



**2014-15**  
**ATHLETIC COACHING**  
**RESOURCE GUIDE**

**Bernard A. Johnson, Director of Athletics and Leisure Studies**  
**Revised August 2014**



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## HCC ATHLETIC DEPARTMENT

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### MISSION STATEMENT

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Hagerstown Community College recognizes the integral part that athletics plays in both the spirit of community and pride in an academic institution. The College strives for excellence in all aspects of the operation and the athletic department's philosophy mirrors that expectation.

Athletics is an integral part of the whole person educational concept at Hagerstown Community College. In practical terms, our athletic programs seek to provide avenues, which aid in the development of the student-athlete intellectually, socially and physically in preparation for a productive life after the community college experience. We seek those student athletes who desire to embrace and model the character values of Respect, Responsibility, Integrity, Sportsmanship and Servant Leadership. In return, we provide student-athletes with the resources and guidance necessary to compete at their highest level while pursuing academic excellence.

**PHONE NUMBERS & E-MAILS**

<b>ADMINISTRATION</b>	<b>TITLE</b>	<b>PHONE</b>	<b>E-MAIL</b>
Bernard A. Johnson	Director of Athletics	240-500-2367	bajohnson@hagerstowncc.edu
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Scott Jennings	ARCC Associate	240-500-2366	sbjennings@hagerstowncc.edu
<b>SPORT</b>	<b>HEAD COACH</b>	<b>PHONE</b>	<b>E-MAIL</b>
Baseball	Scott Jennings	240-500-2467 (301) 331-1004 (cell)	baseball@hagerstowncc.edu sbjennings@hagerstowncc.edu
Basketball, Men's	Denny Mortimer	240-500-2470	mensbasketball@hagerstowncc.edu
Basketball, Women's	Vicky Bullett	240-500-2247 (304) 520-2480 (cell)	vabullett@hagerstowncc.edu
Golf	Dirk Schultz	240-500-2472 (301) 992-2116 (cell)	golf@hagerstowncc.edu
Soccer, Men's	Brian Eichelberger	240-500-2469 (301) 992-2596 (cell)	menssoccer@hagerstowncc.edu
Softball	Thomas Burge	240-500-2478 (336) 414-5614 (cell)	tkburge@hagerstowncc.edu
Tennis, Women's	Tin Ly	240-500- (301) 991-3825 (cell)	tlly@hagerstowncc.edu
Track & Cross Country	Bill Stewart	240-500-2471 (540) 398-7719 (cell)	gwstewart1@hagerstowncc.edu
Volleyball	Beth Domenico	240-500-2474 (304) 820-7970 (cell)	badomenico@hagerstowncc.edu

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## ATHLETIC TRAINER

The position of Athletic Trainer is a hybrid position consisting of athletic training as well as teaching responsibilities. It is Department practice to have a trainer on site for all practices and competitions.

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### Athletic Training Room Guidelines

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- All injuries to athletes must be reported to the athletic trainer as they occur. For injuries requiring referral to a physician, appointments should be made by the athletic trainer. If injuries are not reported to the ATC and appointments not made through the ATC, Hagerstown Community College's medical insurance may NOT cover the individual.
- In an emergency situation at an away game, it is the coach's responsibility to make sure Hagerstown Community College's insurance information is sent with the athlete to the emergency room. Each medical kit has an "insurance card" with all information needed. The athlete then must report to the athletic trainer as soon as they return to school to complete a claim form.
- All doctor's notes for athletes MUST be given to the athletic trainer. An athlete cannot return to the play until cleared by a physician and the clearance doctor's note is submitted to the athletic trainer.
- Student athletes are required to report for treatments and rehabilitation at least 45 minutes prior to practice and/or game time. If there is a conflict with

their schedule, they need to discuss this with the athletic trainer and schedule an appointment.

- Rehabilitation and treatments (other than with new injuries) will NOT be done while teams are practicing (weekdays 4-6PM) – it is important for athletes to stay with their team during practice time and this allows for the ATC to be readily available in the case an emergency would occur during practice time.
- Coaches are responsible for taking their medical kits with them to all practices AND away games. They are also responsible for returning the medical kit to the athletic training room when it needs restocked.
- Athletes seen by the athletic trainer are expected to see the athletic trainer daily until cleared, either by the athletic trainer or physician (if seen).
- Coaches should NOT remove any supplies or equipment from the athletic training room without asking and/or notifying the athletic trainer.
- Coaches are responsible for reviewing the Athletic Training Room Policies and Procedures manual, as well as the Emergency Action Plan for the venue annually. Please refer to the athletic trainer with any questions.

