

RHODE ISLAND SCHOOL FOR THE DEAF ATHLETIC DEPARTMENT



COACH HANDBOOK / POLICIES

2025-26

**1 CORLISS PARK • PROVIDENCE, RHODE ISLAND
02908-1795**

School Phone #: (401) 222-3535

School Fax #: (401) 222-1421

Table of Contents

I.	Letter from the Athletic Director	pg. 2
II.	Key Staff Roles and Responsibilities	pg. 3
III.	Expectations of the Coaches	pg. 3
IV.	Communication Guidelines	pg. 4-5
V.	Athletic Program Responsibilities	pg. 5-6
	1. Coaches Information Booklet	
	2. Scheduling Athletic Contests	
	3. Out-of-State Competition / Tournaments	
	4. After-School Snacks	
	5. Equipment / Uniforms	
VI.	General Responsibilities of the Coach	pg. 6-16
	1. Pre-Season	pg. 9-10
	a.) Eligibility for Extracurricular Activities	
	b.) Academic Eligibility	
	c.) Equipment & Uniforms	
	d.) Introduction Letter	
	e.) Coaches' Checklists	
	2. In-Season	pg. 10-13
	a.) Team Roster	
	b.) Parents / Guardians Contact Information	
	c.) Orientation Meeting	
	d.) Daily Practices	
	e.) Home Games	
	f.) Away Games	
	Emergency Contact Protocol	pg. 14
	g.) Reporting Game Results	
	h.) Game Day Attire	
	i.) Athletic Injury Reporting / General Well-Being	
	j.) Securing Facilities/Cleanliness/Uniforms	
	3.) Post-Season	pg. 15-18
	a.) Equipment & Uniform Return	
	b.) Wrap-Up Meeting with Athletic & After School Coordinator	
	c.) RISD Annual End-Of-Year Athletic Awards Banquet	
	d.) Training	
	e.) Public Relations	

I. Letter from the Director of Athletics and After-School Programs

To RISD Athletic Coaches and the Community,

Welcome to the Rhode Island School for the Deaf Athletics Program! The Athletics Department plays a vital role at RISD, designed to meet the needs and interests of our students while enriching their overall experience as members of the RISD community.

This handbook is a resource for all members of the RISD Athletics Department, including student-athletes, families, coaches, and anyone interested in understanding our program's policies and expectations.

Coaches are expected to be well-versed in their duties, responsibilities, and the rules and regulations related to their sport. All programs must operate in alignment with school policies. Families are strongly encouraged to review this handbook to understand the standards and guidelines that drive the RISD Athletics Department. This document also serves as a foundation for the periodic evaluation of our athletic programs to ensure continued growth and excellence.

As the Director of Athletics & After School Programs, my responsibility is to oversee and support the athletic programs for our students, school, and community. My goal is to cultivate an environment where every student-athlete can grow and thrive. Participation in our athletics programs is a privilege that comes with meeting the school's and team's expectations and requirements.

All student-athletes must understand and uphold two key principles of our Athletic Department:

- ❖ **Student-Athlete means Student First, Athlete Second.**
- ❖ **Being on a School Varsity Team is a Privilege, Not a Right.**

These principles form the cornerstone of our program and reflect the high standards we hold for every participant.

I encourage open communication and welcome suggestions on how we can enhance our programs. Your input is invaluable in making the Athletics Department a rewarding and enjoyable experience for all. Should you have any questions, concerns, or ideas, please feel free to reach out to me. You can contact me via email at lgutierrez@rideaf.net, by Video Phone at (401) 859-3565, or visit me in my office (Room 606) at the Rhode Island School for the Deaf.

Thank you for your dedication to our student-athletes and for being a part of the RISD Athletics community. Together, we can build a program that supports growth, development, and success for all.

With Rooster Pride,

Leo Gutierrez, MBA

Director of Athletics and After-School Programs

II. Key Staff Roles and Responsibilities at Rhode Island School for the Deaf

The following outlines the major principles and responsibilities of key staff members at RISD. While this list highlights primary duties, it does not include the day-to-day tasks that naturally arise in the course of operations.

School Director

- ❖ Oversees all school programs, policies, and staffing.

Assistant Director for Finance, Personnel, and Operations

- ❖ Manages the budget, facilities, personnel, and general requests.

