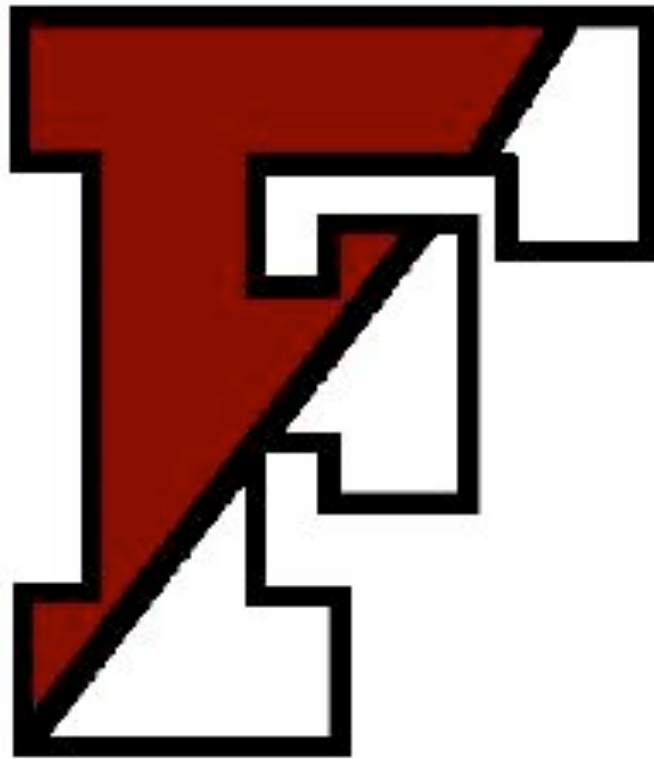


RSU No. 5

DURHAM • FREEPORT • POWNAL

FREEPORT HIGH SCHOOL FREEPORT MIDDLE SCHOOL



COACHES HANDBOOK

Revised Summer 2020

I. INTRODUCTION TO FREEPORT ATHLETICS

Participation in athletics, both as a player and a spectator, is an essential part of a student's educational experience. Such participation carries with it responsibilities to the community, to the school, to the team and to the students themselves. In their play and in their conduct, they are representing all of these groups.

The athletic program should always be in conformity with the educational philosophy and objectives of the school district. Measurement of success is not only in terms of tangible evidence of the victory and defeat records, but in the intangible personality development factors that are an outgrowth of the major educational objectives of the athletic program. The program should function as part of the whole curriculum and should constantly strive for development of a well-rounded individual capable of taking his/her place in society.

PHILOSOPHY

To strive for excellence, while in and out of the arena of athletic competition. Interscholastic athletic competition is a privilege reserved for individuals aspiring to the highest intrinsic values of pride, integrity, sportsmanship, fair play, combined with a mastery performance of physical, mental and emotional skills.

The athletic arena is a forum used to challenge athletes, to test their expectations and to provide an avenue for success, thus enhancing individual lifelong attributes of confidence, self-discipline, accomplishment and responsibility to oneself, ones school and ones community.

THE EDUCATIONAL MISSION OF FREEPORT ATHLETICS

1. To contribute to the multi-dimensional development of the student's mental, social, physical and emotional wants and needs.
2. To develop the whole person: to expedite positive personality development through the participation in activities which foster characteristics of sportsmanship, loyalty, cooperation, commitment, dedication, self discipline, sacrifice, respect for authority and respect for the rights of others.
3. To provide opportunities that will allow the athletic program to serve as a laboratory where students may cope with the problems and handle situations similar to those encountered in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - understanding the individual's role and responsibilities within a group/team setting;
 - directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously;
 - provisions for the appreciation of the value of exercise, sports and the wise use of leisure time, both as a participant and spectator;
 - participation in situations that develop emotional maturity in learning to make decisions under pressure;
4. To develop an understanding of the value of athletics in a balanced educational program.
5. To establish and maintain a positive image of the RSU No. 5 Schools and Freeport Athletics.
6. To create a desire to always strive for excellence that will provide success in and out of the athletic arena.

THE VARSITY PROGRAM

The varsity interscholastic program is the most intensely competitive level of athletics; therefore, athletes who are chosen to participate at this level will have demonstrated a high level of competence in their sport, the emotional capacity to cope with the pressures of a competitive program, and the willingness to share in the responsibility of developing the team and themselves to full potential. The development of responsibility is a high priority of the varsity program. Having been confronted with less demanding situations at the middle school and junior varsity levels, varsity athletes will be expected to make an even firmer commitment to their team and the pursuit of excellence.

The goal of the varsity team is to reach maximum potential and to field a team that is as competitive as possible within the parameters of the Freeport Athletic Philosophy. The athletes' playing times are determined by the nature of the sport, the situation and coach's judgment. Every team member cannot expect to play in every contest.

THE JUNIOR VARSITY (JV) PROGRAM

The goal of the JV program is to attempt to play everyone while striving to win. This level of competition provides for individual skill development and for understanding the team concept. It must be realized that some situations may prevent every team member from playing in each contest.

FRESHMAN & MIDDLE SCHOOL PROGRAMS

The goal of the freshman and middle school program is to develop a healthy competitive spirit by teaching students fundamental skills and appropriate attitudes and behavior, while giving each team member an opportunity to participate in each contest.

RSU No. 5 COMMUNITY PROGRAMS (Youth Sports & Recreation))

The goal of the RSU No. 5 Community Programs is to provide a variety of athletic opportunities for youth in grades K-6. The emphasis will be on maximum participation by children of all ability levels; fundamental skill development; sportsmanship; gaining a better understanding of the sport or activity; emphasizing team play and providing an atmosphere where the participants have fun while fostering positive self-esteem. Competition and winning are not emphasized.

MIDDLE SCHOOL PARTICIPATION GUIDELINES

The Freeport Middle School belongs to the Triple "C" Conference. The conference organizes and supports separate eighth grade and seventh grade teams.

- Seventh graders may play on eighth grade teams only if there are not enough eighth graders to field a complete team.
- Sixth graders may play on the seventh grade teams only if there are not enough seventh graders to field a complete team. Sixth graders do not try out with the 7th and 8th graders, but may be asked to try out after the total number of participants has been determined.
- Seventh and eighth grade students cut from the seventh and eighth grade teams will be automatically placed on the "no cut" "A" Team.

MIDDLE SCHOOL “A” TEAMS

Sixth graders may play on “A” Teams only if there are not enough seventh and eighth graders to field a complete team. *Sixth graders* may be asked to try out once numbers have been determined.

MAINE PRINCIPALS’ ASSOCIATION (MPA) (website: mpa.cc)

Freeport High School is a member of the Maine Principals’ Association (MPA) that governs its operation in regards to athletics. Freeport High School’s players, coaches, and administrators will follow and adhere to the rules, guidelines and policies as outlined in the MPA Handbook.

Each high school coach will be given a copy of the MPA Handbook and their specific MPA Sport Bulletin. Coaches are encouraged to check their particular sport bulletin throughout the season as changes and adjustments occur. It is the coach’s responsibility to read and understand all MPA rules, guidelines and policies.

Items of particular interest that the coach should familiarize himself/herself with:

- Sport Season Policy
- Coach’s Eligibility
- Transfer Rule
- Athletic Recruitment
- Coach’s Ejection Rule
- Communicable Disease Procedures

MPA Telephone No: 1-800-244-0217

All coaches are expected to be familiar with rules, policies, and regulations of the **Maine Principal’s Association**. All coaches will be given access to the **MPA Coaches Handbook**, available on the MPA website.

