



SULLIVAN
HIGH SCHOOL

**Roger C. Sullivan High School
Coaches Handbook**

Athletic Department Objectives:

To provide an attractive program for the student-athlete.

- Provide the student-athlete with an enjoyable and rewarding experience.
- Make player safety and welfare our highest priority to give quality instruction in the fundamentals of each sport offered.
- Specific athletic skills and strategies.
- Sportsmanship, ethical conduct and fair play are an integral part of the secondary school curriculum.
- Inspiring all athletes to give their highest effort in the classroom, as well as, on the playing field/court.
- To stress the importance of self-discipline in the classroom, the community, and the on-field/court.
- Teach our athletes that dignity, self-worth, and self-esteem are achieved through hard work.
- To create a positive school climate that is enhanced when student-athletes and the remaining student population work together as a team to represent their school in interscholastic competition.
- Develop concepts of goal attainment through hard work and rigorous self-discipline, and provide a vehicle for the development of interest in curricular school programs and for post-secondary educational opportunities to make the athletic program a source of both school and community pride.
- Help each athlete to interact positively with faculty, community, and fellow students • Make the team a positive influence on all who come in contact with it.
- To demonstrate the social competence of operating within a set of rules, thus gaining respect for the rights of others, and an understanding that penalties follow rule violations.

Job Title: Head Coach
Reports to: Athletic Director

Primary Purpose: Coordinate and manage their specific athletics program for Sullivan High School. Work to provide each student with the opportunity to participate in an extracurricular athletic activity and ensure compliance with all state, and Chicago Public Schools requirements. Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications Education/Certification:

Bachelor's degree from an accredited university is preferred and not required

Head Coach experience preferred not required

Valid NFHS/ASEP/ Coaching certificate

IHSA Concussion Certification

Special Knowledge/Skills/Past Playing Experience preferred not required

Knowledge of overall operations of an athletic program Knowledge of CPS policies and rules concerning athletics Knowledge of subjects and sport assigned.

Ability to instruct students and manage their behavior

Strong organizational, communication, and interpersonal skills

3 years of coaching experience or 1 more year of head coaching

Coaches Description:

- Work with the Athletic Director to establish a reputable, high-functioning, education-based program that enhances the student and family experience and supports the mission of Sullivan High School
- Provide consistent and appropriate communication to assistant coaches, student-athletes, and families
- Develop systems of communication, development, and monitoring of: Intentional sportsmanship by student-athletes
- Works with the Athletic Director in scheduling facilities for practices and competitions.
- Coach and instructs players, individually and in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- Observes players, during competition and practice to determine the needs for individual or team improvement.
- Determines game strategy based on the team's capabilities.

- Establishes and maintains standards of decorum and provides proper supervision of athletes at all times.
- Follows established procedures in the event of an athlete's injury.
- Follows state, regional, and district regulations governing the athletic program.
- Models sportsmanship behavior and maintains appropriate conduct towards players, officials, and spectators.
- Positive game experiences for students, families, and coaches
- Create a vision of excellence for the program
- Communicate with game officials in a respectful manner
- Monitor team travel to and from contests
- Create and maintain high standards for team presentation on the bench and sidelines
- Work with Athletic Director to maintain program budget
- Communicate the IHSA mandated weekly eligibility report to student-athletes
- Meet deadlines for compliance and communication
- Lead student-athletes as an educator through our vision for athletics
- Holds organizational meetings for team prospects and encourages potential athletes to participate in the sport.
- Assesses players' skills and assigns team positions.
- Follows established procedures for the proper care, maintenance, and requisitioning of equipment, supplies, and uniforms.
- Works with the Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.
- Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
- Recruit future student-athletes for your athletic program

Job Title: Assistant Coach

Reports to: Head Coach/Athletic Director

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Assistant Coaches Job Description:

- Assists the Head Coach in instruction and analysis of student-athletes.
- Provides skill demonstrations of sports
- Critiques athletes' performance to determine skills and abilities that need strengthening for overall team improvement.
- Assists with the recruitment of student-athletes.
- Advises students with respect to athletic performance and other personal development issues. Ensures that athletes reach their academic goals by monitoring class attendance and ensuring they receive academic support as necessary.
- Assists with assessment of equipment, uniforms, and other necessary apparel and needs.
- Assists with scheduling pre-season, season, and other games and tournaments; assists with training, practices, and coaching in league, conference, and tournament play.
- Ensures that the conduct of self and the student-athletes are in compliance with the Sullivan High School Policy and Athletic Director Handbook Policy.
- Performs related duties as assigned.

Sullivan Coaches:

The coach is the "living curriculum" for the student-athlete. Coaches at Sullivan High School are the most significant components of the athletic program. They are both teachers and active participants at the same time. They have the responsibility to model *&**YYUG behaviors and attitudes at all times.

To be an effective coach and role model, Sullivan coaches must also be thoroughly knowledgeable in their sport, capable of detailed preparation, able to motivate athletes, able to make adjustments during competition, and work effectively under the authority of the Athletic Director and Sullivan Administration. Our coaches' 2 main goals are Athletes First, Winning Second, and Double Goal Coaching.

Duties as a Coach:

1. Communicate clearly with athletes and parents.
2. Present all families with accurate game schedules.
3. Create regular practice schedules.
4. Customize the athletic code of conduct to fit the needs of their respective sports and explain the consequences of violating the code at the beginning of each season.
5. Exercise good sportsmanship and refrain from any activity that could be considered bullying, harassment, hazing, and/or intimidation

Handling Problems/Solving Disputes:

All disputes at Sullivan High School, including those related to athletic matters, should be handled by the Head Coach first and if not resolved brought to the Athletic Director. (e.g., student-athlete should talk to the coach at an appropriate time before parental involvement and before going directly to the Athletic Director.)

Pre-Season Parent Meetings:

All parents of student-athletes are required to attend a pre-season meeting with the coaching staff of that sport. The meeting shall be held before the first contest. Parents will be informed of all rules for their sport as well as the rules of Sullivan High School, CPS, and the IHSA.

Procedure Before First Practice:

Coaches must ensure that before practice begins:

- Every student-athlete has completed the following forms: Physical Form, and Emergency Notification Form.
- Have a practice plan and schedule for the team(What happens in practice).
An emergency practice plan
- Every student-athlete is scholastically eligible as verified by the Athletic Director.
Student-athletes are made aware of weekly grade checks.
- Practice times and locations are discussed with the Athletic Director.
- A current roster is to be submitted to the Athletic Director.
- Create a Sports Emergency Management Team

Procedure Before First Contest Things to do:

Ensure that each student-athlete has submitted the following signed form:

- Student-Athlete/Parent Consent. Signing of the handbook is required before the first practice.
- Issue uniforms and equipment and keep records of all assigned equipment.
- Submit a preliminary and final roster before the first contest to Athletic Director.
- Make sure all emergency forms and GO Kit are in your possession.
- The Coaches have completed all certifications required by CPS and the IHSA.

Procedure After Season is Over

- All Head Coaches are accountable for all equipment inventories, including freshman and JV equipment.
- Evaluation of all Head Varsity Coaches will be done by the Athletic Director
- Begin scheduling contests for next year if possible.
- All Coaches are responsible for working with the athletic director for scheduling their practice games and scrimmages. The complete schedule (including scrimmages) must be approved by the Athletic Director before it is final. The schedule should indicate the date, time, opponent, location, and bus time departure.