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**Mentoring and
Evaluating Coaches**



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Where to Start

- 1. Who will the mentor be?**
 - A. Athletic Director
 - B. Head Coach from another sport
 - C. Head Coach for Assistant Coach
- 2. Experience of Mentor**
 - A. First time mentoring
 - B. Played sports
 - C. Was a Head Coach
 - D. Was a Coach
- 3. Role of Athletic Director**



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Type of New Coach

- 1. First Time Coach**
 - A. Knowledge of Sport
 - B. Ever Played the Sport
 - C. Other
- 2. First Time Coach at your School**
 - A. Experience
 - B. Head Coach or Assistant
 - C. Other
- 3. First Time Head Coach**
 - A. From your Staff
 - B. From another School
 - C. Previous Experience



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What They Need to Know



- 1. Policies**
 - A. School
 - B. Athletic
 - C. State Association
- 2. Communication**
 - A. Administration
 - B. Athletic Director
 - C. Staff / School
 - D. Booster Club
 - E. Parents
 - F. Athletes
 - G. Community



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What They Need to Know


- 3. Coaching Style**
- 4. Pressure's**
- 5. Coaching Pitfalls**
 - A. Lack of Supervision
 - B. Money Management
 - C. Language
 - D. Press
 - E. Behavior / Ethics
 - F. Social Media
 - G. Community Involvement / Service



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Athletic Director Mistakes

1. Making coach in your image
2. Not spending quality time with them
3. Assuming they know what you mean
4. Not backing them
5. Not giving them freedom
6. Not making them feel part of the coaching staff
7. Overloading them



RESPONSIBILITIES OF ALL COACHES

1. Coaches should always be at the school before the athletes arrive and the **last ones to leave the building**. At no time should athletes still be on school grounds when you leave. This includes practices, games home or away. (See Coaches' Supervision Responsibilities)
2. Coaches should practice every weekday their sport is in season unless they have conferred with Athletic Director about the decision not to practice. All teams will be given a practice location. **Athletes should be never more dedicated than the coach.**
3. Coaches shall never let an athlete practice or participate in a contest when the athlete is suspended from school. Ineligible athletes may practice but cannot compete in contests.
4. Coaches should always use appropriate behavior when questioning an official's decision. Use the rating sheets. **"Image is Everything"**
5. **Mascoutah District #19 coaches will not be allowed to use inappropriate language.** If athletes are expected to follow a student behavior code that addresses profanity then coaches should also control their language. Any athlete that is ejected from a contest for profanity will also be suspended according to the student handbook.
6. **Coaches are required to notify the Principal and the Athletic Director the morning immediately following a contest if any coach or athlete was ejected from a contest for unsportsmanlike conduct.**
7. **Head coaches are expected to attend rule's interpretation meetings and all-conference meeting for their sport.** If head coach is unavailable he must find a member of the staff to take his place and this must be cleared with the Athletic Director. Failure to attend rule's meeting could result in team dismissal from the state series.
8. Coaches are responsible for the conduct of their teams at all games and on the bus. Require the athletes to dress as gentlemen and ladies. Neatness is what we are striving to achieve. Remember, your athletes are a reflection of you and the school.
9. Insist that the bus leave at departure time, do not "baby" your athletes by waiting for one unless tardiness has been previously approved.
10. Coaches will strive to minimize health and safety risks to athletes, maintain ethical standards, and reduce liability risks. Coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance enhancing purposes.
11. Coaches are not allowed to give out phone numbers or addresses of their athletes. Have coaches contact you or send information to the school.
12. Coaches should keep an accurate attendance record of all athletes during their sport season. This could prove useful if called into question by someone.

13. At **NO** time is a coach to send an athlete or athletes to the weight room unsupervised (Nor should the coach ever leave the weight room unsupervised.) Have athletes pick up after themselves when done lifting. (Rack weights)

14. Athletes are not allowed in training room unsupervised. (See training room operation under Athletic Injury Procedures)

15. Coaches are responsible for the conduct of their athletes in the locker room before and after practices or games. When you are the visiting team, have athletes leave locker room that you use in the same condition as they found it. Locker room doors should be locked when not be used by athletes to prevent theft and vandalism. (See coaches Supervision)

16. Whenever possible Head Coaches shall visit a practice session of their assistant coaches and assistants shall visit the varsity practice session.

