



Coaching Procedures

2013 – Updated 5/29/13

Coaches,

The Coaching Procedures **have been created for** communication **purposes for** current staff members. These procedures will help you understand my role as an Athletic Director and your role as a coach. Since this is something new in the Athletic Department at Black Hawk College, it will be an ongoing document. Feel free to look through this and send me suggestions or questions you might have that will support this document.

To sum up all the responsibilities that I have listed below, I can say that part of my philosophy as a leader/athletic director is the importance of hiring good people and allowing them to do their job to put a successful team on the court, course, or field. I am very protective when it comes to eligibility, finances, and personnel. These are areas that I am responsible for and your limitations stem around what the college offers **in** each program and my ability to manage these areas.

Your responsibilities stem around the importance of recruiting quality student-athletes, overseeing their progress athletically and academically, **educating and training them on how to practice and play safely and by** providing the **Athletic Director with** detailed information on each athlete, practice plan, schedule of events, equipment requests for the upcoming year, and other information necessary for the Athletic Department to be informed and for you and our student-athletes to be provided with the best opportunity to experience a successful **and safe** season.

Athletic Director's General Responsibilities:

This is what my job description says - Provide administrative leadership to direct and coordinate the Quad Cities Intercollegiate Athletics, Community Recreation, Aquatic Center, Sports Information and Hospitality Services.

Description of Essential Duties:

This is what my job description says that affects your positions:

- A. Responsible for the development and implementation of goals and objectives for Quad City Intercollegiate Athletics, Community Recreation, and Aquatic Center programs.
- B. Responsible for the development and monitoring of all budgets needed to support Athletic, Community Recreation, and Aquatic Center programs consistent with the existing college philosophy, policies, and procedures.
- C. Manages and develops Athletic, Community Recreation, and Aquatic Center staff to meet the needs of the college and community.
- D. Responsible for the quality of all athletic publications, including detailed layouts and the distribution of all marketing material
- E. Responsible for the process and the integrity of granting athletic scholarships.
- F. Responsible for evaluating the success of athletes, recognizing special ability, and offering them awards for their outstanding accomplishments in the classroom and on the playing field.
- G. Represents the college at Arrowhead Conference and Region IV athletic meetings. Responsible for determining eligibility of athletes for participation in the Quad City Intercollegiate Athletic

programs and submitting the eligibility lists to Region IV and the National Junior College Athletic Association in a timely manner.

Additional Duties I serve at Black Hawk College and other organizations:

In addition to my Athletic Director duties in 1999, I accepted the position of Golf Coach at Black Hawk College. In 2008, I created and offered a Sport Management program that offers the college an additional 400 credit hours a year. In 2003, I was offered and accepted a position as Men's Region Director. Other duties that I serve are Njcaa Eligibility Committee, Njcaa DII Men's Golf committees Vice Chair, Region IV Chairperson for Men's Golf, Arrowhead Conference Chair for Men's Golf, Awards, and scheduler for all sports.

Coaches General Responsibilities:

This is what your job description says that affects your positions:

Providing leadership and management functions to produce a quality intercollegiate team that represents a commitment to excellence academically and athletically.

- a. Perform on court/field/course coaching and instruction.
- b. Managing all aspects of program including, but are not limited to the following: recruiting, scouting, maintaining statistics, fundraising, and academic monitoring.

Note: Although not listed within your job description all coaches are responsible for ensuring all athletes appropriately warm-up prior to practice and games and discuss safe procedures with their student-athlete to help reduce injuries and to keep them safety conscious.

Description of Essential Duties:

This is what your job description says that affects your positions:

- a. Conducts regularly scheduled practices.
- b. Must be present and available at practices and games.
- c. Responsible for recruitment, selection, orientation, supervision and evaluation of student's progress.
- d. Responsible for Public Relations (newspaper, T.V., Njcaa website, etc.).
- e. Responsible for recording and tabulating event statistics for the Njcaa and for the Athletic Department.
- f. During the season of his/her sport, he/she is responsible for the conduct of all members of the team on road trips and at all home events.
- g. Scheduling of events each season and works closely with management of home games.
- h. Responsible for driving vehicles. Must have a valid Driver's License. **(Reference the Quad Cities Pool Travel Vehicle information)**
- i. Responsible for managing expenditures allotted for meals, lodging and fees.
- j. Recommends to the Athletic Director student-athlete candidates for achievement awards.
- k. Responsible for planning and conducting award activities.
- l. Responsible for planning the Regional Tournaments **with** the Quad Cities or East campus host.
- m. Recommends purchase of supplies and equipment to the Athletic Director each year.
- n. Responsible for handling of equipment, which includes collecting, cleaning and inventory.

