**NWAC COACHING HANDBOOK**

Coaches play a vital role in the development of a student-athlete. The impact or influence a coach has can have tremendous ramifications and with this comes high expectations and accountability on coaches. As such, whether coaches are full-time, part-time, or work as volunteers, they are responsible for executing their role in a professional and expert manner.

It is imperative that NWAC coaches are fully aware of the expectations set forth by our conference as well as the expectations that are set locally by the community college that employs them. These expectations should not be in conflict but should support the mission of the conference as well as the local community college. The NWAC recognizes the educational contribution that coaches make in the educational process. The association encourages all coaches to work with their administration to develop a personal professional development plan.

Following is the NWAC Coaching Handbook. This handbook has been put together to help coaches clearly understand the mission of the NWAC, expectations, responsibilities, accountability, and the importance that a coach has when working with student-athletes. This is not a responsibility that the NWAC takes lightly.

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***NWAC COACHES CODE OF CONDUCT***

***INTRODUCTION:***

Coaches play a vital role in the development of a student-athlete. The impact or influence a coach has can have tremendous ramifications and with this comes high expectations and accountability on coaches. As such, whether coaches are full-time, part-time, or work as volunteers, they are responsible for executing their role in a professional and expert manner.

***NWAC MISSION:***

To foster athletic participation in an environment that supports equitable opportunities for students consistent with the educational objectives of member colleges. To this end, the NWAC will promote the importance of character ethics and sportsmanship by:

* Teaching how to achieve individual success while contributing to the objective of a group.
* Providing the opportunity for competition with honor.
* Supporting academic and athletic growth.
* Instilling a respect for diversity within the development of team.
* Promoting positive relations between colleges and their communities.
* Teaching the importance of preparation and the balancing of an active schedule.

***NWAC PRINCIPLES:***

The priority is to develop student-athletes through academic and athletic opportunities giving them the experience they deserve. This experience focuses on:

Developing Character: “What good is an increase in knowledge without a change in character?”

Fostering Competition: “Genuine effort in sport and in the classroom is essential.”

Community: “Helping others helps all.”

Our service and support must be rooted in excellence so that we can work on giving more than what is expected.

**NWAC COACHES CODE OF PROFESSIONAL CONDUCT AND ETHICS**

**STANDARD ONE: Character Development:   
“I am who I am but I am not yet who I will be.”**

* Use the opportunities of athletics and academics to challenge student-athletes to foster who they are.
* Treat each student-athlete as an individual, cultivating their mind and body.
* Demonstrate to student-athletes the respect for each person, opponent and the competition with honor and integrity.

**STANDARD TWO: Academic Success:   
“Education is the best gift because once you have it; no one can ever take it from you.”**

* Make student-athlete academic success a cornerstone of your program.
* Assess the academic success of your athletic program.
* Encourage and support academic support services for student-athletes.
* Encourage student-athletes to get engaged academically in the campus.
* Make it a priority that student-athletes attain their educational goals (i.e., AA degree, transfer degree, vocational degree, certification, or at a minimum 72 credits)

**STANDARD THREE: Safety: “Luck runs out, but safety lasts a lifetime.”**

* Place the academic, emotional, physical and moral well-being of student-athletes above all else.
* Make the safety of your athletes paramount.
* Provide a safe environment for practice, conditioning and competition.
* Create a culture of excellence that emphasizes a life-style free of drugs, tobacco, and alcohol.

**STANDARD FOUR: Coach’s Behavior, Ethics, and Responsibilities:   
“You should autograph all of your work with excellence.”**