Head of Maintenance and Facilities

- ❖ Directly supervises the maintenance department, coordinates facility setups, and schedules drivers.

Athletic Director (AD)

- ❖ Oversees all athletic programs to ensure compliance with school, state, and federal policies and regulations.
- ❖ Coordinates schedules and activities, communicating any adjustments or changes to the school community.

School Nurse

- ❖ Manages matters related to physical examinations, injuries, follow-up rehabilitation, and medication for away games and overnight trips.

Head Coach

- ❖ Serves as the primary leader and representative of their respective varsity team.
- ❖ Acts as the main point of contact for all program functions, including away games and overnight trips.

Assistant Coach(es)

- ❖ Functions as the secondary point of contact for program activities, including away games and overnight trips.
- ❖ Assumes the duties of the Head Coach if the Head Coach is unavailable.

III. Expectations for Coaches

All coaches at the Rhode Island School for the Deaf are expected to:

- ❖ Reflect an attitude of care and provide positive reinforcement for each student-athlete.
- ❖ Emphasize that sports and teamwork are enjoyable, productive, and valuable learning experiences, regardless of the team's win-loss record. Effort and attitude should be recognized and praised across the board.
- ❖ Motivate student-athletes both on the playing field and in the classroom.
- ❖ Maintain a supportive and professional demeanor toward all student-athletes, fellow coaches, and the Athletic Director. Coaches are also expected to cooperate fully with the overall athletics program.
- ❖ Familiarize themselves with and fulfill the responsibilities outlined in the Head Coach/Assistant Coach job descriptions.
- ❖ Implement the policies and procedures detailed in this manual and the Parent-Student Handbook.
- ❖ Understand that their role is to serve the student-athletes and encourage their growth and development.
- ❖ Emphasize and model the Athletics Department's motto – **FIVE CORE VALUES**:
 - **Respect**: Treat others with dignity and value their contributions.
 - **Responsibility**: Be accountable for actions and commitments.
 - **Integrity**: Demonstrate honesty and fairness in all activities.
 - **Perseverance**: Overcome challenges with determination and resilience.
 - **Community**: Build meaningful connections within and beyond RISD.
- ❖ Know and adhere to the rules and expectations of the school's Athletic League/Conference Affiliations:
 - **Eastern Schools for the Deaf Athletic Association (ESDAA)**
 - **New England Schools for the Deaf (NESD)**
 - **National Deaf Interscholastic Athletic Association (NDIAA)**
 - **National Deaf Tournament (Clerc Classic & Fuller-Miller-Donatucci Classic)**
 - **Coastal Prep League (CPL)**
 - **Rhode Island Interscholastic League (RIIL)** (if applicable).

III. Communication Guidelines

Open Dialogue

Coaches are expected to engage in open and transparent communication with the Athletic Director and other relevant school staff (e.g., Teachers, Principals, and School Administrators). Similarly, the school's Administration Team should maintain reciprocal communication to ensure collaboration and understanding.

Assistant Coaches

Assistant coaches are encouraged to address concerns with their Head Coach first before contacting the Director of Athletics & After School Programs. Exceptions apply in critical situations or emergencies where the Head Coach is unavailable.

Parent and Student-Athlete Communication

Any communication initiated by a student-athlete or parent should begin with the Head Coach of the respective program. If the matter cannot be resolved or the Head Coach is unavailable, the student-athlete or parent may escalate the issue to the Director of Athletics & After-School Programs.

Weekend/Overnight Arrangements

Head Coaches must understand and follow procedures for weekend activities. Failure to comply may result in the student-athlete missing the athletic event. The Athletic Director will clearly communicate plans to coaches and provide a letter for parents/guardians detailing weekend or overnight trip arrangements.

Coaches are responsible for:

- ❖ Explaining the details of weekend plans directly to student-athletes.
- ❖ Collecting signed forms from parents/guardians or the student (if over 18 and responsible for arranging their transportation).
- ❖ Ensure all transportation and participation plans are finalized before the trip.

For younger student-athletes, coaches assume a parental role during the weekend, prioritizing safety and maintaining open communication with parents/guardians.

Trip Rosters

Finalized rosters for trips must be submitted at least 72 hours before departure. The Athletic Director will notify the following individuals to ensure all details are arranged:

- ❖ School Director/Administration
- ❖ Teachers
- ❖ School Nurse

If a roster change is necessary, consult with the Director of Athletics & After-School Programs first. The Director of Athletics & After-School Programs will guide you on the appropriate next steps. Open and timely communication is essential to avoid last-minute disruptions.