- o. Responsible for submitting Annual Report to the Director of Athletics including season records, individual statistics, athletic award winners, goals for the next season and his/her inventory of equipment.
- p. Represents the Quad Cities or East Campus at meetings and conferences.
- q. Responsible for fundraising.
- r. Performs other duties as assigned by the Athletic Director.

Communications:

- A. It is important to respond to communications from **the** Athletic Director and/or Office Assistant in a timely manner. Be sure to check your Black Hawk emails regularly.
- B. It is important to support one another on staff and encourage your student-athletes to do the same.
- C. NJCAA Sportsmanship Procedures will be read and signed by each athlete and coach. Return **the signed form** to **the** Athletic Director.
- D. Communicate any incident (i.e. injury, game ejection, travel issue, etc.) to the Office Assistant within 24 hours of action. Email what happened to make sure both parties have documentation.
- E. ***Coaches are responsible for submitting Student Athletic Accident Reports within 24 hours of occurrence and/or no later than 1 week. Note: The College has to maintain the reports for OSHA compliancy purposes.**
- F. ***Coaches are responsible for the safety of all student athletes.**
- G. **When students are injured and unable to play or put on restricted duty, coaches need to obtain a doctor's release. A coach's signature is required on the Physician Release and a copy is to be sent to the Athletic Director.**
***Risk Management recommends these two items or something worded similar are introduced into the job description in the future.**
- H. When addressing issues/complaints or concerns, an Organizational Chart will be followed:
 Student-Athletes → Assistant Coach → Head Coach → Athletic Director →
 Vice President of Student Services → College President
- I. Feel comfortable to communicate concerns or issues **with** the Athletic Director.

Staffing

- A. Assistant coaches need to be recommended to the Athletic Director if a change from the previous year is requested. Head Coach and Athletic Director (or assigned individual by the Athletic Director) will review and interview candidates.
- B. Head Coaches will outline assistant coaches' duties, oversee and evaluate Assistant Coaches.
- C. Head Coach will evaluate the assistant using the following criteria:
 - 1. Quality of performance of duties.
 - 2. Knowledge of sport.
 - 3. Representation of Black Hawk College in a professional manner.
 - 4. Respect of student-athletes and program.
 - 5. Attitude and enthusiasm.
- D. If a new Assistant Coach is hired the Coach is responsible to ensure he/she communicates with the Coach:
 - a. **A student Athletic Accident within 24 hours of occurrence so the Coach is able to ensure a Student Athletic Accident Report is submitted no later than 1 week.**

- b. When a student is injured and unable to play or put on restricted duty, ensure the student is provided with the Physician Release Form as the coach's signature is required on the Physician Release and a copy is to be sent to the Athletic Director.
- E. Ensure all athletes appropriately warm-up prior to practice and games and discuss safe procedures with the student-athletes to help reduce injuries and keep them safety conscious.

Recruitment of Student-Athletes:

- A. Personal mileage and meals may be reimbursed with receipts. Fill out a travel report and attach receipts. Include date, place, and athlete you were recruiting, or event you were observing. Reimbursement will be made through travel budget.
- B. Travel budget must include necessary funds for recruiting. In other words, if you have used your travel budget during the season and there are no funds leftover, you will not be granted recruiting money. You will have a limit that will not exceed \$1,500 for recruiting funds.
- C. Recruiting money will include mileage for travel and food you may purchase. If you choose to use your own vehicle and there is a college vehicle available, you will only be able to claim 28 cents per mile starting July 1st, 2013. If college vehicles are available, you will need to use college vehicles, but if you choose to use your own vehicle, you have that option.
- D. Recruiting money is for coaches (Head and authorized assistants) only. Recruiting money cannot be used for airline tickets or a recruit that chooses to visit our campus outside the district area.
- E. Recommend - Contact high school coaches for potential recruits.
- F. Recommend - Contacting potential players by phone, mailings, emails, texts, & organize on-campus visits.
- G. Stay in contact with recruits that are showing an interest.
- H. Follow all applicable Njcaa Rules and Regulations.
- I. Gather all necessary information from a recruit either has a ***break in enrollment*** or is a ***transfer student***.
 - a. If an individual has a break in enrollment, have him/her fill out an Njcaa Affidavit and provide me with the Njcaa Affidavit. This person will need to see me if they have a break in enrollment. I will need to know specific information as to whereabouts of this person during this break in enrollment.
 - b. If the recruit is a transfer student from a 4 year college, make sure this student provides you with a transcript and an Njcaa Affidavit prior to filling out paperwork for scholarship offer.
 - c. If the recruit is a transfer student from a two year college, make sure this student provides you with a transcript, a release agreement from the Njcaa school, a transfer-waiver, and an Njcaa Affidavit prior to filling out paperwork for scholarship offer.
 - d. If you have a transfer student and I am not available, you may contact the Activity Coordinator and he/she may be able to answer questions as a back-up for me if I am not available. The Athletic Director has the final say and is responsible for the final decision of a student-athlete prior to allowing an individual eligibility.