* Maintain strictly professional interpersonal relationships with all student-athletes, student managers, and student-trainers.
* Conduct oneself in a manner representing the highest level of decorum in actions, words, and dress.
* Give student-athletes more than they expect.
* Treat all coaches, players, officials, administrators, game management personnel, and public with respect.
* Honor all NWAC and other governing agencies rules. To teach athletes and support staff in breaking rules is unprofessional and unethical.
* Honor the sport and respect the competitors by not embarrassing them, your institution, the fans or the league by mocking or being disrespectful.
* Demonstrate collective responsibility to your team, institution and the league.
* Recruit student-athletes in a positive and professional manner. Negative recruiting looks bad on you, your institution and is unethical, desperate and unprofessional.
* Refrain from making additional demands for practice time and ancillary team activities which interfere with student-athletes opportunities for academic success.
* Desist from making any statements or promises to a prospective student-athlete that knowingly cannot be fulfilled.
* Respect both written and verbal commitments a prospective student-athlete may make to another institution.
* Abstain from any discussion of transfer with any student-athlete from another institution until the administrators from both schools have talked and granted permission.
* Abstain from public demonstrations of profanity, vulgar language, and obscene gestures and discourage the same amongst staff members and student-athletes.
* Educate you, staff and players on the pros and cons of using social media.
* Do not kid yourself, your teams behavior is a direct reflection of the leadership they learn under.

**STANDARD FIVE:   
Coaching Competency: “Every success is built on the ability to be better than good enough.”**

* Pursue professional excellence by attending clinics, seminars, camps, or through the attainment of an advanced degree.
* Stay current on rule changes and technical advancements within your sport.
* Provide opportunities for staff members to pursue professional development opportunities.

**STANDARD SIX:   
Coaching and Campus Culture: “Understanding opens the door to opportunities.”**

* Commit to engaging others on the campus.
* Encourage student-athletes to get involved in campus programs.
* Understand the role of faculty and learn how to work and engage faculty to support teams.
* Honor the standards set forth by faculty and administration. Don’t teach student-athletes to avoid the standards, teach them to understand the importance of the standards.

**STANDARD SEVEN:   
Coach’s Responsibility for Accurate and Timely Sports Information: “Time waits for no one.”**

* Turn in all requested sports information accurately and in a timely fashion to the conference office.
* When hosting an event, ensure that the visiting team gets needed sports information accurately and in a timely fashion.
* Cultivate relationships with local media outlets to help promote locally college athletic programs.

**NWAC COACHING STANDARDS**

**Minimum Standards**

The minimum standards are intended to be met by all coaches in the NWAC. Standards 1, 2. 3, and 4 must be met before coaching in the NWAC. Standard 5 must be met within the first three weeks of coaching. In addition, NWAC recommends that colleges encourages their coaches to maintain current CPR and First Aid certifications (Standard 6). College are also encouraged to perform criminal background checks upon hiring new coaches and to conduct annual coaching performance evaluations.

A. Provide official documentation of at least a high school diploma or equivalent, preferably an Associate’s or Bachelor’s degree.

B. Document experience in the sport as a player and/or coach, preferably at the college level.

C. Review the NWAC Coaches Code of Conduct.

D. Read the NWAC Concussion Management Plan and take the concussion training provided online.

E. Pass the NWAC Codebook General Test, and the NWAC Sport Specific Test for the coach’s particular sport.

F. In addition, NWAC recommends that coaches maintain current CPR and First Aid certifications as applicable. It is the responsibility of the colleges to determine which coaching positions should receive the recommended training.

G. Van training is required for any coach who will or may be driving a college van to transport student-athletes to athletic events. It is the responsibility of the colleges to determine which coaching positions should receive the required training.

H. Only coaches and athletic personnel as approved by the institution are allowed on the bench during games.

**II. Professional Development**

Training in the following may be obtained through any classes, workshops, clinics, seminars, in-service training or other opportunities which have been certified by the institution as well as the NWAC. While the NWAC and its regional groups intend to offer training opportunities, institutions are encouraged to provide training opportunities. Areas that are beneficial for professional development are:

**A. MEDICAL**

Prevention of Injuries Chemical and Substance Abuse

First Aid, CPR

Physical Conditioning and Training Exercise Physiology

Preparing for Emergencies Health and Wellness

Injury Rehabilitation

Concussion

Mental Health

Steroids

AED Training

**B. LEGAL**

NWAC Code

Duties and Obligations of Coaches for Safety and Security of Participants

Rules Clinics

**C. COACHING**

Sports Sociology and Psychology Ethical Considerations

Motivation Promotion and Public Relations

Dealing with Substance Abuse

Time Management

Sports Skills/Fundamentals Recruiting

Instructional Methods

Budget Management

Theory and Practice in Specific Sports

Multicultural Sensitivity