment:** Insure that your facilities and equipment are properly maintained, properly fitted, worn in a proper manner and not abused or misused.
- **Provide Health Care:** You must insure that your student athletes have their IHSAA physical exam that you are prepared to deal with emergency care, that you have access to immediate and reasonable medical assistance and you work with our trainers and doctors on appropriate rehabilitation of your athletes.
- **Enforce Rules and Regulations:** Know, understand and enforce the IHSAA state rules, game rules, county and conference rules, school rules and specific sport rules concerning the safety of your sport and discipline guidelines.
- **Classify and Group Participants:** Always be careful with match ups. Your decisions should be based on skill level, age, maturity, sex, size and experience.
- **Safely Transport:** You must use transportation as directed by the athletic department.
- **Follow Due Process:** When you have to deal with a discipline problem, especially if it means the removal from participation or the removal from the team, make sure that due process is followed with the student athlete so they have their opportunity to be heard and can appeal your decision. If the potential for removal from the team exists, make sure that you have included the parents during the season in that process before the removal.
- **Foresee Potentially Dangerous Circumstances and Situations:** Be proactive and anticipatory with equipment concerns/failure, approaching weather issues such as storms, facility concerns/problems, personnel problems, parent problems, etc.
- **Plan:** Maintain and use accurate practice plans that reflect what was taught, the date it was taught, and how it was taught.
- **Keep Records:** Document everything that you do in writing.
- **Evaluate:** Evaluate everything that you do, when you did it, what you found and how you responded to the problem and to whom you reported the problem.

## **Guerin Catholic Athletics: Policies and Procedures**

### **Attendance:**

Students are expected to be at all practice and games unless absent from school.

### **Awards:**

The following awards are universal and paid for by the Athletic Department

#### **a. Golden Eagle Award**

The Golden Eagle Award will go to the athlete who best meets the following five criteria areas as determined by each sport:

1. Commitment to excellence
2. Level of work ethic and desire
3. Dedication to the program/team
4. Overall level of contribution towards the success of the team
5. Leadership ability

#### **b. St. Theodore Guerin Athletic Award**

The St. Theodore Guerin Athletic Award will go to the athlete who best meets the following criteria areas as determined by each sport:

1. Incorporation of the mission of the school into their participation in the athletic program
  2. Positive mental attitude/sportsmanship
  3. Academic excellence and overall commitment in the classroom
  4. Positive model of the Catholic faith
  5. Overall leadership and commitment to the program
- c. Male Athlete of the Year Award.
- d. Female Athlete of the Year Award.

All other awards are at the discretion of the head coach and financed by the selected teams budget. The coaching staff selects the St. Theodore Guerin Athletic Award, Golden Eagle Award, Male/Female Athlete of the Year awards.

### **Banquets:**

At the conclusion of each season (fall, winter, and spring), each team may have their own private banquet for the purpose of recognizing the efforts of the student athletes. At the end of the school year we will host a sit down dinner sports banquet where the Special Awards (Golden Eagle Award, St. Theodore Guerin Athletic Award, Female of the Year and Male of the Year Awards) will be handed out. At the Year-End Banquet the dress requirement for all athletes and coaches will be: Men – Dress Coat, pants and tie. Women – Dresses, Dress slacks and blouse.

### **Cuts:**

Will be handled on a team-by-team basis. Factors that will be considered are uniforms, officials, transportation and available space.

There is no longer a freshman no-cut policy.

**Evaluations:**

The Director of Athletics will be responsible for the post-season evaluations of all head coaches.

The head coach will schedule the evaluation no later than two weeks following the team's final contest of the season.

The evaluation will be informally conducted, and afterwards, formally recorded. Head coaches will receive a copy of the final evaluation document for their records.

It is expected that head coaches will, prior to their evaluation, conduct a formal evaluation with each of his/her assistants following the season. They also will be required to complete a self-evaluation to be turned in to the Director of Athletics.

**Facilities:**

Clean, well-maintained facilities help build pride in Guerin Catholic; and holding athletes accountable for helping clean and maintain their areas can build both discipline and a sense of team/community. Coach and athlete ownership of their facilities is required.

All coaches are expected to help maintain athletic facilities. This includes any areas used by athletes: Locker rooms, shower areas, hallways leading to facilities, gathering areas, sidelines, vehicles/buses, and the actual playing areas.

It will be emphasized to athletes that they need to take some responsibility for the upkeep of the facilities as well. Coaches should hold their athletes accountable for the cleanliness of their areas. This also includes games and practices at other schools and other facilities.

Coaches are responsible for all set up and break down of equipment for practices and games. They are also responsible for all general clean up following games and/or practice.

