

# North Country Sports Program



**Athletic Director & Coaches  
Handbook**

**2019 - 2020**

# Leadership

## Coaches Code of Conduct

Athletic coaches hold very powerful positions. In addition to being the public face of a team and a school, coaches wield tremendous influence upon student-athletes. It is a firmly held belief that coaches shall never place winning above the need to instill the highest desirable ideals of character in each of his or her student-athletes. The following additional points are put forward to guide coaches' behavior. Coaches shall:

- Strive to set an example of the highest ethical and moral conduct with the student-athlete, officials, Athletic Directors, school administrators, the state high school athletic association, the media, and the public.
- Embrace and actively support the school's academic mission and build ways to ensure the academic success of all of his or her student-athletes into the fabric of the team's program.
- Hold all student-athletes on his or her team to high standards of behavior.
- Treat all his or her student athletes with respect and dignity and never resort to physical or verbal intimidation even when trying to stress a very specific way a student-athlete needs to change a specific behavior or performance.
- Know the game rules and be responsible for their interpretation to team members. Additionally, coaches shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
- Encourage student-athletes to become involved in more than one sport, and strive to create a supportive, collegial atmosphere among all the teams at school.
- Respect and support contest officials by avoiding conduct which will incite players or spectators against the officials.
- Actively promote good sportsmanship.
- Create an environment of decorum for players and spectators, including not playing offensive music during warm-ups or games
- Abide by the policies set forth by the School District.
- Take an active role in the prevention of alcohol and other drug abuse, while stressing the importance of a healthy lifestyle. This involves coaches being vigilant at practice and at games, on weekends and after games, and making the commitment to work with individual student-athletes who may find themselves struggling with issues of substance abuse.
- When traveling, with student-athletes, return loaned equipment, clean the team area before leaving, make sure that ALL buses are cleaned before they leave the school and finally, display class and sophistication at all times.
- Meet and exchange greetings with the opposing coach before and after the contest to set and maintain a positive tone for the event.
- Ensure that contest results are reported to the media as quickly as possible, win or lose.
- Strive for excellence in coaching skills and techniques through professional development opportunities.
- Complete CPR, AED, Concussion training and first year coaches training as required by NHIAA and the school districts.

## **Role of the Athletic Directors**

The Athletic Director assumes responsibility for the efficient administration of the school's athletic program and reports to the principal on all matters relating to the athletic program regarding students and parents. Any questions or concerns related to facilities, budgets, and/or transportation will be coordinated with the SAU #7 Business Administrator. The Athletic Director corresponds with other schools and the NHIAA as necessary to conduct athletic business. The Athletic Directors represent the school at all school-based meetings, athletic conference meetings and district and state meetings. The Athletic Director also serves as the point of contact for issues of concern regarding the athletic program for parents, teachers, student-athletes and the community at large. The Athletic Director is responsible for coordinating the selection, hiring and evaluation of all coaches, making sure that each team's schedule conforms to school rules and conference requirements while not overtaxing the school's budget, and making sure all local and state rules are followed.

### **Athletic Director's Additional Areas of Responsibility**

- Meets each and every required submission deadline required by the NHIAA with a little time to spare.
- Verifies athletic eligibility for each player on each team.
- Requests sanctions for contests as needed.
- Follows up with issues requiring interpretation and disseminates information in a timely fashion.

### **Game Preparation**

- Coordinates transportation for athletic teams.
- Contracts officials for appropriate athletic contests.
- Recruits and assigns personnel to work as ticket sellers, ticket takers, crowd supervisors, scorers, timers, announcers and for other game management duties as needed.
- Initiates requisitions for issuance of checks for officials, supervisory personnel, transportation and entry fees.

### **Game Management**

- Coordinates game management for all home athletic contests with contest workers, building administrators, contest officials and police personnel.
- Inspects areas before games and makes sure facilities are clean when games conclude.

### **Fiscal and Facility Management**

- Plans, implements, and monitors the school's athletic budget.
- Ensures that all financial aspects of the program are accounted for according to the district's accounting policies and regulations.
- Counter-signs all requests for purchase of athletic equipment and supplies.
- Ensures implementation of efficient systems for equipment acquisition, repair, disposal, custody and inventory.

### **General**

- Evaluates all head coaches annually, observes practices and game performance of each team, reviews written head coach and team evaluations with the principal within
  - a month of the end of each season, and recommends changes when changes are warranted.

- Submits employment recommendations as quickly as possible to help the district to issue contracts efficiently.
- Ensures that all required staff development expected of coaches is completed in a timely manner, including CPR and AED training.
- Publishes or announces athletic events to inform the student body of upcoming events.
- Reviews all athletic schedules and submits recommendations to the principal.
- Coordinates end of season and/or end of year athletic recognitions and award presentations at school programs and banquets for all sports.
- Works with coaches and school administration to implement coaches' handbooks and athletic codes.

## **Team Rules**

It is up to the head coach of each varsity sport to develop a set of team rules for their sport. These rules must conform to NHIAA policy guidelines as well as the district's guidelines. For example, coaches must comply with the district's substance abuse policy and cannot choose to develop one of their own. It is the responsibility of the head coach to have these rules clearly stated and published. In addition, the rules must be available and made clear to all student-athletes and parents at the preseason meeting where these rules should be reviewed and signed by both the athlete and parent. Finally, it is crucial that each coach reviews his or her rules with the Athletic Director in order to elicit the support of the Athletic Director. Part of that review requires that a copy of each team's rules be kept on file in the Athletic Director's office. Athletes should at all times follow team rules, school rules and NHIAA rules. Consequences of violating any rules imposed by a coach or Athletic Director will follow guidelines set forth by the team, school/district and/or NHIAA. Team rules need to be fair and should not punish student-athletes for things they cannot control (e.g. funerals, doctor appointments that can't be scheduled at other times and academic priorities). While the Student Athletic Handbook covers much of this information, team rules should address, but not be limited to the following:

- How will discipline be carried out?
- What process will be used for checking student-athletes' academic progress throughout the year? (This should include steps to enhance student-athlete's performance, for example, use of study halls.)
- What rules will govern practice attendance?
- What rules will govern game attendance and subsequent participation?
- How will student illness be addressed?
- How will coaches, parents and athletes communicate and interact in a positive manner?
- As described earlier, the coach needs to make sure that all rules do not supersede the district or state rules.