WESTERN MAINE CONFERENCE (WMC) (website: wmcathletic.com)

Freeport High School is a member of the Western Maine Conference and will follow and adhere to all WMC rules, guidelines and policies. Each coach will receive sport specific guidelines and master schedules during the WMC’s preseason coaches meeting. The participating schools within the WMC are:

B Division (most sports)		C/D Division (most sports)
Cape Elizabeth	Lake Region	North Yarmouth Academy
Freeport	Poland Regional	Old Orchard Beach
Fryeburg Academy	Wells	Sacopee Valley
Gray/New Gloucester	Yarmouth	Traip Academy
Greely	York	Waynflete School
		Maine Coast Waldorf
		St. Dom’s

TRIPLE “C” CONFERENCE (CCC)

Freeport Middle School is a member of the Triple “C” Conference and will follow and adhere to all Triple “C” rules, guidelines and policies. Each coach will receive sport specific guidelines and master schedules during the preseason coaches meeting. The participating schools within the Triple “C” are:

Bath	Brunswick	Cape Elizabeth	Durham Comm School
Freeport	Gray N/G	Greely	Jordan Small School
Lake Region	Maine Coast Waldorf	Mt Ararat	NYA
Old Orchard Beach	Poland Regional	Sacopee Valley	St. Dominic’s
Tripp	Yarmouth		

CAMPBELL FOOTBALL CONFERENCE

The football team is a member of the Class C Campbell Conference.

Cape Elizabeth High School	345 Ocean House Rd.	741-2635
Freeport High School	30 Holbrook St.	865-4706
Gray NG High School	10 Libby Hill Rd., Gray	657-9319
Lake Region High School	1877 Roosevelt Trail, Naples	693-6221
Leavitt Regional High School	21 Mathews Way, Turner	225-1100
Mtn. Valley High School	799 Hancock St., Rumford	364-4547
Poland Regional High School	1457 Maine Street / Rt 26	998-5400
Spruce Mtn. High School	33 Community Dr., Jay	897-3428
Wells High School	Sanford Rd.	646-7011
Yarmouth High School	286 West Elm St.	846-2329

FREEPORT HIGH SCHOOL INTERSCHOLASTIC SPORTS

FALL	WINTER	SPRING
Varsity Soccer (B&G)	Varsity Basketball (B&G)	Varsity Baseball
JV Soccer (B&G)	JV Basketball (B&G)	JV Baseball
First Team Soccer (B&G)	First Team Basketball (B&G)	Varsity Softball
Varsity Cross Country (B&G)	Varsity Nordic Skiing (B&G)	JV Softball
Varsity Field Hockey	Varsity Alpine Skiing (B&G)	Track & Field (B&G)
JV Field Hockey	Varsity Indoor Track *(B&G)	Varsity Lacrosse (B&G)
Varsity Golf (B&G)	Swimming * (individuals)	JV Lacrosse (B&G)
Varsity Football *	Girls Ice Hockey * (co-op w/ Yarm/GNG)	Varsity Tennis (B&G)
JV Football *	Boys Ice Hockey * (co-op w/ So. Port/Wayn)	
Cheering	Cheering	
	Unified Basketball	

(* Funded by Booster Groups / Participation Fees May Be Administered)

FREEPORT MIDDLE SCHOOL INTERSCHOLASTIC SPORTS

FALL	WINTER	SPRING
8th Grade Soccer (B&G)	8th Grade Basketball (B&G)	8th Grade Baseball
7th Grade Soccer (B&G)	7th Grade Basketball (B&G)	7th Grade Baseball
8th Grade Field Hockey	A Team Basketball (B&G)	8th Grade Softball
7th Grade Field Hockey	Alpine Skiing (B&G)	7th Grade Softball
Cross Country (B&G)	Nordic Skiing (B&G)	8th Grade Lacrosse (B&G)
A Team Soccer (B&G)	Cheering	7th Grade Lacrosse (B&G)
Football *		Track & Field (@ DCS)

(* Funded by Booster Groups / Participation Fees May Be Administered)

II. ATHLETIC POLICIES, RULES & PROCEDURES

STUDENT PHYSICAL & ATHLETIC EXAM FORM

There is now just one medical form that needs to be filled out and turned in for all students and athletes. The **“Student Physical & Athletic Exam”** form is to be completed and signed by a doctor for all students and athletes entering grades 6, 9, 11, and all Transfer Students. This form meets the physical exam requirements for both the school nurse and the athletic department. All other athletes and families only need to complete the online forms – there is no paperwork to turn in.

ONLINE FORMS

Online Forms Include:

- Athletic Sign Up
- Medical History
- Permission/Insurance Responsibility Pledge
- Concussion Information
- ImPACT Test Permission (9th & 11th grade only)

ALL athletic forms **MUST** now be accessed and completed **ONLINE** using **PowerSchool’s Parent Portal**. If you have not set up a Parent Portal Account, please contact the main office to get your access Parent ID and Parent Password:

Karin Kamm: kammk@rsu5.org

Sherry Williams: williamss@rsu5.org

You will not be able to access the online athletic forms using your child’s PowerSchool Account.

Online forms must be completed every new school year.

ACKNOWLEDGEMENT OF ONLINE FORMS

Once parents have logged into PowerSchool using their Parent Portal Account, you will be asked to acknowledge that you have read and understand the contents of both the **Athletic Handbook** and **Parent Coach Communication Guide** - and that you have reviewed both of these documents with your son/daughter. It is an expectation that students and parents be familiar with the contents of these two documents.

Online forms must be completed every new school year.

RSU 5 CODE OF CONDUCT

The **Code of Conduct** is designed to reinforce RSU5's Core Values both in school and outside of school. The **Code of Conduct** supports the social, emotional and physical well being of students. Good health is important for student athletes. The use of tobacco, alcohol or other drugs by students not only breaks school rules but local, state and federal laws. In addition, it can interfere physically, socially and emotionally with your academic and athletic performance. Often, student athletes serve as ambassadors of the school and community and, because of this role, are expected to demonstrate responsible behavior. Participation in co-curricular activities and holding leadership positions are privileges, not rights.

Students participating in co-curricular activities are expected to refrain from using or possessing tobacco, alcohol, other illegal substance/drugs, or illegal paraphernalia associated with these substances/drugs. Students will not participate in illegal activities that demonstrate a serious disregard of the RSU5's Core Values including but not limited to theft, burglary, assault, vandalism, and lewd/indecent acts.

It is understood that participation in co-curricular activities is entirely voluntary and that participating students must adhere to the eligibility rules and regulations of the MPA and/or school district's eligibility rules and regulations, as well as, any team/activity rules and training guidelines.

Goals

To reinforce and support our schools' health curriculum and the values of our communities.

To build a sense of pride and positive spirit among those who participate in RSU5 co-curricular programs, as well as generating a positive public perception of RSU5 teams and performance groups.

To discourage students from illegal substance use and possession. Early use of drugs, tobacco, and alcohol are associated with higher rates of substance addiction and abuse later in life; higher rates of suicide, adolescent injuries, death, and poor academic performance.

To encourage students who have made poor choices by using illegal substances to come forward, accept responsibility, and get help where needed.

Code of Conduct and Responsible Behavior

This **Code of Conduct** reflects and seeks to reinforce each of the core concepts of ethical and responsible behavior.

- **Respect** Having the respect for self and others that results in thoughtful decision making.
- **Honesty** Giving one's word to the school, advisors, teachers and coaches to abide by this **Code**, and following through on that word. (including honesty as it relates to academic integrity)
- **Compassion** Using this **Code** as an instrument to guide students who are having difficulty with illegal substances to get needed help and reducing the consequence for those who choose this route.
- **Fairness** Achieving a balance between the offense and the consequence.
- **Responsibility** Accepting the consequences of one's actions and accepting the responsibilities for others that are inherent in membership on a school team or activity.
- **Courage** Giving young people a reason to say "no" in the face of peer pressure and reinforcing those courageous decisions.
- **Humility** Being willing to admit one's mistakes and accept help from others when in trouble.

