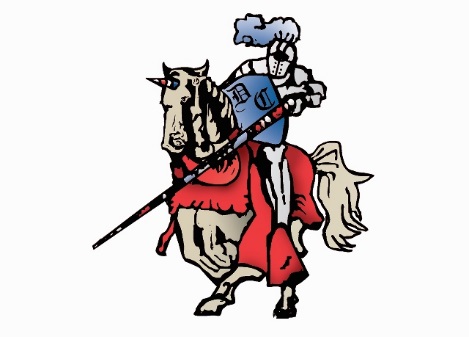
**DUNDEE-CROWN**

**HIGH SCHOOL**

****

**NEW COACH**

**GUIDE**

**DUNDEE-CROWN HIGH SCHOOL**

Dear Coach,

Welcome to Community Unit School District 300 and Dundee-Crown High School. We are pleased to have you with our Athletic Department and hope you have a successful and rewarding career in coaching.

This guide is designed to share with you the great experience and professionalism gained by those on our staff who have been serving our students for many years. Their dedication and hard work has helped build a statewide reputation for Chargers sports. Coaches and fans throughout the state know that Dundee-Crown will field hard-playing, competitive teams in every sport and that they can expect fair play and sportsmanship from our coaches and players.

Please read this guide along with your Athletic Department Coaches Handbook. Together they will provide you with a wealth of knowledge that hopefully makes your job a little easier. Our goal is to do the job right and do it well.

As coaches of high school athletes, parents have entrusted us with their most precious possession. It is our job to teach them, lead them, and ensure they have a rewarding experience. It is an awesome and exciting experience. You will find that knowledge of your sport is just one rather small part of all that is required of you as a successful coach.

I am confident that you will have a great time, get a few gray hairs, have a fair amount of frustration and gather a host of wonderful memories.

Again, welcome aboard! Please feel free to contact me with any questions at any time. My office is (224) 484-5023, home is (847) 844-1225 and cell is (847) 471-1225.

Sincerely,

Steve Gertz, CAA

Assistant Principal for Athletics and Activities

**OUR SPORTS**

Dundee-Crown High school offers interscholastic competition in 22 sports, ten boys and eleven girls sports and co-ed cheerleading. Numerous levels of competition in each activity provide athletic opportunities for in excess of 1000 athletes per year.

Fall Sports

Boys Cross Country

Girls Cross Country

Football

Cheerleading

Boys Golf

Girls Golf

Poms / Dance

Boys Soccer

Girls Swimming

Girls’ Tennis

Girls’ Volleyball

Winter Sports

Boys Basketball

Girls Basketball

Girls Bowling

Competitive Cheerleading

Competitive Dance

Boys Swimming

Wrestling

Spring Sports

Baseball

Softball

Girls Soccer

Boys Tennis

Boys Track

Girls Track

**ATHLETIC PHILOSOPHY**

Interscholastic sports at Dundee-Crown High School form part of a diverse co-curricular program. The activities are regarded as vital parts of the total educational offerings of our school. The sound development of the physical capacities of youth compliments and enhances the intellectual, emotional, and social development of every young man and woman. These opportunities are useful tools in the achievement of the goals of a comprehensive education.

We encourage student participation in the athletic program and would like to involve as many students as possible in an educationally sound and successful competitive, interscholastic experience. High School athletics is a competitive experience, therefore not all will make the team, nor do all those who make the team receive the same participation opportunities in contest. Ultimately, the participation level of individuals is a staff decision.

Dundee-Crown High’s dedication to excellence extends to our competitive athletic program. In this endeavor the Interscholastic Athletic Program serves as one of the extensions of the classroom, attempting to provide many learning opportunities and enhancing the learning which occurs within the classroom. All team members, regardless of ability, will be afforded opportunities to develop their work ethic, sense of commitment and social and athletic skills.

**ATHLETIC GOAL**

1. To realize the value of participation without over-emphasizing the importance of winning or excelling; and
2. To develop and improve citizenship traits among the program’s participants.