Practice or Game Absences

When accepting a coaching position, it is expected that coaches will attend all practices and games. However, emergencies may occasionally necessitate cancellations.

If a practice must be canceled:

- ❖ Notify the Director of Athletics & After-School Programs by **12:00 PM** on the day of the cancellation.
- ❖ Do not inform student-athletes, parents, or guardians until the Athletic Director approves the change and has communicated with all stakeholders, including afternoon bus drivers, school secretaries, and the Administration.

If advance notice is not possible, the coach must ensure that all student-athletes are cared for until parents/guardians are contacted and transportation is arranged.

If a coach cannot attend a practice or game:

- ❖ Inform the Director of Athletics & After-School Programs and/or the Head Coach as soon as possible, ideally with at least **24 hours' notice**.
- ❖ Repeated absences will result in a meeting with the Director of Athletics & After-School Programs to discuss the coach's commitment and may lead to termination or affect eligibility for future coaching roles.

Game Cancellations

The Director of Athletics & After-School Programs, in consultation with the involved coaches, will determine whether to cancel a game or trip due to inclement weather or other extenuating circumstances. Safety will always be the top priority.

If a game is canceled:

- ❖ The Director of Athletics & After-School Programs will communicate the decision to school staff, parents/guardians, and, if applicable, the opposing school and game officials.
- ❖ Coaches are expected to assist in disseminating this information where needed.

V. Athletic Program Responsibilities

1. Coaches Information Booklet

Before the start of the season, the Director of Athletics & After-School Programs will distribute the Coaching Handbook to each coach. This handbook will include a folder containing the master schedule (game and practice schedules), essential contact information, and a coach's checklist for away games.

2. Scheduling Athletic Contests

The Director of Athletics & After-School Programs is solely responsible for scheduling interscholastic athletic contests. Coaches may submit recommendations for contests; however, only the Athletic Director is authorized to contact other schools regarding potential contests or make adjustments to the final master game schedule, subject to approval by the School Director.

3. Out-of-State Competitions/Tournaments

As part of our membership in the NESD and ESDAA, RISD receives invitations to participate in annual competitions and tournaments hosted by deaf schools on a rotating basis. Participation in out-of-state travel to these events is limited and requires prior

approval from the Director of Athletics & After-School Programs and School Administration. All paperwork must be documented and approved before any commitment to participate. These decisions are contingent on budget availability and alignment with the school's academic calendar.

4. After-School Snacks

RISD provides afterschool snacks through The Child and Adult Care Food Program, which is a USDA federally funded program administered by the RI Department of Education. It is designed to provide nutritious snacks to eligible children. All snacks must meet the requirements of the CACFP Meal Patterns and be served at no cost to the children. The CACFP is administered nationally by the United States Department of Agriculture (USDA) and governed by Title 7, Code of Federal Regulations (7 CFR) Part 226. The Department of Education, Child Nutrition Programs administers it in RI.

5. Officials

The Director of Athletics & After-School Programs is solely responsible for scheduling officials for all home athletic contests. Coaches must treat officials with respect, cooperate fully, and encourage student-athletes to do the same before, during, and after contests. Any disagreements or complaints should be addressed privately with the Director of Athletics & After-School Programs in a proper setting. Violations of this principle of respect and etiquette may result in disciplinary action.

6. Equipment/Uniforms

RISD provides essential sport-specific equipment, such as balls, jerseys, shorts, and shoes. However, student-athletes are expected to supply certain personal equipment and attire, depending on the sport. RISD also maintains a rolling inventory of hand-me-down equipment to ensure the safety of student-athletes during practices and games.

Coaches must:

- a. Clearly communicate with student-athletes and their parents/guardians about required equipment and address any discrepancies that may require assistance from the Athletics Department.
- b. Maintain an inventory of equipment and uniforms at the beginning and end of the season to ensure all items are accounted for.
- c. Notify the Director of Athletics & After-School Programs if equipment is deteriorated and request upgrades or additional purchases as needed.
- d. Ensure all game-related apparel is laundered in a timely manner.