## **Certification and Professional Development and Clinics**

**See NHIAA, By-Law Article I Policy Section 32 Coaches Eligibility in the Appendix.**

Per New Hampshire Interscholastic Athletic Association (NHIAA) By-law, Article I, Policy, Sect. 32: Coaches Eligibility:

*In order to be eligible to coach in a NHIAA member school the person must have:*

- A. *A current certification in CPR with AED Certification.*
- B. *Successfully completed an NHIAA approved course in First Aid.*
  - *List can be found on the NHIAA website. Equivalent programs may be approved by the Coaches Education Committee.*
- C. *Completed a Coaching Principles Course approved by the Coaches Education Committee. Approved list is located on the NHIAA website.*

- D. *Completed the NFHS Concussion Course (free of charge), required. This course is located on the NFHS website and **MUST** be taken prior to any coaching.*
- E. *All first year head varsity coaches must attend a rules review within one year of hire. All head varsity coaches in their second year or beyond are required to complete a yearly on-line rules update or attend a rules review in person given by their sports specific rules organization.*

**NOTE:**

- *New coaches have one (1) year from date of hire to complete the requirements.*
  - *The above is recommended for volunteer coaches.*
  - *Coaches hired after June 2004 who became eligible through the sport specific clinic/workshop will be required to take the NFHS Coaching Principles course or comparable program approved by the Coaches Education Committee.*
  - *It is recommended coaches continue their professional development through additional education clinics and opportunities listed on the NHIAA website.*
- F. *Enrollment of Coaches - All coaches who coach NHIAA contests at all levels must be enrolled with the NHIAA. The annual enrollment fee will be paid by the school district.*

There are many opportunities available to improve coaches' skills. All head coaches are expected to attend coaching clinics and assistant coaches are very strongly encouraged to attend, too. The pre-season rules review meetings is representative of an opportunity for professional development activities. Coaches are required to attend a rules interpretation meeting the first year and take online test in subsequent years. in order to meet NHIAA's coach's eligibility requirements. The dates for the meetings are posted on NHIAA's web site, [www.nhiala.org](http://www.nhiala.org), and there are several different sites offered prior to the beginning of a season so that coaches can find the one that best suits their schedule. Finally, there will be many other training opportunities that will cross a coach's desk.

## **Sportsmanship**

Quality athletic programs embody all the characteristics of good sportsmanship. No one wants to win more than the coaches and the players, but if the cost of that victory is poor behavior by coaches, players or fans, then the victory is suspect at best. The NHIAA Handbook defines sportsmanship as: (see Appendix – Sportsmanship By-Laws)

**“The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized, by generosity and genuine concern for others.**

**Awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”**

Above all else, we must remember that athletes, coaches, schools, and teams should be modest in victory and gracious in defeat; difficult sentiments at times, but sound advice nevertheless.

Criticism of officials or other teams is not permitted and must follow the NHIAA and School District rules on discipline.

### **Player/Coach Ejection Policy**

Per New Hampshire Interscholastic Athletic Association (NHIAA) By-law, Article IX, Sportsmanship, Sect. 6: Disqualification from an Interscholastic Athletic Event:

Sect. 6: Disqualification from an Interscholastic Athletic Event A. Any player who is disqualified before, during or after any sanctioned event and or scrimmage at the sub varsity or varsity level, for exhibiting unsportsmanlike conduct, shall not participate in the next scheduled interscholastic athletic event, including NHIAA tournament contests. Any coach who is disqualified before, during or after a game at the sub-varsity or varsity level, for exhibiting unsportsmanlike conduct, shall not participate in the next two scheduled interscholastic athletic event, including NHIAA tournament contests and MUST take the NFHS Teaching and Modeling Course for Disqualified Coaches prior to returning to coach in any capacity. Any player or coach who is disqualified from a game and participates in the next scheduled interscholastic athletic event(s), including NHIAA tournament contests, shall cause that school's game(s)/event(s) to be forfeited in the event of a win.

The coach may not participate in any game, at any level, until a two game suspension has been served at the level in which the disqualification occurred and must take the NFHS Teaching and Modeling Course for Disqualified Coaches prior to returning to coach in any capacity, effective 2011-12.

A disqualified student athletes must view the "NFHS Sportsmanship" video on the NFHS website under the supervision of a school official prior to returning to game action. A certificate of completion must be filed with the Athletic Director and reported to the NHIAA. *The Athletic Director may impose other sanctions upon future review of the infraction.*

### **Knowledge of Rules and Guidelines**

The Athletic Directors will provide a copy of the NHIAA guidelines to the coaches. The coach will sign off that they have read them. It is the coach's responsibility to know these guidelines. See the School Districts, coaching responsibilities and Duties in the appendix.

The Athletic Director will schedule a mandatory meeting for coaches to cover NHIAA rules, coach's responsibilities, Bullying, Sexual Harassment and Conduct.

# Communication

There is nothing more important than communication from the head coach and it falls on the head coach's shoulders to have a clear plan and to stick to that plan regarding how team members, parents, other coaches, the Athletic Director, the school and its teachers, and the press receive information about the program, the athletes and what events are on the schedule. Coaches need to inform the AD of any changes so the website can be updated for parents and community. Coaches must have an email address and check it frequently during the scheduled season and check it periodically during the off season.

Any concerns or issues that a coach or assistant coach may have should be addressed with the appropriate administrator, following a chain of command. The chain of command is as follows: Athletic Director, Principal, Superintendent of Schools and finally School Board. This should be followed at all times.

## Student-Athletes

Coaches need to have a way of sharing information with their team members/Athletic Director, a consistent method of publicizing changes in routines, a formal and probably repetitive way of getting information out about games, departure times and return times and a clear and meaningful way for the student-athletes to communicate and get feedback.

## Parents

Failure to communicate logistical details to parents is the single most common complaint that is lodged against a coach, and usually most of these problems can be avoided with a little planning up front and then consistent follow-through after-the-fact. Practice time, game departure and return times, parents' role in team support, expectations regarding pre-season training and the process that will be followed regarding how parents can communicate with the coach are the kinds of details that need to be laid out early and then adhered to. Ninety-nine percent of all parents want to be supportive; they just need to know what they can expect to be told and that they will have that information in a timely fashion. Failure to plan for this leads to major problems. Parents should be encouraged to check the school website and the school bulletin board.

## The School

Communication with the school staff is generally carried out by the Athletic Director but coaches have to be aware of the expectations and procedures when it comes to communication with the school itself. To keep this simple and to the point, teachers need to know what students are on each team, they need to know every time there will be a disruption to their school day and they need to know in advance when an early departure is planned.

The other communication that teachers appreciate concerns a student's academic standing in a given teacher's class. Coaches are expected to check with the Athletic Director regarding the academic progress of the student-athletes on their teams. Coaches should not be checking with teachers directly. The Athletic Directors will check with teachers of players and let the coaches know. If a coach has a student athlete who is struggling in a class or in several classes, he/she needs to have a plan for communicating with the Athletic Director in order for the student-athlete to be successful. Failure to check up on the most fragile learners reinforces the image that these young people are merely student-athletes in name only and their academic progress is unimportant.

## **Game Results – NHIAA and the Press**

The varsity home team is responsible for posting all game results to the NHIAA web site, but history has shown that not every team follows this protocol. Coaches will notify the Athletic Director within one day of scores. The Athletic Director will post scores of the games.

Since the newspaper is one of the places that game results are really recorded, each head coach is responsible for contacting the local newspapers that request the information with game results. In many instances, these newspaper reports represent one of the few places that all kids can see their name prominently displayed.

## **Correspondence**

The Athletic Director and Principal must approve any letters sent from a coach on behalf of the school and/or athletic department.

