

Welcome to Cotter Athletics

Philosophy—

Cotter Athletics is dedicated to honoring and serving God through the way we play, prepare and commit ourselves to the program and to the team. Cotter Athletics play an important role in the mission of Cotter Schools by enhancing the learning outside the classroom and developing the whole person. We strive to create an environment of integrity where life lessons are abundant, and where we help young men and women become seekers of excellence and leaders of empathy and responsibility, for both themselves and the team.

Our Virtues—

▪ HONOR

- "Therefore, if anyone cleanses himself from what is dishonorable, he will be a vessel for honorable use, set apart as holy, useful to the master of the house, ready for every good work."
–2 Timothy 2:21 (ESV)

▪ LOVE

- "Love is patient, love is kind *and* is not jealous; love does not brag *and* is not arrogant, does not act unbecomingly; it does not seek its own, is not provoked, does not take into account a wrong *suffered*, does not rejoice in unrighteousness, but rejoices with the truth; bears all things, believes all things, hopes all things, endures all things."
–1 Corinthians 13: 4-7 (NASB)

▪ SERVE

- "Each of you has been blessed with one of God's many wonderful gifts to be used in the service of others. So use your gift well."
– 1 Peter 4:10 (CEV)

▪ COMMIT

- "Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."
–Colossians 3:23-24 (NIV)

Unity—

The success of Cotter Athletics is based on the environment created by all those involved—athletes, parents and coaches—upholding the philosophy of the program. Together we will succeed.

As an **athlete** at Cotter, I will...

- HONOR the philosophy of Cotter Athletics and my coaches who are entrusted to carry it through.
- LOVE my coaches and team through my words and actions.
- SERVE my teammates and the community that supports us.
- COMMIT myself and my team to the pursuit of excellence in all that we do.

As a **parent** at Cotter, I will...

- HONOR the philosophy of Cotter Athletics and the leaders entrusted to carry it through.
- LOVE my child and the team with my words and actions.
- SERVE the team and the community that supports it.
- COMMIT myself to support and uphold the goals of the entire team.

As a **coach** at Cotter

- HONOR the philosophy of Cotter Athletics and the children in which I am entrusted to lead.
- LOVE each individual player through my words and actions.
- SERVE the team and the community that supports us.
- COMMIT myself to providing an atmosphere that fosters the development of each athlete's God-given abilities through proper teaching and nurturing.

Program Head Coaches—

- Enforce the athletic policies of the school with direct supervision of the Activities Director.
- Responsible for coordinating the entire program at Cotter Schools.
 - Which includes, creating a learning environment where each child feels valued and sees skill improvement for self and team.
- Actively participate in leadership and coaching development activities and meetings hosted by Cotter Activities Department (minimum 3 ALL Head Coaches meetings per year).
- Collaborate with the Strength & Conditioning Coach to develop a schedule for in-season and out-of-season workouts for your team and athletes.
- Work with the Activities Director on finalizing competitive schedules and practice schedules and locations.
- Manage equipment inventory for all levels. Work with the Activities Director and the Athletic Booster Club for purchasing equipment needs based on established budget.
- Hire, with approval of the Activities Director, the appropriate coaching staff based on budget and participation numbers.
- Provide leadership for the program and its coaching staff—including staff development and communicating clearly the expectations for each member of the staff and the level in which they are responsible.
- Communicate clearly with athletes and parents in regards to expectations and logistics of the program—before, during and after the season.
- Establish and maintain positive working relationships with other coaches, teachers and staff advisers for other school groups in order to create the best possible outcome for if/when conflicts of scheduling arises for a student-athletes.
- Prepare and submit all reports required by the Activities Director.
 - MSHSL Eligibility Verification Form for each player
 - Physical Clearance forms for each player
 - Updated rosters for each level
 - Season Evaluations
 - List of Letter Winners and Participants at each level
 - Inventory Checklist
- Prepare presentation of team and awards at the season-end, program awards ceremony.
- The following are a list of other items of importance to the program head coach:
 - Responsible for modeling the appropriate sportsmanship behaviors at ALL times.
 - Responsible for teaching and adhering to the sportsman-like conduct expected of all coaches and players.
 - Responsible for alerting the Activities Director to any areas of concern within the program or incidents that need attention.
 - Responsible for the supervision and safety of athletes during your time together.
 - Responsible for all uniforms and equipment issued.
 - Responsible to know and abide by Cotter School policies and rules.
 - Responsible to know and abide by Three Rivers Conference rules.
 - Responsible to know and abide by MSHSL rules.
 - Responsible for completing all MSHSL coaching education requirements.
 - Responsible for the ensuring all athletes have completed the necessary paperwork to be eligible for participation/
 - Responsible for requesting equipment, supplies, etc.
 - Responsible for calling in scores to the local media after EVERY contest and creating positive relations with the local media.
 - Responsible for cooperating with other conference coaches in carrying out directives of the conference.
 - Responsible for preparing season and year-end inventories.
 - Responsible for issuing and collecting all equipment—keeping accurate records
 - Notify the Activities Director of any player who needs to be charged for lost or unreturned equipment and uniforms.
 - Responsible for respecting the use of all facilities by the program—picked up, free of trash and other items, free of any hazard.
 - Responsible for alerting the Activities Director and Maintenance Staff for any facility hazards or concerns that arise during your use.
 - Responsible attending all post-season events as a representative of your program.
 - Coordinate all logistics for post-season play, especially State, with the Activities Department.
- Have FUN! Remind yourself each day why you love coaching and how important a great coach is in the character development of youth.