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## Practice

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Due to the large number of athletic teams at HCC, parameters must be placed on team practice times. The trainer is on duty to cover practices Monday–Friday from 4:00pm to 6:00pm for practices. All athletic teams must practice between 4:00-6:00 PM.

This stipulation is for the safety of the athletes and also the protection of the coaching staff and the college. No practice should take place outside of these days and times. Practices solely consisting of meetings and or “walk thru’s” are permitted with the approval of the Director of Athletics.

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## Game

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During a game day, the trainer will be available one hour prior to the start of the game. This service is for all HCC athletic teams and also visiting athletic teams. The trainer will be stationed at the game or contest in case of an emergency. If two or more contests are taking place at one time the trainer will be stationed at the activity deemed to be the highest risk and will be available by two-way radio.



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## **PUBLIC IMAGE**

The athletic department expects all personnel to present a professional image at all times. A professional image sends a message of pride, confidence and dedication. A coach must be cognizant that they represent the College and the community of Hagerstown when they accept a coaching position at HCC. Due to the nature of our jobs, it is important to speak positively concerning your team and staff when addressing the press and other media. The Director of Athletics will be the key contact for Department releases. Individual coaches should nurture a positive relationship with the media.

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### **I. Appearance**

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#### **A. Game Day**

The day of a game or contest is a proud day for the college as well as the athletic teams involved. The coach's appearance should directly reflect that pride. The college provides appropriate clothing for all coaches to wear during practice sessions and at games when appropriate. If your sport dictates (soccer, softball, volleyball, track, cross country, tennis) coaches should be dressed in college-issued attire. Looking sharp is a step in the right direction to performing like a team.

### **B. Practice**

Most coaches are active during a practice session. Dress accordingly. Send the message to your athletes that practice time is business.

### **C. Recruiting**

You represent the college and the community when you are on the road. Recruiting is no different. You want to put your best foot forward and be a positive image for the college. College issued attire is appropriate at these events for name recognition.

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## **II. Behavior**

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Inappropriate behavior on a coach's part will not be tolerated. The job of a coach is to advance a student-athlete to a level, which would be unattainable without the coaching guidance. Displays of inappropriate behavior or actions have no place in the interactions associated with a college coach. A student-athlete's behavior normally is a reflection of the behavior displayed by the coach. When addressing officials, try to deal with them using a positive approach. If you feel your team has been unjustly treated or slighted, there are appropriate steps and channels that you may follow in order to right a wrong or an injustice. Examples of appropriate steps would be incident reports, appeals, filing a complaint with the conference etc. Failing to follow these steps only creates barriers, which prohibits a coach from achieving their just outcome or recognition. Report any concerns to the Director immediately.

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### III. Complaints/Concerns

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Complaints and concerns are to be addressed in an appropriate and proper manner. Part of this procedure is to follow the chain of command (see HCC organizational chart). You may never get yes for everything you ask for as a coach. If you have a viable request and have reasoning behind the request the chances are good that your request will be honored. Many viable requests will be honored as long as the request fits into the colleges Strategic Plan and the request can be supported by the annual budget.

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**BUDGETS**

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**I. Yearly Budget**

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Each head coach is requested to submit an annual listing of budget requests each May for the upcoming academic year. This request is an overview of the needs their program will have for the upcoming year and includes everything from equipment to meal money to lodging expenses. These requests must be reasonable and non-extravagant. The Athletic Director will make every attempt to meet the coaches and athletes needs and will work with the coaches in developing and scheduling overnight trips, which will then have to be approved by the Dean of Students. Each year the athletic department receives a budget from the college and must work within those parameters to try to meet the needs for all 14 athletic teams, even in years of reduced spending.

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**II. National Travel Budget**

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Hagerstown Community College fully supports athletics and believes that athletics is an important aspect of the college. This is shown by its commitment to the athletes and fully funding national travel expenses. All athletes who meet the requirements to compete at a national level have the opportunity to do so at HCC. All requirements both national and local must be met in order for the athlete to qualify.

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## ACADEMICS

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### I. Study Halls

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The HCC Athletic Department does not have official study halls. Each Head Coach will confer with the Director as to their method of ensuring student academic progress. Study halls in the Learning Resource Center are recommended.

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### II. Progress Reports

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Electronic progress reporting will be piloted for the 2013-14 Academic year.

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### III. Mid Term Deficiencies

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The Athletic Department reviews all student athletes and compiles a mid-term deficiency report as soon as grades become available. This report will list all of your athletes highlighting those who have deficiencies and how many they may have and which classes they received them in. This report is then given to the Athletic Director for all sports teams and to Head Coaches of their respective team. This information is usually in the coach's hands within (3) days of grade availability. It is the head coach's responsibility to communicate with those student athletes who are showing signs of academic trouble.