Prohibited Conduct

- Students shall not use, sell, furnish, be in possession, under the influence, or knowingly be in the presence of any product containing tobacco or alcohol.
- Students shall not manufacture, sell, furnish, possess, use, be under the influence, or knowingly be in the presence of any narcotic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or prescription drug (unless the student has a lawful prescription for that drug and is using it in the manner prescribed); or any other controlled substance defined in federal and state laws/regulations; any look-alike substance; or any substance that is represented to be a controlled substance.
- Students shall not be in possession of any paraphernalia associated with the use of such substances, the possession of which is a violation of law.
- All of these prohibitions shall apply to electronic cigarette and other devices designed to deliver nicotine through inhalation or “vaping”, or used to simulate smoking
- Students shall not host, voluntarily or involuntarily, a gathering at his/her home where prohibited activities in violation of this Code take place unless the student and/or his parents/guardians immediately contact the police to bring such a gathering to an end.
- Students will not participate in illegal activities including, but not limited to, theft, burglary, assault, vandalism, bullying, intimidating actions and lewd/indecent acts.
- The Code of Conduct is not intended to infringe or prohibit the legal use of the substances outlined above within the confines of family events.
- The privilege of participating in any athletic event/practice may be removed by a coach, Athletic Administrator or Principal if the athlete does not conduct himself/herself in a manner that reflects favorably on the team and/or school or for violations of the athletic handbook

Investigation and Evidence to Support Conclusion of Violation

It shall be the responsibility of the administration to investigate thoroughly any allegations or information concerning possible violations of this Code. It shall be the responsibility of the administration to conduct a limited, reasonable investigation of any other possible violations. The student shall be given oral or written notice of the charge(s) against him/her. The student shall be given an explanation of the evidence forming the basis for the charge(s). The student shall be given an opportunity to present his/her version of the incident. It is understood that if any additional information is sufficient to support a finding of a violation, or if the information gathered indicates that it is more probable than not that a violation occurred, that information will be used to support a conclusion of a violation of the Code of Conduct. In all cases where a violation is found to have occurred, a school administrator shall contact a parent/guardian. Minimum consequences for these violations of the Code of Conduct are outlined below and may include additional consequences determined on a case-by-case basis by the coach or advisor and school administrators.

Self-Reporting Rationale

In order to encourage personal responsibility; promote communication among students, parents, and the school; and further educate students about the health consequences of the use of alcohol, tobacco and illegal substances; there are reduced consequences for violations that are self-reported.

Definition of a Self-Report

If a student or his or her parent/guardian initiates the report of that student's violation to a school official (administrator, teacher, coach, advisor) prior to school officials initiating an inquiry into the matter and does so in not more than 48 hours after the actual violation, this will be considered a self-report.

Meeting with Counselor, Social Worker, or Conference Team

For any violation of the **Code of Conduct** involving drugs, alcohol, tobacco, or illegal activities, the administration may require the student to meet with the school's counselor, social worker or conference team to review the violation and to

determine if a follow-up plan is recommended. The school's counselor must verify the student's active participation in the recommended follow-up plan before participation in co-curricular activities may be resumed. If the course of action determined in the follow-up plan is violated and/or the student or parents fails to meet their responsibilities, the student may be placed on suspension/probation for an extended period of time. The conference team may include, but is not limited to, the student's parents, school resource officer, school counselor, social worker, school nurse, health coordinator, health teacher, coach, and administration.

Consequences for Violations

Violation	Consequences	Self-report consequences
1st offense	<ul style="list-style-type: none"> • 14 total calendar days: 7 days suspension & 7 days probation • While on <u>suspension</u> (1st 7 days), students may not participate in any co-curricular activities. Students may not practice, attend practice or meetings, participate in games, meets, contests, performances, travel to away events on the team bus, sit with the team on the bench, or attend any functions. • While on <u>probation</u> (2nd 7 days), the student will not be eligible to participate in games, meets, contests, performances, but is still expected to practice and abide by existing school/team/club/activity rules and regulations. Students are expected to attend, but may not dress in uniform for games, meets, contests, or performances • Students may be required to meet with school counselor, social worker, or conference team as outlined above. 	<ul style="list-style-type: none"> • 7 calendar days suspension from all co-curricular activities. After 7 days, the student may return to practices, meetings, games, meets, contests, and performances. • Students may be required to meet with school counselor, social worker, or conference team as outlined above.
2nd offense	<ul style="list-style-type: none"> • 28 total calendar days: 14 days suspension & 14 days probation • While on <u>suspension</u> (1st 14 days), students may not participate in any co-curricular activities. Students may not practice, attend practice or meetings, participate in games, meets, contests, performances, travel to away events on the team bus, sit with the team on the bench, or attend any functions. • While on <u>probation</u> (2nd 14 days), the student will not be eligible to participate in games, meets, contests, performances, but is still expected to practice and abide by existing school/team/club/activity rules and regulations. Students are expected to attend, but may not dress in uniform for games, meets, contests, or performances • Students will be required to meet with school counselor, social worker, or conference team as outlined above. 	<ul style="list-style-type: none"> • 14 total calendar days: 7 days suspension & 7 days probation • While on <u>suspension</u> (1st 7 days), students may not participate in any co-curricular activities. Students may not practice, attend practice or meetings, participate in games, meets, contests, performances, travel to away events on the team bus, sit with the team on the bench, or attend any functions. • While on <u>probation</u> (2nd 7 days), the student will not be eligible to participate in games, meets, contests, performances, but is still expected to practice and abide by existing school/team/club/activity rules and regulations. Students are expected to attend, but may not dress in uniform for games, meets, contests, or performances • Students will be required to meet with school counselor, social worker, or conference team as outlined above.

3 rd and subsequent offenses	<ul style="list-style-type: none"> • Two months suspension from all co-curricular activities. • Students will meet with school counselor, social worker, or conference team as outlined above. 	<ul style="list-style-type: none"> • One month suspension from all co-curricular activities • Students will meet with school counselor, social worker or conference team as outlined above.
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In all cases, the Administration is responsible for making referral to the proper law enforcement authorities.

If a student violates the **Code of Conduct** close to the end of a season or school year and does not serve all of the days of suspension/probation, the remaining days may be carried over and served during the next season or school year.

Loss of Leadership Positions And/Or School Recognitions

Students who violate this **Code** who are elected or appointed school leaders or eligible for team, conference, or end-of-year school recognitions or scholarships must recognize that they may be required to forfeit such roles or lose their eligibility for such awards. Together with school administrators, coaches and advisors will consider prior **Code** violations when selecting future leadership positions and award recipients

Code In Effect

The **Code** will be in effect from the first official day of preseason in the fall (determined by the Maine Principals' Association and usually 3 weeks prior to the opening of school) until either the last day of school or last day of spring sports, activities, or awards night, whichever is later. The **Code** applies to students:

- On or off school property
- While in attendance at school or at any school-sponsored activity on or off school property, or
- At any time or place that such conduct directly impacts the operation, discipline or general welfare of the school and the students.

Violations are cumulative during a student's middle school years but do not carry over to high school. Violations during high school are cumulative.

Principal Approved Activities Covered by Code of Conduct

- All students elected or appointed to student leadership positions, including but not limited to Student Council, Class Officers, National Honor Society, etc.
- All students involved in interscholastic competitions of any sort, including but not limited to Athletics, Math Team, One Act Play, etc.
- All students involved in public performances and other principal approved activities, including but not limited to, Drama, Art Club, Technology Club, Fishing Club, etc.

Each year, the administration shall list in the student handbook those activities to which this policy applies.

Cross Reference: JIC – System-wide Student Code of Conduct
JICH – Drugs and Alcohol Use By Students

FREEPORT HIGH SCHOOL

CO-CURRICULAR ELIGIBILITY PROCESS

(Revised 8/13/18)

We believe that it is very important to identify students as soon as their academic progress drops below a passing grade. The intent and goal of this process is to assist, encourage, and motivate students to succeed in their classes and get support whenever it is needed.

Eligibility Process:

The eligibility process will affect all students participating in school sponsored co-curricular activities.

To be eligible, each participant is expected to maintain a passing grade in every course for which he/she is enrolled, as determined by eligibility checks that occur:

$\frac{1}{4}$ way through semester, $\frac{1}{2}$ way through semester, $\frac{3}{4}$ way through semester, and end of semester.

It is each parent and student's responsibility to be aware of their academic standing at all times. Students and parents are expected to check PowerSchool on a regular basis and check with teachers if in doubt of their passing status.

