

COACHING REMINDERS

1. No practice will start until 3:30 pm during the school day. If for any reason you need to start sooner you need to see the AD and wait for approval before scheduling.
2. Coaches are responsible for all of their athletes from the time practice/game starts until 5:45 and or until your game is over. Stay with your athletes until they leave the building. Supervise locker rooms. Believe it or not, supervision is our most important job.
3. Athletes should not be in the gym/locker room areas without supervision.
4. Keep accurate attendance at practice and games. Check daily school attendance from MS/HS.
5. Follow high school/middle school ineligible and attendance policies. These are not guidelines; these are policies to be followed.
6. Make sure all practice/game facilities and grounds, including equipment, are safe to use.
7. Only team members are allowed to participate in team practices. College athletes are NOT allowed to practice with your team. As per Section 6 policy: allowing a college athlete to practice with a high school team during the season will result in an ineligible team.
8. Keep all fields clean. Put equipment away after practice/games.
9. Take first aid kit to each practice and game. Know where our defibrillators are located.
10. If you are leaving during the school day with athletes, make sure you contact the appropriate principal and athletic director to get approval. You MUST ask for approval at least two weeks in advance when possible. If your request is approved, send a list of athletes who are leaving to the Athletic Director and respective Principal. Athletes are always required to make up time or work they have missed.
11. Please check the bus schedule and game schedule to ensure it is correct. Check the athletic schedule on the school website for accuracy. Check departure times.
12. Collect official's vouchers after each contest and get them to the AD the following workday.
13. Take care of accident/injury reports within a 24-hour period from the time of the incident.
14. Know your sport schedule/team practices and update AD with changes or cancellations immediately.
15. Keep accurate count of your inventories.
16. Report scores after contest to the papers (Bugle, Buffalo News, Lockport Union-Sun & Journal), and to your league chairman so they can update league standings.

17. When riding the bus to practice or game make sure you do the following: Take attendance; the bus needs to be supervised to maintain a safe ride to and from Akron – if there is one coach on the bus, that coach sits in the back of the bus to supervise; if there are two coaches, one in the back and one in the front; follow policies for athletes going home with parents.
18. It is the responsibility of each coach to email the AD your bus requests at the beginning of your season. Please include your departure time. This will get added to the Athletic Calendar used by the bus garage. Please email AD and Sharon Catalano ASAP with any changes.
19. Stay in communication with AD to keep everyone informed of team activities.
20. Review procedures from the NYSPHSAA handbook and Section 6 Handbook. If you need a handbook, please let me know.
21. Review procedures on the "Thunder and Lighting Policy." It can be found on page 110 of the NYSPHSAA handbook.
22. Review Heat/Cold Index procedures from [Heat Index Procedure](#) under the Akron Athletics website.
23. Fill out scholar athlete information on the www.nysphsaa.org web site. This is very important. Please ask for scholar athlete deadlines at your pre-season meetings. NYSPHSAA Scholar Athlete Team Award_Application - refer to State Website www.nysphsaa.org click on Programs → Scholar Athlete.
24. Review the total number of contests, both games and scrimmages, you can participate in as a team. If you need more games, please notify AD.
25. If there is a problem with a spectator or anyone else, do not engage with them. Find a supervisor, the athletic director, or an official to help you with your problem. We will not negotiate with disrespectful fans.
26. All volunteers must be certified or working towards NYS certification and approved by our Board of Education before they begin. If you would like to have a volunteer, please see AD before your season begins.
27. Have fun! Coaching involves a tremendous amount of time, energy, planning, and responsibility. If you do your job, I will do anything it takes to fully support you.
28. Athletes are to call you Coach, Mr., Mrs., Ms., or Miss. We are not on first name or last name only basis with our athletes.

Thank you,
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