**YOUR JOB, AS A COACH**:

1. **Know your sport**

We can help you in many ways, but knowledge of your sport is a responsibility that only you can fulfill. Many coaches began as players. The knowledge gained is invaluable; however you will soon find that it is not nearly enough. Player’s knowledge is only as good as their coaches. If you were fortunate enough to have a truly great coach then your playing experience may be a fantastic asset.

Knowledge of the sport is gained from playing, but a coaching level knowledge is only learned by experience, observation of other coaches, reading the literature, watching videos, attending clinics, asking questions, and applying your own initiative and innovation.

**2. Be a Leader**

There is a natural tendency to be liked, admired and respected. It is important to be a credible coach. One who listens, is consistent, holds athletes accountable and is willing to change. You must avoid becoming “one of the guys.”

As a coach you set the tone for your team. If you are loose and disorganized your team will follow the example and will also be disorganized. If you fail to be punctual you can expect your team members to be late. If you look and dress professionally you team will learn the importance of looking fit. If your practices are structured and challenging your team will learn to be disciplined and to work hard. The bottom line is, your team will learn from you. How you set the tone will determine if they learn good or poor habits.

3. **Polish those People Skills**

Being able to motivate, discipline, deal with personalities, and relate effectively with students of cultural, religious, ethnic, and racial diversity is a critical skill. Being able to organize your time and develop well thought out practice plans is essential. Even though administrative tasks are not specifically “people skills” duties, gaining the cooperation and support of your team and your assistant coaches is required to accomplish these duties.

4. **Use Time Wisely**

One of the common complaints I hear from coaches is “there just isn’t enough time.” Whether it is time to get prepared for a game, time to scout opponents, time to watch video, or time away from family and other obligations, there is one bottom line. To be an effective coach and to build a competitive program TAKES LOTS AND LOTS OF TIME. For head coaches the demand on your time is doubled because of the administrative duties involved in the job.

Here are some words of advice from your coaching peers on time. If you will force yourself to heed the advice, you have a chance to be a successful coach.

* Plan everything in detail – Use the practice plan and stay with it.
* Take time to be positive – In a highly competitive setting like high school athletics it is easy to be critical. Coaches and kids make mistakes; they are not always going to do things the way you want them to be done. Errors should not be overlooked, but need to be handled in such a way as to encourage improvement while maintaining the commitment that they want to be there.

5. **Know Your Team**

First and foremost remember that you are not coaching professional athletes. Your coaching high school students. Remember that kids do not care about losses – many are here to learn and have fun. Teach them the game you love and try to pass on to them why you love the game. Let them enjoy each other by emphasizing the importance of team and teamwork. Thank them when they play hard, congratulate them when they do well, teach them when they make mistakes, and console them when they suffer disappointment.

Second, always remember that young athletes have a burning desire for peer approval. You are dealing with the age where everyone dresses alike, has to have the same brand names, and are very keyed into “what do others think.” For that reason experienced coaches have found that dressing down or severely criticizing an athlete in front of their peers is very counterproductive. Kids take that as a challenge to their manhood and/or humiliation in front of their peers. Their reaction is often to either fight back, which makes the situation worse; or to quit and maybe take others with them. It is much more effective to take that student aside or to see them after practice and handle the matter privately. In that setting kids usually handle criticism well and can maintain their “image” to their peers.

Finally, remember that different kids are motivated in different ways. What works for some will not work for all. You may have to search and try several ways before you find a particular student’s “hot button.” Be patient. Keep working and trying different methods until you find what works.

**TIPS FOR SUCCESS**

* Coaches must be teachers first; coaches second.
* Coaches are to report promptly for all practice sessions and contests and to dress accordingly to the standards established for the sport – Lead by example!
* Be organized. Always look like you know what you are doing.
* Model the type of conduct you expect from players.
* Be positive
* Have a sense of humor
* Get to know your kids

**PIT FALLS**

We are in an age of litigation and avoidance of accepting blame. For that reason you must be constantly vigil to avoid potentially difficult situations.

* Do not become “buddies” with your team members. With young coaches the age difference between you and your older athletes may be just a few years. As a coach you are no different than a classroom teacher. Parents have entrusted their child to you and expect that you will deal with them in a professional manner. Do not socialize with your students.