Passing Status:

Passing status means that students must maintain an average score of at least **70 on all standards** in all classes and must maintain an average score of at least a **76 in Habits of Work** in all classes.

Students that have failing grades in one or more courses during the previous grade check, will be placed on **academic probation**.

If a student becomes passing by the end of the school day on Monday, the day in which probation begins, the student will NOT be placed on probation.

Once placed on **academic probation**, the student's eligibility status will be determined on a week-to-week basis. If, after a FULL week of probation, a student has brought their grade back to a passing status the student will be removed from probation and may return to full participation for all team/club activities.

While on **academic probation**, the student will NOT be eligible to participate in games/meets/contests/performance, but is still expected to practice and abide by existing school/team/club/activity rules and regulations. Students are expected to attend, but may not dress in uniform for games / meets / contests / performances. Students are also expected to see the teacher for extra help. Students needing extra academic support may be excused from attending games while on academic probation.

After the first week of academic probation, if the student's grade has not been brought up to a passing status, the student will be placed on **academic suspension**.

While on **academic suspension**, students are ineligible, and may not participate in any team/activity/club activities in any form. Students may not practice, attend practice, participate in games / meets / contests / performances, travel to away events on the team bus, sit with the team on the bench, or attend any team functions.

Once placed on **academic suspension**, the student's eligibility status will be determined on a week-to-week basis. If, after a FULL week of academic suspension, a student has brought their grade back to a passing status, the student will be removed from academic suspension and may return to full participation for all team / club activities.

Students who have failing grades in one or more classes at the end of the **second semester** of the previous spring will be placed on **academic warning** at the beginning of the new school year. If, at the end of the first full two weeks of school, the student is failing one or more courses, the student will be placed on academic probation. The same probation and suspension process outlined above will be followed.

For all students:

- After each grade check, the Athletic Administrator will email parents and students on academic probation or academic suspension of his/her status. The students and parents will be clearly informed with regard to their eligibility status and the means by which they may be reinstated to full participation.
- The Athletic Administrator will remain in contact with each coach to ensure that no ineligible player is allowed to participate.
- Athletes may not be removed from academic probation or suspension without direct notification from the Athletic Administrator. Students must obtain teacher signatures verifying a passing status. These signatures must be returned to the Athletic Administrator for final verification.
- Each course is treated separately for eligibility.
- Unless there are extenuating circumstances, all incomplete grades will be treated as a failing grade.
- Unless there are extenuating circumstances, students withdrawing from a class with a failing grade will be ineligible to participate in any co-curricular activity for a two week period.

MIDDLE SCHOOL CO-CURRICULAR ELIGIBILITY POLICY

In a standards-based grading system, co-curricular academic eligibility is determined by assessing students' Preparedness standard in the Habits of Work (HOW). For eligibility purposes, students need to be demonstrating, preparedness, by producing school work in a timely fashion and showing up to class ready to learn. In order to participate in co-curricular activities, including athletics, students need to turn in their schoolwork on time and be ready for class.

If a student has fallen behind in their work, they will be placed on academic probation, and will need to make a plan with their teachers to get caught up on their work. This plan may involve before school or after school time with the teacher. If students are showing steady progress, using their plan to make up their owed work and showing up to class ready to learn, they can continue to participate in athletics and co-curricular activities. If they stop following their plan or do not make enough progress, they will move from academic probation to being academically ineligible to practice, play in games, or otherwise participate.

We know that each student is different from a developmental standpoint. Every student in a grade is not going to be meeting the same academic standards at the exact same time, so we don't want to base co-curricular eligibility on an Academic Standards Grade. For example, if a student is working hard to master some math skills, but isn't quite able to do them yet, we don't think that is a reason to keep them from being part of the Yearbook Club, or the Basketball Team. If a student is not meeting their Preparedness Habits of Work standard, they need to talk to their teacher(s) and make a plan about how they need to improve, and take steps to bring those grades up.

Co-curricular eligibility is checked five times during the year; at the middle and end of the first two trimesters, and at the middle of the third trimester. Also at any time a student is not meeting the preparedness habits of work standards,

teachers and administrators may place a child on an improvement plan or determine they are not eligible. We encourage students and parents to track student grades online throughout the trimester so that there are no surprises when we get to these eligibility check-ins. If you have questions or concerns about your child's grades, please feel free to contact his or her teacher for more information.

DIETARY SUPPLEMENTS

The Freeport Coaching staff does not advocate, advise, or recommend the use of dietary supplements. No member of the coaching staff will dispense or supply dietary supplements to any students.

SPORTSMANSHIP

We support the initiative that school athletics promote the values of respect, integrity, cooperation, self-discipline, sportsmanship and citizenship. It is important to learn to control one's emotions and conduct, not only in defeat, but in victory as well. It is our goal to have Freeport recognized for our sense of fair play, sportsmanship, outstanding effort and character. We expect our students and parents to accept the officials' decisions and conduct themselves in a respectful manner at all times. Violent, threatening, negative or abusive language and/or behavior have no place in our school-sponsored activities. Athletes, coaches, students and parents are expected to demonstrate and promote the positive values and characteristics of good sportsmanship in all aspects of interscholastic athletics.

Furthermore, exhibiting inappropriate spectator behavior at school-sponsored athletic activities may result in one or more of the following:

- directed to leave the facility for the remainder of the contest;
- prohibited from attending subsequent games and/or rest of the season, or seasons; or
- other consequences at the discretion of school administrators

DETENTIONS AFTER SCHOOL

Any member of the school staff may assign detentions to students for minor offenses. Detentions are held after school from 2:40-3:40pm and Saturday from 8:00-12:00. Detentions must be served either the day the detention is given (if the detention is a homework detention) or the next school day. Detentions may be postponed for scheduled or emergency appointment only. Detentions will not be postponed for any extra curricular activities including sports, practices and games, or after-school employment. It is the responsibility of the student who desires to be available for athletics or after-school employment to avoid detention situations.

HAZING Reference: Maine Anti-Hazing Law (Statutes 6553 and 10004)

RSU No. 5 is committed to the personal development of each student in our athletic program. The Athletic Department is committed to providing a safe learning environment for all participants, coaches, and supporters. As a result, we unequivocally oppose any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person.

Our athletic department will interpret hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her dignity as a person.

Reported incidents will be investigated promptly and in a manner which protects the rights of the persons filing the complaint, the person complained against, and the school. Student-athletes who participate in such actions will be subject to discipline by the coach and/or athletic administrator.

GAME DISQUALIFICATION / EJECTION RULE

In all team and individual sports (varsity or sub-varsity), ejection or disqualification from a game, meet, or match for unsportsmanlike behavior of any form, by a coach or a player shall result in the suspension of that player or coach. The coach or player ejected from a contest must sit out all contests, at all levels until the coach or athlete completes the ejection penalty by sitting out the next game at the level from which he/she was ejected. This rule applies to a game, meet, or match suspended before completion as well as a completed contest. This penalty may not be served by sitting out an exhibition, sub-varsity, or other competition. A suspended coach may not be present at the game site. Not being physically present at the site means the disqualified coach is not to be present in the locker room, on the sidelines, in the stands, or site area before, during, or after the game/meet.

Any coach or player ejected from the last game, meet, or contest of a sports season shall serve a one game suspension in the opening countable game, meet, or contest in the next varsity sport in which he/she participates. The coach/athlete may participate fully in the preseason prior to serving the one game suspension.

MPA BONA FIDE TEAM RULE

A member of a school team is a student athlete who is regularly present for and actively participates in team practices and competitions. Bona fide members of a school team are prevented from missing high school practice or competition to compete or practice elsewhere.

* Two waivers per student athlete per sport season may be granted by the administrator on a case-by-case basis for extraordinary circumstances. (e.g. if a student/athlete were invited to participate in a prestigious weekend event then a waiver may be granted. If a student athlete were invited to participate in a nationally recognized tournament over a school vacation then that waiver may be granted for that activity. If a student requests to miss practice every Friday because he/she is receiving specialized coaching from an outside team/coach, then a waiver should not be granted because it violates the spirit and intent of the rule.)