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## IV. Semester End Reports

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The Athletic Department tabulates semester end reports for all sports teams. Head Coaches will be notified immediately of all athletes' semester results. Semester End reports are in Head Coaches hands within 3 days of grade availability.

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## Transportation

The college provides transportation to all away athletic events. These transportation modes include: bus, vans, cars, railway and planes.

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### I. Scheduling

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The Athletic Department Secretary facilitates all transportation scheduling. The Athletic Department has first priority on the campus for use of the college vehicles. Athletic Department transportation requests are due to the department of facilities and maintenance on or before July 1st of each year. After July 1st other agencies on campus may book the college vehicles. At no time should a Head Coach contact the department of facilities and maintenance to change, schedule or cancel any transportation arrangements. The athletic department office staff handles all changes and cancellations. Any request for transportation must be made at least 24 hours in advance (No exceptions).

For overnight trips an itinerary needs to be provided with the following information

- Departure date and time
- Destination address
- Lodging location
- Event location
- Return date with an estimated return time

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## II. Bus Usage Guidelines

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In planning a year's activities, there are times when a sizable group will need to travel a distance from the campus (e.g. for a day trip out of the county, a large sporting events, or out of state activity.) In order to make trips safe and pleasant as possible, the following guidelines are to be observed by HCC groups when using a campus bus:

- All decisions pertaining to the operation of the bus will be made by the driver based on legal requirements and college policy.
- It is the driver's determination when and where fuel stops shall be made in accordance with safety and legal requirements.
- The driver will determine where the bus may be safely stopped during emergencies on the road and where it will be parked at other times.
- All Luggage must be securely stowed. It is the responsibility of the designated HCC representative to ensure loading and unloading and access to luggage is supervised.
- Allowing covered beverages inside the bus is a privilege granted by the College and may be rescinded at the discretion of the driver. Should the driver determine that this privilege is being abused, all drink will be placed in the baggage area. Passengers will have access during stops as needed. **Food is not allowed to be consumed on the bus.**
- HCC Representatives are responsible to see that passengers put trash in containers provided by the driver and if necessary pick up trash left by the passengers.



- Passenger behavior on the bus is the responsibility of the HCC representatives. Legal and safety requirements determine that all passengers must be seated when the bus is in motion and it is the responsibility of the HCC Representative to see that this rule is enforced. If the HCC Representative cannot enforce this rule, the driver will park the bus and remain parked until it is enforced.

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### III. Drivers

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Only college authorized staff may drive the college vans. Coaches and athletic personnel that reside out of Maryland are required to submit their current driving record at the beginning of each academic year. At no time is a student authorized to drive a college vehicle unless permission has been granted by the Athletic Director or Dean of Students.

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### IV. Vehicle Pick-up

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College van/car will be picked up from the assigned area. Keys to your assigned van(s) or car(s) are located on the key board in the maintenance shop. Prior to your departure the athletic secretary will notify you which van(s) you are assigned and what time you are scheduled to depart. If your van is not available you should contact the facility department at ext 308 to look at the van schedule and to inquire as to the vans location.

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### V. Vehicle Return

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At the conclusion of every trip, teams using the college vehicles are responsible for making sure that they are clean for the next group to use. Coaches should check all vehicles for any items of value in the vehicles. Return the vans to the area they were picked up from and return the keys to the key board in the maintenance shop.

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## VI. Weekend and Tournament Travel Criteria

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**Weekend travel:** Any team scheduled for weekend travel utilizing the HCC bus must use the following process in the instance of an athletic contest being cancelled due to inclement weather or the athletic event has been cancelled by the host site.

Contact the HCC transportation department immediately with the cancellation. The transportation department will handle contacting the bus driver. Also, follow up with the Athletic Director to let them know that your event has been cancelled.

**Tournament Travel:** During athletic tournament play which will run on consecutive days it will be the Head Coach's responsibility to contact the HCC transportation department with their next day departure time.

**HCC Transportation Contacts:**

Ray Huffman 240-675-6505/  
rlhuffman@hagerstowncc.edu

John Cavey 301-491-9808/  
jacavey@hagerstowncc.edu

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## MEAL MONEY

HCC provides athletes and coaching staff members with a stipend when traveling to an athletic contest away from Hagerstown. The Head Coach should request this money from the Athletic Department Secretary at least two weeks prior to the team's departure. The finance department only cuts checks one day per week. Any check request must be in finance by Wednesday morning in order to be ready on Friday of any given week. Any unused meal money should be returned to the Athletic Department Secretary to be deposited back into your account.