**Fund Raising:**

This is an important process for the financial integrity of the athletic department. The full commitment of all Guerin Catholic coaches is required. Coaches will be required to participate in fund raising events and will be asked to speak at booster club meetings as determined by the Director of Athletics. All fund-raising programs within your program need to be communicated to and approved by the Director of Athletics.

**Practice Packs:**

Practice packs should be a zero balance budget item. Every effort should be made to keep practice packs as economical as possible for the athletes. All practice packs will be ordered on-line through Kessler's Team Sports.

**Pre Season Parent Meeting:**

It is required that each head coach holds a pre-season parent meeting. The date, time, and place will be agreed upon between the head coach and the Director of Athletics. All coaches on a team's staff will be in attendance. An email or mailer should go out to all of the parents as early as possible announcing date, time, and location of meeting.

The following is a list (not exclusive) of topics to be addressed at the parent meeting:

- Introduction of coaching staff
- Philosophy and goals
- Expectations of athletes and parents
- Playing time
- Health / Nutrition
- Additional team specific rules
- Grades and eligibility
- Sportsmanship
- Awards program and recognition
- Game schedules
- Practice schedules
- Directions to away games
- Letter requirements per sport will be given
- Any information provided by the Director of Athletics
- Athletics is an extension of the classroom and will help the student-athlete to learn and grow
- The mission statement of the athletic program, follows that of the school, faith formation, academics and extra-curriculars

The Director of Athletics must approve all handouts. If team has any additional team rules, a copy must be approved by the Director of Athletics and kept on file in athletic office.

### **Safety, Injury, and Supervision:**

The safety of Guerin Catholic student-athletes should always be the number one priority of any Guerin Catholic coach.

Special care should be taken to ensure the safety of all the participants of a given sport. This includes: being alert to weather-related situations; matching participants of similar skill level, physical size or maturity; following guidelines and recommendations of Doctors or Athletic Trainers regarding individual athletes; ensuring safe transportation of athletes; not making unreasonable physical demands on any athlete; or putting any athlete in a situation perceived to be dangerous.

First aid kits will be supplied to each head coach prior to the beginning of the team's first official practice. Coaches must have these kits with them at all practices and games. Only coaches and/or medical personnel are allowed to remove items from kits. It is the coach's responsibility to make sure that first aid kits are fully stocked. If a kit is lacking certain essential materials, contact the Director of Athletics or Athletic Trainer. It is the head coach's responsibility to return the first aid kit at seasons end to the Athletic Trainer.

If a player is injured, the athletic trainer (if present) is responsible for the care of the injured athlete. If no athletic trainer is present, the coach will be the first one to respond to the situation. If the extent of the injury is beyond the coach's ability, the coach must seek immediate assistance. Coaches must have copies of each players medical authorization form with them at every practice and game.

Coaches must notify parents of all injuries. If the injury requires immediate medical attention by a physician, the coach shall make every effort to reach the parent before treatment begins. If the injury is minor, the coach shall contact the parent that evening and inform him/her of what occurred.

Coaches are required to communicate all injuries to the trainer immediately. Coaches are required to also fill out accident reports for all injuries within 24 hours. Completed reports are to be turned in to the Director of Athletics within 24 hours.

### **GUIDELINES FOR THE RETURN OF INJURED ATHLETES TO PRACTICE AND COMPETITION**

When working with an injured athlete and their return to practice /competition the following guidelines should apply.

- In the absence of a St. Vincent's Sports Medicine physician, the decisions of our trainers are final and not subject to review by the parents or coaches.
- If the family of an injured athlete approaches the trainers or coaches in regard to putting their child back into the contest or practice, and in the absence of a St. Vincent's Sports Medicine physician, participation is to be denied until a St. Vincent's Sports Medicine physician has completed an evaluation or the family can provide to the trainer documentation from the family physician or appropriate health care provider as to the appropriate return to practice or competition.
- If an injured athlete has been denied participation in practice or a contest by an attending St. Vincent's Sports Medicine physician and a family member who is also a physician approaches the trainer or coach, the athlete will continue to be denied participation until the attending St. Vincent's Sports Medicine physician can be consulted.
- If the family doctor of the injured athlete who has been denied participation in practice or a contest by an attending St. Vincent's Sports Medicine physician approaches our trainers or coaches, participation will be denied until the family and attending St. Vincent's Sports Medicine physician are consulted.
- If the athlete is injured during a contest or needs an evaluation after a contest, and the trainers are approached by a family member who is also a physician or the family physician of that injured athlete, and in the absence of a St. Vincent's Sports Medicine physician, the trainer may work with that parent or family physician as to the appropriate return to competition.
- If the family of the injured athlete seeks help from a health care provider such as an emergency room due to an injury during a contest, and the family can provide documentation as to what the athlete may or may not continue to do, the trainers may make their decisions based upon that paper work and consultation with the family. If the athlete has sought professional help on their own and provides the necessary documentation, regardless of the decisions of the health care provider, participation will be denied until the parent is contacted. This also applies to athletes who are eighteen years of age or older.
- If a physician not associated with the family or St. Vincent's Sports Medicine approaches the trainers, the decisions of the trainers will be final.
- If the family doctor or the athlete's parent, who is a doctor, has denied participation while the St. Vincent's Sports Medicine physician has given their approval, the athlete will be denied participation until the family or parent physician and St. Vincent's Sports Medicine have consulted.
- In the event that none of the above criteria apply, the athlete will not participate until reasonable contacts and decisions have been made.

