



Coaching Handbook

**A Guide to Organizing your
School's Athletic Program**



This Sample Handbook was designed to give NBIAA member schools an administrative tool to help their Athletic Directors communicate our rules and regulations and their school's athletic policies to their coaches.

All schools should develop a well-planned and complete coaching handbook so every coach gets information in a consistent and timely manner. The handbook will increase the level of communication to entire coaching staff and could ultimately reduce the need for extra coaching meetings.

In designing your athletic handbook several general rules should be followed.

1. Limit the handbook to no more than ten (10) sections.
2. Copies of the handbook should be given to every coach and administrator in your school.
3. Try to update the handbook every year.
4. Have coaches bring the handbook to every meeting.



SECTION ONE - General Information

The following should be included in this section:

1. School's Athletic Philosophy
2. NBIAA's Athletic Philosophy
3. School's Objectives
4. Role of the Athletic Administrator
5. Role of the Coach
6. Responsibility of the student-athlete

SECTION TWO - Athletic Department Policies

The following items should be included in this section:

1. All NBIAA and school rules governing eligibility of student-athletes
2. All NBIAA and school code of ethics for athletes and coaches
3. Interscholastic athletic policy for the student-athlete - a privilege not a right
4. All school and district travel policies
5. All NBIAA information on insurance
6. Information on student athletic fees
7. All school/district policies on academic requirements

SECTION THREE - Information on Coaching Staff

Coaching Staff Directory:

Coach: _____ Team: _____
Phone (H) _____ (W) _____ E-mail: _____

Coach: _____ Team: _____
Phone (H) _____ (W) _____ E-mail: _____

Duties of Head Coach

- a.)
- b.)
- c.)

Duties of Assistant Coach

- a.)
- b.)
- c.)

Evaluation of Coaches

SECTION FOUR - Coaches Check List

CHECK LIST



1. Submit copy of season schedule to Athletic Director for approval.
2. Establish date of your first organizational meeting with potential players.
3. Record information on the student-athlete (name, birth date, age, homeroom, phone number, etc.)
4. Fill out Team Personnel Form (type) once team is selected. This must be signed by the school principal and submitted to the athletic director.
5. Develop a detailed team selection process.
6. Recruit student-managers and explain to them their duties
7. Distribute player consent forms to team members once they make the team.
8. Discuss team rules and school policies with your team.
9. Send home letter to parents inviting them to a parent information meeting.
10. Return player consent forms and athletic fees to the athletic director.
11. Plan your Master Practice Schedule.
12. Send home practice and game schedule to players parents.
13. Send schedule to local assigning official.
14. Send schedule to media.
15. Report all injuries on accident report forms.
16. Take inventory of team uniforms and collect all uniforms and school equipment at the end of the season.
17. Thank all personnel at the end of the season who helped with your program.



SECTION FIVE - Risk Management

Safety Checklists for each sport (as per - Physical Education Safety Guidelines for Interscholastic Athletics - Department of Education - see link on NBIAA web site (www.nbiaa.org) for these guidelines)

Emergency chain of command directive. (District / school policy)

SECTION SIX - NBIAA Deadline Dates for Team Registration

Sport	Registration Deadline	Team Personnel Form Deadline
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION SEVEN - Information on School Awards

Explain school athletic award system. A brief summary of individual awards and letter requirements for each sport can be included in this section.

Explain MVP awards and the criteria for winning.

Provide information on Athletic Banquet

SECTION EIGHT - Forms

This section contains the most-used section of the handbook. This section contains every form that a coach could ever need in fulfilling his or her duties at your high school.

1. Player permission form
2. School accident report form
3. Facility request form
4. Equipment request form
5. Uniform inventory form
6. Travel request form
7. Team travel information form
8. NBIAA forms
 - a) Team personnel form
 - b) Coach/Manager/Supervisor Acknowledgement Form
 - c) Out-of-Province Competition Sanction Form for Invited School
 - d) Out-of-Province Competition Sanction Form for Host School
 - e) Accident report form

SECTION NINE - Information Needed for Student-Athletes

This section should contain valuable information for your student-athletes. Such as:

1. Canadian Interuniversity Sport Athlete's Guide - specifically pertaining to:
 - a) eligibility
 - b) doping and substance use
 - c) athletic (financial) awards
 - d) transferring schools
2. School / District / Provincial Athletic Award opportunities
3. Guidance services available - information on university requirements, etc.
4. Careers in athletics

SECTION 10 - Directory of Schools and Media

This section should include:

1. Directory of NBIAA Member Schools
2. Directory of Local Radio Stations
3. Directory of Provincial and Local Newspapers