

# WESTERN BRANCH MIDDLE SCHOOL ATHLETIC HANDBOOK

## 2022-2023



# Western Branch Middle School Sports

	<u>Boys</u>	<u>Girls</u>
<b>Fall</b>	Football	Softball Cheerleading
<b>Winter</b>	Basketball Wrestling	Basketball Cheerleading
<b>Spring</b>	Track	Track Volleyball Field Hockey

## 2022-2023 Athletic Staff

<b>Athletic Director</b>	Ray Hines
<b>Athletic Trainer</b>	Oscar Mallory
<b>Football Head Coach</b>	Brian Delbridge
<b>Assistant Football Coach</b>	Peter Ortell
<b>Softball Head Coach</b>	Spencer Folkner
<b>Cheerleading Coach</b>	Danah Artis
<b>Boys Basketball Coach</b>	Aaron Brown
<b>Girls Basketball Coach</b>	Shannon Hensley
<b>Wrestling Coach</b>	James White
<b>Girls Track Coach</b>	Shawn Blow
<b>Boys Track Coach</b>	Brian Delbridge
<b>Volleyball Coach</b>	Angelique Chapman
<b>Field Hockey Coach</b>	Riley Greenwood

## Head Coach Responsibilities

The head coach for each sport will have the following duties and responsibilities:

1. Understand and follow all rules and regulations set forth by the Chesapeake Middle School League and Western Branch Middle School
2. Attend city in-services as required by Chesapeake Public Schools.
3. Maintain a wholesome educational environment:
  - a. Provide athletic counseling so that students may meet CMSL eligibility
  - b. Monitor academic progress of all athletes.
  - c. Monitor absences of athletes.
4. Represent the school by dressing appropriately and displaying professional behavior at all times.
5. Demonstrate enthusiasm for sport and coaching responsibilities.
6. Promote a positive relationship between school and parents by attending parent meetings, award banquets, and other activities promoting interscholastic athletics.
7. Assure safety of all team members during practice sessions and games. Review inherent risk with parents and athletes. Obtain signature acknowledging risk and granting permission to participate in sports season from both athletes and parents. Maintain a list of students with inhalers, epi pens and other emergency necessities. Coaches should know where emergency support items are located AT ALL TIMES!! (practices and games)
8. Teach appropriate skills/techniques within the particular sport.
9. Monitor weather conditions
10. Meet all communicated deadlines.
11. Conduct a parent meeting to explain CMSL and team policies, practice and game schedules, safety and eligibility requirements.
12. Provide parents, athletes and athletic director with a written copy of team rules, regulations, risk statement and consequences for infractions of rules.
13. Organize and plan daily practice schedule. Provide copies to the main office and athletic director. Changes must be communicated, in email, with adequate notice to facilitate the necessary transportation changes.
14. Support the completion of the CMSL eligibility list by the following dates:

Football – September 16 <sup>th</sup>	Wrestling – November 16 <sup>th</sup>
Cheerleading – September 16 <sup>th</sup>	Track – February 2 <sup>nd</sup>
Softball – September 16 <sup>th</sup>	Volleyball – February 2 <sup>nd</sup>
Basketball – November 16 <sup>th</sup>	Field Hockey – February 2 <sup>nd</sup>
15. Inventory, issue, and maintain equipment and uniforms during the season. Collect, inventory, and repair and store equipment and uniforms upon completion of the season. Turn in completed inventory and a “wish list” for any additional equipment needed at the completion of the season to the athletic director.
16. Provide athletic director with an accurate team roster in electronic format. The list should include the athlete's full name and grade. This roster will be used for eligibility and athlete recognition. Coaches need to notify the athletic director on any changes immediately.

## **Academic Eligibility**

Eligibility will be determined according to the 2.0 policy (see [CMSL handbook](#) for complete details). In summary, athletes must have a 2.0 GPA to participate. Athletes are allowed one probationary period if their GPA falls below a 2.0, however they must attend study hall daily. Eligibility must be confirmed at the end of each marking period.

2.0 determinations dates for 2019-2020 are based on the date report cards are issued. Coaches must use the report card issue date within their season to determine eligibility. Report cards will be issued on the following dates: Nov. 8, Jan. 31, and Apr. 3. An eligibility report from IT will be generated the next school day.

## **Attendance**

Athletes must be in school for at least half a day to participate in practices or a game. Any requests for exceptions must be directed to administration.

## **Physicals/Concussion Impact Test**

All athletes MUST have a valid physical on a CMSL physical form **BEFORE** tryouts and complete Impact Testing **BEFORE** practice. No athlete can participate in ANY way without a completed physical.

