

New Coaches Orientation



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CREATE YOUR OWN

Check your email and create the orientation in whichever format you'd like:

- Microsoft Word Document
- Google DOC (Please make a copy)
- Microsoft Powerpoint
- Google Slides (Please make a copy)

CHECKLIST

ITEMS

IHSA Info:

- Concussion Exam
- PES Exam
- APECS or teacher's license

Building Keys/Access:

- General building keys
- Athletic/Sport specific keys
- Keys for stadium locks, storage areas, etc.
- Digital key pad codes
- Photo ID/FOB Access

Salary Information

- How much?
- When is the payment?
- Paperwork needed (direct deposit, contract, etc.)

Bookkeeper items

- Request a PO or cash
- Making deposits \$\$
- Check fund balance
- What does the athletic department pay for?
What does the program pay for?

Rosters

- Submit rosters
- Remove athletes from rosters
- Emergency information

Transportation

- Requesting transportation
- Canceling transportation
- White Bus Certification

OPERATIONAL ITEMS

Uniforms & Equipment

Custodial Setup & Needs

Impact testing

Volunteer Coaches

Apparel & Logos

Report scores to local papers, provide numbers/emails



OPERATIONAL ITEMS

Fundraising

Eligibility

Roster Size/Making Cuts

Coach Evaluations

Due Process

SOCIAL MEDIA

Social Media - Twitter/Instagram/Facebook are great ways to market your program and share good news - some things to consider.....

Posting pictures

Always OK w/o name

OK w/ name if waiver is signed at registration - found in Student Information System

Coaches should not follow students

Poor practice to tag athletes - inviting unnecessary scrutiny

Staff should be aware of their role as mandatory reporters. Any comments requiring immediate action due to mandatory reporting – including threats, bullying, etc. – should be captured electronically, removed if possible and necessary and reported immediately to the appropriate administrator.

Communication between staff and students on social media are a matter of record and can be FOIA'ed

PROGRAM POLICY

Have non-negotiables - examples below....

General

Excused and unexcused practices/games - what are the consequences?

Sports Specific

Not running out a ground ball

Do under level players have to stay and watch Varsity match?

Dress requirement on game day?

Can players go home with parents or do they have to take the bus?

How will you handle conflicts with other school activities? (i.e. fine arts, AP reviews, etc.)

How will you handle conflicts with outside activities? (club sports, quinceñeras, etc.)

CULTURE

How do you create a climate free of bullying and hazing? What role do your seniors play in your program to create that?

How do you create an environment in which the freshmen are immediately bought in?

How do you communicate the player's role on the team?

How do you communicate a lineup change?

Philosophy on having a captain? If you have captains, what role do they play?

Have 3 individual meetings with athletes per year - pre-season, mid-season, post-season

Demeanor of your team after a win? After a loss?

How do you create a supportive team culture in an individual based sport?

PHILOSOPHY

Strength of schedule

Program Assessment - SWOT Analysis of your program right now?

Strengths

Weaknesses

Opportunities

Threats

What is the vision of your program in 2 years? 5 years? How will you decide and share that?

What is your definition of success? How is that measurable in your sport?

COMMUNICATION

With Parents & Athletes

With Assistant Coaches

With larger community

SUPERVISION

Communication to parents & athletes

The locker room has no cameras of any type. Belongings stolen are difficult to retrieve. Belongings should always be stored in a locked locker. The athletic office has locks for purchase for \$5. Please make sure the lock is spun after it is locked.

Athletes should spend no longer than 5 minutes in the locker room, no longer than 10 minutes if showering.

If athletes see any questionable issues, they should report it to their coach and parent know immediately.

Elk Grove has a zero tolerance policy on both hazing and bullying. Any infraction will result in school discipline and possible removal from the team and/or Elk Grove athletics entirely.

If students are caught stealing from the locker room, it will result in school discipline and possible removal from the team and/or Elk Grove athletics entirely. If not involved in a sport, access to locker room and after school privileges may be removed.

SUPERVISION

Responsibility as a Coach

Coaches should let their athlete know where they will be while the athletes are in the locker room in case of an emergency.

No keys should be given to athletes to open locker rooms. No one should prop the locker room door open if it is locked.

Locker room doors will be open after school and then locked by security once all after school practices have begun.

Coaches should make sure all students have cleared out of the locker room before leaving for the day.

Athletes should NEVER be in the fitness center unsupervised - always lock the doors behind you when leaving

RANDOM TOPICS....

Booster Club Expectations

Head coaches - attend 2 events per year

Assistant coaches - attend 1 event per year

Process of requesting funds from the booster club

Summer camps

Player expectations

Assistant Coach expectations

Coaching Clinics/Professional Development

The importance of continual development

Athletic Trainer Topics

Heat guidelines, concussions, return to play protocols, communication