17. Coaches not on teaching staff are expected to turn in any issued keys at the end of your season.

18. Doors should not be blocked open to allow athletes to enter. Set a starting time, let them in and lock door or assign an assistant to watch door until practice starts.

19. Coaches are expected to follow certain guidelines when it is necessary to make team cuts. **(Please refer to the try out policy.)**

20. Coaches are expected to follow the attendance policy that, five full periods of attendance by the athlete is needed or they will not be allowed at practice or at the game. Questions concerning if an athlete can attend a practice or a game should be directed to Athletic Director.

21. Coaches are expected to follow the transportation policy for athletes. (See Transportation Policy)

22. At no time will coaches condone or allow any type of **HAZING** to a member of their team by fellow teammates.

23. Coaches are not allowed to use any form of tobacco on school property or in the presence of their athletes. This would include chewing in coaches office or at practice. This will be dealt with very harshly if you are caught.

24. Coaches are reminded that they should treat members of the press and media cordially, and use good judgment when answering questions. **Be very careful criticizing your players - remember there is no thing as off the record.** To be humble in victory is always a good policy.

25. **NO SURPRISES!** Keep the Athletic Director and Principals informed if problems with parents, players, an injury, official, fans, changes in schedules and anything else of concern. It is hard to help and defend when we do not have any knowledge of the problem.

COACHES CONDUCT

Mascoutah School District 19 has a long-standing tradition of ethical conduct and sportsmanship on the part of both the athletes and the coaches. As coaches, it is our responsibility to help adolescents develop into responsible adults. The actions of our coaches must be consistent with expectations that we have for the student athletes. Coaches are expected to demonstrate behaviors and actions that reflect positively on our programs, our schools and our district. We believe that coaching is teaching and see no place for disruptive unprofessional language or conduct.

The following behaviors are not appropriate for any coach of Mascoutah School District 19:

- 1. Foul or abusive language**
- 2. Physical contact or any other contact with athletes (members of the same or opposite gender) that could be misconstrued by the public**
- 3. Any behavior deemed to be of unethical standards**
- 4. Disrespect for authority, other coaches, officials, athletes or parents**

CONDUCT DURING ATHLETIC CONTESTS

All District 19 coaches are expected to promote a positive image and to keep athletic contest in proper perspective. Fan attention should be focused upon a contest of skilled athletes – not on a coach's conduct. The actions of the coaches should demonstrate to the fans of both teams that coaches and players are not adversaries, but competitors during the contest.

Coaches behavior deemed not appropriate will be dealt with. Any coach ejected from a contest for unsportsmanlike shall be ineligible for the next interscholastic contest at that level of competition and all other interscholastic contest at any level in the interim, in addition to other penalties the IHSA or the school may assess. (IHSA Penalty By-Law 6.012) The athletic director needs to be made aware of any ejections by either a coach or an athlete.

EFFECTIVE COMMUNICATION

ARE YOU A GOOD COMMUNICATOR?

1. LISTEN FIRST

You need to listen to everything that is being said, even if you do not agree. Maintain eye contact and don't jump in before the person is done. When they are done repeat back what you feel were the critical points that they were trying to convey.

2. ASK QUESTIONS

Ask some in depth follow up questions. If you don't ask you may never know if you are really getting to the heart of the matter.

3. MEETING TIME

Pay careful attention to the timing of the meeting. You want to set up a time that would maximize the effectiveness of the meeting.

4. MEETING PLACE

You want a place that will put the other person at ease and comfortable. A neutral place is a good choice and can start the meeting on a different note. You do not want them on edge before you even start the meeting.

5. PREPARATION

Have your facts in order – why they were cut, why they are not playing and so on. Think of what questions or criticisms are going to be asked beforehand, so that you are able to answer them in a professional manner.

6. DO NOT PUT IT OFF

They are waiting to hear from you. If you put it off, that just makes things fester. Even if they never come to agree with you, you'll gain their respect by being as forthcoming as possible.

ABC

First you **Acknowledge** their opinion without agreeing to it, next you **Bridge** to your point of view, and lastly you **Concisely** state your point of view.

