Athletics Handbook for Coaches
2019-2020
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The Hamlin School Mission Statement
The Hamlin School educates girls to meet the challenges of their time and inspires them to become extraordinary thinkers and innovators, courageous leaders, and women of integrity.

The Hamlin Creed
Compassion
Courage
Honesty
Respect
Responsibility

Athletics Program Vision Statement
Hamlin aspires to be an outstanding educational institution that champions the merits of athletics and provides a high-quality experience to every athlete and coach. A high-quality experience is one in which every player:

- Has FUN playing the game
- Feels she is an important part of the team, regardless of individual or collective performance
- Learns “life lessons” that have value beyond the playing field
- Develops and learns as an athlete, as evidenced by a deepened understanding of the skills, tactics, and strategies of the game

Athletics Program Philosophy
The philosophy of Hamlin’s athletics program is to provide an inclusive and robust program that focuses on integrity, hard work, and “honoring the game.” The program is designed to help girls gain confidence and develop their self-esteem and leadership skills while also learning the value of good sportswomanship and the meaning of teamwork. Our athletes recognize that mistakes are an inevitable and important part of the learning process and that the key to success is being able to rebound from mistakes with renewed determination. We want Hamlin athletes to look forward to playing a competitive opponent because of the level of excellence required to rise to the challenge. Hamlin Lions will win with class, lose with pride, and be supported by parents, coaches and peers. Our athletes will know that those watching are proud of them regardless of the outcome because they played with heart, intensity, and honored the game.

At Hamlin, we believe in inclusion, which means there is a place for every type of athlete: beginners who are looking to have fun and explore something new as well as more experienced athletes who want to compete with vigor. While the levels of commitment and competition are greatest at the varsity level, all Hamlin coaches are united in their quest to
inspire their players to take ownership of their personal goals and level of improvement while having fun and enjoying the experience of playing on a Hamlin team.

**Expectations of Coaches**

**Supervision of athletes before, during, and after games and practices**

- If your players are there, you need to be there. Players should take no action as a team, such as pre-game warmups or shooting at half-time, unless their coach is present. If you are not there, you and the school may be at risk for liability.
- You must be immediately accessible at all aspects of practice and have emergency policies and facility rules and regulations established.
- Do not leave the building or field until the last student from your group has left. If emergencies arise, see that someone assumes your responsibility. If you are going to be the only Hamlin employee at a contest, speak with the Director of Athletics in advance and arrange a procedure for emergencies, such as appointing a parent as an "on duty" assistant if problems arise.
- Coaches must ensure that every player is accompanied by a parent/guardian before leaving any off-campus practice, away, or home games.
- After a match, the coach is responsible for ensuring that all athletes, parents, and spectators have left the building before s/he leaves; this includes locker rooms and restrooms at away locations.

**Safety of the Environment**

- Ensure that the facility which you utilize for practice and games is both clean and safe from hazards.
- Ensure that storage areas are locked and all lights are out if you are the last coach to leave. Do not assume that someone else will close the facility.
- **Match or equate athletes in all drills:** Safety in contact sports is the primary concern, and self-esteem and conducting a meaningful drill are also important considerations.
- Coaches must carry their coaches' binder at all times. This binder should contain: emergency records; parent contact list; faculty emergency contact information; roster with uniform numbers; accident forms; student accident claim form; Hamlin Athletics philosophy; coach handbook; and team schedule.

**Equipment - Facility and Uniform**

- Properly store equipment in designated areas after practice and games. (i.e. ball carts, volleyball standards, etc.)
- Ensure all equipment that is taken off campus is labeled and accounted for before returning to Hamlin.
- Coaches should make a visual and/or physical sweep of the practice/game area for any
items left behind by the players and should secure them in a safe location (PE office).

