

Coaches Handbook

2022-2023



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Your Role and Purpose as a Coach

Thank you for answering God's call to coach at HCA. As a coach, you have the privilege of significantly shaping and influencing the lives of our student-athletes. With the help of the Holy Spirit, we ask you to fulfill these responsibilities:

Our Overarching Purpose:

To develop outstanding student-athletes and coaches who display extraordinary character as representatives of Jesus Christ resulting in statewide influence through a powerful and intentional Christian witness.

Goals vs Purpose:

Goals are specific achievements we want to attain. Goals have a beginning and end. They have to do primarily with performance on the court or field. We prepare, plan and play to win, but our purpose goes beyond the scoreboard. Our purpose is the "why" we coach, it's what we live for. Our purpose is not about wins and losses, it's about developing student-athletes into people of integrity and strong moral character.

Transactional vs Transformational Coaches: (from Inside Out Coaching)

Transactional coaching is characterized by a coach who uses his players to obtain an outcome that increases his own power or prestige. The transactional coach must fill his own needs and validate his authority first before looking at the needs of the player, if at all. A transformational coach puts the needs of the player first in terms of helping them become the best they can be, the needs of the team second, and his own needs come after that. InSide Out coaches leave a legacy for transforming lives that far outweighs any number of wins their teams collect. We want all our coaches to develop into transformational coaches who impact student-athletes lives for Jesus Christ.

Our Core Values: "The Core Four"

Relationship: authentic love for God and others

Discipleship: Christ-like character

Fellowship: unity, teamwork, trust

Sportsmanship: positive witness

As a coach, you are the captain of the "ship" and are responsible for daily applying the core values.

3Dimensional Coaching:

First Dimension: Physical; Fundamentals, Body

Second Dimension: Psychological; Mind

Third Dimension: Internal Transformation; Heart

Sustaining Culture:

The HCA athletic program has developed a culture of genuine Christian character and a winning tradition. Our mission is to develop lifelong followers of Christ who demonstrate His character, conduct and compassion while competing with excellence. In the context of a family atmosphere, our coaches, players, and fans are to be a positive witness for Christ. You are expected to add value by discipling your players, developing their full potential, demonstrating Christ-like character, and doing all things with excellence.

Developing Character:

- Promotes the spiritual growth and Christ-likeness of each student athlete.
- Develops each player's character, skills, ability, and potential.
- Ensures the coaching staff and players demonstrate excellent sportsmanship and integrity at all times.

Maintaining Communication:

- Sends out weekly email updates to players and their families that include information about all scheduled practices, games, and team functions.
- Provides accurate rosters to Athletic Secretary in a timely manner. A preliminary roster is due one month prior to the first day of practice. The final roster is due the first week of practice and is maintained thereafter. Any changes need to be clearly communicated.
- Compiles a complete email/phone list of all players AND their parents.
- On game days, informs the school office (before 10:00am) the time athletes are to be dismissed from class and what time they will be leaving for the game.
- Conducts parent meetings and works with them and the administration on transportation, ticket sales, scorekeeping, and videos of games.
- Maintains and reports team and player statistics. High School coaches report game results to the Coloradoan and MaxPreps and HCA's Communications Manager.

Improving Coaching:

You are expected to continue to grow as a coach by being a life-long learner and to provide opportunities for your players to grow in the season and off-season. You are to stay current on CHSAA registrations and tests, CPR/First Aid, and Concussions. You are to develop your coaching staff (both paid and volunteer) and work with the Athletic Director in making sure they have met standards and completed necessary paperwork. An evaluation with the Athletic Director will be conducted at the end of each season.

Uniforms:

Distributes and maintains an inventory of team uniforms. If a uniform has not been returned by the post season awards banquet or one week after the last official game has been played, the family will be billed for the cost of the uniform.



2022-2023 INJURY REPORTING FORM

IT IS ABSOLUTELY NECESSARY THAT THIS FORM BE COMPLETED BY THE ATHLETE'S COACH & RETURNED TO THE FINANCE DIRECTOR NO LATER 24 HOURS AFTER THE INJURY OCCURS.

Athlete: _____

Supervising Coach: _____

Date of injury: _____ Time of injury: _____ am/pm

Explain how injury occurred: _____

Type of injury/area of body affected: _____.

Type of treatment administered and by whom:

Was the parent called: _____. Was professional medical treatment sought: _____.

Signature of person administering treatment: _____.

Signature of supervising coach (if different than administer): _____.

THIS FORM IS TO BE COMPLETED FOR THOSE INJURIES THAT ARE 'SERIOUS' AND YOU KNOW A MEDICAL PROFESSIONAL WILL BE SEEN TO TREAT/FOLLOW UP ON THE INJURY. (THIS FORM IS NOT NECESSARY FOR A SMALL SCRATCH TO THE ARM, A BLEEDING HANGNAIL, ETC.)