Students are not permitted to use any facility without direct adult supervision. This includes leaving a student alone after a practice or game. Coaches must wait until all students have been picked up.

**Seasonal Transition Policy:**

Guerin Catholic High School actively promotes the development of multi-sport athletes. As athletes transition from one season to another, the head coaches of the involved sports will adhere to the following guidelines.

- Does the involved student require a brief period of time off for rest and regeneration?
- The decision is made in the best interest of the student athlete.
- Parent input is solicited.
- The “incoming season” coach takes the preference over the “outgoing season” coach.

**Sharing Facilities:**

When scheduling the gym or transportation, priority will be given to the in-season sports, followed by the sports of the subsequent season, etc. Among the in-season sports, scheduling will be as gender equitable as possible. Coaches may trade scheduled times with mutual consent.

The facilities may be rented out by the Athletic Department only when all demands of Guerin Catholic athletics have been met. Even then, outside groups will understand that circumstances may change and their reserved time may need to be cancelled for Guerin Catholic use.

Facility schedules will be given to all head coaches and will also be posted in the gym. It should be noted that unexpected circumstances and/or directives from administration might make it necessary to make last minute schedule changes.

**Student Athletes:**

- Coaches are expected to develop positive relationships with the coaching staffs and student-athletes at the Guerin Catholic feeder schools.
- Coaches cannot recruit student-athletes from outside of the Guerin Catholic feeder schools and parishes.
- If a student-athlete from outside of our participating parishes and schools has an interest in Guerin Catholic High School, he/she must first contact our admissions office. If a prospective student-athlete contacts a coach, the coach should give them the contact information for the admissions personnel.

**Student Athlete Game Day Attire:**

- Game day attire at school will consist of a black Nike Polo, (tucked into pants) and the approved school uniform pants.
- Game day attire may be worn on all game days, during the school week.

**CYO Nights During Athletic Seasons:**

The following teams are required to sponsor a CYO night during their athletic seasons

- **Football**

- **Men's Soccer**
- **Women's Soccer**
- **Volleyball**
- **Men's Basketball**
- **Women's Basketball**
- **Men/Women's Cross Country**

All other programs are **strongly** encouraged to offer a CYO night during their athletic season.

**Procedures during the National Anthem:**

Coaches, Athletes, Managers and Support Staff will follow these procedures

- All will stand at attention facing the flag
- Eyes are affixed to the flag
- Right hand placed over left breast
- No chewing of gum
- No movement whatsoever

**Summer Practice Policies:**

- All coaches are to work together for the best interest of the student athlete
- Winter and Spring teams take precedent in the month of June
- Fall teams take precedents in the months of July and August
- All athletes are limited to 20 hours of work per week during the summer (Coaches are expected to work together to make sure the athletes do not exceed this requirement)

**Summer Camps:**

Conducting summer camps is an “everyone wins” situation:

- The campers have fun and receive quality instruction
- Many students are further exposed to Guerin Catholic
- The Guerin Catholic athletic programs receive the same exposure
- Parents are happy to drop off their children for a few hours
- Coaches have an opportunity to make extra money

Guerin Catholic does not intend to make money on these camps. Camps should be a zero balance budget item. All fees should be turned in to the Director of Athletics within two days of receipt. After expenses are paid, all remaining funds are paid out in stipends at the camp director's discretion.

**Transportation:**

Coaches will be responsible for helping to arrange transportation to and from practices and away contests when buses are not being used. Coaches also must wait for student-athletes in their respective sport to be picked up at school after practices and games. Coaches, it is mandatory that every athlete have on file a travel authorization form in the athletic office, prior to every season. If coaches transport athletes to practices, games, athletic functions protocol procedures must be followed at all times.