** This policy is not intended to restrict dual sport participation in schools that allow dual participation.

*** Penalty for violation of this policy:

1st Violation Suspension from play for one game/contest
2nd Violation Removal from team for remainder of season
See **Appendix C** for **MPA Bona Fide Team Form/Waiver**

ATTENDANCE – SCHOOL

Regular school attendance is expected of all athletes. In order to participate in a game or practice, the athlete must attend school for the entire day. The Principal must approve late arrival or early dismissal. If the athlete is absent from school the day of a scheduled contest, he/she may participate in the contest if the Principal has given prior approval. Athletes acquiring an excessive number of unexcused tardies or absences from school may face disciplinary action. Athletes are expected to be in school the day following a game.

ATTENDANCE - TEAM

Attendance at practice and games is mandatory. The coach must approve all tardies and absences from practice or games in advance. Unexcused tardies and absences may result in suspension or dismissal from the team. The coach may impose additional attendance expectations or consequences.

GUIDELINES FOR ELIMINATING (CUTTING) STUDENT ATHLETES FROM ATHLETIC TEAMS

As difficult as “cutting” is for coaches, it is much more difficult on student athletes. The coaches should use this opportunity to let these students know that we understand their disappointment, that this is not a personal decision and that we are supporting them in the future. Students will be told why they were not chosen, specific strategies to improve and where to find opportunities to do so. (i.e. community education, local summer programs, camps, clinics, overnight camps, individual program, etc)

Some of the criteria that can determine the size of the team may be:

1. Attitude, effort, skill and knowledge level and sportsmanship of those trying out.
2. Number of individuals trying out.
3. Safety (How many can one coach safely supervise in an activity).
4. Optimum number of athletes to ensure a quality learning, teaching, practice and playing experience for those involved.
5. Sport specific rules of the game that impact participation.
6. Academic eligibility.

If a coach deems it necessary to make cuts, this decision will be reviewed with the Athletic Administrator. If approved, the coach will then finalize the decision and meet individually with the respective student athletes.

SUSPENSION FROM SCHOOL

Any athlete suspended from school is automatically suspended from athletic participation for the same period of time. Upon his/her return to school, the athlete, coach, Athletic Administrator and the Principal will discuss the athlete's eligibility and/or the need for further disciplinary action. Future infractions may jeopardize the athlete's present participation and any future participation.

FIRST AID, INJURY & EMERGENCY PROCEDURES

~ EMERGENCY PLAN ~

Each coach will be given a team emergency sheet listing each athletes: home phone, parent's names and work phone numbers, emergency person and their phone number, family doctor's name and phone number. Coaches should keep this list with them at all times (practices and games both home and away). Coaches will also be provided a list of all necessary emergency phone numbers.

The following procedures should be used for treating emergencies:

1. Coach or athletic trainer will check for consciousness and vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury. If the athlete is unconscious, contact the Emergency Medical System (EMS) immediately.
2. Coach or athletic trainer will stay with the athlete; keep athlete calm and warm and other non-medical personnel away from the area. Take appropriate steps to control bleeding. Do not move the injured athlete until the possibility of serious injury (head, neck and back) has been ruled out. If the coach or athletic trainer decides that it is safe to move the athlete, he/she will be moved only after all injuries have been stabilized. Procedures covered in first aid must be used.
3. When there is any questions as to the extent, seriousness or nature of the injury, seek professional help (EMS) immediately and do not move the athlete. Coach or athletic trainer will provide first aid until medical assistance arrives.
4. To contact/summon the Emergency Medical System (EMS), the following people should be enlisted to contact/summon the EMS immediately.
 - 1st: head coach / athletic trainer
 - 2nd: assistant coach
 - 3rd: coach on an adjacent field/faculty
 - 4th: adult/parent
 - 5th: team captain (coach should instruct captain(s) on proper procedure)

~ IF THE EMS IS ACTIVATED ~

1. The EMS phone number is 911.
2. The head coach, athletic trainer, assistant coach, coach, or adult/parent will give the following information to the EMS dispatcher:
 - a. His/her name, his/her position, and the school name
 - b. The athlete's name, age, and suspected injury
 - c. The address of the field and directions for access
 - d. Any additional information requested
 Important: Do not hang up until the EMS dispatcher has hung up.
3. Coach or athletic trainer will make arrangements for the EMS to be greeted at the appropriate facility entrance.
4. Coach athletic trainer will check the team emergency sheet and note the names of witnesses to the injury for the injury report form.
5. The Head Coach or athletic trainer will contact the parents as soon as the medical personnel have examined the athlete and prepared him/her for transport to a medical facility. The athlete will be transported to the medical facility only in an EMS vehicle. School or personal vehicles will not be used. If the parents are not available, then a member of the coaching staff will accompany the athlete to seek the necessary medical attention. Coach should continue to try to contact parents. It is permissible for a parent, known by the injured player, to ride to the medical facility with the player.
6. If parents are present they should assume responsibility for any emergency decisions. Coaches should realize that the parents may be overly emotional and be prepared to assist the parent throughout the process providing the appropriate first aid/medical advice. Parents may transport their child using their personal vehicle.
7. Head Coach and athletic trainer will then inform the Athletic Administrator of the activation of the emergency plan.

~ IN ANY INJURY SITUATION ~

1. Head Coach will complete the injury report. (away games only)
2. File copy of the injury report form with the Athletic Administrator. Keep one copy for personal records.
3. Head Coach or athletic trainer will follow up with medical personnel to determine any role he/she will need to play in the recovery and rehabilitation process.

See Appendix D for the “**Student Accident Report Form**”

CONCUSSION MANAGEMENT PROTOCOL

Athletes participating in contact and collision sports will be administered a baseline neurocognitive exam. At this time, Freeport High School will be utilizing ImPACT™ for both baseline testing and as a post-concussive tool for return to play. Any athlete suspected of sustaining a concussion will not return to play that day. Parents of any athlete suspected of sustaining a concussion will be notified by attending athletic trainer or coach.

Any athlete suspected of sustaining a concussion will be referred to a physician, preferably an ImPACT™ familiar physician. Once asymptomatic and neurocognitive scores return to normal, the athlete will begin a graduated return-to-play protocol. Athlete will be cleared by physician for return to full athletic participation.

INJURY & RETURN TO PLAY PROTOCOL

If a student-athlete is injured during a game or practice and is taken to see a doctor (physician or physical therapist), a note from the doctor approving the student's return to play must be provided to the school. The note should be directed to the athletic director, coach, or athletic trainer. Return to play will be granted when the athlete completes the following guidelines as determined by the certified athletic trainer and/or team physician:

The athlete has regained range of motion to within normal limits, no outstanding neurological deficits are noted, movement has been regained, and he/she has successfully completed a series of functional tests and strength measures. These requirements are to be determined by the certified athletic trainer and/or the team physician.

The athlete must demonstrate that all appropriate medical protective and/or prophylactic equipment/devices are easily accessible during activity before being cleared. The athlete must seek a follow-up with the certified athletic trainer before returning to play. Full return to play will only be allowed after the athlete has successfully participated in a modified practice, to be followed by a full practice.

RETURN-TO-PLAY ACTIVITY PROGRESSION RECOMMENDED ACTIVITY LEVEL FOR EACH STAGE

Generally, each stage should take 24 hours; so an injured athlete will take approximately one week to proceed through the full rehabilitation protocol, assuming that the athlete remains asymptomatic at rest and with provocative exercise.

STAGE

1. No activity
2. Low levels of aerobic physical activity provided NO SYMPTOMS return during or after activity. (Examples: walking, light jogging, and easy stationary biking for 20-30 minutes)
3. Moderate physical activity, provided NO SYMPTOMS return during or after activity. (Examples: moderate jogging, brief sprint running, moderate intensity stationary biking, light calisthenics, and sport-specific drills without contact or collisions for 30-45 minutes)
4. Heavy, non-contact physical activity provided NO SYMPTOMS return during or after activity. (Examples: extensive sprint running, high intensity stationary biking, resistance exercise with machines and free weights, more intense non-contact sport-specific drills, agility training, plyometrics, and repetitive jumping drills for 45-60 minutes)
5. Full contact in controlled practice or scrimmage; game simulation
6. Full contact in game play

*If symptoms are provoked at any given stage, stop exercising that day, rest for 24 hours, and attempt a return at the same level.