Achievement Awards (scholarships) and Letter of Intent:

- A. Have Achievement Award applicants fill out necessary forms including:
 - 1. Black Hawk College Athletic Achievement Award - ***Agreement of Achievement Award*** form.

2. National Letter of Intent- (LOI's) - Completed on-line by coach or Athletic Director. This is a form that must be completed online and there are many rules that we are required to follow in order. If steps are not followed correctly, the Njcaa will subtract LOI's available. If you are not comfortable filling out this paperwork, I will do so. Since it is an eligibility issue, I am filling out LOI's for new personnel, because of the importance of making sure proper steps are followed during the process.
 3. If all the information is filled out on the Black Hawk Achievement Awards, then that information will be enough information for me to complete the necessary paperwork for the LOI.
 4. Black Hawk College Athletic Achievement Award (Explain responsibilities to student-athletes)
 5. FAFSA (Completed on-line by student-athlete, fafsa.gov. Award monies will not be distributed until FAFSA is on file at BH FAO.)
 6. I encourage you to use Athletic Achievement Awards be used towards deserving student-athletes. Achievement Awards are available to us for the purpose of encouraging talented student-athletes to attend/participate at Black Hawk College.
- B. Coach has 15 calendar days into the school year for each semester to award scholarships.
- C. **Keep written record of award applicants. Coaches are responsible for knowing credits allotted and awarded. Complete in timely manner and make sure amounts awarded match those on the Njcaa Letter of Intent.**
- D. Final approval of *All* offers for Achievement Award applicants will be made by the Athletic Director.
- E. If a student-athlete does not meet minimal standards to keep the Achievement Award they will be identified as being on probation. Steps necessary for serving the academic probation are:
1. If the coach wants to return an offer to the athlete, then he/she must keep the amount they want to reoffer them in reserve.
 2. No offer will exceed more than a half offer for an Achievement Award. (50% is the highest offer a coach will be able to give).
 3. If a student does not pass 12 passing credits with a 2.5 in the semester during probation, then they will not be removed from probation.

Eligibility:

- A. Monitor academic progress of all student-athletes. Progress reports should run 5 student-athletes each semester. Make contact with instructors via email/phone for all D/F reports with steps to be taken by you and student-athlete.
- B. Familiarize all student-athletes with the services of the Learning Skills Center and encourage student-athletes to use the center. It is suggested to require mandatory team study tables.
- C. **Familiarize all student-athletes with the Athletic Department's Safety Process on warm-ups and playing safely.**
- D. Athletic Director will have a block on each of your athletes during the season, so in order for student-athletes to drop, they will be required to have him/her sign a drop/add slip. **Twelve hours are needed for eligibility.** Notify Athletic Director if you are aware of any changes in student-athlete's class load.

Physicals, Injuries, and Insurance:

- A. All student-athlete physicals ***MUST*** be on file with the Office Assistant before student-athlete begins practice.

- B. Insurance forms, physical and roster must be turned in to Office Assistant **BEFORE** the start of practices.
- C. **Coaches need to work closely with the Athletic Trainer and Beth Klauer to document all injuries**, using the Black Hawk Accident Report Form **and ensuring all Athletic Accident Report Forms are filled out properly, signed and submitted to Risk Management within 24 hours of injury or no later than one week.**
Note: On occasion an injury may occur to a “visiting” team member. Although the College is not responsible for any expenses the injured member may occur, the Risk Management Department will need to be aware of what occurred. The Coach will need to fill out and submit a “Student/Visitor Accident Report” and submit it within 24 hours of the incident.
- D. Instruct student-athletes to have bills sent to their parents/guardians **and turned into** their primary carrier **first**. Black Hawk College is the secondary insurer. **The College is** not required to cover any additional charges that are not covered by the student-athletes parent’s insurance.