You may be invited to parties, movies or social functions with your players. STAY AWAY. Your attendance just opens up the door to the possibility that someone could start a rumor that might result in an end to your career.

* Be sure to handle your administrative paperwork duties in a timely manner. If you were to have an injury or death occur on your team, and had failed to obtain a parent permission slip, or evidence of insurance, you have opened yourself up to a potentially huge lawsuit. It would be very difficult for the school district to defend you. Athletes cannot participate until the athletic office has received and approved all the paperwork.
* If a student is injured, always error on the side of caution in deciding whether or not to allow the student to return. Call the trainer and have him/her make the decision.
* Do not let “favoritism” cloud your judgment.
* Do not criticize other coaches, teachers or other sports. From experience we can tell you that such criticism always comes back to haunt you in one form or another. Handle it privately and away from the team.
* Never discourage students from participating in other activities. Education is all about experiencing new things. Athletics should never be about discouraging kids from exploring all their options.
* Be a positive link to the media. Keep the media informed on your schedule, your contest results, and noteworthy achievements of your athletes and team.
* Handling parents can be a difficult task. It can also be a very rewarding experience. Keep in mind that to every parent, their child is the most important child in the world. They are not going to be “brushed off” nor will they tolerate their child being “mistreated” so the best approach is to handle each matter as if it were the most important item for the day because it is the most important event to them.

**Parents have a legitimate right to know**

1. Expectations you have for their child as well as all the players on the team.
2. Locations and times of all practices and contest.
3. Team requirements, such as fees, special equipment and off-season expectations
4. Procedures should their child be injured during participation.
5. Team rules and expectations.

**Appropriate concerns to discuss with parents**

1. The treatment of their child, mentally and physically
2. Ways to help the athlete improve his/her performance and skill level
3. Concerns about their child’s behavior or academic performance
4. Playing Time (Be cautious but honest. Share with the parent what their child needs to work on).

**Areas that are not appropriate for parents to discuss with coaches**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

If you wish to explain an athlete’s lack of playing time, make sure you do not comment about other athletes – their child only. Give specific criterion of what they need to do.

Whenever a coach/parent conference is needed or requested, the following procedure should be followed to help promote a resolution to the issue of concern.

1. Set up an appointment away from the team.
2. Never attempt to conference immediately before, during or after a contest or practice. These can be emotional times for both the parents and the coach. You are instructed to walk away if confronted by a parent if in the presence of other students or fans.
3. It is often best to have a 3rd party sit in on the conversation. It could be the head coach, an assistant coach that works with the student, or someone like the athletic director. Do not create the impression that you need a witness.

**SPECIAL ADVICE FOR THE ASSISTANT COACH**

1. Carry out all duties as assigned by your head coach, there will be many!
2. Assist in preparing facilities and equipment.
3. Help issue and collect equipment.
4. Ensure that training rules are enforced and violations are reported.
5. Help in seeing that the locker rooms and equipment rooms are maintained.
6. Be at all practices and games, unless otherwise communicated.
7. Be available for scouting assignments.
8. LOYALTY to your head coach and to the Athletic Department and our School is paramount. Never become part of the problem.

**CRITICAL RULE FOR ALL COACHES**

When practice ends and when returning from away games, never leave a student unattended at the stadium, practice field, locker room or the school. Wait with them until their ride arrives. The students are entrusted to us from the time they arrive at school until they leave the school. At least one coach must wait with the child until their ride arrives. Never drive the student home. If no other option, have a 3rd party with you and have the athlete sit in the back seat.

**SO YOU WANT TO BE A HEAD COACH!?!**

1. **Be Careful not to delegate your leadership role**. You must always be perceived as “in charge” You can ask input, but you make the decision. This applies to everything from how we dress on the bus, to where we eat, to what uniforms we wear, to how we discipline infractions, and to who plays in what position. You need to make the decisions. When appropriate consult with your assistants, captains and if appropriate you share with them the rationale you used in arriving at your decision, but be sure you make the decision. Once you let this role escape you, your ability to lead may be irreparably damaged.
2. **Coach Your Coaches** – For those of you who have assistant coaches, one of your most important jobs is coaching coaches. You need to carefully observe all coaches so you have a solid understanding of each coach’s knowledge of the game, the understanding of his/her role within your program, and their ability to demonstrate their own good people skills. I would also recommend having your own coach’s clinic to share your teaching style, drills and strategies for the game.