COMMUNICABLE DISEASE PROCEDURES

Coaches should be familiar with the MPA Communicable Disease Procedures. They can be found in the MPA Handbook, Appendix I.

ALLERGIC REACTIONS

Please make your players aware that there is a life threatening situation involving severe allergic reactions to peanut butter and milk products. There are students within the district that are extremely allergic to these products. When traveling to away games, tell your players there is to be absolutely NO PEANUT BUTTER or MILK products on the bus. Try to instill a sense of community and school responsibility.

FIRST AID KIT

Coaches are responsible for ensuring that the first aid kits are checked regularly and include the following:

Athletic Tape	Gauze Pads	Band Aids
Ace Bandage	Tape Scissors	Ointment (first aid)
Ice/Ice Packs	Pre Wrap	Hydrogen Peroxide
Rubber Gloves	COOLER OF ICE	

Athletes should be required to have their own water bottle at all practices and games.

GENERAL PARTICIPATION RULES

1. Athletes may participate in only one sport per season. Athletes may switch teams during preseason, up to one week before the first event of either sport. This can only occur with the approval of both coaches and the Athletic Administrator.
2. Athletes who voluntarily quit a team are ineligible for the remainder of the sport season.
3. The privilege of participating in any athletic event/practice may be removed by a coach, Athletic Administrator or Principal if the athlete does not conduct himself/herself in a manner that reflects favorably on the team and/or school or for violations of the athletic handbook.
4. Seniors that do not make the varsity team will not be allowed to participate on sub-varsity teams unless the numbers are low.
5. Participation during one season does not guarantee team selection for the following year.
6. Academic or disciplinary obligations take precedence over all other school activities.
7. A season is defined as beginning with the first MPA allowable practice and ending with the school awards night.
8. Athletes may be denied their awards and/or admission into the next sports season for failure to return all uniforms / equipment or make compensation for student bills and lost or damaged equipment.
9. Freeport prohibits the practice of hazing and initiation of any teams members. Violations may result in team and/or school suspension.

INVENTORY

Coaches are responsible for all team/school equipment and uniforms. Pre and post season inventories should be maintained. Each coach will inform the Athletic Administrator of any lost, stolen, or damaged equipment so that it may be replaced or reconditioned. Extra effort must be given to examining all safety equipment that athletes use (helmets, pads, etc.).

UNIFORM AND EQUIPMENT

1. Uniforms and equipment are the property of RSU No. 5 and it is expected that everything issued to the athlete will be returned in good condition.
 2. Uniforms and equipment are issued for game and practice use only and are not to be worn in physical education classes or for personal use. Athletes may wear their game shirt/jersey to school on the day of a game, as determined by the coach.
 3. Athletes will be charged for lost, damaged or altered uniforms and equipment at its replacement cost. All bills must be paid prior to further participation in athletics.
 4. All equipment shall be inspected on a regular basis by the coach.
- See Appendix E for the “**Uniform & Equipment Checklist**”

CAPTAIN’S PRACTICES

The Freeport Athletic Department does not recognize, sponsor or approve captain’s practices. Only those practices that are scheduled by the Athletic Administrator or coach and are directly supervised by the coach are considered official. However, the athletic department does recognize that we cannot control what student athletes may do on their own time.

BLOOD UNIFORMS

The National Federation of State High School Associations (NFHS) develops rulebooks for most activities offered by the Maine Principals’ Association. In most cases, when game uniforms are stained with blood, the student using the article of clothing in question must be removed from the contest immediately. In addition, student must change into another school-issued uniform prior to re-entering the contest.

Given this safety measure, coaches should anticipate such an emergency by requesting an additional home and away team uniform (aka “blood uniform”) from the equipment manager. Coaches should ensure that the appropriate home or away “blood uniform” is on hand at all contests.

TRANSPORTATION

1. Coaches are required to travel on the bus with the team to and from all contests. The Athletic Administrator must approve all other travel arrangements in advance.
2. All athletes must travel to and from athletic contests in transportation provided by RSU No.5 School System. The only exceptions are:
 - injury to the athlete requiring alternate transportation;
 - prior arrangements between the athlete’s parents/guardians and the coach for the athlete to ride home with the parents/guardians. All arrangements must be in writing.
3. The coach may have specific team rules concerning travel.
4. Athletes violating this rule will be suspended from the next regularly scheduled contest.
5. All rules and regulations that are in effect on daily “to and from school trips” are to be enforced on all athletic trips.
6. Eating on the bus is allowed and should be strictly controlled by the coach. Upon return to the school, coaches should inspect the bus for cleanliness.
7. The emergency door must be used only in emergency situations (exception - loading equipment with bus driver approval).
8. Team members should never enter a bus when wearing spikes or cleats of any kind.
9. When stopping to eat, all athletes will enter and eat at the same place.
10. Athletes listening to radios must use headphones.

See Appendix for the “**Athletic Travel Release Form**” page **E**.

WELLNESS CENTER / WEIGHT ROOM

The weight room may be open and monitored by the weight room supervisor, coach or other adult. The weight room will be available to athletes only when proper supervision is available. No team members are to be scheduled for the weight room without the coach or weight room supervisor present.

INTRODUCTION OF NEW ATHLETIC ACTIVITIES

Interest in additional athletic activities shall be assessed on a regular basis. When the need for additional athletic opportunities is established and can be implemented without a negative effect on existing programs, the introduction of that new activity shall be proposed and budgeted for. The normal progression for implementing a new activity shall be from a club activity to a junior varsity schedule and to a varsity level schedule. An evaluation shall be completed at the end of each season to assess the appropriate level of competition for the next year. All introductions of new athletic activities / teams / programs must be approved by the school committee.

AWARDS

1. A high school athlete may earn:

- Varsity - one varsity letter per high school career (actual "F")
 - repeat varsity letter winners are awarded a varsity letter certificate and metal insert
 - a participation certificate is given to those varsity athletes not earning a varsity letter
- JV - participation certificates in each athletic activity

2. A middle school athlete may earn:

- participation certificates in each athletic activity

3. Special awards / plaques:

- the head coach of each team will award two plaques: Varsity, JV & MS.
- In extenuating circumstances, additional plaques may be awarded.
- the head coach of each team will award one plaque – Sports Booster Pride & Character

4. Varsity Letter Requirements:

- each high school coaching staff will develop specific criteria for the attainment of a varsity letter (see coach's sport specific handbook).
- athletes must complete the season in good standing; conference, regional, and state contests are part of each season.
- the coach may award letters to athletes who do not meet the specific criteria of the sport for any of the following reasons:
 - a. athlete was injured and would have earned a letter otherwise
 - b. athlete is a senior and has participated at least two seasons
 - c. athlete's desire, attitude and leadership were instrumental in team's success
 - d. other extraordinary circumstances as deemed fit by the coach and Athletic Administrator

5. Male and Female Senior Athlete of the Year - This award is based on the:

number of varsity sports participated in, number of times selected team captain, individual & team awards received, conference or state awards received. Also considered are: sportsmanship, contributions to the team and program, effort, and attitude,

6. Male and Female Middle School Athlete of the Year: selected by the middle school coaches. To be eligible, an athlete must have participated in three seasons (Howard Galligan - Athlete of the Year Award).

7. Scholarships: the Freeport Sports Boosters will select up to six high school senior recipients. Criteria: same as the Senior Athlete of the Year.
8. Scholar Athlete Award: given to high school students in recognition for achieving high honors while participating in athletics.
9. Athletes may be denied their awards and admission into the next sport season for failure to either return all uniforms or equipment or make compensation for student bills and lost or damaged uniforms or equipment.
10. It is each team member's responsibility to attend all team functions including post-season awards ceremonies. Any athlete having an unexcused absence from such an event will forfeit his/her awards for that season. This includes school, conference and state award ceremonies.