**Daily and Season Planning**

- Coaches should come to every practice with a written practice plan that highlights their daily goals and how to achieve them. It is crucial that the plan for each practice session, and the basic skill reviewed or introduced, fits within the context of a final goal or objective, be it for a particular practice session, match, or season.
- For all practices and games, coaches must lead their team through warm-up activities (these may also be led by team captains or other coach-appointed individuals). Activities should appropriately match the sport and the physical activities planned for the day.
- Evaluate athletes' preseason skills, knowledge, and physical condition.
- Make daily and seasonal practice plans, and keep records of these plans.
- Tasks should be presented to athletes in a clear manner in which the directives are easy to comprehend and follow.
- While coaches should work diligently to develop their players’ athletic abilities and skills to their fullest potential, they should also strive to make the experience positive and productive for each athlete.
- Coaches will attend a preseason meeting with the Director of Athletics and peer coaches to discuss the upcoming season, schedule, rule changes, expectations, etc.

**Essential Practice Components**

- Set-up and take-down of all equipment is the responsibility of the coaches. The Director of Athletics will assist when possible, but s/he will not be available for all practices.
- Coaches will take attendance through InstaTeam at the start of each practice session and make note of any athletes who are absent. Unexcused absences should be communicated with the Director of Athletics immediately.
- Coaches should provide the team with a brief summary of the day’s activities, the coach’s expectations, and overall goals for the practice.
- After warm-up, coaches are advised to begin each practice with basic skill reviews and drill routines. After such review, the team may transition into more complicated drill work or scrimmages.
- All practices should end with a team meeting in order to critique the practice and to reflect on the achievements of the day. Goals should be set for future practices and for upcoming contests. Coaches should make any team-related announcements or distribute handouts before the team is dismissed.

**Essential Game Day Components**
Coaches will call the team together prior to the start of the contest to announce the starting lineup, clarify game strategy, and to set the mood for the contest (i.e. boost morale).

JV, Varsity, and Grade 6 coaches will have each player contribute on the floor/field; while even playing time is not required for all players, all players must play (playing time during playoffs will be at the coach’s discretion). Grades 5 coaches will manage the game in order to distribute close to equal playing time as best they can.

At the conclusion of each contest (regardless of the outcome), the coach will lead the team through a cheer for their opponent. The players and coach will then line up to shake hands with the opposing team. Good sportswomanship should be modeled and enforced at all times.

Coaches should hold a brief team meeting (after shaking hands with the opposing team) to point out highlights of the game, make announcements about the next game/practice, and remind players about proper checkout procedures.

Dismissal Procedures

All athletes will be dismissed to their parents/guardians either on Broadway or directly from the practice/game venue. Players MUST tell their coaches when and with whom they are leaving.

Dismissal will be done from Broadway. If a player is not picked up from a home practice or game, you must sign them into After3.

Parents of Middle School students must specifically allow permission to walk home on the Family Emergency Card Form provided online.

After an off-campus contest, coaches follow the dismissal procedures for all away games, ensuring that carpool drivers are responsible for the players that they drove to the game have been picked up before leaving.

Role Modeling and Coach’s Behavior

Coaches serve as leaders, mentors, and advocates for their athletes. Coaches are expected to maintain appropriate professional boundaries with athletes, parents, and other members of the school community.

A coach’s priority is to instruct his or her players and to be there for them when players need assistance or guidance.

It is essential that the coach establishes discipline firmly, quickly, and with care and consistency (avoid “favorites”).

Coaches should avoid physical contact that could be interpreted by an adolescent as inappropriate (i.e. slaps on the backside, hugs, etc).

NEVER use profanity or belittle an athlete’s efforts.

The use of any tobacco products is strictly prohibited.
● Coaches will be prompt in their arrival to both practices and games and will be prepared to take to the field or court at the appointed start time for such events.

● Online communications with students is explicitly limited to email/Instateam messaging for the sole purpose of team/schedule updates. Facebook, Instagram, Snapchat, and any other form of online communication other than Instateam with students is strictly prohibited.

● Coaches should not disclose any information about Hamlin students or their families on any personal social media pages or other personal sites, please refrain from using family or student names, photos or videos where a student is identifiable, or photos or videos of student work where names are visible.