Often new head coaches are reluctant to “take the reins.” Just remember your name and reputation is on the line whenever your sport is played, regardless of the team level. An ineffective coach at any level means you will have to coach what should have been taught by your staff,

Coaches that are not committed to your system and your methods mean that you will be receiving athletes not only unprepared to do what you want them to do, but engrained with habits that may be contrary to your plan.

Head coaches need to regularly meet with their staff. You set the direction of the team and make sure that all coaches are pulling in that direction. That means you must take time to train all coaches in your program. Show them the drills, the offense, the defense, and the techniques that you want taught. Then monitor the system. You must find time to get to their games and if possible to visit a sampling of their practices. If your team schedule does not allow you to do that, then you need to find a person that you trust and ask them to make the visit and report back to you.

One of the easiest ways to coach your coaches is to involve them in your summer camp. You need to be forceful in letting your coaches know that you need and expect them to help with camp. Again, meet with them ahead of time and make sure they understand the plan of what is going to happen at camp and what you hope to accomplish. Normally camps will consist of a concentrated array of your drills mixed in with some competitive contest, teaching your offensive and defensive schemes, and brief scrimmages. Although you are leading these, allow your assistants and lower level coaches to participate. Gradually you can back off and allow the coaches to take over leading the activities and spend your time observing your coaches to make sure they are successful critiquing performance and getting the most out of your athletes.

One of the most critical task facing head coaches is earning respect, loyalty, and commitment from their assistants. If you lead by example, work hard and are fair, good coaches will follow you.

**TIPS FOR SUCCESS**

* Never show up to practice without a practice plan. Distribute to all assistants. I would also recommend posting your practice plans so your athletes know exactly what to expect and what they will be doing.
* When distractions arise, do not be afraid to let others know you are on a tight time schedule.
* Handle things once. Do not get in the habit of I will do it later.
* At times, you have to just shut the door and do your work.
* The “KISS” principle, widely known as “keep it simple stupid.” Kids have a short attention span. You will have better success working on something in several shorter sessions, repeating and review what you previously accomplished than trying to go from new to a mission accomplished in one mega session.
* There is no substitute for time. To be an effective head coach takes more time than you have imagined. Likewise assistants and lower level coaches have to be willing to commit the time necessary to make your program what you want it to be. You need to find people that have passion and commitment to buy into the program.
* Use video. A video of the game clearly allows you to show both good and not so good performances. Good coaches have games taped and take time to review the tape first with their coaches, and then their team.