Head Coach or Assistant Coach Experiences Sickness or Emergency:

- A. If Head Coach is not able to attend a practice or game, notify Office Assistant as soon as possible.
- B. If replacement or assistant is not available, contact players and Athletic Director/Office Assistant to make other arrangements.

Scheduling:

- A. Either during the season or the completion of season, begin game schedule for next season. Athletic Director will need to approve all schedules. I oversaw Men’s and Women’s Basketball this year due to too many individual games at home. This created a problem for our event support staff and I am making an effort to schedule as many dual games as possible.
- B. Games beyond a 200 mile distance must be approved by the Athletic Director prior to adding a 200 plus mile distant event to your schedule.
- C. Contest contracts will be completed by Office Assistant upon completion of the schedule.
- D. Officials’ contracts will be completed by Office Assistant.
- E. Discuss desired practice times with Office Assistant/Athletic Director.
- F. Gym calendar will be located in Athletic Office and hall bulletin board. All events including practices, games, and clinics, need to be written on the master gym calendar.
- G. **If practices are cancelled or changed, inform fellow coaches, student-athletes, Athletic Trainer and Office Assistant.**

Home Contest Supervision:

- A. Give Activity Director dates of home contests and necessary preparation with requests. Example: 4 p.m. bleachers out, scoreboard up, score table out. Activity Director will communicate all requests to his/her staff. Requests may not be possible due to other events going on or the lack of personnel available, so a request is not necessarily going to meet your needs.
- B. Perform coaching duties in a professional manner. Please refer to the Njcaa Sportsmanship Procedures.
- C. Welcome and introduce yourself to visiting coach and team attend to any needs they may have.
- D. Return all equipment to storage areas upon completion of contest.
- E. Gym area needs to be cleared for home game set-up.

- F. Security personnel will be aware of our home contests and can be called upon for assistance if needed.
- G. Baseball and Softball coaches/teams provides their own set-ups by:
 - a. Field prep - cutting grass, lining the field, dragging the field, chalking the field, bases out.
 - b. Event management – providing water, greeting opponents, scoreboard, deal with weather issues
- H. I coached the baseball team at Black Hawk for 5 years, from 1990-1995. As a former baseball coach, I knew what it took to make sure a game took place. Indoor sports should appreciate not having to have to deal with all the issues baseball and softball coaches have to deal with.

Travel:

- A. Travel report forms will be completed by the Athletic Offices. Travel half sheets will be available in each vehicle that you will be taking to road trips. The form will be located in your vehicle pouch. You will be asked to complete the form upon your return, filling in mileage and providing any gas receipts incurred during event/trip. If you identify any repairs to any of the vehicles or you have a concern, write them in the “comment” section on the half sheet. Return form, all gas receipts and keys to the Campus Services. Keep in mind that if you need road side service, **call 800-214-3673** (this 800 number is **also** located in the pouch).
- B. Notify Beth Klauer, ext. 5601, or Glynis Lowery (ext. 5082) with changes in departure time, or cancellation.
- C. Pick van/bus keys the day of the event or Friday of a weekend event.
- D. Save gas receipts. Gas credit card receipts must show number of gallons purchased.
- E. Each athlete, coach and trainer is given a \$5.00 for breakfast, \$7.00 for lunch, and \$9.00 for dinner for meal allowances. If you stay in a hotel that has continental breakfasts, then you will not be given a breakfast stipend. Athletic Director will determine what meals you will offer your student-athletes and staff members. Meal money or Meals must be offered to athletes and coaches or must be turned back in.
- F. Drive vans and mini-buses in a mature and prudent manner. **ALL DRIVERS MUST BE 21 YEARS OLD WITH A VALID DRIVER’S LICENSE ON FILE AT BLACK HAWK COLLEGE** in order to drive a van. Only coaches may drive mini-buses. Our college name is on all vans/buses and student-athletes are representing our college and our athletic program. Make sure they carry themselves with class and respect in all travels.
- G. Return vans/mini buses to Campus Services. Fill out van/mini bus request form, including mileage and any vehicle problems. Return form with the keys put them in the drop box following each trip.
- H. **If event is an overnight trip, an itinerary must be submitted to the Office Assistant, before the event. Itinerary must include departure times and other information the department needs in order for the department to know the where abouts of each team. Hotel arrangements will be made by the Office Assistant, but hotel contacts for Office Assistant would be encouraged.**

Sports Information:

- A. Maintain updated statistics for each sport. **Submit final statistics, season records, awards and honors to Athletic Director within TWO weeks of completion of season.**
- B. Game stats must be submitted to the NJCAA website **promptly after each game.** Maintain up-to-date scores and highlights on Black Hawk College website pages.
- C. Contact Beth Klauer (ext. 5601) to arrange a time for team/individual pictures for the website.