## **Defining Expectations and Selecting Teams**

Coaches will communicate their coaching philosophy and expectations to parents during a pre-season meeting; in addition, coaches will communicate their coaching philosophy and expectations to student-athletes at the start of the season. Coaches' expectations should be realistic and aim to improve the performance of the student-athlete and emphasize the ideals of good character. One of the most common sources of friction on a team is linked to an athlete's playing time. Having said that, coaches are under no obligation to defend or justify playing time decisions to individual athletes—they don't have to justify decisions of strategy either. Coaches are hired based on their abilities and experience. They are trusted to make decisions that best serve their teams, school and community. However, players are encouraged to speak with their coaches on how they can improve their play and earn more playing time in games and coaches are expected to offer their student-athletes times to discuss ways to improve their skills.

Players may be encouraged, but not required, to attend sport-specific camps and workouts outside the school year. Likewise, players may be encouraged, but not required, to attend pre-season workouts, free-plays or open facility sessions that occur during the school year. Coaches will not "pre-select" players based on their performance at such activities, but rather keep an open mind about all potential players during the pre-season period. Sports camps can be expensive and should not be required of players as they may pose a financial hardship to their families. Player selection is a very difficult process. Coaches evaluate several aspects of the student-athlete before selecting him/her for the team. Commitment to the team, raw talent, relationships with other players, loyalty to the team, team chemistry and coach ability should all be taken into consideration. Coaches should be able to explain to students and parents why a player is or is not selected for the team.

## **Academics and Eligibility**

Academic and other eligibility requirements follow the guidelines as set for in the School Athletic Policy and NHIAA by laws. The school districts academic policy states that if a student/athlete fails more than one class they become ineligible to play from the date of distribution of report cards and do not become eligible until the next marking periods distribution of report cards. All other eligibility requirements will be determined by the principal and Athletic Director. Student must be eligible by NHIAA standards, as outlined in Article 2 section 2 subsections A. and pass 4 units of work per marking period.

## **Practice: Philosophy and Execution**

Practice is an opportunity for coaches to teach skills and techniques for their sport so that the players may improve as a team and as individuals. A practice is defined as:

- a reporting group of potential athletes who are under the direct or indirect supervision of a member of the coaching staff and who are receiving instruction in game skills or techniques in a specific sport during the athletic season of that sport.
- a session when there are specific practice objectives, with a plan of drills, activities and games that will work toward their desired objectives.

All practices must be scheduled through the Athletic Director. Practices should end no later than 8:00 PM for sub varsity student-athletes and 8:30 PM (Pittsburg) / 9:00 PM (Colebrook) for high school student-athletes. Any student-athlete who has a detention or make up session will not be allowed to attend practice until such session is completed. Student-athletes must be in school by the beginning of Block 2 in order to participate unless they have an excused absence.

Players should not enter the building until there is a coach in the gym and should not enter the gym until the prior practice has ended. Coaches should also lock the front door once their team has entered the building. Coaches cannot monitor who is entering and leaving the building once they have entered the gym so the building needs to be secured. The last coach out of the building for the night must make sure all locker rooms and fields are in proper order, all doors locked (locker rooms, phys. ed. office, and both gym doors)

Coaches will communicate practice procedures to parents and student-athletes, including start and end times, location and expectations. Coaches are judged in their ability to maintain consistency and reliability in regards to practice times and consider the needs of student-athletes and their families. Coaches will communicate any changes to practice to parents, student-athletes and administrators in a timely fashion (i.e. cancellation due to inclement weather). Outdoor sports, need to have a plan or schedule for indoor practices in case of rain.

Out of season practices must follow the NHIAA rules.

Practice guidelines are defined by the NHIAA and state very clearly when practices may begin in a particular season. Coaches must have approval from the coach who season in play. All the same rules apply as if the sport is in season.

A coach should arrive at the practice site fifteen minutes before a scheduled session. If there is a second practice scheduled the first coach will not leave until the second coach has arrived.

Coaches will stay until all players have left the area, and make sure the building is secure.

## **Sunday and Holiday Sponsored Activities (SAU #7 District Policy IGDK)**

The Athletic Director is authorized to allow participation in athletic events on Sunday under the following conditions:

1. Accepting any NHIAA tournament invitation that entails a Sunday event.
2. During the last week of a season, there may be a necessity to make up a game prior to tournament selections.
3. Teams in a tournament (at any level) may be required to play on a Sunday for a variety of reasons including scheduling by the host school or organization, or due to postponements.

Varsity teams will be allowed to practice on Sundays in certain situations. Family time and church will be taken into consideration when scheduling a Sunday practice.

- When they have a Monday game
- When it is more beneficial to the student athletes to practice on Sunday instead of Saturday
- When there is a conflict that interferes with practice schedules

If there is no practice scheduled for a Sunday, the gym or athletic fields should be used only for previously approved community activities that do not include the participation of student athletes. No “informal” practices supervised by someone other than the coach are to take place.

### **Holiday Practice:**

The following schedule is outlined for holiday practices:

Practices are permitted after 12:00pm:

Labor Day Memorial  
Day Christmas Eve  
Day New Year's Eve

Practice not permitted during the following holidays:

Thanksgiving  
Christmas  
New Year's Day  
Veteran's Day

## **Student Confidentiality**

As per district policy all student records will be maintained with appropriate measures of security and confidentiality. Completed athletic pre-participation physical exam forms and questionnaires will be reviewed by School District-employed School Nurse. Information reported on health forms will be shared with Athletic Director and coaching staff on a “need to know” basis. It is a violation of FERPA (Family Educational Rights Protection Act) for anyone other than staff members to review completed student physical exams.

It is also inappropriate for coaches and assistant coaches to discuss student’s behavior and personal concerns with anyone other than their parents/guardians. Sharing personal information with anyone other than the student/athlete’s parents/guardian is a violation of that student’s rights, so care must be given in these situations. There may be times when there may be legal issues regarding custodial parents or guardianship. The School Administrator and/or the Athletic Director will inform coaches of such situations as they arise. See policy JRA for SAU #7’s Directory Information.

# Logistics

## Assistant coaches

In many ways, the success of a head coach is linked to the quality of the assistant coaches that he/she hires. Therefore, all coaches must have an assistant coach. Coaches need to work closely with the Athletic Director in order to ensure that the people they want are hired in a timely fashion. Varsity level assistants are compensated positions and all other levels are voluntary. However, all assistants paid or otherwise must be approved by the school board and are expected to meet all of the same responsibilities and duties of a coach. Coaches may not pass the responsibility of their team to anyone other than their assistant coach, Athletic Director or principal.

It is crucial that coaches have a clear sense of what an assistant coach should do and that those expectations are shared with staff. Failing to provide direction to assistant coaches in the beginning of the season will make it much harder to adjust later on. Finally, coaches need to have a system in place that allows them to evaluate how each assistant coach has performed. This evaluation needs to take place in a timely fashion at the end of the season.

## Scheduling

Schedules are developed by the Athletic Director in conjunction with other Athletic Directors. Input from coaches is always welcome regarding teams played or to be played but must be submitted to the Athletic Director at the conclusion of the prior season. Scheduling is usually completed a year in advance.