Goal Setting and Leadership
● Coaches will assist players in setting reasonable, achievable personal and team goals while reinforcing the path to reach those goals through daily practice and long-term vision.

● Leadership opportunities should be stressed and provided. Keep in mind that leadership is a skill that needs to be taught and modeled. The best athlete is not always the best leader. An effective coach is aware of leadership opportunities and should be able to rotate players in and out of those roles throughout the season.

Communication
● Coaches need to review their respective master calendar in order to cross-check sport schedule and personal or professional conflicts.

● If you are a faculty member and have an away game scheduled, please notify the Director of Athletics and your Division Head to inform them of your need for coverage for a class. Please do this at the beginning of the season to ensure that coverage will be available.

● Any scheduling changes/issues must be discussed with the Director of Athletics.

● Email/text all contest results to the Director of Athletics within 24 hours.

● Coaches should create open lines of communication with the parents of their athletes. Email and Instateam messaging is best for announcements and general reminders. Any emails to parents (from the coach) should be copied to the Director of Athletics as well.

● Use face-to-face communication for any issue that requires substantive or delicate discussion.

● If a practice or game must be cancelled, the Director of Athletics will notify all parties involved by 1:00 p.m. (or earlier on the day of) with further instructions.

● Excused absences MUST be communicated to the coach within the first two weeks of the season. After this date, any missed days will be considered unexcused unless
approved by the Director of Athletics.

- If a player has two unexcused absences, the player will be called into a meeting with the Director of Athletics and Division Head.
- In-game playing time may be affected by amount of practice time missed (at all levels).
- Coaches must utilize InstaTeam for communication involving games, practices, and changes to the schedule. If a coach is not familiar with InstaTeam, s/he will be provided a tutorial on how to use it.

Dress Code

- Coaches are expected to dress appropriately for practice, i.e. athletic attire only. Jeans, dress clothes, dress shoes, etc. are not acceptable. Weather considerations will apply.
- Polo shirts or t-shirts will be provided for each coach. You are expected to wear them for all home and away games with appropriate pants or shorts.

Transportation

- The coach must have a record of those individuals providing transportation for players, their cell phone number(s), and whom they will be transporting.
- Coaches may not provide transportation for individual students to or from athletic events unless in an emergency or agreed upon by the parents and Director of Athletics.
- In the case that the team as a whole is being transported by bus, the coach must take attendance prior to departing campus.
- The coach is responsible for getting themselves to practices and games, and can join parent carpool for away games if necessary.

Discipline

- All Hamlin School student-athletes are expected and bound by The Hamlin School Athletics Code of Conduct to be courteous and cooperative with all coaches, program administrators, officials, and opposing players/spectators. The coach and/or Director of Athletics will reprimand any athlete who demonstrates disrespect to any coach. Continued disrespect will result in permanent removal from the team.
- Any execution of disciplinary measures should be done so quickly and consistently.
- The severity of discipline should match the severity of the infraction.
- Coaches may use their own discretion for minor infractions during the course of a practice or game.
- Serious infractions may result in a player being removed from the playing field and/or placed on probation for a period of time determined by the coach, Director of Athletics, and Division Head.
- All serious infractions must be reported to the Director of Athletics immediately.
Injuries and Accidents to Athletes
- Administer basic first aid concerning primary and secondary evaluations of injuries.
- Complete and submit a written accident report to the Director of Athletics for all injuries. This must be done immediately to ensure that any claim made on the school’s policy can be met.
- Coaches must report all injuries to the parents directly after the practice or game in which the injury occurred.
- If the injury is severe enough to warrant a doctor’s visit, the coach must supply the player with a “Student Accident Claim.” This envelope will be located in the coach’s binder.
- A first aid kit/backpack will be issued to each coach at the start of the season. It is the coach’s responsibility to ensure the pack is fully stocked and accessible at all times, home and away. If supplies were used, contact the Director of Athletics to receive additional supplies.