GUIDELINES FOR AWARDS NIGHTS

VARSITY COACHES:

1. Thank everyone who helped with the season.
2. Keep comments about the season brief and positive.
3. Make sure every player is introduced by name.
4. Comments about each player should be saved for the individual team portion of the night.
5. Do not announce next year's captains.
6. Be sure to announce any conference or school records that were broken and/or any special conference or state awards received.

JV and MIDDLE SCHOOL COACHES:

1. Thank people special to your season.
2. JV - Comments about each player should be saved for the individual team portion of the night.
3. MS - No comments about players allowed. Exception - three plaque award winners
4. Introduce each player by name. Save time by calling the entire team forward together, and then introduce each player. Do not make comments about individual players.

GENERAL GUIDELINES:

1. Unexcused absent players - no comments, please.
2. Public predictions or announcements of next year's varsity players are unfair to underclassmen. Everyone deserves a chance to make varsity.
3. There are parents in the audience who care only about their athlete. Play by play descriptions of the season makes your presentation drag and takes time away from honoring the athletes/teams.
4. Be positive - no excuses need to be made for anything.
5. Double-check names, grade level, numbers, spelling etc. - people pick up on this.
6. Do not hurry. Be sure each athlete gets the award, certificate or pin(s) they deserve.
7. Write out notes, BE PREPARED!

COMMENTS TO AVOID:

1. Talking about the past (coaches or players).
2. Predictions about the future (they can haunt you and/or put undue pressure on the athletes/team and can lead to inflated parental expectations).
3. Anecdotes not appropriate for a more formal awards ceremony.
4. Recruiting for next year's team - it makes this year's team feel inadequate.

5. We are not inferior to any team we play Yarmouth, Falmouth, Greely, etc. - don't make excuses.
6. If you plan to resign from your coaching position, please do not announce this at the awards night.
7. Avoid comments such as:
 - "we didn't win many games but..." Just say what you are going to say.
 - any comments with reference to the officials.
 - refrain from using "my" or "mine" when referring to the team or specific athletes, instead, use "our" or "we".

AWARDS:

1. Any awards not passed out should be returned to the Athletic Administrator.
2. Special awards/plaques authorized for your sport should be given at the end of your presentation.
3. EVERY SEASON IS A SUCCESS !!!!!

FUND RAISING / BOOSTERS

1. The Athletic Administrator is responsible to approve all team fund raising activities.
2. All funds raised are to be turned into the athletic office within 48 hours.
3. The Athletic Administrator is responsible to approve all expenditures of funds.
4. Coaches are expected to attend all team fund raising activities.

Fund Raising Requests Forms can be found on the athletic website
See Appendix G for **Fund Raising Request Form**

PRACTICE & GAME SCHEDULING PROCEDURES

GAMES:

The Athletic Administrator will do all scheduling of interscholastic athletic events at Freeport High School and Freeport Middle School. Regular season scheduled games, in most sports, are a result of a schedule created by the Conference (WMC, CCC) to which Freeport is a member.

PRESEASON / EXHIBITION EVENTS:

The scheduling of all preseason and/or exhibition games is the responsibility of the varsity coach. Coaches may make tentative commitments with schools that will be finalized by the Athletic Administrator if it is not in conflict with the total athletic schedule. MPA policy limits exhibition contest and/or scrimmages to 5 play dates.

BUS SCHEDULE:

The Athletic Administrator will schedule and arrange for all transportation to away events. Every attempt will be made to eliminate loss of school time due to early dismissals from school.

Early Dismissal & Release Time for Athletic Events

Students: Because of the scheduled starting times for athletic contests, it is sometimes necessary for student-athletes to be dismissed early from class. Dismissal times are listed on morning announcements and will be emailed to faculty and staff on the day of the dismissal. Student-athletes are to adhere to those dismissal times. Student-athletes are required, and it is their responsibility to make up all work missed as a result of early dismissal for athletic contests.

Coaches: In order to properly supervise, student-athletes at practice and contests, coaches who teach may need to be released before the end of the contracted day. It is the teacher's responsibility to obtain classroom

coverage. If teachers are unable to find classroom coverage teacher-coaches should give the athletic administrator as much advanced notice as possible for the need for classroom coverage.

NOTE: Dismissal times will be 10 minutes prior to the schedule bus departure time and are not to be altered by coaches. Review your season schedule in advance. If there is a concern, with any dismissal or departure times, please contact the Athletic Director in a timely manner.

PRACTICE SCHEDULES:

The Athletic Administrator will schedule all practices involving gymnasiums and fields whenever appropriate.

SATURDAYS AND VACATIONS:

At the high school level, coaches will distribute practice and game schedules prior to the sports season. The Freeport Athletic Department and coaches expect that athletes will be at practices and contest during vacation. We ask the cooperation of the parents in assisting the athlete in this commitment. Absence during vacations may affect an athlete's status on a team. Regular season games may be scheduled on Saturdays. Saturdays are considered a play day, especially for games that have been postponed due to weather conditions.

At the middle school level, the guideline followed by the 'Triple C' conference is that regular season games not be scheduled on Saturdays. Saturdays may be used for make up dates for those games postponed due to weather conditions. Every attempt will be made to avoid Saturdays whenever possible.

POSTPONEMENTS:

The need to postpone athletic events created by inclement weather is at the discretion of the home team with the exception of the winter months. The visiting team may request a postponement if the administration of the traveling team deems that travel is hazardous and unsafe. A decision to postpone a scheduled contest should be made prior to 1:00 pm if at all possible. There may be special circumstances where a game might be postponed just before bus departure or the actual start of the contest.

If there is no school due to poor weather conditions:

- Middle School - no athletic contests will be played and no practices will be held
- High School - athletic contests and/or practices may be held if the weather clears later in the day. The Athletic Administrator, Director of Transportation and Superintendent will make an appropriate decision.

Factors considered in making the decision to postpone are:

- playing condition of the field
- safe travel for team, officials and spectators
- damage to equipment, fields or facilities
- safety to the athletes and spectators in or on school grounds, gym and/or fields

Once a contest has begun, it is the responsibility of the game officials to terminate the game if, and when, they feel the field and weather conditions warrant such a decision.

WEATHER CONDITIONS

The safety of athletes (*participants*), spectators, coaches/directors, school personnel, and all others present at an athletic contest must be the first and foremost concern to the contest officials and building administrators.

1. When an interscholastic contest has been scheduled and dangerous playing conditions exist or severe weather is anticipated, the following should be considered:
 - a. Prior to beginning an athletic contest, when severe weather is anticipated, the head contest official and the principals of each school, or their designees, will meet to review the suspension and/or postponement procedures. This would include any playing rulebook coverage.
 - b. The host school administrator will be responsible for informing contest officials, visiting school administrators and, if applicable, the individual responsible for public address announcements of designated shelter areas.
 - c. When lightning is observed in the vicinity of a contest conducted outdoors, play should be suspended.
 - d. If any other life-threatening condition occurs, play should be suspended immediately, and predetermined directions to safe locations will be announced.
2. When a suspension of a contest occurs, the following should be considered:
 - a. If the suspension is forty-five minutes or greater, resuming at a later date should be considered.
 - b. Play shall not be resumed until **30 minutes** after the last flash of lightning.
 - c. When it appears that weather conditions are no longer a threat to the safety of participants, spectators, or contest officials, administrators from all schools involved will meet with the head contest official to determine if play will continue.
 - d. If play is to be resumed, contestants will be given at least a fifteen-minute warm-up period prior to competition.
3. If evacuation is necessary, the following should be considered:
 - a. If lightning is imminent or a thunderstorm is approaching, all personnel, athletes and spectators should evacuate to available safe structures or shelters. A list of the closest safe structures should be announced and displayed on placards at all athletic venues.
 - b. All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A list of the closest safe structures should be announced. The person in authority must be aware of the amount of time it takes to get to each structure and the number of persons each structure can safely hold. For large events, time needed for evacuation is increased and there must be a method (i.e., announcement over loud speaker) for communicating the need for evacuation and directing both athletes and spectators to the appropriate safe shelters.
 - c. The most ideal structure is a fully enclosed, substantial building with plumbing, electrical wiring and telephone service, which aids in grounding the structure. A fully enclosed automobile with a hard metal roof and rolled up windows is also a reasonable choice. School buses are an excellent lightning shelter that can be utilized for large groups of people. However, it is important to avoid contact with any metal while inside the vehicle.