## Transportation

Usually, transportation is provided by the school. Bus transportation requests will be taken care of by the Athletic Director upon completion of team schedules. See Student Athletic Contract

All team members will travel to games on the transportation provided by the school district unless written approval from the Athletic Director and principal is received beforehand.

### **Transportation from the game to home**

Parents must sign their child out at the game site on a form provided by the school district. Other requests will be approved as submitted on the Athletic Permission Form provided in the School Athletic Policy. Any other requests must be submitted to the building principal for approval. No athlete is allowed to be dropped off anywhere other than on the bus's route home unless arrangements have been made in advance. Picking up student-athletes will be considered on an individual basis.

**All coaches are required to travel with their teams – anytime a coach desires not to travel, approval must be received from the Athletic Director and principal. At least one coach must be on the bus to/from the event.**

Coaches are responsible for their players' conduct on the game bus, proper supervision is required. **No eating or drinking is allowed while the bus is in motion.** If it is necessary for student-athletes to eat before a game then the coach is responsible for notifying the Athletic Director. Time will be built into the bus departure time to allow for this to occur.

In the case of the practice bus, or if no coach is on the bus, the bus driver is in charge. All rules governing bus transportation are still in effect.

Coaches are not to leave the play area until all athletes have left and no player should leave the gym or playing area without proper supervision. Coaches will accompany team members to all restaurants, and etc. Teams must stay together at all times.

When a team returns to school after an away game the team coach is to remain at the school until all students have left the premises. No athlete will be allowed to ride a snowmobile home after returning from a game.

### **Equipment and Inventory**

The supervision and accountability of equipment is a must. Each year the Athletic Director should have a pre-season inventory and a post-season inventory of equipment. All equipment should be issued by the head coach to the athletes each season. Equipment must be returned or the athlete will be expected to reimburse the athletic department for the equipment. It is the head coach's responsibility to return all equipment to the Athletic Director to be secured until the following season, before a final coaching check is approved and issued. Equipment must be properly marked and identified. The school will provide storage, but the coach will make sure that equipment is returned and cleaned properly.

### **Budget and Ordering**

The school boards will set the budget. All orders must be approved and placed by the Athletic Director. Purchase orders are REQUIRED for buying essentials. There is a district purchase order system and a local school purchase requisition form. No coach can ever place an order with a vendor; all orders are placed by the Athletic Director and approved by the principal. If the coach places an order without the Athletic Director's knowledge, the coach will pay for the order out of his/her pocket.

Any money needed to enhance the program outside of the stated allotment must come from fundraising which must be coordinated through the Athletic Director. No coach or assistant coach will solicit or collect funds on the school districts behalf without prior approval of the Athletic Director. Each school's Athletic Association has its own in-house account to place fundraising money. If a coach or assistant coach collects money it needs to be turned in within two business days. **DO NOT KEEP ANY MONEY FOR ANY REASON!!!**

### **Coaches Season**

A coach is required to be at all scheduled games during his/her season, unless there is an emergency. This includes practices/games during vacation periods. Some basketball play-off games are held during the winter vacation week. (Example: Christmas Tournaments during Christmas break) Baseball/softball games will be played during spring vacation week. A coach will be expected to conduct practices and coach in scheduled games during these weeks.

### **Keys**

Each coach will be issued key(s) at the beginning of each season and is responsible for their keys. Keys will be signed out prior to the season and returned at the end of the season before a final coaching check is approved and issued unless permission is obtained from the AD. These

keys are not to be used for any purpose other than games and practices. At no time should these keys be loaned out.

### **Home Games**

A coach should arrive at game site at least 30 minutes before game time.

When a coach has the last game of the night, he/she will not leave until all players have left. Coaches are responsible for checking the locker rooms before leaving.

### **Athletic Injuries**

In the event of a student injury, please call and inform the parents/guardian as soon as possible. If there is any question that the injury needs emergency care, the coach is to care for the student athlete and send for help. Any phone within the school building will call 911 to summon emergency medical care. If you are using the ball field at the school, you will call from the school.

List AED machine location

In every school there is an AED near the gymnasium. Each ballfield area must have an AED located in the ballfield area and identified

AED's are available for emergency needs.

Coaches are to become familiar with the location of the nearest phones and location of the AED machines. A full medicine kit should be at all games and practices. First aid kits should be replenished after each game. The Athletic Director must be provided with a list of items used. It is the coach's responsibility to make sure the first aid kit is adequately supplied before each game.

Any injury must be reported to the Athletic Director on the Liability Claim (Accident/Incident Report Form) within 24 hours. The report must go to the school nurse and SAU office. The principal must be notified as soon as possible of any injury.

### **Referee/Official (within SAU #7)**

A list must be submitted to the SAU office prior to each sport season with a list of Referee/Officials scheduled for that season. A list from the SAU will be sent to each AD listing all approved Referees/Officials.

### **School Districts Policies**

It is the responsibility of each employee to become familiar with the school districts policies. They are located on the website under Facility Handbooks and/or listed as a separate item on the website.

# Evaluation

## **How will coaches be evaluated?**

Coaches' evaluations serve to commend coaches for their accomplishments during the season and can provide constructive criticism for coaches to improve. Coaches' performance will be evaluated at the end of the season. Athletic Directors will evaluate head coaches. Head coaches will evaluate their assistant coaches. Evaluations should be discussed between evaluator and the employee in a non-threatening manner. All evaluations and conferences will be completed within a month of the end of a coach's season using the district Athletic Coach Evaluation form.

In the event that the Athletic Director is also serving as a coach, he/she will be evaluated by the principal of the school.

## **How will assistant coaches be evaluated?**

Head coaches are responsible for evaluating all the assistants on their staffs. This evaluation should take place when the season is over, be formal, be written and be turned in with a coach's inventory at the end of the season. The forms that the Athletic Director uses to assess the head coach are quite appropriate for head coaches to use when evaluating their assistants. It is also quite helpful if each assistant coach understands what is expected of him or her, and that their evaluation linked directly to those expectations.

## **How will your program be evaluated?**

Overall program evaluation rests with the Athletic Director, but no Athletic Director evaluates a program in a vacuum. The Athletic Director is a key player in program oversight and evaluation, but many other sources of information usually go into an Athletic Director's evaluation of a team, a coach and a program. Parents and student athletes are pivotal stakeholders and good sources of information regarding the health of a program and Athletic Directors will usually solicit input from these groups as they examine a program to determine whether or not it is moving in "the right direction." It is important to note that coaches and assistant coaches are hired on a one year contract and that they serve at the pleasure of the School Administration. See Evaluation form in the Appendix.