Coaches Injured on the Job
- If an employee is injured on or off campus, the Business Office, along with the injured employee, will complete and submit a worker’s compensation claim form and ensure that the accident is posted on the school’s OSHA log of workplace injuries.

Team Photos
- An Athletics Picture Day will be scheduled within the first two weeks of the season. Coaches must remind players of this date and to bring their uniforms. Coaches are expected to wear their Hamlin-issued gear. We try to schedule these on the first game day.
- Parent or student photographers will be in charge of taking pictures during at least two games. These photos will be uploaded onto a Hamlin photo-sharing site.
- Please refrain from taking photos of the girls as there are some that are on our no-photo list. If you have photos, please send to the Director of Athletics. On any personal social media pages or other personal sites, please refrain from using family or student names, photos or videos where a student is identifiable, or photos or videos of student work where names are visible.

Daily Required Materials for Coaches
- Team binder (team roster, parent contact information including phone number and email, emergency medical information)
- First aid kit
- Items and equipment needed for practice and/or games (balls, cones, practice jerseys, etc.)
• **Cell phone** (*This is a requirement for games. If a coach does not own a personal cell phone, another contact person must be appointed and present in the case of emergency*).

**End-of-Season Celebrations & Annual Athletics Celebration**

• Coaches will prepare for end-of-season team celebrations by identifying several “highlights” for each player and will be prepared to deliver those comments to players. They will also nominate girls for the following awards: Most Improved, Athletic Creed, and PHD (Pride, Hustle, Determination).

• Celebration will be “potluck” style at which parents and coaches will both bring food items to contribute.

• Certificates will be printed by the Director of Athletics, signed by coaches, and distributed during the ceremony.

• Varsity and JV letters will be awarded along with certificates.

• There will also be an Athletics Celebration at the end of the school year. We ask that all coaches from each season, come back and attend and present their team awards.

**Clearances and Certifications**

All certifications and clearances are fully reimbursable by The Hamlin School. A business reimbursement form with receipts must be filled out and submitted to the Director of Athletics.

• LiveScan Fingerprint clearance

• CPR Certification

• First Aid Certification

• TB documentation

• PCA Double-Goal Coach Workshop

• Concussion Certification

**Stipends**

• Coaches will be given a contract at the beginning of every season outlining the dates which they are coaching and the stipend amount.

• The stipend will be paid out incrementally every two weeks of the season.

• Paychecks are sent via mail (for non-Hamlin faculty) to the address we have on file every two weeks. You may also sign up for direct deposit. Hamlin faculty will be paid the same way you receive your normal pay.
Athletics Program Offerings

**Fall:**
- Varsity Cross Country - Grades 6-8
- Varsity Volleyball - Grades 6-8
- Junior Varsity Volleyball - Grades 6-8
- Grade 6 Volleyball
- Grade 5 Volleyball
- Running Club - Grades 5-8

**Winter:**
- Varsity Basketball - Grades 6-8
- Junior Varsity Basketball - Grades 6-8
- Grade 6 Basketball
- Grade 5 Soccer
- Running Club - Grades 5-8

**Spring:**
- Varsity Soccer - Grades 6-8
- Junior Varsity Soccer - Grades 6-8 (if participation numbers are high enough to warrant)
- Grade 6 Soccer
- Track and Field
- Grade 5 Basketball
- Running Club - Grades 5-8

**Participation Expectations**
The Hamlin School guarantees all athletes the opportunity to participate. **Playing time at the Varsity, Junior Varsity, and Grade 6 levels will be based on ability and effort (coach’s discretion); however, every athlete must compete in games. Playing time during playoffs is at the coach’s discretion.**

Regarding Grade 5 sports, all athletes are expected to have **nearly equal playing time** during the season. The message that we are sending to parents is that at this level, **participation and learning the game are more important than winning or losing.** Therefore, coaches need to be creative about how to manage this situation to suit both the needs of the individual and the team.