Coaches must verify that the physical is complete and verify that it has doctor signature, parent signature and insurance information. If any of the above is missing the physical is invalid.

All paperwork will be stored in the main office. Coaches should turn in all physicals and paperwork as soon as they are received. DO NOT remove the binders from the office. Use the athletics spreadsheet to check paperwork. When a team is selected, coaches are to give a roster to the main office and copies of the physicals will be provided.

Coaches must keep a copy of all athletes' physicals (last page) with them at **all** practices, games and events.

## **Inhalers/Epipen**

Once a team is chose the nurse will be given a copy of the roster. She will review and notify you of the athletes who should have inhalers/epi pens with them at all times. It is your responsibility as a coach to confirm every day that they have their medical supplies with them or in your first aid kit.

## **Practice**

All coaches **must** provide the athletic directors and the main office a paper copy of the team's practice schedule by the end of tryouts. **This is extremely important**; the office must be able to provide accurate information. In addition, many people use our building so your practice space maybe given to another team/organization if the schedule on the master calendar in not accurate. Inform the office of any changes as soon as possible.

Practices can be a maximum of 5 days a week. Saturday practices are allowed, with the exception of football, but no transportation is available.

Coaches are asked to avoid practices/conditioning in July.

Any additional events must be approved by administration and the athletic director. Scheduling and organization of the event after it's approved, is the coach's responsibility. Remember due to budget constraints, transportation is extremely limited.

## **Tryouts**

Tryouts should be a minimum of 3 days, with no cuts until the end of day three.

Communication of cuts should follow the notification of team membership guidelines as determined by CMSL. Coaches should use a method of notification that best protects the potentials athletes from being negatively identified. Suggestions include individual letters or team lists using tryout numbers instead of names. Cut lists can never be posted.

No student may be permitted to join a team after two weeks from the original tryout dates, unless they are coming back from injury, becoming academically eligible, moving into WBM zone, or are granted special permission by the principal.

## **Chain of Communication**

Coaches are asked to follow a basic chain of communication when reporting problems and making requests. Parents will also be referred to this chain for assistance/questions.

**Coach**  
**Athletic Directors**  
**Grade Level Administrator (for student issues)**  
**Principal (for parent/staff issues)**  
**Student services**

## **Supervision of Team**

Locker Room—An occurrence of property destruction and abuse, theft, and rowdiness in the locker room before, during or after practice or a game reflects on the entire athletic program. Each coach is responsible for supervision of athletes in the locker room. The area should be checked to make sure all equipment has been put away, lights are turned off and doors are locked. Never leave students unsupervised in the locker room.

Gym and Weight Room—At no time may the student use the gym or weight room unsupervised.

Bus—The coach is responsible for the safe and proper behavior of his/her team on all trips and the cleanliness of the bus after use. Shoes with spikes or cleats will not be worn on the bus or in the school building. **Coaches should be at the main entrance of the building monitoring athletes as they are picked up from practices and games.**

## **Locker Rooms**

Athletes are expected to take their practice gear to the locker room directly from the bus. Athletes should be in the locker room **less than 5 minutes** and are required to be in homeroom at 8:15 a.m. Locker rooms will be locked at 8:15. Any athlete arriving after that time must find an alternative location to store their practice gear. (homeroom, coach's classroom, etc.)

All coaches are asked to stress that dawdling and socializing in the hallway are unacceptable. Athletes will lose the use of the locker room if this becomes a problem.

## **Volunteer Coaches**

Any volunteer coach must be screened by the WBM administration and CPS Human Resources. BEFORE anyone is sent through the process of applying through HR, they must meet and be approved by Dr. Mustain and the athletic directors. All head coaches who would like a volunteer coach to support their program must discuss their volunteer with an athletic director. The ADs will coordinate a meeting with the volunteer and administration. Once administration has approved the volunteer coach, they can continue with the required process through Human Resources. Remember they are not allowed to interact with the students until approval is provided by HR. This process takes time, so try to have the process started well before your season begins.

## **Reporting Athletic Injuries**

Each coach must report all injuries to the athletic trainer when he/she is available. If a trainer is not available, seek assistance from the athletic director or administration.

A description of an athlete's injuries should be sent via email/text to the nurse and athletic director. The nurse will determine if the athlete's team teachers need to be notified regarding the injury and possible academic limitations.

The coach will be responsible for notifying parents/guardians when their son/daughter has sustained an injury during practice/game. The following should occur

- a. Parents should be spoken to directly by the coach, either on the phone or in person.
- b. An accident report should be filled out and turned in to the athletic director, administration and the nurse.