Non-Varsity Head Coaches—

- Enforce the athletic policies of the school with direct supervision of the program head coach and the Activities Director.
- Carry out program expectations within the framework determined by the program head coach.
- Display, in words and action, loyalty to the head coach, the program and the school.
- Plan and organize practices and activities for the team.
- Communicate clearly with athletes and parents in regards to expectations and logistics of the team.
- Create a learning environment where each child feels valued and sees skill improvement for self and team.
- Model the appropriate sportsmanship behaviors at ALL times.
- Teach and adhere to the sportsman-like conduct expectations of all coaches and players.
- Alert the Activities Director to any areas of concern within the program or incidents that need attention.
- Responsible for the supervision and safety of athletes during your time together.
- Know and abide by Three Rivers Conference rules pertaining to your level.
- Know and abide by MSHSL rules.
- Complete all MSHSL coaching education requirements for your level.
- Respect the use of all facilities by the program—picked up, free of trash and other items, free of any hazard.
- Alert the Activities Director and Maintenance Staff for any facility hazards or concerns that arise during your use.
- Prepare presentation of team at the season-end, program awards ceremony.
- Have FUN! Remind yourself each day why you love coaching and how important a great coach is in the character development of youth

Assistant Coaches—

- Enforce the athletic policies of the school with direct supervision of the program head coach and the Activities Director.
- Carry out program expectations within the framework determined by the program head coach.
- Display, in words and action, loyalty to the head coach, the program and the school.
- Model the appropriate sportsmanship behaviors at ALL times.
- Teach and adhere to the sportsman-like conduct expectations of all coaches and players.
- Alert the head coach to any areas of concern within the program or incidents that need attention.
- Uphold the duties, tasks and responsibilities as defined by the head coach.
- Responsible for the supervision and safety of athletes during your time together.
- Complete all MSHSL coaching education requirements for your level.
- Respect the use of all facilities by the program—picked up, free of trash and other items, free of any hazard.
- Alert the Activities Director and Maintenance Staff for any facility hazards or concerns that arise during your use.
- Have FUN! Remind yourself each day why you love coaching and how important a great coach is in the character development of youth

As a coach at Cotter Schools, you may be asked to perform other reasonable duties and responsibilities as assigned by the Activities Director or Program Head Coach. If you have questions regarding any of these responsibilities listed or others, please contact the Activities Director promptly. Thank you for coaching at Cotter Schools. GO RAMBLERS!

Cotter Athletics—

Be an all-the-time coach—

As a coach at Cotter, you represent this school and our programs at all times. Please act responsibly with class and dignity. Be especially in tune with your behaviors, actions and locations when you are wearing Cotter gear. If at any time an incident occurs where this was not being upheld or a specific situation arises, contact your head coach or the Activities Director before the next day. This communication is very important.

Communication—

Open, clear and respectful communication will help you succeed as a coach.

- **Coaching Staff:** You are part of a program—each coach has specific duties and goals they should strive to achieve to best benefit the program. It is important that coaches constantly communicate to ensure that they are doing what is best for the program. Not sure what that is? Ask.
- **Athletes:** HOW we communicate with our athletes is often time more important than WHAT we are actually saying. Sarcasm should be limited. Our words are a huge contributor to the environment we want to create. Providing feedback to athletes is crucial in helping them progress—feedback should affirm and never degrade or shame an athlete. Profanity is never tolerated.
- **Parents:** The more upfront communication you can have with parents the better—especially in regards to logistics of what, when and where. They are entrusting YOU with the growth and development of their children. Open, clear and respectful communication on your part will help foster the trust they have in you.
- **MEANS OF COMMUNICATION:** Texting and email should be limited to simple, logistical communications. Communication that may be emotional or controversial are encouraged to take place face-to-face or at least over the phone. A written message reveals little, to no, tone. Oftentimes, conversations can go sour when the interpretation of a written statement is unclear. If you are ever concerned about meeting with a parent or athlete, or know that the topic may have high emotions, please involve another coach or the Activities Director. If you receive a high emotional piece of communication from an athlete or a parent, simply respond with a request to discuss this with them in person or give them your phone number.

The role of the coach—

A coach is one of the most influential people in a person's life. The role of a coach is special. You are not their parent and you are not their friend—you're their coach. As a coach, you have the opportunity to impact more lives within one season or one year than most people do in a lifetime. Whatever role you have is an IMPORTANT one. Whether you are the head coach of a program or an assistant on the junior high team, you each play a crucial role in the growth and development of these athletes.