Eligibility

Academic eligibility is assessed from Wednesday to Wednesday. Student's grades will be checked on Thinkwave by the Athletic Secretary before 10am. For those athletes who attend school outside of HCA, the Athletic Secretary will be in direct contact with their school administrator or parent/guardian on a weekly basis. If any athlete has 2 D's or an F, he/she will be ineligible and the Athletic Secretary will directly notify the student and/or parent and coach of ineligibility. If a student-athlete is deemed ineligible, he/she can practice with the team, but is not allowed to play in any games during that week-long period. *If students become ineligible three times during any one season, the student may no longer be able to participate and will lose the opportunity to letter.

Reserving Vans and Assigning Drivers

For each away game coaches must decide if you would like to take a school van or find volunteer parents to drive all the athletes. If you would like to take a school vehicle, you must call the front office and reserve it. It is booked on a first come first serve basis so plan ahead. The secretaries will then record the time and day you need the van in the school calendar and your reservation will be assured.

On the day of the game you must have a driver for the van whose current and updated insurance and D.L. is copied and on file in the front office. If your driver does not have these items, the front office will not check out keys and a gas card to the driver. The driver must also be 25 years old or older. Van will only be checked out on the day of the game. The person driving the van must fill out a van/bus check out sheet with the front office.

Prior to returning the van you must fill the gas tank and keep the receipt to turn in with the keys and gas credit card. Put the gas card, keys and receipt under the driver's seat and LOCK the van. They will be picked up by the Athletic Secretary the next morning. The van should be kept clean at all times. Please make sure any trash or belongings are picked up and all lights turned OFF.

For parents or others who transport students with their private vehicle, any reimbursements for gas must be pre-approved by the school administration.

Finances

HCA has established a General Fund and a Student Activity Fund for its athletic programs. The General Fund is used for expenses necessary for the proper running of each sport (equipment and uniforms). The Student Activity Fund is used for "extra" items and team activities. All purchases must be pre-approved by the Athletic Director.

Booster Club

There are also funds available through the HCA Booster Club. Check with the Athletic Director and Booster Club Board for requests and access to those funds.

Steps you must follow when making a purchase:

1. Decide, **with guidance of Athletic Director**, if the purchase is a *general purchase* (Equipment, Uniforms, Officials, Field rentals, etc.) or a *student activity purchase* (Camp expense, advertising expense, fundraising expense, gift expense, etc.).
2. Fill out a check requisition form (general purchases will require the blue form and student activity purchases require the green form). These forms can be found in the copy room/staff mail box area.
3. Once you have filled out the appropriate form, you must submit the form to the Athletic Director and get his signature of approval.
4. After your purchase amount is approved you have two options:
 1. You may purchase the item(s) with your personal account and wait for a reimbursement check. Any items purchased without the school credit card or check, ARE NOT TAX EXEMPT. You must pay the taxes and will be reimbursed for them if the item is for/from the student activities account. If the items purchased are from the general account, you will not be reimbursed the amount paid in taxes. You may request to use the school credit card (which can be checked out from the Finance Director.
5. When purchasing requested and approved item(s), turn in all receipts as SOON AS POSSIBLE to the office or to the Finance Director. **If reimbursement is needed, receipts must be turned in** within 30 days of purchase or your reimbursement may be forfeited. (Reimbursements are usually available within 2-3 business days.)

Fundraisers

Each sport at Heritage raises its own funds each year to expand their budget for uniforms, auxiliary equipment, personalized warm-up jerseys, food and decorations for any team nights, etc. Typically, the school will purchase new uniforms for one sport each year. If your team would like/need new uniforms or uniform pieces at any time other than the year allotted for you by the school, you must purchase them with the funds your team has raised.

Fundraising must have prior approval before deciding on which avenue you desire. It is up to you to schedule and organize these fundraisers. Fundraising request forms can be picked up in the front office. Please first discuss with the Athletic Director and then turn in to Mr. Cuckler for final approval.

Physicals and Athletic Fees

Physicals: All athletes are required to have an updated physical on file with the front office. Physicals are good within one year from student's date of exam. The students may go online to www.heritagechristian.info to retrieve and print out the physical form if they need one. All physicals must be turned in to the front office before the first official practice and/or open gym or the athlete will be ineligible to participate. This rule is very important and strictly enforced due to liability issues.

Parental Consent: Every athlete must have a parent/guardian consent to participate in any sport. They may sign the physical form OR the provided CHSAA form online www.heritagechristian.info or pick one up in the front office.