## **APPENDIX**

Nine Legal Duties of a Coach Risk Management  
Warning Your Athletes about Risks Planning  
Supervision  
Safe Environment  
Tips for Making a Substandard Facility Safer Proper Equipment  
Matching Players  
First Aide and Emergency Procedures Evaluating Injury and Incapacity  
Basic Medical Supplies  
Coaching Responsibilities and Duties Practices  
Travel  
Uniforms & Equipment Home Games  
Gym Closing Procedures Pre-Season Meeting Coaches Season  
NHIAA Coaches Eligibility  
Policy – Concussions and Head Injuries (JLCJ) Required by Law  
Athletic Director or Administrator in Charge Removal from Play & Protocol for Return to Play  
Concussion Awareness & Education  
Academic Issues in Concussed Students Span of Policy Coverage  
Concussion or Head Injury – Return to Play Form (JLCJ-R) Head Injury Protocol  
Athletic Policies for School  
Eligibility, Attendance, Transportation, Alcohol, Drugs, Smoking & Tobacco, Hazing  
Mouth Guards, School Equipment, Physicals, Student Insurance, Coaches, Cell Phones  
Athletic Department Rules  
Detentions, School Suspensions, Practices during Vacations Grades/Warnings and Social  
Networks  
Parent/Coach Relationship Athletic Participant Contract Emergency Permission Form

## **NINE LEGAL DUTIES OF A COACH**

- Warn of inherent risks.
- Properly plan the activity.
- Provide proper instruction.
- Provide safe physical environment.
- Provide adequate and proper equipment.
- Match your athletes.
- Evaluate athletes for injury or incapacity.
- Supervise the activity closely.
- Provide appropriate emergency assistance.

## **RISK MANAGEMENT**

MANAGEMENT is defined as directing or controlling the interests or business, or guiding the performance of an organization. It typically involves teaching, guiding and inspiring others to achieve the purpose of the organization.

In athletics, RISK has two components. The primary concern is injury/illness (physical, mental or social).

Secondarily, there is liability risk. The impact may be legal, financial or social, or professional, or simply a loss of time and energy. The most effective way to diminish liability is to focus upon injury; make the health and safety of the athletes the first priority of your program.

## **RISKS IN SPORT**

### **INHERENT RISKS**

The normal, inevitable or reasonable risks usually associated with participation in a sport.

### **UNACCEPTABLE RISKS**

Risks that expose participants to unwarranted, unnecessary or unreasonable harm.

## **HOW TO WARN YOUR ATHLETES?**

Warning players about risks is one of a coach's most important duties; it is critical for preventing injuries and for defending yourself in a lawsuit.

### **YOU AS A COACH:**

- Are NOT expected to guarantee the absolute safety of the players
- Players assume ONLY those risks which are inherent
- Players need to KNOW, UNDERSTAND and APPRECIATE the inherent risks of their sport
- Liability WAIVERS do not offer much protection from liability suits
- Liability WAIVERS may be of some value in establishing players were warned of the inherent risks of the sport

### **DO YOU:**

- Warn about the dangers of improper techniques?
- Tell your athletes specifically about the types of injuries they could suffer by using improper techniques?
- Warn athletes' parents about the injuries and consequences of such injuries possible in your sport?
- Discuss the anatomical damage possible using improper techniques?
- Illustrate these warnings with charts or provide written warnings?

## **RECOMMENDATIONS FOR WARNINGS OF RISKS**

- Be very clear in warning of the inherent risks associated with the sport and of the risks associated with using improper and dangerous techniques
- When you witness dangerous play be sure to stop and correct it
- Do not promote dangerous play and do not give tacit approval
- Put your warnings in writing; have them signed by both the players and their parents
- Remind Players frequently and regularly
- Do not totally rely on waivers for protection against liability

## **PLANNING**

Improved planning can prove beneficial in reducing the likelihood of injury and strengthening your defense in the event of a lawsuit.

The question of improper planning is often raised and the court usually requests a copy of instructional plans, even though the focus of a lawsuit is on other legal duties

- An ADEQUATE plan is one capable of withstanding professional examination
- The athlete's level of READINESS is an important component of planning.
- Proper SEQUENCING and PROGRESSION of skills are critical

### **RECOMMENDATIONS FOR PLANNING:**

1. Plans should be written and retained.
2. Plans should be explicit about meeting other legal duties
3. Plans should be approved by a supervisor
4. Be careful when deviating from approved plans

## COMMON PRINCIPLES TO BOTH SUPERVISION/INSTRUCTION

1. Proper planning:
  - Written plans
  - Plan for emergencies
2. Must effectively instruct or supervise.
3. Keep appropriate records:
  - Must know qualifications of staff
  - Safety information
  - Lesson plans
  - Day-to-day activities log

## SUPERVISION

Proper supervision is concerned with:

- Quantity depends on:
  - Age/maturity of participants
  - Activity setting
  - Group's make-up
  - Capabilities of persons assigned to supervise
  - Problems with area and/or facility
- Ability of supervisors (qualifications)
- Quality of supervision (performance)
- Recurring issues involving improper supervision
  - Failure to properly match participants
  - Failure to provide for appropriate medical care
  - Failure to keep traveling groups together
  - Failure to adhere to guidelines for proper conduct of the activity

## INSTRUCTION

1. Use proper progression.
2. Disseminate safety rules and warnings.
3. Give clear and explicit risk warnings to athletes.
4. Adequacy of instruction:
  - Properly demonstrate activities
  - Demonstrate proper use of equipment
  - Evaluate player's mental and physical condition
  - Avoid activities that are dangerous to athletes
  - Make sure communications are understood
  - Use proper warning labels when appropriate

## **SAFE ENVIRONMENT**

Many lawsuits in sport contain an allegation of an unsafe playing area. Full control over playing areas is difficult to maintain. Nevertheless, you have a responsibility to “Notice” hazards.

- If a coach knows a hazard exists (ACTUAL NOTICE) he has a duty to eliminate it
- A coach has a duty to exercise ordinary professional diligence and discover hidden hazards (CONSTRUCTIVE NOTICE)

### **RECOMMENDATIONS FOR A SAFE ENVIRONMENT:**

1. Remove all unnecessary hazards on and around the playing field
2. Inform and warn players of hazardous areas
3. Have rules concerning the use of facilities
4. Share responsibility for facility safety with players
5. Assign a coach to regularly inspect the facilities and playing fields
6. Have an effective procedure for reporting hazardous situations before accidents happen.
7. Utilize a preventive maintenance approach

## FACILITIES

1. Surfaces (fields or floors)  
Areas upon which athletic skills are performed
2. Structures  
Apparatuses that enable athletic skills to be performed
  - Nets and net supports
  - Mats
  - Goals and goal support
  - Hurdles
  - Standards and landing pads
3. Surrounding Structures and Surfaces  
Obstacles and barriers in and around the area where athletics are performed
  - Shrubbery
  - Fences
  - Curbs
  - Windows
  - Walls
  - Sprinklers
  - Bleachers
  - Guide wires
  - Water fountains
4. Sidewalks, Showers, and Other Support Areas  
Areas used in connection with athletic practice or competition

## **TIPS FOR MAKING A SUBSTANDARD FACILITY SAFER**

1. Use identifying markings, special protective devices or spotters
2. Limit the types of drills
3. Reduce number of athletes
4. Avoid conflicting activities
5. Provide special shoes

## **THREE COMMON REASONS FOR INJURIES INVOLVING FACILITIES**

1. Improper design, construction, placement or installation
2. Improper use
3. Inadequate maintenance and repair

## **RECOMMENDATIONS FOR A SAFE ENVIRONMENT**

1. Develop a written checklist of facilities that require inspection
2. Remove all unnecessary hazards on and around playing area
3. Inform and warn players of hazardous areas
4. Have rules concerning the use of facilities
5. Share responsibility for facility safety with players
6. Regularly inspect facilities and playing areas
7. Establish procedures for reporting hazardous situations
8. Utilize a preventive maintenance approach

## **PROPER EQUIPMENT**

The law says you must be diligent in the manner in which you select, distribute, use and repair equipment.