### **Uniforms and Practice Pack Materials:**

School colors are Purple and Gold. All uniforms and/or other items to be ordered must be submitted to the Director of Athletics for approval and purchase.

### **Weight Room:**

- The weight room must be scheduled through the Athletic Office, or the Strength and Conditioning Coach.
- Adult supervision is mandatory at all times.
- In season teams are given priority.
- Coaches are expected to work together when scheduling the weight room.

### **Rules and Regulations of Weight Room:**

- Only Guerin Catholic attire or appropriate attire (college gear or other athletic clothing) is permitted in the Weight Room. No other High Schools' gear may be worn.
- Foul language is not permitted within the Weight Room, this includes music.
- Athletic shoes must be worn, (no sandals, dress shoes, flip flops).
- The doors to the Weight Room must be locked when finished. This is to maintain the safety of our students.
- All workouts must be either composed by or approved by the Head Strength and Conditioning Coach.
- The Head Strength and Conditioning Coach, the Head Coach, or an Assistant Coach may supervise lifts. Seniors may not supervise a lift.
- It is expected the Weight Room is left exactly as it was found, if not cleaner

## **CATHOLIC IDENTITY: FACULTY BENCHMARKS**

**Teaching has an extraordinary moral depth and is one of man's most excellent and creative activities, for the teacher does not write on inanimate material, but on the very spirits of human beings.<sup>1</sup>**

In support of the student outcomes (listed below and published in the Student Handbook), Guerin Catholic endeavors to create a Catholic culture whereby faculty will be able to make the following statements of their vocation. These statements reflect what the Church expects of all teachers in Catholic schools:

### **As a faculty member of St. Theodore Guerin High School:**

#### **1. I recognize that I am called to holiness.**

- I am actively seeking to grow deeper in my understanding of the Catholic faith.<sup>2</sup>
- I strive to imitate Christ daily in my thoughts, words and deeds.<sup>3</sup>
- I recognize that I cannot give away what I do not have. My faith formation directly affects my students.<sup>4</sup>

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<sup>1</sup> The Catholic School on the Threshold of the Third Millennium #19

<sup>2</sup> Timothy 1:9

<sup>3</sup> cf. The Catholic School 43

**2. I teach and set examples that are consistent with Catholic Church teaching as defined by the Magisterium.**

- I am a Catechist of the Catholic faith. I rely on the teaching authority of the Catholic Church as the ultimate guide to incorporating the Catholic Faith in my teaching.<sup>5</sup>
- I realize students see me as an example. My attitudes and behaviors must reflect explicitly the example and teaching of Jesus Christ.<sup>6</sup>

**3. I support the mission of St. Theodore Guerin High School.**

- I will teach the Student Outcomes as an integral part of my vocation.
- I recognize the authority granted to school leadership by the Bishop (Apostle of Christ); therefore, I will respect and uphold the decisions of the school leadership; whether I agree or not.

I recognize the success of Guerin Catholic's Christian purpose depends upon me!

**Newspaper Contact Information:**

Indy Star – 444-6644

Noblesville Daily Times – 770-8640

Noblesville Star – 444-6644

Please contact me at anytime with questions.

Thanks,

Chris Buhler, Director of Athletics

## **COACHES SIGN-OFF SHEET**

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<sup>4</sup> James 2:17

<sup>5</sup> cf. General Directory for Catechetics 202

<sup>6</sup> cf. *Lay Catholics in Schools: Witnesses to Faith*, Sacred Congregation for Catholic Education, 1982, par. 32

This Coaches certificate must be completed and returned. The signatures of the head coach, assistant coach and volunteer coach indicate that each has read, has understood and has agreed to abide by the stated policies. This document must be on file in the Director of Athletics office prior to the start of the official practice date for the selected sport.

I/We as coaches of \_\_\_\_\_ (identify team) have read and will support the policies of the Guerin Catholic High School Coaches Handbook.

Signed \_\_\_\_\_  
(Head Coach) (Date)

Signed \_\_\_\_\_  
(Assistant Coach) (Date)

Signed \_\_\_\_\_  
(Assistant Coach) (Date)

Signed \_\_\_\_\_  
(Assistant Coach) (Date)

Signed \_\_\_\_\_  
(Assistant Coach) (Date)

Signed \_\_\_\_\_  
(Volunteer Coach) (Date)

Signed \_\_\_\_\_  
(Volunteer Coach) (Date)

Signed \_\_\_\_\_  
(Volunteer Coach) (Date)

Signed \_\_\_\_\_  
(Volunteer Coach) (Date)

**PLEASE SIGN AND RETURN THIS FORM TO THE DIRECTOR OF ATHLETICS OFFICE**