**The Hamlin School Sportswomanship Guidelines**
Athletes, coaches, and spectators are to keep in mind that the highly excitable atmosphere of a game can never justify rudeness or excessive complaints about officiating. It is the duty of
the coach to speak with officials about unclear or questionable calls in a respectful manner. Players are not to become embroiled in disagreements with either officials or opponents. Spectators are reminded that excessive badgering of an official is a self-defeating activity. It is likewise unbecoming for teams to blame lack of success on the poor performance of an official. Well-mannered teams, coaches, and fans need not be associated with a lack of competitive spirit nor a lack of enthusiasm. Honest, hard play coupled with strong support from the stands, is the trademark of The Hamlin School. Poor sportswomanship, on the other hand, discredits the individual, the team, and the school. Such actions may lead to a player or fan being removed from the game and/or a team.

The following guidelines regarding sportswomanship are an excerpt from the National Interscholastic Athletic Administrators Association and reflect the ethos of the Hamlin program. We believe that these ideas are pertinent to athletes and spectators and provide a broader view of sportswomanship.

COACH

- Exemplify the highest moral character, behavior, leadership, and ethical standards. Practicing good citizenship is practicing good sporting behavior!
- Respect the integrity and personality of the individual athlete.
- Set a good example for players and spectators to follow – please refrain from arguments in front of players and spectators. Limit interactions with officials to those related to rule applications. Do not argue officials' judgments.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote athletics and the student-athlete. Treating them with respect, even if you disagree with their judgment, will make a positive impression of you and your team in the eyes of all people at the event.
- Instruct participants and spectators about proper sporting behavior responsibilities, and demand that they make sporting behavior the number one priority.
- Develop a program that rewards participants and spectators for displaying proper sporting behavior and enforces penalties on those who do not abide by sporting behavior standards.

Proper Contact with Coach
If a player has a question or concern to discuss with her coach, the player must schedule a time before or after practice. During practice or immediately after a game is not an appropriate time. If that meeting has not answered the question or satisfied the concern, an additional meeting will be made between the player’s parent and the coach at the appropriate time and place. Coaches have professional and personal schedules, and it is unfair to assume they are available after practice without contacting them ahead of time. If a parent would like
to schedule a meeting with a coach, it must be done in advance. If this meeting does not resolve the issue, the Director of Athletics will schedule a meeting with the parent, player, and possibly the coach.
Communication Protocol:

**FIRST** - Player and Coach

**SECOND** - Coach and Parent

**LAST** - Parent, Player, and Director of Athletics

**Emergency Procedures**

Please refer to Appendix A for Emergency Procedures

**Important Contact Information**

Director of Athletics                      Front Desk Assistants
Charlee Jones                             Stanwood Hall Reception: 415.922.0300
Cell: 415.370.4684                         Middle School Admin Assistant: 415.674.5460

Middle School Division Head
Kelsey Twist Schroeder, Ed.D.
Office: 415.674.5472
Cell: 410.404.3386

Director of Operations: Willow Hagge
Associate Director of Extended Day and Co-Curricular Programs: Lauren Dyer
Office: 415.674.5410
Appendix A.

AFTER SCHOOL EMERGENCY GUIDELINES
In the event of an emergency, please do your best to remain calm. Listen to your instincts. If something does not seem quite right to you, and/or if a person’s behavior seems suspicious or peculiar, please share your observations with another Hamlin employee.

Children are your first priority. Never abandon children nor leave your responsibility / campus without letting another adult know. Students may not be left alone in a classroom under any circumstances, if you need assistance in your classroom please call Hub and ask for help. You can also send two students together to get help.

FIRE - Fire pulls, fire extinguishers, and fire alarm indicators are located on every floor and marked on the emergency route maps. In the event of a fire, a loud siren and flashing strobe lights indicate the alarm. Have the students line up and exit the building from the nearest exit. Never walk in front of a burning building or a building that has the fire alarm sounding. Go to the nearest fire corner, and wait for emergency services.