- Much of what has been said about providing a safe environment applies to providing adequate and proper equipment.
- No player assumes the risk of defective equipment.
- Players should be provided with proper equipment or not be allowed to participate.

### **RECOMMENDATIONS FOR PLANNING**

1. Buy the best equipment you can afford
2. Equipment should meet reasonable safety standards (NOCSAE)
3. Equipment should be checked frequently
4. Repair or discard defective equipment

*Make sure equipment is the correct size and fits properly (1980 Gieck & McCue, "Fitting of Protective Football Equipment," Am. J. Sports Med)*

### **RECOMMENDATIONS FOR PROPER EQUIPMENT**

1. Plan in advance when purchasing equipment
2. Purchase the best equipment possible
3. Equipment should meet safety standards (NOCSAE)
4. Repair or discard defective equipment
5. Equipment must fit properly and be the correct size
6. Avoid using equipment differently than the manufacturer intended
7. Establish a replacement plan
8. Keep written records

## **MATCHING PLAYERS**

You have a duty not to expose players to unnecessary risk of injury due to mismatches in size, skill or strength. A number of recent lawsuits have used this successfully as a basis for establishing a coach's negligence.

- The necessity of matching correctly to avoid injury increases with the amount of potential contact involved
- The most important factor to consider when matching players is SKILL
- Mismatching, intentional or otherwise, that results in injury is never justifiable

### **RECOMMENDATIONS FOR MATCHING PLAYERS**

1. Avoid matching players out of convenience
2. Plan for matching of players in drills and games (Document)
3. First, try to match players on their skill level, take experience and injuries into consideration.
4. Age, height, weight and maturity are also factors to be considered.

## **FIRST AID AND EMERGENCY PROCEDURES**

Coaches have a responsibility to provide assistance to injured players as soon as possible under the prevailing conditions.

- Coaches are expected to have a working knowledge of basic first aid.
- You can be held liable if you do nothing in a situation that requires first aid (Omission of Duty)
- You can be held liable if you choose the wrong action to take according to the circumstances of the situation (Commission – Misfeasance)
- You can be held liable if you choose the correct action to take according to the circumstances of the situation but perform it incorrectly (Commission – Malfeasance)
- Good Samaritan Laws are not applicable when you have duty to provide first aid

### **RECOMMENDATIONS FOR FIRST AID AND EMERGENCY PROCEDURES**

1. Be First Aid and CPR certified
2. Have emergency medical written plan
3. Have a well-stocked first aid kit available
4. Do not rely on others to provide first aid to your players
5. Written reporting system for injuries
6. Complete accident reports accurately
7. Reduce the possibility of accidents
8. Release medical injury reports only to proper parties

## **EVALUATING INJURY AND INCAPACITY**

You have a duty to exercise considerable care in identifying injuries and incapacitating conditions that may put a player at risk of further injury.

- The courts expect you to stay informed, make reasonable judgments and exercise restraint when a player's health is at stake
- Consider the welfare of your players before you concern yourself with results
- When you observe incapacitating conditions, you need to temporarily adjust a player's participation status
- Athletes must not be asked to make decisions that risk their health (they do not possess the maturity or knowledge to make such judgments) the coach has a duty to make those kinds of decisions.

## **RECOMMENDATIONS FOR EVALUATING INJURY OR INCAPACITY**

1. Seek help (team physician, athletic trainer, parents) when trying to determine when a player is ready to return to action.
2. Medical clearance should be requested whenever players are returning to competition from serious injury
3. Be judicious concerning the amount and intensity of exertion/contact a player is exposed to upon returning to practice (Progression)
4. Never force or coerce players to participate if they have valid reservations for not wanting to participate
5. It is important to share relevant medical information with those who will be treating the players for injuries (Note cards in first aid kit)
6. Pre-competition (pre-practice) physical examinations are an absolute necessity to protect both the players and you
7. Have a system that alerts you to any pre-existing medical conditions of your players (medical history)

## **BASIC MEDICAL SUPPLIES**

1. List of athletes with special health problems
2. Ice bags and/or container(s) of ice
3. Sterile Gauze
4. Assorted Bandages
5. Scissors
6. Pre-Wrap
7. Athletic Tape
8. Antiseptic
9. Antibiotic Cream
10. Cotton Swabs
11. Sling
12. Wound closure strips
13. Ace Bandages – various sizes
14. Tweezers
15. Eye Wash
16. Latex Gloves

*Every First Aid Kit should have the above items in the kit. Remember to re-supply your kit on a regular basis*

## **COACHING RESPONSIBILITIES AND DUTIES**

1. A coach's job is a basic part of the school system and his/her conduct as a coach and as a citizen must be a positive reflection on the system.
2. A coach will work through the chain of command [coach, Athletic Director (AD), principal, superintendent, school board] whenever a problem arises.
3. If a coach-parent dispute occurs, the coach should follow the following steps:
  - a. Avoid any confrontation immediately after a game.
  - b. Coach should notify the Athletic Director whenever a conflict occurs.
  - c. The coach should be willing to make themselves available to meet with parent and Athletic Director if circumstances warrant a meeting.
4. A coach must be familiar with athletic contracts and school rules. A coach will also be evaluated on how he/she enforces these rules.
5. A coach shall be familiar with all Division 4/Granite State nominations and voting processes for the various post season recognitions.
6. Any student who is suspended from school will be subject to further suspension from athletics. The Principal, Athletic Director, and Coach will meet to determine the length of the additional suspension.
7. SAU #7 time sheet must be filled out and turned into the Athletic Director monthly.

### Gym Closing Procedures

It is the coaches responsibly to check all exterior and interior doors, windows in the gym locker rooms and/or weight rooms.

- Ballfield buildings – make sure they are secured if you are the last team practicing on the field (all lights off in bathrooms, hallways, back room) and that both the back and front doors are locked.

### Pre-Season Meeting

1. A coach should schedule a meeting with team members at an appropriate time before practice begins: 1 – 2 weeks before practice begins for winter and spring sports; before the end of the school year for the next fall sport.