- D. Contact local media with contest results in a timely manner. Black Hawk Cheiften – Michael Warren, mwarren8@mymail.bhc.edu, Chris Maloney, chrisinillin69@yahoo.com, Moline Dispatch, 309-757-4972 or email sports@qconline.com; Quad City Times, 563-383-2285 or email sports@qctimes.com and cc Athletic Director. Keep in mind that you need to report all information on events you to media after each event. They have deadline times which are usually around 9pm. If you do not have information on the opponent, ask for a copy of their book and they will be more than happy to accommodate you.

Budgeting:

- A. Complete all necessary forms for expenditures and submit to Athletic Director for approval. No receipt, no reimbursement.
- B. Remain within limits of your budget. Ask Athletic Director if you are not sure of you budget status. Make an effort to monitor program budgets throughout the year.
- C. You will be responsible to fundraise money that covers expenditures that are not budgeted in our coaching accounts. Athletic Director will oversee salary, contractual and travel accounts. You will be responsible to stay within your means in the supply accounts.
- D. You may use the BH Credit card assigned to the Athletic Director for expenditures. You must have pre-approval to use the card or purchase an item(s) on the card.

Fundraising:

- A. If a fundraiser is desired, discuss with Athletic Director, turn in all fundraising events with dates and times to Athletic Director. Who, what, where, when, how.
- B. Athletic Director will keep track of fundraising accounts and expenses. Fundraising accounts are not to go into a negative balance. Recommend you make sure the fundraising account has a surplus. The fundraising account is the only account that allows rollover money at the college. All other money not used at the college returns to the college on June 30th of each fiscal year.
- C. Deposit all checks in a TIMELY manner to your fundraising accounts by giving money raised to the Office Assistant.

Equipment:

- A. Record all equipment distribution. Coach is responsible for all equipment. Collect after last game.
- B. Submit to Athletic Director the name(s) of any student(s) who fail to return equipment. Transcripts will not be released until equipment is returned.
- C. Maintain personal control of all keys being used. **Do not loan keys to student-athletes.**
- D. Lock all doors and turn off all lights when weekend practice is completed.
- E. Equipment rooms need to stay organized. Return and replace all equipment in an orderly fashion (storerooms, laundry room, ice and water jugs).

Summer Camp Program

- A. Each Head Coach has the option of coaching in the summer camp program. Inform Athletic Director and Office Assistant by March 1 of desired dates and times for your camp. All checks for the camp must be made payable to Black Hawk College and coach's payment must be ran through BH Payroll Office.

Individual Program Handbook:

It is very important that you develop your own team handbook. The responsibility of a Head Coach is to provide direction for their student-athletes in all aspects of the program. All Individual Program Handbooks need to be approved by the Athletic Director. You will need to include the following:

- A. Your personal Philosophy and what message you are attempting to send as a coach within your program
- B. Your expectations in all areas
 - a. Practice and Play
 - b. Behavior on the court/field/course & off the court/field/course
 - c. Expectations in the classroom
 - d. Eligibility Requirements
 - e. Etc.

Hazardous Communication Training:

Hazardous Communication Training is now available [on myBlackHawk](#). OSHA requires that the training and quiz be taken annually. ALL employees (including work-study students and interns) are required to take and complete the training and quiz annually.

The training includes:

- How to read and understand a Safety Data Sheet (SDS).
- Where this information can be found.
- How to read a GHS container label.
- What you should know when you work with hazardous chemicals.

OSHA requires we maintain a Safety Data Sheet (SDS) on all hazardous chemicals used at Black Hawk College and that all chemicals be labeled.

When you are ready, use this URL using Internet Explorer:

1. <https://learn.bhc.edu/enroll/X6G3TG>
2. You will then be directed to login to myBlackHawk before being directed to Canvas
3. Once you are directed to Canvas, click on the "Enroll" button.
4. Click on the "Go to course" button.
5. If you need to leave the course before completing the training and quiz, use the same URL above and upon entering Canvas, click on the "Courses" button on the tool bar and choose "Online Employee Training". This will take you back to the welcome page.

The Hazardous Communication Training and quiz will take approximately 30-45 minutes to complete.

If you have any questions, please call the Risk Management Department at ext. 5938 or 5332.

Susan Dusenbery

Director of Risk Management

Black Hawk College

Phone: (309) 796-5332

Fax: (309) 796-0838

dusenberys@bhc.edu

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