EARTHQUAKE - In the event of an earthquake, duck and cover underneath a desk, table, or other stable object. Do not try to move around (walk or run) during an earthquake, as you will risk injury to yourself and/or others. Once the initial earthquake has ended, remember that there might be after-shocks. A school official will determine action steps for the community, depending on the severity of the earthquake. Any direction will be provided over the public address system.

LOCKDOWN - In the event of a man-made disaster (for example, an active shooter on campus, or act of terrorism) the school’s will lockdown. Sweep the hallway outside your class for any students, then lock your door, turn off lights, silence cell phones, pull down shades and sit quietly with students until the drill is announced to be over.

MEDICAL SUPPLIES - There are emergency medical supplies located at each receptionist’s desk, and the receptionists can also serve as an excellent resource to you at any time. The McKinne desk closes at 3:30, after 3:30 you must go to the Stanwood reception area. Each classroom has a red backpack with medical supplies. Please fill out an accident report and notify your supervisor for any injuries.

AED’s - There are four Automatic External Defibrillators (AED’s) located on the Hamlin campus: the first floor of Stanwood Hall, third floor of Stanwood Hall, the third floor of McKinne Hall, and the first floor of McKinne Hall. Each AED is clearly marked and fully automated. If you are familiar with AED procedures, these machines will be straightforward to use.

911 - If you believe you need to call 911 for an emergency, please call. When calling 911, take a deep breath and begin to collect the information you are going to be asked once the line is answered: your name, the reason for your call, your location, any details about the person
needing assistance (gender, approximate age, symptoms, any known allergies) and be sure to look for a medical identification bracelet or necklace on anyone who is in need of assistance. Please let the receptionist know as soon as possible after you have called 911.

ALLERGIES - There are numerous children and adults on campus with severe allergies. Epi-Pens are kept in top drawer of the credenza of the East Dining Room and each has the individual’s name and picture on the medication. There are also “unassigned” EpiPens for use if necessary.

MEDIA - In the event of a campus-wide emergency, no person shall speak to the media on behalf of the school other than the Head of School or Director of Finance and Operations. If you are asked a question by the media about something related to Hamlin, please direct the inquiry to the School administrators.

OFF CAMPUS EMERGENCIES - Stay calm, your first priority is keeping the children safe. Use your best judgement for how to do so. Once you and the students are in a safe place start calling for help to the administrators listed below. You may be dismissing students to their parents from the off campus site, you must stay with the students until they have all been reunited with their families, and/or return students to an administrator on campus.

IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Stanwood (Broadway Street) Front Desk:</td>
<td>415.674.5402</td>
</tr>
<tr>
<td>Athletics Office</td>
<td>415.674.5448</td>
</tr>
<tr>
<td>Hub Office</td>
<td>415.674.5410</td>
</tr>
<tr>
<td>Charlee Jones, Director of Athletics</td>
<td>415.370.4684</td>
</tr>
<tr>
<td>Willow Hagge, Director of Operations</td>
<td>718.801.0763</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>415.674.5417</td>
</tr>
<tr>
<td>Wanda M. Holland Greene, Head of School</td>
<td>617.699.9304</td>
</tr>
<tr>
<td>Bob Podesta, Facilities Manager</td>
<td>415.259.1048</td>
</tr>
<tr>
<td>Beth Brizendine Hall, LS Division Head</td>
<td>415.674.5401</td>
</tr>
<tr>
<td>Kelsey Twist Schroeder, Ed.D., MS Division Head</td>
<td>410.404.3386</td>
</tr>
<tr>
<td>Lauren Dyer, Associate Director of Extended Day Programs</td>
<td>415.948.5402</td>
</tr>
</tbody>
</table>

School address: 2120 Broadway, San Francisco 94115 (Cross streets Buchanan / Webster)
If using a school phone to call off-campus, you must dial a “9” before dialing the number.