**HEAD COACH DUTIES**

1. Inventory equipment, supplies and uniforms and notify the athletic director of needs.
2. Meet the assistant coaches and plan your season. Make sure they understand your expectations of them and of the team.
3. Plan and organize the selection process for your team(s).
4. Distribute and make sure the Athletic Office has all the needed paperwork.
   1. Athletic Participation Card
   2. IHSA Sports Physical
   3. Athletic Fee
5. Have your team rules and policies in writing and ready to distribute.
6. Have your team game and practice schedules prepared and ready to distribute and let parents know how to find them on [www.athletics2000.com/dundeecrown](http://www.athletics2000.com/dundeecrown).
7. Prepare practice plans.
8. Hold a pre-season meeting with athletes and parents. Distribute and discuss your rules, expectations, fundraising plans, contact information and goals.
9. Issue uniforms keeping records of who has what. Let team members know that they are responsible for returning their uniforms.
10. Assign lockers to your players and advise them to keep their valuables locked up at all times.
11. You will receive a transportation schedule from the athletic department. Carefully review the departure times, methods of transportation and locations of contest. Notify the Athletic Department immediately if you believe arrangements need to alter.
12. Be aware of the Dundee-Crown policies:
    1. Teams may not, except in unusual circumstances practice on Sundays.
    2. No team receives “meal money” except during IHSA tournament appearances.
    3. No team receives “lodging money” except during IHSA tournament appearances.
    4. Teams may fundraise their own meal and lodging money.
    5. Students may not quit one sport and move to another team during the same season unless **both** head coaches and the athletic director concur.
    6. The Athletic Department encourages all coaches to attend coaching clinics.
13. Recruit student managers for the season and instruct and guide them.
14. See if the facility and equipment are ready to use.
15. Make sure all equipment has been ordered and has arrived.
16. Conduct practices making sure those students are supervised at all times.
17. Make sure all equipment is cleaned and/or repaired whenever necessary.
18. Make sure all equipment is cleaned up after practice and games.
19. See to it that the locker and equipment rooms are maintained in a neat and proper manner.
20. Make sure that there is always adequate locker room supervision.
21. Accompany and supervise your team going to, from, and at all practices and contests.
22. Make sure all athletic injuries are cared for by the athletic trainer.
23. Keep daily attendance records to ensure regularly practices by participants.
24. Keep statistics as necessary.
25. Award season end letters and awards in accordance with the school policies.
26. Meet weekly with the Athletic Director to discuss and update how program is going.
27. Prepare a Year End Report and Evaluation of Assistant Coaches and turn in to the Athletic Director.
28. Remember that you delegate and receive help with many of these duties from your assistant coaches. But just keep in mind **you are responsible**. These duties must get done and it is up to you to see that they do.

**ODDS & ENDS**

**Booster Club**

The Dundee-Crown High School Booster Club represents all sports at the high school. Each program is required to have a parent representative at each of the meetings. They have been a tremendous source of support for all of our teams. When needs arise you can request funds by filling out the Booster Club request form and have your parent representative bring it to the meeting. Head Coaches are recommended to attend if funds are being requested.

**Picture Day**

Near the end of the first week of each season we will hold an athletic “Picture Day.” Team pictures will be taken for our school yearbook and for our sports programs. Athletes will also have the opportunity to have their individual picture taken and can purchase team and individual photos. Head shots of all varsity athletes and coaches will be taken for display in the athletic cabinets. You will receive notice and a schedule for these pictures.

**Website – 8to18**

Coaches are responsible to input team rosters, scores and newspaper articles for their program. These should be updated on a daily basis. Head coaches are responsible to make sure all levels are updated.

**AED/CPR Training**

All coaches are required to have up-to-date AED/CPR Training. Community Unit School District 300 is committed to providing training for all coaches. Certification is good for two years.

**IHSA – Performance – Enhancing Drug & Steroid and Concussion Education**

The Illinois High School Association requires that coaches watch a video and pass a test on performance drugs and steroids and concussions. Coaches must complete this before they work with student-athletes. Coaches are only required to take this test once.

**Concussion Management Guidelines**

HB200 recognizes the dangers associated with head injuries and concussions, became effective July 1, 2011. This legislation requires the following:

* + A student-athlete who has been removed from an interscholastic competition cannot return to that contest unless cleared to do so by a certified athletic trainer or licensed physician.
  + If not cleared to return to that contest, a student athlete cannot return to play or practice until the student athlete has provided his or her school with written clearance from licensed physician.

**IHSA Concussion Power Point - http://www.ihsa.org/multimedia/articulate/concussion/presentation.html**

**CHECKLIST**

**BEFORE THE SEASON**

\_\_\_\_\_\_\_\_ Meet with Coaching Staff

\_\_\_\_\_\_\_\_ Determine Selection Process

\_\_\_\_\_\_\_\_ Check and Inventory Equipment and Supplies

\_\_\_\_\_\_\_\_ Update Athletics2000 with tryout and practice times

\_\_\_\_\_\_\_\_ Check Locker Room and Playing Facilities

\_\_\_\_\_\_\_\_ Prepare Team Rules Hand Out

\_\_\_\_\_\_\_\_ Prepare Practice Schedule

\_\_\_\_\_\_\_\_ Double Check Game Schedule

\_\_\_\_\_\_\_\_ Meet with Athletic Office Secretary for Bus Schedules/Picture times

\_\_\_\_\_\_\_\_ Attend Pre-Season Coaches meeting with Athletic Director

**FIRST WEEK OF SEASON**

\_\_\_\_\_\_\_\_ Make sure all athletes paperwork has been turned in before they participate.