1. Pre-Season

Coaches have specific duties and responsibilities that must be completed before the start of the season. Head Coaches and the Director of Athletics & After-School Programs are responsible for ensuring all student-athletes participating in their respective sports meet eligibility requirements in compliance with RISD, ESDAA, NESD, CPL, and other athletic affiliations' rules and regulations.

a. Eligibility for Extracurricular Activities

No student-athlete may participate as a playing member of the team without:

- ❖ An updated physical examination was completed within the past calendar year.
- ❖ Proof of health insurance coverage (private or publicly covered).

These medical clearances are required before participation in any activities. Additionally, the student-athlete must complete and submit all RISD Athletic Consent forms to the Director of Athletics & After-School Programs. Students aged 18 or older may complete these forms independently if they can do so.

b. Academic Eligibility

Student-athletes must maintain acceptable academic performance. Any student with a grade of **D** or **F** during an academic checkpoint (conducted bi-weekly) will be flagged.

❖ **D+ Grades:**

Students with a **D+** grade will receive a warning and must attend mandatory tutoring for two weeks to ensure academic support. If grades worsen or do not improve, the student will enter the academic probation program.

❖ **Academic Probation Program:**

The program has three phases within a single sports season:

Phase 1:

- A meeting with the Athletic Director, Head Coach, and student-athlete.
- Mandatory after-school tutoring for two weeks, coordinated with the Assistant Principal.
- Participation in practice is allowed after completing critical assignments and receiving tutor approval.
- The student may not travel to away games but is expected to serve as a team manager at home games for accountability and commitment.

❖ **Phase 2:**

- For students previously in Phase 1 who receive another failing grade.
- A meeting with the Athletic Director, Head Coach, and student-athlete.
- Mandatory tutoring continues for two weeks.
- Physical participation in practice is not allowed. The student's ability to serve as a team manager for home games will be determined by the Athletic Director and Head Coach.

❖ **Phase 3:**

- For students previously in Phases 1 and 2 who receive an additional failing grade.
- A meeting with the Athletic Director, Head Coach, and student-athlete.
- The student is dismissed from the team for the remainder of the season and must return all borrowed equipment immediately.

Coaches may request more frequent academic updates by communicating directly with teachers. The Director of Athletics & After-School Programs will keep school administrators informed

about student-athletes in the academic probation program. A new sports season resets all academic probation records.

c. Equipment and Uniforms

Coaches must ensure all necessary equipment and uniforms are ready by the first practice.

- ❖ All equipment should be checked, numbered, and logged on an inventory form at the beginning of the season.
- ❖ Any additional equipment needs should be communicated immediately to the Athletic Director.
- ❖ At the end of the season, all uniforms must be washed, dried, folded, and inventoried to identify any losses or damage.

Important: Game uniforms should not be worn during practice unless for a scheduled Team Picture Day.

d. Introduction Letter

Before the season starts, Head and Assistant Coaches are encouraged to write an introduction letter for parents/guardians. The letter should:

- ❖ Introduce the coaches.
- ❖ Provide contact information and the best way to reach them in case of an emergency.

The Director of Athletics & After-School Programs must review the letter before distribution. It is strongly recommended to provide English and Spanish versions, with assistance from the Director of Athletics & After School Programs if needed.

e. Coaches Checklist

Coaches must review their checklists and complete all necessary forms. This process is crucial for maintaining organization and simplifying end-of-season tasks. Ensure all requirements are addressed before the season begins.

2. In-Season

a. Team Roster

After the first week of practice, the Head Coach must submit the final roster (including managers) to the Director of Athletics & After-School Programs. The roster should include the following details:

- ❖ Student-athlete names
- ❖ Jersey/uniform numbers
- ❖ Class years

❖ Any other relevant information

The Head Coach should select at least one student manager to assist the team (if available) and communicate their responsibilities and expectations for professional behavior.

It is the Head Coach's responsibility to maintain an accurate roster of all student-athletes, including attendance at practices and games. Any adjustments, such as adding or removing players, must be reported to the Director of Athletics & After-School Programs. Failure to update the roster could result in forfeiting or canceling a game.

The Director of Athletics & After-School Programs will schedule the team picture and communicate the date and time with the coaches. Coaches must ensure all team members are informed, prepared, and wearing proper game uniforms for the picture. Team members should present themselves professionally for the photo.

b. Parent/Guardian Contact Information

Once a student-athlete submits all required athletic forms and is cleared to practice, the Director of Athletics & After-School Programs will coordinate the official roster. Coaches must maintain a record of each student-athlete's emergency contact information and have it readily accessible during practices and games.