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### I. Day trips

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Athletes and coaches will be given the following as a stipend for meals: \$5.00-breakfast, \$6.00-lunch, \$7.50-dinner. The amount will be determined due to the length of time of travel and the contest.

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### II. Overnight Trips

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Athletes and coaches will be given \$18.50 per day as a meal stipend for any athletic contest, which they attend and stay overnight. Exceptions to this policy may be made by the Athletic Director depending on the length of stay and economy of the area traveling to. The Athletic Director will determine how much money is authorized for each participant prior to requesting the meal money.

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## Equipment

HCC strongly believes in outfitting its athletic teams to the best of its ability. Budgets have limits and 16 sports or clubs have to be appropriately outfitted each year. Head coaches are responsible for all aspects of the equipment during the season. Head coaches must emphasize to athletes the importance of taking care of the uniforms and equipment. The department cannot easily replace lost or stolen equipment.

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### I. Uniforms

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Appropriate high quality uniforms are purchased for teams on a 3-4 year cycle. Teams not taking care of their uniforms will be forced to make-due until their next scheduled purchase. All uniform purchases are coordinated through the Athletic Director.

#### **A. Issuing and collecting**

Head Coaches are responsible for issuing and collecting uniforms. Any missing uniforms are the Head Coaches responsibility and must be accounted for. When the uniforms are issued, the Head Coach must submit a detailed list of each athlete and the uniform they were assigned and submit it to the Athletic Director. This list should include any identifying markings that are on the uniform pieces. (I.e. Number on tag, uniform number, name on tag.) When collecting uniforms at the end of the season any athlete not turning in a complete uniform or any

part of a uniform, which was issued to them, will be held responsible for the replacement costs of the uniform. If a uniform is not turned in, the head coach is responsible for notifying the athletic department in writing which athletes did not turn in their uniform and what pieces they did not turn in. *(The athletic department will then notify the finance and records office to place a hold on that student's grades and records until they have paid for or returned the uniforms.)*

#### **B. Cleaning and storing**

Cleaning and storing of uniforms is to be coordinated with ARCC staff. ARCC staff can clean uniforms for athletic teams. If the Head Coach chooses to have uniforms washed by ARCC staff, all uniforms must be collected by the coaching staff and given to the ARCC staff at one time. When the uniforms are given to the ARCC staff, inform them of when they will be needed again. ARCC staff will have the uniforms washed, folded and ready for the athletes at their next contest. The most important thing is to collect all of the uniforms and give them to the ARCC staff at the same time.

Uniforms should be securely stored during the off-season. This can be coordinated with the assistance of ARCC staff.

## **II. Practice Gear**

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Practice gear is issued when appropriate and not all teams are issued practice gear. It is the athlete's responsibility to wear that practice gear to practice each day. If a team is issued practice gear and the coach does not require the athletes to wear it then that team will not be issued practice gear in the future.

## **SCHEDULES/GAME CONTRACTS**

All athletic schedules and game contracts are prepared and approved by the Athletic Department. At no time may a coach change any aspect of a contracted game unless authorized by the Athletic Director. No coach should contract verbally or in writing with another institution to participate in an athletic contest without the authorization from the Athletic Director.

All Head coaches will be given a copy of all game contracts prior to the start of their season. These contracts should be taken to all contests as back up in case a discrepancy arises.

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## GENERAL COACHING INFORMATION

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### I. Coaches Meetings

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Coaches meetings will occur every other month throughout the academic year. Meetings will take place in August, October, January, March and May. Meetings will be held on the third Tuesday of every month at 6PM in the ARCC.

### II. Strategic Plans

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At the beginning of each year, coaches are responsible for developing strategic plans that will be used as a guide throughout the college year. These goals should include:

- Current status of sport
- Objectives
- Academic goals
- Fundraising activities and goals
- Anything that you will need help from the Athletic director with



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**APPENDIX**

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**I. Coaches Evaluation**

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The purpose of the evaluation is to provide feedback and support for head coaches who perform their duties for Hagerstown Community College. The feedback and evaluation will be specific and comprehensive in nature. The evaluation includes an end of season conference with the Director of Athletics and Leisure Studies.

Coaches will be evaluated on the following competencies:

- Planning
- Maintenance of equipment
- Athlete relationships
- Game Management
- Officials relationships
- Reporting of results
- Filing of paperwork
- Conflict resolution
- Recruiting
- Fundraising

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**II. Student-Athlete Evaluations**

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The evaluations will be issued to student-athletes at the end of their sport season. These evaluations will be used to determine student-athlete satisfaction with their sport program, the Athletic Department and academic support. All Student Athlete evaluations will be shared with the coaching staff.