

Coaches Requirements

Important Web Sites:

- www.cgsnc.org Know your school web page.
- www.nchsaa.org The state web site with important information on all high school sports.
- www.nccoach.org NC Coaches Association web site for yearly coaches clinic dates and schedule.
- www.nfhslearn.com National Federation web site with all the free and paid courses.
- www.maxpreps.com NC mandates HS coaches to enter game information on this web site.
- www.teamapp.com All communication for coaches, parents and athletes for schedules and EVERYTHING

Requirements to coach at Clover Garden School

1. Follow all COVID 19 guidelines and procedures set by the NC Government, NCHSAA and CGS.
2. Preview the NCHSAA Eligibility Power Point/Video found on the state web site. Watch yearly
3. Varsity Coaches must attend the State Mandatory Clinic for your sport. The dates are on the state web site or attend the NC Coaches Clinic in July every year.
4. Obtain the Red Cross First Aid/CPR/AED certification every 2 years for renewal.
5. Complete the following required courses on the National Federation web site. www.nfhslearn.com
 - a. Fundamentals of Coaching - \$35.00 (reimbursed) One time only class
 - b. Concussion in Sports - What You Need to Know – Free and taken yearly
 - c. Sudden Cardiac Arrest – Free and taken yearly
 - d. Heat Illness – Free and taken yearly
 - e. The Collapsed Athlete – Free and taken yearly
6. Attend the Mandatory CGS Coaches Meeting and sign off on the Concussion, Sportsmanship and Policies Forms.
7. Abide by all CGS, Conference and NCHSAA Rules and Regulations.
8. Head or Assistant Coach of that sport highly suggested obtaining their bus license.
9. Season Duties
 - a. Attend the Mandatory Parent/Coach/Athlete Meeting before your season begins.
 - b. Present Team Rules and Regulations to AD 1 week prior to Mandatory meeting for approval.
 - c. Present Team Rules and Regulation to Parents and Athletes at the Mandatory meeting.
 - d. Obtain parent and athlete phone numbers and email addresses at the meeting.
 - e. Communicate daily/weekly with your parents and athletes (Group Message) as to practice times/changes/important information/Grades, etc.
 - f. Set up a time with the AD to pick up equipment and uniforms at the beginning of your season.
 - g. Present AD with a Team Roster with uniform #'s, sizes of top and bottom, etc. prior to your games beginning. Please email AD with this document.
 - h. HS coaches are mandated by the state to enter team rosters, schedules and results into Max Preps. Stats and other team data can be loaded into the system to help with college recruiting.
 - i. Call the Times News after every game (win or lose) to report scores and records.
 - j. At the conclusion of your season set up a time with the AD to return all equipment/uniforms and have an end of season review.
 - k. High School Coaches must attend the end of season conference coaches meeting for their sport to choose all conference picks and post season information.
 - l. Return end of season form and equipment ASAP at the completion of your season.
 - m. Summer workout and camps must be submitted by April 1.

Clover Garden Athletic Department Policies 21-22

1. **COVID 19 Policy/Forms** – Students & Parents will fill out an initial form prior to any team gatherings. A daily check for athletes, coaches and team members will be completed. Any signs or symptoms of COVID 19, the student-athlete, coach or team member will be sent to the doctor with paperwork. If a test is negative, a form will need to be signed by the doctor before they can return to play. If a test is positive, the athletic director and/or administration MUST be informed IMMEDIATELY and cannot return until the form is signed by the doctor releasing them to return to play.
2. **Attendance Policy** – Students cannot miss more than 10 per semester or they become ineligible. CGS athletes may appeal their absent days per semester if they miss 10 or more days. Medical documentation must be submitted for the appeal to take place. See athletic attendance appeal form for approval. Students must be in school at least half the day to participate in practices and games.
3. **Progress Report Grade Check Policy** – Student-athletes will need to carry a C (70%) or higher in each class at progress report time in order to stay eligible. The AD will check these grades and if a student-athlete in season is below a "C" in any class they will need to sit out for a week and getting tutoring. This one-week suspension includes practices and/or games and can continue until the grades return to a "C".
4. **Grade Policy** – In order to be eligible to participate in athletics, the student-athlete must pass the equivalent of 3 full block classes during the last quarter completed prior to the period of participation per Clover Garden School policy AND pass the equivalent of 3 full block classes during the preceding semester (Q1 and Q2 or Q3 and Q4) per the NCHSAA policy for high school and DPI policy for middle school. If a student is not promoted, they will have to sit out of athletics for the first semester.
5. **Suspension Policy** – any student-athlete who gets suspended from school will be ineligible for 30 days on the 1st offense. The 2nd offense will result in a 9-week suspension from athletics.
6. **Student-Athlete, Parent, and Coach Mandatory Meetings prior to each season** - All must attend to be eligible to try-out. If the parent AND the student-athlete do not attend the student-athlete cannot that season.
7. **Athlete forms must be filled out prior to try-outs** - Coaches will not let an athlete participate until all paperwork is in the AD office.
8. **Team Rules and Regulations** – coaches must submit their team rules to the parents and the athletes the night of the mandatory meeting prior to their season. Parents and athletes must sign off on the rules and regulations before try-outs begin. Coaches must follow their rules consistently and keep a copy of the signed documents in their coaches' book.
9. **NCHSAA Sport Rules & Conference By-Laws** – coaches must read, understand and follow the guidelines for their particular sport when it comes to the rules and regulations of the NCHSAA and the Central Tar Heel Conference (High School) and/or Mid State Conference (Middle School).
10. **Team App** – All parents, athletes, coaches, faculty and staff are encouraged to download the team app for all schedules and communication. Download onto your smart phone ASAP.
11. **Coaches Education Mandated** – ALL coaches must be First Aid/CPR/AED Certified (every two years) and take online classes from NFHS Learn website – Fundamentals of Coaching (8 hours long, \$35.00 & one time only), Concussion in Sports (30 minutes, free & every year), Heat Illness (30 minutes, free & every year), Sudden Cardiac Arrest (30 minutes, free & every year) and Collapse Athlete (30 minutes, free & one time only). All classes need to be completed prior to their season beginning.
12. **Mandated NCHSAA Coaches Video Series** – All Coaches MUST watch the mandatory coaches videos on the NCHSAAA web site prior to the season.

The NCHSAA/CGS rules and regulations listed above are expectations that our coaches will follow, enforce, and believe in to help our student-athletes grow on and off the field/court. Signing this document acknowledges you completed the tasks, understand what is expected of you, will abide by and uphold the policies and requirements of the NC DPI, NCHSAA and CGS. This also acknowledges that you attended the mandatory coaches meeting prior to your season.

Coaches Name: _____ **Signature:** _____ **Date:** _____