* + Yellow emergency card must be in your hands.

\_\_\_\_\_\_\_\_ Conduct practices

\_\_\_\_\_\_\_\_ Make Cuts and Meet with Athletes (Why they made team or not and what is

their role on the team).

\_\_\_\_\_\_\_\_ Conduct player / parent meeting

* + Go over game schedules
  + Go over practice schedules
  + Team rules, expectations and policies
  + Handout picture day information
  + Handout contact information

\_\_\_\_\_\_\_\_ Issue Uniforms (Keep careful track of who has what)

\_\_\_\_\_\_\_\_ Prepare team rosters – update on Athletics2000

**DURING THE SEASON**

\_\_\_\_\_\_\_\_ Keep accurate records/scorebook

\_\_\_\_\_\_\_\_ Update Athletics2000 with scores, items of interest and articles (update rosters)

\_\_\_\_\_\_\_\_ Call, email or fax your scores to local newspapers and to the athletic office

\_\_\_\_\_\_\_\_ Rate officials

\_\_\_\_\_\_\_\_ Notify athletic trainer and athletic department of any injuries. You must also

submit the district accident form.

\_\_\_\_\_\_\_\_ Remain vigilant in supervising your athletes

\_\_\_\_\_\_\_\_ Notify athletic department immediately of any rain-outs, schedule changes....

\_\_\_\_\_\_\_\_ Check your weekly eligibility

\_\_\_\_\_\_\_\_ Check your weekly event schedule

\_\_\_\_\_\_\_\_ Notify the athletic director of any equipment or facility concerns

\_\_\_\_\_\_\_\_ If you are doing concessions, periodically check with Booster Club

**DURING THE OFF-SEASON**

\_\_\_\_\_\_\_\_ Implement Off-Season Activity Plan

* + Lifting and Fitness Training
  + Open Gyms
  + Off-Season Leagues, clinics and camp information

\_\_\_\_\_\_\_\_ Prepare request for next year’s equipment and supplies

\_\_\_\_\_\_\_\_ If any coaching changes are needed, start making contacts

\_\_\_\_\_\_\_\_ Meet with Athletic Director regarding next year’s schedule

\_\_\_\_\_\_\_\_ Attend professional growth clinics and seminars

\_\_\_\_\_\_\_\_ Support your fellow coaches by attending other sport contest.

\_\_\_\_\_\_\_\_ Meet with lower level staff and evaluate feeder programs

\_\_\_\_\_\_\_\_ Plan your summer camp and prepare brochures

**DURING THE SUMMER BREAK**

\_\_\_\_\_\_\_\_ You are allowed 25 days of contact with your athletes. Use them wisely

* + Summer Camp
  + Summer Leagues
  + Open Gyms
  + Special Skills Sessions
  + Lifting and Training

**IMPORTANT TELEPHONE NUMBERS**

Athletic Director 224-484-5023

Home 847-844-1225

Cell 847-471-1225

Athletic Secretary 224-484-5100

Athletic Fax 224-484-5097

Athletic Trainer 224-484-5236

Brenna’s-Cell 630-774-9000

High School Main Office 224-484-5000

High School Principal 224-484-5001

Devon LaRosa-Cell 847-531-0307

Associate Principal 224-484-5033

Jake Stouffer-Cell 815-501-8066

Building Manager – Office 224-484-5021

Chris Wittlieb 630-843-1370

Transportation / Emergency 847-551-8492

**Fox Valley Conference Schools**

Cary Grove 847-639-3870 ext. 4155

Crystal Lake Central 815-459-2505 ext. 2221

Crystal Lake South 815-455-3860 ext. 3231

Dundee Crown 224-484-5023

Hampshire 847-792-3569

Huntley 847-659-6516

Jacobs 847-532-6151

McHenry 815-759-2967

Prairie Ridge 815-479-0404 ext. 5210