A parent/guardian, coach, athletic director or administrator must accompany any student that requires ambulance transportation.

**Coaches must keep a copy of their athletes' physicals with them at all practices, games and events.**

When an athlete is injured, the person who will determine the play status will be

- a. physician
- b. athletic trainer (Kris Holbert)
- c. coach

## **Game Day Responsibilities**

Football-

- transport and set-up field gear
- provide parent volunteers to serve as chain crew for home events.

Softball-

- evaluate field condition in questionable weather
- set bases

Basketball

- set up score table and chairs
- set up chairs for home and away teams
- raise/lower baskets

## Wrestling

- set-up mats and scales for weigh-in
- set-up score table and chairs

## Volleyball

- set-up nets, score table and chairs

## Track

- bring required equipment to competition site
- prepare an assignment roster in advance

## Field Hockey

- prepare field for home events (lines, nets, etc.)

## **Money/Fundraising**

Money collection must follow all WBMS policies. See Bookkeeper with any questions.

If collecting \$5 or less from each athlete, use the central collection form. (please see bookkeeper for details and form)

If the amount being collected exceeds \$5, you must receipt each athlete.

Parents are not allowed to run “separate” fundraisers.

REMEMBER— **DO NOT KEEP MONEY.**

If a team wishes to raise funds to support the team, coaches must follow all school accounting procedures. Fundraisers must be approved by administration and reviewed in detail with the bookkeeper. Accurate inventory must be kept and available for review at any time.

## **Transportation Procedures/Activity Buses**

All transportation for events scheduled by CMSL will be requested by the Athletic Director. Forms will be provided to coaches for reviewing and verification.

To request transportation for any other events, coaches must get approval from administration and notify the athletic director. The AD will complete the form, get it signed by administration and submit it to transportation. Requests must be submitted at least 15 days prior to the event. Remember due to budget constraints, transportation is extremely limited.

Activity buses will be available AFTER tryouts. All coaches during that season must collaborate and determine a pick-up time that will accommodate all in-season teams. Coaches should be outside monitoring students as they board the buses and await parent pick-up

If practice or events are cancelled by a coach, the change must be communicated directly to the athletic directors and main office **as soon as possible**, especially if it may affect transportation issues.

Immediate transportation problems or emergencies can be communicated to transportation at 547-1617. It is also recommended that coaches save the bus drivers cell phone numbers during the season.

## **Inventory**

Athletic director will provide current inventory at the beginning of the school year. Coaches must add any new inventory ordered to the current inventory prior to the beginning of their season and submit the changes to the athletic director.

Coaches are responsible for confirming inventory and communicating any immediate needs to the athletic director as soon as possible.

Accurate records of uniforms and equipment issued is the head coach's responsibility. If inventory is missing at the end of the season, the coach is expected to be able to verify which student athletes have not returned their items. Any damaged or unreturned equipment must be reported to the athletic director.

Equipment and uniforms should be accurately inventoried and stored at the end of the season. Coaches must turn in a completed inventory and a "wish list" for any additional equipment needed within one month of the completion of the season to the athletic director.

Coaches are expected to maintain clean and organized cages (both inside and the aisles of both storage rooms). This will help when the athletic director reviews inventory and storage needs.

Old Uniforms should be stored in the labeled bins, and placed in the the storage closet. If space is too limited, discuss disposal of the items with the athletic director. If you choose to use the old uniforms during the season, they must be accurately inventoried and returned.

## **Sportsmanship Pledge**

All athletes and parents are **required** to sign the Sportsmanship Pledge prior to tryouts.

Confirm each athlete on your team has a form on file in the main office.

## **Removal from team**

If an athlete is asked to leave a team, the head coach is responsible for proper documentation. The documentation should explain what infractions occurred and provide evidence of communication with parents, athletic director and administration.

All team members are expected to behave appropriately during school hours, practices and meets. Any team member receiving ISS will receive a warning. A second occurrence of ISS will result in suspension from the NEXT game/match. Any team member receiving a third occurrence of ISS will be immediately dismissed from the team.

If an athlete receives OSS, they will be suspended from the NEXT game/match. A second occurrence of OSS will result in immediate removal from the team. Once a team member has been dismissed, they must return all uniform pieces and will not receive a certificate of participation at the Sports Awards Ceremony.

## **End of the Season**

Coaches are expected to return all keys, equipment and their binder along with a completed wish list and inventory within two weeks of their season's end.