TALKING TIPS FOR COACHES

- Try not to speak with parents about a problem immediately after practice, or especially after a contest. Instead ask the parent to meet with you at a later time when you can focus on their concerns.
- Respond as quickly as your schedule permits. Allowing a parental concern to simmer is not a good for either party.
- When meeting with a parent try to have another member of the coaching staff present as a witness. Make sure that the athlete is involved in the meeting.
- Remember that you are a professional and should act accordingly.
- Listen more than you speak.
- Keep in mind that parents often just want to get things off their chest. Offering an empathetic ear is important.
- Always remain calm and diffuse the situation whenever possible.
- Avoid communication through voice of e-mail messages as much as possible. This just prolongs the issue and frustrates all parties.
- Document all communication with parents regarding the situation and keep Athletic Director and Principal informed.
- Never go into a parent meeting expecting a battle. Unless you go in with an open mind, little will be accomplished.
- Do not allow the parent to get emotional during the meeting. If matter cannot be discussed in a civil manner, then the meeting should be postponed until it can.

WHAT PARENTS SHOULD EXPECT FROM A COACH

What can parents expect from a coach? Can they expect assurances of playing time, or being a starter? Can they expect special treatment or their child playing in a certain position? No, they cannot!

There are several things they should be able to expect from a coach.

1. **Support for and the belief that academics is the No.1 priority for all student-athletes must be stressed.** Classroom success has to be more important than any victory. Coaches should encourage athletes to study and work hard in the classroom. This is a very important responsibility for a high school coach.
2. **That all players will be treated fairly and consistently.** Team rules apply to all the members of the team. Starters or outstanding athletes should not be treated any different than substitutes.
3. **That the coach will have a passion for the sport.** A coach's vibrant love for the sport needs to be shared with the team. Every coach is expected to work hard at coaching his or her sport. One cannot simply put in the time at practice sessions and look for any reason or opportunity to cancel it. Merely sitting on the bench and being paid is not enough.
4. **Coaches should be role models for their athletes.** Sportsmanship, honesty, and conducting one's self with the highest degree of ethics has to be the expected standard. Players have a great tendency to follow or reflect the approach of the coach.
5. **Communication.** You cannot simply put the information out there; it also has to be received. A coach has to effectively communicate his rules, strategy, style of play, and other aspects of his or her sport. Communication is a continual effort with several different methods necessary, to be successful.
6. **A positive approach is a better alternative.** There are times when yelling at a team or player is or may be required. In coaching, you certainly have to correct mistakes and you should not lower your standards. Positive reinforcement should be the preferred technique of coaching.
7. **Expertise and providing sound instruction in fundamentals are required.** Coaches need to stay current with new strategies and techniques in his or her sport. To accomplish this goal, it is necessary to attend clinics, watch videos, and read books or magazines related to your sport.
8. **Willing and able to listen to parent concerns.** Parents usually will have a biased point of view, but is important for a coach to listen to their concerns. Agreement between a parent and a coach may not occur; however being professional, receptive, and making the attempt to listen and to understand is necessary.

PRESEASON ATHLETE/PARENT MEETING

We will hold a preseason parent/athlete meeting to discuss information concerning athletics. The reason for this meeting is to open a line of communication between all parties involved in Mascoutah Athletics. Below are the items that you are expected to cover in your meeting with the athlete and parents:

1. **PRACTICE SCHEDULE:**
 - a. Make sure tryout dates are passed out to all athletes and parents. If this is a cut sport then make sure that the athletes and parents are aware of what days will be tryout days and how they will be run.
 - b. Discuss what an unexcused practice is and what is not. What are the necessary steps that need to be taken for a missed practice to be considered excused. (Should be a part of team rules)
 - c. Always add extra 10 -15 minutes to end of practice time. Parents are not upset if we let them out early, but mad if we go beyond when we say we are going to be done.
2. Training rules that are in addition to Extra-Curricular Code. I would like to see a copy of any additional rules that you plan to hand out. Need to see them before you pass them out.
3. Equipment care.
4. Payment for lost equipment.
5. Behavior expectations of athletes participating in the sport.
6. Training room services and appropriate behavior.
7. Proper use of locker room. **(No Hazing)**
8. Criteria for sports award.
9. Attendance expectations for practices and games.
10. Locker room security.
11. Possible conflicts with other school activities.
12. Philosophy of participation on levels.
13. Dress code for games and matches. Expectations are no jeans and a collared shirt.

We have nothing to hide; we are good people doing a good job for kids. Just remember to treat your athletes as you would want your son or daughter treated and you will make appropriate decisions.