There is no strict deadline for adding new members to the Varsity team. However, coaches may provide input on late sign-ups if it impacts team progression or if the season is nearing completion.

For parents requiring Spanish interpretation, coaches should note this on the contact information file. VP Español services are available in the Coaches' Office and the VP Room by the school's front entrance. Additional support may be provided by:

- ❖ Language line
- ❖ Request the translation via Horton by Marie Silva-Golembiesky.

Note that these individuals have full-time responsibilities, so they may not always be available to assist.

c. Orientation Meeting

An orientation meeting for all student-athletes must take place before the first practice. Coaches should coordinate the meeting location and time with the Director of Athletics & After-School Programs, who will provide administrative information.

The purpose of the meeting is to:

- ❖ Review the Student-Athlete and Parent Handbook.
- ❖ Establish team expectations and rules.

- ❖ Develop and distribute a team contract, signed by all student-athletes, to promote accountability and shared standards.

d. Daily Practices

Head and Assistant Coaches must collaborate to plan, organize, and conduct practices from the start to the end of the season. Coaches should anticipate potential scheduling conflicts and communicate them with each other and the Director of Athletics & After-School Programs to ensure sufficient coverage.

Practice cancellations due to weather, staffing, transportation, or other reasons must be approved by the Director of Athletics & After-School Programs. Final decisions must be made by 12:00 PM on regular school days to allow sufficient time for communication with administration, student-athletes, and families.

e. Home Games

The Director of Athletics & After-School Programs is responsible for ensuring facilities, officials, and game personnel are in place for home games. Head Coaches must ensure their teams are properly prepared, dressed in-game uniforms, and have transportation arrangements post-game.

f. Away Games

1. Time of Dismissal/Arrival

Follow the master schedule for dismissal and arrival times. For "TBA" schedule entries, consult the Director of Athletics & After-School Programs. Requests for earlier departures must be made at least two days in advance to notify administrators, teachers, and drivers.

2. Medicine Bag

The Director of Athletics & After-School Programs will share the final roster with the School Nurse, who will prepare a medicine bag. Coaches are responsible for:

- ❖ Picking up the bag before departure.
- ❖ Safeguarding the bag at all times, as it contains confidential information.
- ❖ Returning the bag to the School Nurse upon return.

3. Pre-Travel Errands

Before traveling, coaches must visit the Athletic Director or Coaches' Office to collect all necessary equipment and ensure nothing is left behind.

4. Who is Traveling

- ❖ Verify that all passengers match the traveling roster before departure.
- ❖ If a listed student-athlete is missing, notify the Director of Athletics & After-School Programs and return their medicine to the School Nurse.

- ❖ Do not allow unlisted students to board the vehicle.

5. Return Trip

- ❖ Confirm all students are aboard the vehicle before leaving the venue.
- ❖ Conduct a headcount and secure all doors and windows before departing.
- ❖ Follow RISD's guidelines for special or alternative transportation plans as outlined in the Parent-Student Handbook.

6. Vehicle Guidelines

- ❖ Carry emergency contact information for all passengers.
- ❖ Ensure adequate chaperones for co-ed teams, including staff of each gender.
- ❖ Maintain active supervision throughout the trip.
- ❖ Enforce seat belt usage; stop the vehicle if necessary.
- ❖ Observe all traffic laws, including speed limits.
- ❖ Prohibit food and drinks in vehicles unless exceptions are approved, and ensure cleanliness after use.

7. Upon Returning to RISD

- ❖ Secure all equipment, folders, and personal items in a designated area (e.g., Coaches' Office).
- ❖ Inform the Director of Athletics & After-School Programs of game results, attaching photos of scorebooks or stat sheets.
- ❖ Return vehicle keys to Maintenance/Facilities (if applicable).
- ❖ Ensure all student-athletes are picked up or board on designated transportation. Coaches must stay until all students leave campus.
- ❖ Return the medicine bag to the School Nurse and report any issues with First Aid or AED kits.
- ❖ Turn off the lights and lock the Coaches' Office and Locker Rooms before leaving campus.

