



## CHRISTIAN HIGH SCHOOL ATHLETIC DEPARTMENT HEAD COACH GUIDELINES

- ALL purchases **MUST** be approved by the Athletic Department. Purchase Orders and Check Requests must be turned in before **Friday by 2:30** for reimbursement the following week.
- Please do **NOT** have parents write checks to you personally. They must be made out to “CHS Athletics” and will then go into your accounts.
- Fundraising: ALL fundraisers **MUST** be approved by the Athletic Director prior to solicitation or presentation to teams/parents. It is critical that coaches are aware of the IRS guidelines in regards to fundraisers.
- First Aid Procedures: The Head Coach **MUST** carry ALL of the athletes consent forms at ALL times. The Assistant to the Athletic Director will make copies of them and place them in your box once your roster is complete.
- Contracts: Be sure you have all of the necessary paperwork finished before the first day of practice including fingerprinting and a TB test.
- Turn your roster in to the Assistant to the Athletic Director as soon as you have it completed.
- Be sure to notify the Assistant to the Athletic Director with any changes made to your roster.
- The athletic fee is dependent on which sport you are coaching. Football - \$500; Golf - \$350; Swim - \$250; Basketball - \$375; Cheerleading \$200 plus actual costs; All other sports \$200. The district office will be invoicing the parents. Coaches will not be responsible for collecting checks.
- We request that you check your mailbox on a daily basis.
- All referee forms **MUST** be turned in to the Assistant to the Athletic Director the day after an athletic event.
- Weekly Updates: Please keep the Athletic Director aware of team results weekly so that your team can be represented in school/athletic communications.
- Please call in all scores to the media: SD Union-Tribune - 619-293-1343 East County Sports - eastcountysports@aol.com.
- Please report your league win/loss record to the Athletic Office at the end of the season.
- Please keep your team records and stats current; turn them in to the Assistant to the Athletic Director at the end of the season.
- Be sure to attend all league and CIF meetings that pertain to your team. It is important that we are always represented at CIF meetings.
- It is the responsibility of the Head Coach to manage Assistant Coaches & volunteers.

- Students may be allowed to move their cars for practice with the permission from the Head Coach. They must leave the campus through the main gate, drive down Greenfield, and enter the south gate to park up by the baseball/soccer fields. Students must understand that speeding or reckless driving will result in forfeiture of driving privileges on campus.
- If you would like to reserve the weight room, please notify the Assistant to the Athletic Director. A contracted coach must be present to provide supervision and you **MUST** have a weight room supervisor card.
- Take pride in keeping the locker room and other changing facilities clean. Be sure there is someone supervising the locker rooms at all times. **CLEATS ARE NOT TO BE WORN IN THE LOCKER ROOM!!! PLEASE** advise your team members that the gym lobby is not a storage area. Players should dress and leave their bags in the locker room.
- Equipment must be put away after practice.
- The Head Coach is responsible to make sure that if your team makes a mess of the practice area, it is your responsibility to clean it. (i.e. Water bottles, tape, candy wrappers, pre-wrap, etc.)
- Head Coach is responsible for Citizenship Grades.
- Letter Grades: These grades should be done in accordance to the student's efforts.
- Remember: It is not the Assistant to the Athletic Director's responsibility to collect the uniforms at the end of the season. Please turn them in as quickly as possible!
- A HIGHER STANDARD!!!! We need to teach our kids accountability, responsibility, and more importantly CHARACTER! We need to be a light unto others. Also, if you have a "spirited" conversation with a parent please let the Athletic Director know immediately.
- Prayer is important! Remember to pray at every practice and game. Get the kids involved in prayer and devotions (you do not need to do every day; but we recommend once a week.)
- We are here to help and support you. Don't be afraid to come to us with a problem; should you become tired of dealing with a parent, please have them contact the Athletic Director.
- It is the Athletic Department recommendation that you do not discuss playing time or difficult coaching decisions with parents after a game. This is usually an emotional time and such issues should be discussed away from other parents and team players.

Coaching at this level is an incredible sacrifice; we understand that no one coaches for the money. We appreciate all that you do our Athletic programs. We are looking forward to a successful season!!!

**GO PATRIOTS!!!**