Agenda for this meeting should include:

A. Handouts to be given to each player

1. Contracts

- a) School Rules
- b) Coaches Rules (approved by AD)
- c) Cut policy (if necessary)
- d) When practice starts
- e) Next year's schedule
- f) Liability waiver/insurance form/consent to treat
- g) Any other information pertinent to the running of your program

B. Eligibility – Physicals – Questionnaires – Grades

1. Roster should be given to the AD so that eligibility and physicals can be checked.

2. Coach should check with the AD before the meeting to go over information.

Post-Season Meetings

1. With Players

- A. Collect uniforms – equipment
- B. Hand out letters, pins, etc... (Spring sports)
- C. Recap & expectations – summer work camps for next year

2. With AD

- A. Player awards list – school
- B. Player awards list – Granite State – State
- C. Equipment for next year
- D. Season Re-Cap / Recommendation for program improvement
- E. Evaluation Forms

## **POLICY – CONCUSSIONS AND HEAD INJURIES**

### *Category P*

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in “contact” or “collisions” sports. However, in order to ensure the safety of all District student- athletes, this policy will apply to all pupils in grades K – 12 and is not limited to competitive athletics.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student- athlete's initial practice or competition.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

**Athletic Director or Administrator in Charge of Athletic Duties**

Updating: Each spring, the Athletic Director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District’s on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**Identified Sports:** Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

**Coach Training:** All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the NFHS Sports Medicine page at [www.mhsa.org](http://www.mhsa.org).

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be

Incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach’s Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

**Removal From Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day and until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play using the return to play form, policy JLCJ-R. The student-athlete shall also present written permission from a parent/guardian to return to play.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

#### Concussion Awareness and Education

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

#### Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

#### Span of Policy Coverage

This policy pertains to pupils pre-school through grade twelve and is not limited to competitive athletics, but applies to all school activities. All suspected concussions or head injuries sustained during school activities will follow the same protocols as outlined for athletics.

#### Legal References

*RSA 200:49, Head Injury Policies for Student Sports*

*RSA 200:50, Removal of Student-Athlete*

**Additional Resources:** <http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>  
<http://www.bianh.org/concussion.asp>

Revised: September 2012

First Reading: December 18, 2012

Second Reading & Adoption: January 8, 2013

## HEAD INJURY PROTOCOL

This policy is designed to ensure the safety of all Athletes in the case of possible or actual head injuries during sporting events

<b>What you see</b>	<b>What you do</b>	<b>Follow-up</b>
<p>Athlete falls or is hit in the head but no whistle is blown and student continues to play</p>	<ul style="list-style-type: none"> <li>➤ Ask player if he/she is okay</li> <li>➤ Check for dizziness, neck pain or complaint of headache at the next stoppage of play</li> <li>➤ If player complains of any neck pain and/or headache, they should sit out the rest of the game.</li> </ul>	<p>Parents need to be notified and recommend medical evaluation if symptoms persist or worsen in 2 – 5 hours.</p> <p>Notify AD or school nurse within 24 hours to check on student.</p>
<p>Athletes who sustain an injury of the head and/or neck and are unable to get up without assistance, requiring the game to be stopped by the referee due to the injury.</p>	<ul style="list-style-type: none"> <li>➤ Player is not allowed to return to the game at that point without assessment by a trained professional.</li> <li>➤ Player complaining of significant head and/or neck pain will require immediate contact with a parent/guardian. If unable to reach parent/ guardian, contact the nurse at home.</li> </ul>	<p>Complete an incident report with AD and a copy will be provided to the nurse.</p> <p>If player has symptoms, the following day the player will not be cleared to participate in the sport until evaluated and cleared by a doctor.</p> <p>Parent will be notified by the nurse.</p>
<p>Athlete sustains an injury to the head and/or neck and has an altered level of consciousness (does not matter the length of time), develops vomiting with dizziness, head and/or neck pain.</p>	<ul style="list-style-type: none"> <li>➤ Notify parents/guardians immediately. If not present at the game, contact EMS or onsite Athletic Trainer.</li> <li>➤ <b>DO NOT HAVE STUDENT RIDE BUS BACK TO SCHOOL BEFORE SEEKING MEDICAL TREATMENT</b></li> </ul>	<p>Contact the parent/ guardian by phone to let them know their child is getting medical treatment and where.</p> <p>Complete an incident report.</p>

## **FORMS**

- Consent to Participate in School Sports
- Part V – Emergency Permission Form
- Receipt of Concussion Information
- Alternate Transportation Permission Form
- Student Incident Report
- Concussion or Head Injury Return to Play Form

**Consent to Participate in School Sports**

I, \_\_\_\_\_ if selected as a member of an athletic team representing our school, do hereby agree to abide by all team training rules, team and school policies, code of conduct, transportation rules, and outside participation rules as set forth by the school and coaching staff. It is understood that these regulations are to be in effect for as long as I am a member of the program, on the playing fields and courts, during school, and outside school during the sports team season. It is understood that violations may lead to immediate dismissal from the squad.

**Parents:** I/We have viewed and acknowledge the contract for athletes of \_\_\_\_\_ School.

**CONSENT TO PARTICIPATE AND ACKNOWLEDGEMENT OF RISKS**

I/We hereby acknowledge awareness that participation in the sport of (circle which season applies)

**Cross Country          Soccer          Basketball          Softball/Baseball**

Involves a risk of injury, which may include severe injuries possibly involving paralysis, mental disability, or death, and that these injuries may occur in some instances as a result of unavoidable accidents.

I/We accept these risks in giving consent to participation in (circle season that applies)

**Cross Country          Soccer          Basketball          Softball/Baseball**

During the \_\_\_\_\_ season by the undersigned athlete.

Athlete's Full Name (please print): \_\_\_\_\_

Athlete's Date of Birth: \_\_\_\_\_

Player's Signature/Date (soccer): \_\_\_\_\_

Player's Signature/Date (basketball): \_\_\_\_\_

Player's Signature/Date (softball/baseball): \_\_\_\_\_

Parent/Guardian Signature/Date (soccer): \_\_\_\_\_

Parent/Guardian Signature/Date (basketball): \_\_\_\_\_

Parent/Guardian Signature/Date (softball/baseball): \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

**PART V – EMERGENCY PERMISSION FORM**

(To be completed and signed by parent/guardian)

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_

HIGH SCHOOL: \_\_\_\_\_ CITY: \_\_\_\_\_

PLEASE list any significant health problems that might be significant to a physician evaluating your child in case of an emergency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE list any allergies (example: food, medications, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has student been prescribed an inhaler or epi-pen? \_\_\_\_\_

Is student presently taking any medications? \_\_\_\_\_ If so what type? \_\_\_\_\_  
\_\_\_\_\_

Does student wear contact lenses? \_\_\_\_\_ Please list date of last Tetanus Shot: \_\_\_\_\_

**EMERGENCY AUTHORIZATION:** In the event I cannot be reached in an emergency, I hereby give permission to physicians selected by the coaches and staff of \_\_\_\_\_ School District to hospitalize and secure proper treatment for and to order injection and/or anesthesia and/or surgery for the person named above.