8. Communication During Away Games

If the Director of Athletics & After-School Programs does not accompany the team, coaches must maintain contact with the Director of Athletics & After-School Programs during trips and with the School Director for out-of-state travel.

Contact the Director of Athletics & After-School Programs for the following:

1. Upon safe arrival at the destination.
2. Before departing the venue, especially if arrival at RISD will be delayed by more than 15 minutes.
3. Upon safe return to RISD, once all students have left campus.

Emergency Communication Protocol

In case of an emergency or any critical need to communicate:

- ❖ Contact the student's parent/guardian immediately.
- ❖ Immediately notify the following individuals in this order:
 - Leo Gutierrez – Director of Athletics & After-School Programs
 - Email: lgutierrez@rideaf.net
 - Text/FaceTime: 401-602-0766
 - Office Video Phone: 401-859-3565
 - Sarah McGaughey – School Director
 - Text/FaceTime: 401-500-3185
 - Office Video Phone: 401-753-0405
 - Email: smcgaughey@rideaf.net
 - Amy Vincenzi – Assistant Director
 - Text/FaceTime: 401-829-6058
 - avincenzi@rideaf.net
 - Chris Suchmann – Maintenance/Transportation supervisor
 - Email: Csuchmann@rideaf.net
 - Text/FaceTime: 401-641-6922
 - Barbara Cesana – Principal, Grades K-12
 - Email: bcesana@rideaf.net
 - Voice/Text/FaceTime: 401-574-0385

The names listed above represent the order in which contact should be made. Once reached, one of these individuals will gather the necessary information and follow the appropriate protocol to obtain assistance.

g. Reporting Game Results

The Director of Athletics & After-School Programs places significant emphasis on timely and accurate reporting of interscholastic game results. These reports are essential for local R.I. media outlets, the Deaf community, and end-of-season statistics and historical record-keeping.

Steps for Reporting Results:

- ❖ Assign a reliable person (coach, manager, or volunteer) to maintain the RISD scorebook/statistic sheet during all games.
- ❖ After the game, share a photo of the scorebook/statistic sheet with the Director of Athletics & After-School Programs, along with a brief summary for away games.

Reports are shared with:

1. Point person for morning announcements
2. Weekly Athletic Memo Email
3. Online platforms: MaxPreps (Volleyball/Soccer/Basketball) or Athletic.Net (Track & Field)

Familiarization with Platforms:

Head Coaches and Assistant Coaches are encouraged to familiarize themselves with MaxPreps and Athletic.Net to update team statistics accurately. The Director of Athletics & After-School Programs can provide training or assistance as needed.

h. Game Day Attire

Coaches must enforce proper game-day attire for all team members, including student-athletes, managers, and coaches. For clarification on dress code policies, refer to the Secondary Parent-Student Handbook under "Dress Code."

i. Athletic Injury Reports and General Well-Being

Injury Reporting:

- ❖ Coaches must complete an athletic injury report form immediately after an incident.
- ❖ Submit the completed form to the Director of Athletics & After-School Programs and the School Nurse no later than the next school day.

Respect for Medical Decisions:

- ❖ Coaches must respect the School Nurse's decision to restrict a student-athlete from participating due to injury or health concerns.

Basic Injury Care:

- ❖ Use instant cold compression packs when necessary.
- ❖ Follow the RICE method: Rest, Ice, Compression, Elevation.

Strength and Conditioning:

- ❖ Strength and conditioning programs reduce the risk of injuries. Assistance in developing programs can be coordinated with the Director of Athletics & After-School Programs.
- ❖ For weight room use, inform the Director of Athletics & After School Programs to ensure proper supervision and usage protocols are followed.

Nutrition:

- ❖ Educate student-athletes on proper nutrition to enhance athletic performance. Encourage adequate hydration and balanced meals.

- ❖ If a student-athlete appears to lack sufficient nutrition, notify the Director of Athletics & After-School Programs and the School Nurse to address the concern promptly.

j. Facility Security, Cleanliness, and Uniform Management

Securing Facilities:

- ❖ Coaches and the Director of Athletics & After-School Programs must ensure athletic offices and locker rooms are empty, secured, and locked before departing for games or after practices and home games.

Cleanliness Standards:

- ❖ Collect and dispose of all trash after practices or games.
- ❖ Ensure equipment is properly stored, and building doors are secured.
- ❖ RISD rents athletic facilities frequently; therefore, all spaces must be left in optimal condition for the next group.