Learning is constant—

The best way to improve as a coach is to constantly strive for self-improvement. Never stop learning. Continuous learning is recommended for: sport-specific tactical and technical aspects, practice and game management, leadership, program development, creating a balanced life, spiritual and more. Utilize the resources you have and network and seek additional resources. We are here to help you in your growth and development as a coach.

Be prepared—

At every opportunity we should commit ourselves to strive for excellence. One of the key ingredients for this is PREPERATION. Make a plan, discuss with other coaches the goals for practices and games, and develop the necessary approaches to succeed in each area of emphasis. The more prepared you are for each interaction with the team, the more productive and effective you will be. Efficient practice-management will help provide an atmosphere that challenges athletes and prepares them for success. Focus on the process. Direction, not intentions, will determine your destination.

NUTS & BOLTS

Prayer and spiritual development—

Team prayer is required before and after all contests—can be coach or player led. Prayer during practices is also encouraged. Providing the atmosphere and opportunities to foster the growth and development of our athletes' faith is important.

Dress—

Coaches are expected to be in appropriate dress for all practices and games. Coaches should dress in a professional manner appropriate for the sport they lead. Student-athletes should dress-up for all away contests—must always honor Cotter's dress code—representing our school with class as they enter into facilities. The exception to this would be if the team arrives in uniform. Banquets require dress-up attire.

Road games & Transportation—

Coaches and teams should always respect themselves and others. The behavior of the players on the bus is the responsibility of the coach. The coach or assistant coach must accompany the team to and from all contests. Only players with written consent from their parents can ride home with their parents or another specifically designated adult. Coaches should not use personal vehicles to transport students unless permission is given by the Activities Director. Coaches are responsible for the supervision of athletes until a parent/guardian or approved adult picks them up from practices or games.

Social Networking/Facebook—

At no point is it ever appropriate for anyone on our coaching staff to be using personal social networking sites to communicate with our student-athletes. Any coach violating this provision will be subject to penalties/disciplinary action—including possible removal from position. Please remember that what you post is public—and may be viewed by other members of the Cotter community or elsewhere. As a coach at Cotter, you represent this school and our programs at all times.

- If a coach does wish to set up a "team site"—where students can only become "fans" of the program—to communicate with athletes, the coach MUST provide the Activities Director with access to all management functions of the site—including username and password.

Locker Rooms—

Coaches are responsible for communicating to their athletes the proper use of locker rooms—respect for self and respect for property. Students are responsible for their own belongings and are encouraged to bring combination locks to secure their items. Items left behind may be subject to charitable donation.

Fitness Center—

Players must be under your supervision to use the fitness center, unless previously arranged with another qualified adult (i.e. Strength & Conditioning Coach). It is also your responsibility that any equipment used is properly put away and picked up when you are finished with its use. Each team is required to develop a program with the Strength & Conditioning Coach—head coaches of programs will take the lead on this, but all coaches are responsible for fulfilling the program. This program should be implemented at a minimum of 2–30 minute sessions a week during the season. You are expected to model and uphold the rules and regulations of the Fitness Center at all times.

Code of Conduct—

All coaches must abide by the MSHSL code of conduct document that pertains to players, parents, and coaches. A violation of this code can lead to suspension or termination. Visit www.mshsl.org for more information.

Activities Office Contact Information—

The Activities Office is here to assist in the overall success of our programs.

- Activities Director | Jenny Carpenter | jcarpenter@cotterschools.org | 507-453-5004
- Asst. Activities Director | Nick Whaley | nwhaley@cotterschools.org | 507-453-5041
- Activities Secretary | Terry Rozek | trozek@cotterschools.org | 507-453-5005

COTTER ATHLETICS—Pre-season Coaches' Checklist

For ALL coaches

- Employment paperwork & background check
- VIRTUS Training
 - Register online after course
- New Coach Orientation
 - Coach Reflection Worksheet
- Concussion Management Training
 - Proof of completion turned into Activities Office

For HIGH SCHOOL coaches

- MSHSL—Register on Coaches' Clipboard
- MSHSL—Continuing Education Requirements (good for 3 years)
- Rules Meeting—for JV and Varsity head coaches
- MSHCA Registration—for Varsity Coaches
 - Submit receipt for reimbursement to Activities Office

COTTER ATHLETICS—Coach Reflection Worksheet

1. Describe three positive actions or behaviors of coaches who have influenced your life.

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2. Describe three negative actions or behaviors that you experience from former coaches.

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3. Why do you want to coach?

4. What are your coaching goals?

5. What are your three best coaching qualities?

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6. What are two coaching qualities you would like to improve upon?

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7. What are two behaviors you would like to instill in your players?

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8. What are two behaviors you will not tolerate?

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9. What happens if an athlete displays these behaviors?

10. What steps can you take to develop the desired behaviors into habits?

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11. How will you balance the development of the individual and uphold the goals of the team?

12. Define a successful season.

13. Why do you want to coach for Cotter?

NAME: _____

SPORT: _____