Daytime phone numbers (where to reach you in an emergency): \_\_\_\_\_

Evening phone numbers (where to reach you in an emergency): \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

*\*Emergency Permission Form may be reproduced to travel with spective teams and is acceptable for emergency treatment if needed.*

**I certify all the above information is correct:** \_\_\_\_\_

Parent/Guardian Signature

## RECEIPT OF CONCUSSION INFORMATION

### STUDENT-ATHLETE ACKNOWLEDGEMENT

Competing in interscholastic athletics for school programs is entirely voluntary on my part and is made with the understanding that there are certain risks involved including the risk of head injury. I have received information on the risks and symptoms of concussions and understand

- (1) the nature and risks of concussions and other head injuries;
- (2) the risks of premature participation in athletic activities after receiving a concussion or other head injury; and
- (3) the importance of obtaining a medical evaluation of a suspected concussion or other head injury and receiving treatment when necessary

Name of Student (print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### PARENT/GUARDIAN ACKNOWLEDGEMENT

I hereby give consent for the above named student to represent the school in athletics named above and after receiving information on the risks and symptoms of concussions understand

- (1) the nature and risks of concussions and other head injuries;
- (2) the risks of premature participation in athletic activities after receiving a concussion or other head injury; and
- (3) the importance of obtaining a medical evaluation of a suspected concussion or other head injury and receiving treatment when necessary

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## Alternate Transportation Permission Form

This document is a request for permission for the student listed below to return from away athletic contests with his/her parents or one of the adults listed below. The adult providing the transportation assumes the responsibility for the athlete upon departure from the event site. Since the athletic event is a school sponsored activity, the Athletic Director and Principal must grant permission prior to the event.

Name of Athlete: \_\_\_\_\_ Grade: \_\_\_\_\_

### **Sport (Check appropriate box or boxes)**

Cross Country    Soccer    Basketball    Softball    Baseball    Scorekeeper/Manager

Team members are required to travel to and from athletic events, including practices, via transportation provided by the athletic cooperative. Parents may request that their child return with them by speaking to the coach after the conclusion of the event and then signing them out. At the beginning of each season parents may provide a listing of other adults their son/daughter may be transported by after athletic events. A parent may request their son/daughter to ride home with another adult through a note given to the coach prior to departure from school to an athletic event. (No student athlete may ride with another student.) These requests are only for post-game transportation, as team spirit and cohesiveness is enhanced by traveling to the games as a team on the school provided transportation.

My child may be transported by any of the following adults after any athletic event: (Please print the names and list no more than four)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Parent's Name: (Please Print) \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

or

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use: (A copy of the signed and approved form must be given to the team coach)**

## **Student-Athlete Participation Contract**

This application to compete in interscholastic athletics for the school is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the New Hampshire Interscholastic Athletic Association. I understand that I will be held responsible for athletic equipment assigned to me, and I will adhere to all rules and regulations set forth in the Athletic Handbook including, but not limited to, the following:

A student athlete found in the possession of drugs, alcohol, or tobacco will be suspended for three games for the first offense. The athlete may practice and attend games with the team during the suspension. A second offense will result in the athlete receiving a 365 calendar day suspension. Student athletes are required to travel to and from all athletic events via transportation provided by the district. The Principal or Athletic Director will make exceptions to this rule on a case-by-case basis as approved. Under no circumstances will an athlete ride with another student.

As representatives of the school, student athletes will follow the highest standards of personal behavior (this includes dress). Disrespect, harassment, insubordination, etc. will not be tolerated and could result in a student being suspended from the team.

Name of Student (print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### **PARENT/GUARDIAN PERMISSION**

I hereby give consent for the above named student to represent the school's athletic program in the school activities/sports named above and to accompany any school team of which he/she is a member on any of its local or out of town trips. I authorize the school to obtain, through a physician of its own choice, any emergency medical care that may become necessary for the student in the course of participating in such activities/sports. I also agree not to hold the school or anyone acting on its behalf responsible for any injury sustained by the above named student while participating in such school activities/sports.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## Student Incident Report

**School District:**    Colebrook    Pittsburg    Stewartstown    Canaan, VT

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_ Date & Time Reported: \_\_\_\_\_

Type of Incident:    Accident    Altercation    Other: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Had this student been instructed in the safety hazards of your class?    Yes    No

Was this student in full compliance with your class's safety rules?    Yes    No

If No, explain: \_\_\_\_\_

Describe incident in detail: \_\_\_\_\_

\_\_\_\_\_

Name(s) of Witnesses: \_\_\_\_\_

Disposition:    Returned to class at \_\_\_\_\_    Dismissed to \_\_\_\_\_ at \_\_\_\_\_

Name, Date and Time the following people were notified:

Parent: \_\_\_\_\_ Nurse: \_\_\_\_\_

911: \_\_\_\_\_ Administrator: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

### **School Nurse Report**

Vitals: B/P: \_\_\_\_\_ Temp: \_\_\_\_\_ Pulse: \_\_\_\_\_ Resp. \_\_\_\_\_

Assessment data: \_\_\_\_\_

\_\_\_\_\_

Treatment given: \_\_\_\_\_

\_\_\_\_\_

Disposition:    Returned to class at \_\_\_\_\_    Dismissed to \_\_\_\_\_ at \_\_\_\_\_

Nurse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Concussion or Head Injury Return to Play Form

**Even if the student has medical clearance and written parental permission to return to play and practice, the student must also be cleared to play under the School District's policies, guidelines, and/or protocols for return to play. If the student exhibits signs and symptoms of a concussion after returning to play or practice, the student will not be allowed to continue the activity, and the parent/guardian will be notified.**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Injury: \_\_\_\_\_

### **Health Care Provider Medical Clearance and Written Authorization to Return to Play**

I, \_\_\_\_\_ with Health Care License # \_\_\_\_\_  
(print health care provider name)

of \_\_\_\_\_  
(print business name and address)

By signing this Concussion or Head Injury Return to Play Form I certify the following:

1. I am licensed, certified, or otherwise statutorily authorized by the State of New Hampshire to provide medical treatment and am trained in the evaluation and management of concussions.
2. I examined the above-named student on the date listed below.
3. I explained to the student and the student's parent/guardian the nature and risks of concussions or head injuries including the risks of continuing to play and practice after sustaining a concussion or head injury.
4. I have medically cleared the above-named student to return to play and practice.
5. The above-named student has my written authorization to return to play and practice.

Date: \_\_\_\_\_  
(signature of health care provider)

### **Parent/Guardian Written Permission to Return to Play**

I, \_\_\_\_\_ am the parent/guardian of the above-named  
(print name of parent/guardian)

student who was removed from play at a practice or game because of a suspected concussion or head injury. By signing this Concussion or Head Injury Return to Play Form, I certify the following:

1. My child was evaluated by the health care provider listed above and has received written medical clearance to return to play and practice
2. The health care provider has explained to us the nature and risk of concussions and head injuries including the risks to my child of continuing to play and practice after sustaining a concussion or head injury.
3. I understand, acknowledge, and accept the risks of my child returning to play and practice.
4. I understand and acknowledge that my child cannot return to play and practice without my written permission.
5. I give my written consent and permission for my child to return to play and practice.

Date: \_\_\_\_\_  
(signature of parent/guardian)

Pittsburg School Board Adopted 01/27/2020

Colebrook School Board Adopted 02/04/2020