Uniform Management:

- ❖ Coaches must ensure all game uniforms and borrowed attire (e.g., socks, t-shirts, shorts) are returned promptly for washing and drying before the next game or practice.
- ❖ Uniforms should be washed as soon as possible by either the coach or the student manager to maintain hygiene and readiness.

3. Post-Season

At the conclusion of the regular season, the Head Coach is responsible for completing specific tasks to close out the season. The Assistant Coach is expected to assist the Head Coach in fulfilling these duties.

a.) Equipment and Uniform Return

- ❖ **Collection and Communication:** Coaches are responsible for collecting all uniforms (practice and game) and any borrowed equipment from student-athletes. They must communicate with the Director of Athletics & After-School Programs to schedule a return date, which should occur within one week of the season's completion.
- ❖ **Preparation and Inventory:** Coaches must ensure that all uniforms are clean, dried, folded, and recorded in the end-of-season inventory form.
- ❖ **Locker Room and Office Cleanup:** Coaches must clean and organize the locker room and coaches' office promptly, preparing these spaces for the next season.
- ❖ **Submission of Statistics:** All statistics, scorebooks, and data from the season must be submitted to the Director of Athletics & After-School Programs when returning the equipment.

b.) Wrap-Up Meeting with the Director of Athletics and After-School Programs

- ❖ **Preparation:** Review the Coach's Checklist to confirm all tasks are complete before scheduling a formal exit meeting with the Director of Athletics & After-School Programs.
- ❖ **Evaluation:**
 - **Head Coaches:** Evaluate your Assistant Coach before the meeting. You will also receive a Head Coach Evaluation form during the meeting.
 - **Assistant Coaches:** You will receive an Assistant Coach Evaluation form during your exit meeting.
- ❖ **Team Recognition:** Coaches should identify deserving players for special recognition and complete the **End-of-Season Roster/Team Awards Form**. Submit this form to the Director of Athletics & After School Programs during the exit meeting, within two weeks of the season's conclusion.
- ❖ **Team Awards:**
Awards typically include:
 - **Most Valuable/Outstanding Player (MVP)**
 - **Most Improved Player (MIP)**
 - **Coaches Award**
 Coaches may modify award titles or recognize multiple individuals if warranted.

c.) RISD Annual End-of-Year Sports Banquet

- ❖ **Attendance:** All coaches are required to attend the RISD End-of-Year Sports Banquet held each spring.
- ❖ **Awards Presentation:** Coaches will present Student-Athlete Awards during the banquet. Prepare a brief summary of your team's season and comments for players receiving awards (e.g., MVP, MIP, Coaches' Award).
- ❖ **Event Support:** Coaches may be asked to assist with tasks such as setup, decorating, cleanup, and other responsibilities as needed.

d.) Training

- ❖ **Certifications:** Coaches are responsible for maintaining and updating their certifications if they wish to coach at RISD again in the future.
- ❖ **Professional Development:** Attendance at coaching clinics or professional development opportunities is encouraged to enhance coaching skills. Coaches interested in pursuing these opportunities should discuss potential coordination and costs with the Director of Athletics & After School Programs.

e.) Public Relations

- ❖ **Professional Conduct:** Coaches must represent RISD with professionalism, good character, strong ethics, and a commitment to safety at all times. As leaders and role models, coaches should embody the values they wish to see in their student-athletes.
- ❖ **Parent Engagement:** Warm, respectful interactions with parents/guardians and representatives of other teams are expected. Be open, fair, and approachable in addressing parent concerns. Acknowledge and engage with parents after athletic contests when possible.
- ❖ **Team Representation:** Coaches are the public face of their teams and the RISD Athletics Program. Student-athletes and their families view you not only as a coach but also as a role model.
- ❖ **Media and Social Media:** Any information about the team or school shared with the press or on social media must first be approved by the Director of Athletics & After-School Programs.

Closing Message

Thank you for taking on the vital role of coaching our student-athletes! Your dedication and leadership help shape their growth and development throughout the athletic season.

We look forward to witnessing the progress and success of our teams, from the first day of practice to the final game of the season. Best of luck to you and your team—strive for greatness and aim high!

Our Athletics and After-School Programs' motto is: 'Be Better. Be Different.' With this guiding principle, our ultimate goal remains to bring home the Championship Trophy.