Fees: Athletic fees are due two weeks prior to the first game each season or the athlete will not be allowed to participate. If the athletes have questions about fees they may talk to the finance director. It is your responsibility as the coach to inform your athletes of this fee ASAP to allow them enough time to gather the money. The fees are as follows:

MS	\$155	Each Add. Sibling JH Level: \$110 SAME SEASON
MS (Non HCA)	\$270	
HS	\$210	Each Add. Sibling HS Level: \$165 SAME SEASON
HS (Non HCA)	\$545	

End of Season Banquet/ Awards

Banquet

At the end of each season the coaches are responsible for putting together an award banquet. Costs for the event come out of the team Activity Account and expenses must be pre-approved. You will need to reserve a room with HCA or find an off-campus site for the banquet. It is up to you to do any decorating, decide on food, and announce a date and time to your athletes and HCA Administration. Any awards you decide to give may be printed out at the front office, however, please allow the secretary to have a week's notice. Also inform the Athletic Secretary of any letters or pins you will need and she can order them in advance.

Senior Night : Each coach will honor the senior on each team on the last home game of the season.

Note: Certificates, letters, and pins are provided by the school. Expenses related to the senior night, banquet and special awards come out of the Student Activity Account and again, must be pre-approved.

Lettering Athletes

Lettering rules are as follows:

1. A student must compete in one-third of the total quarters, matches or innings in their sport.
2. First time letter earners will receive a letter and a sport pin.
3. Players that have already received a letter and sport pin will receive a bar for each sport they complete.

Required paperwork

Paid Coaches

- W-4
- I-9
- Background check
- Signed Lifestyle/agreement statement
- Signed Statement of Faith
- Signed receipt/acknowledgement of Coaches Handbook
- Copy of CPR/1st Aid certification
- Copy of completed Concussion course
- Copy of CHSAA coaching certification application
- Copy of contract (including current email and cell #)
- Application for position
- Copy of driver's license and social security card or passport

Volunteer Coaches

- ***Background check** (cost will be paid for by the Student Activity account for that sport, est. cost \$20-\$27)
- Signed Statement of Faith
- Signed Lifestyle agreement with approval by AD & Administrator
- Copy of CPR/1st Aid certification *
- Copy of completed Concussion course*

* MUST have only if volunteer will ever be expected to be the 'sole' coach in attendance at any given time. (in season and/or open gyms)

STATEMENT OF FAITH

1. God is self-existent, infinite, sovereign, the source of all truth and life. He is the Triune God: God the Father, God the Son, God the Holy Spirit. Genesis 1:1; Romans 1:7, 8:28; Hebrews 1:8; Acts 5:3, 4
2. God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity and divine nature. Creation is the general revelation of God. Genesis 1:1-23; Romans 1:20
3. The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom. Colossians 1:15-17; John 14:3, 6; 1 Timothy 2:5; Luke 1:34-38; Matthew 1:23; 1 Corinthians 15:3, 4
4. The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God, He presents the righteousness of Christ and convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring him to Christ and to give new life. The Holy Spirit indwells the believer enabling him to obey God in the process of conforming him to Christ. John 14:16-17, 16:7-11
5. The Bible is truth, the Living Word, the specific revelation of God to man. It is inerrant. The Bible is complete and is the final authority over man. Through the Scriptures man can have knowledge and wisdom about God, life and himself. John 17:17; 2 Timothy 3:16, 17; 2 Peter 1:3
6. God created man in His own image, after His likeness, for His glory. In his original state man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin, thus sin entered the world. This resulted in man's separation from God, eternal death being passed on to subsequent generations and an imposed curse upon the rest of creation. Because of his sin nature, man omits God and thereby fails to relate himself and his knowledge to God. Genesis 1:26, 3:1-6; Romans 1:24-28, 5:12, 8:22, 23
7. Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not works or service. Corinthians 5:17; Romans 5:1, 10; Ephesians 2:8, 9; Titus 3:5
8. The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruit of the Spirit, righteous living and good works. Maturing in Christ is a process evidenced by continual growth. Romans 8:29; 2 Corinthians 3:18; Galatians 5:22, 23; Ephesians 2:10
9. Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer God's power and grace are made available to the believer. Philippians 4: 6, 7; Matthew 6:9 – 15
10. Christ has established the church and is its Head. Individuals are to be related to a local church for Christian worship, instruction, fellowship and service. Ephesians 5:23; Hebrews 10:24, 25

I have read the doctrinal statement and supporting Scriptural references and affirm the convictions therein.

Print Name

Signature

Date

Coach Acknowledgement Form

I have read and fully understand my coaching responsibilities as stated in the 2022-2023 HCA Coaches Handbook:

Print Name

Date

Signature