Avoid using shower facilities for safe shelter and do not use showers or plumbing facilities during a thunderstorm as the current from a local lightning strike can enter the building via the plumbing pipelines or electrical connections. It is also considered unsafe to stand near utilities, use corded telephones or headsets during a thunderstorm, due to the danger of electrical current traveling through the telephone line. Cellular and cordless telephones are considered reasonably safe and can be used to summon help during a thunderstorm.

When caught in a thunderstorm without availability or time to reach safe structures, you can minimize the risk of lightning-related injury by following a few basic guidelines:

- Avoid being the highest object. Seek a thick grove of small trees or bushes surrounded by taller trees or a dry ditch.
- Avoid contact with anything that would be attractive to lightning. Stay away from freestanding trees, poles, antennas, towers, bleachers, baseball dugouts, metal fences, standing pools of water, and golf carts.
- Crouch down with legs together, the weight on the balls of the feet, arms wrapped around knees, and head down with ears covered.

RAIN - INDOOR PRACTICES DURING FALL AND SPRING SEASONS

It is the coach's responsibility to contact the Athletic Administrator requesting indoor practice/gym time on days that rain is a consideration. Coaches must contact the Athletic Administrator by 1:00 pm.

GAME MANAGEMENT

The Athletic Administrator is responsible for:

- securing game officials for all home contests
- facility preparation (in conjunction with field maintenance and building custodians)
- clock and timers
- crowd control (in conjunction with coach and other building administrators)

The coach is responsible for:

- securing team managers, statisticians and score keepers (home basketball scorekeepers are provided)
- facility preparation concerning specific field / court requirements for individual coaches
- cleaning up bench area and locker room after each competition

ATHLETIC COMMUNICATION & INFORMATION

The athletic administrator communicates regularly with members of the coaching staff through electronic means and telephone. Coaches should check their e-mails daily to ensure that they have updated information. Some materials are distributed through use of mailboxes. The athletic administrator will deliver hard copy items to coaches employed full time at Freeport High School through use of their athletic mailboxes located just outside the Athletic Office. Coaches who are not employees of Freeport High School should check their sport's mailbox in the athletic office for U.S. mail or other hard copy materials that are placed there.

WWW.FREEPORTHS.RSCHOOLTEAMS.COM

Links to:

- SPORTS SCHEDULES and DIRECTIONS
- Register to Receive Cancellation Notices Automatically via Your E-Mail & Text Message
- Buy Falcon Wear & Apparel - The Athletic Department receives 5% of each sale
- Athletic Contract & Physical Form

GAME RESULTS (High School)

ALL VARSITY COACHES WILL BE RESPONSIBLE TO EMAIL CRAIG SICKELS or LAURIE PIETKIEWICZ BY 8:00 AM THE DAY FOLLOWING A CONTEST WITH GAME RESULTS FOR IMMEDIATE UPDATE TO THE MPA HEAL POINT WEBSITE.

MEDIA RELATIONS

Athletics is a good source of positive publicity that can benefit the RSU communities as a whole. As a result, all Freeport High School athletic coaches are responsible for maintaining good relations with both the print and electronic media and for being professional in all interactions with newspaper, television, and radio reporters who may cover contests.

Coaches are reminded that no comment made to the media is “off the record”. Therefore, it is important to assist student-athletes to make sure that they answer questions in a manner that does not portray the school, any of its coaches, or any student-athletes in a negative light. Similarly, coaches should be careful with their own interaction with reporters. Comments that may cast student-athletes, coaches, game officials, spectators, or others associated with a given athletic contest or program in a negative way should be avoided at all costs.

Freeport High School varsity coaches are responsible for reporting the results of all home contests, regardless of the outcome. You will be provided with all the necessary contact information during the preseason coaches meeting.

See Appendix H for the “**Media Communication Protocol**”

CALLING IN GAME RESULTS TO THE NEWSPAPERS

ALL GAMES - HOME & AWAY - **VARSITY - J.V. - 9th - MS**

Brunswick Times Record, main office: 729-3311 am
Bob Conn Direct 504-8244 Cell: 841-6084
bconn@timesrecord.com

ALL HOME VARSITY GAMES (AND - any non-WMC **AWAY** games)

Portland Press Herald / Telegram 1-800-894-0024

FORECASTER Mike Hoffer, sports editor & reporter
Office: 781-3661 x105 Cell: 650-2251 Email: mhoffer@theforecaster.net

PRESEASON INFORMATIONAL NIGHTS - High School

During preseason, the high school athletic department may organize an informational evening for both athletes and parents. After opening comments, guest speakers or special presentations, each coach will have an opportunity to meet with his/her players and parents to discuss specific areas of interest: team rules, regular season expectations, dress codes, philosophy, individual and team expectations, practice and/or game procedures, letter criteria, team handbook, and any additional request for specific needs from the parents, etc. **Please provide your contact information to players and parents.**

It is the responsibility of varsity coaches to develop a **TEAM HANDBOOK** designed specifically for their coaches, athletes, parents and program. A copy of all team materials should be kept on file in the office of the Athletic Administrator.

PRESEASON INFORMATIONAL MEETINGS - Middle School

During preseason, all middle school coaches will schedule an information meeting for parents. This meeting is best scheduled at the conclusion of a practice when parents would normally be picking up their athletes. Each coach will schedule an opportunity to meet with his/her players and parents to discuss specific areas of interest: team rules, regular season expectations, dress codes, philosophy, individual and team expectations, practice and/or game procedures, contact information, and any additional request for specific needs from the parents, etc. **Please provide your contact information to players and parents.**

TEAM HANDBOOK - SUGGESTED CONTENTS

(these items should be explained during preseason information nights)

1. Philosophy
 - purpose of program
 - what are student athletes going to gain, learn, experience from participation in your program
2. Expectations - Individual and Team
 - preseason / postseason
 - tryout requirements
 - dress
 - academics
 - sportsmanship
 - practice & pregame procedures / routines
 - summer activities
 - travel
 - team/training rules
3. Expectations - Parents
 - important dates
 - team activities - spaghetti dinners, fund raisers, etc
4. Specific Letter Criteria
 - what does an athlete need to do to earn a varsity letter
5. Statistics - Individual and Team
 - information concerning what stats will be kept and how will they be used
6. Records - Individual and Team
 - what records are kept and what are they (most pts./goals in a game, assists, saves, etc.)
7. Offensive and Defensive Applications / Strategies
 - plays / X's and O's (side line plays, out of bounds, situations, off. and def. sets, etc)
 - terminology
8. Specific Drills - X's and O's
9. Specials Situations
10. Sign Off Sheet - indicating that parent & athlete have gone over contents

UNIFORM ROTATION

The Athletic Administrator is responsible for developing a "Uniform Rotation Plan". This plan is dependant on sufficient funding through the district budget process

See Appendix I for the "Uniform Rotation"

BUDGET AND PURCHASING PROCEDURE

At the conclusion of each season, all coaches will submit the End Of The Season Report indicating budgetary needs and requests for the next year. The Athletic Administrator will prioritize and develop a budget keeping in mind the total needs of the entire athletic department.

The Athletic Administrator via a “purchase order” must make all supply and equipment purchases. Materials purchased by a member of the coaching staff, without going through the Athletic Administrator and a purchase order, is the sole responsibility of the coach making the purchase.

CUSTODIANS AND MAINTENANCE PERSONNEL

Custodians and maintenance personnel perform a vital service to athletics. Well maintained playing and practice facilities do not happen by accident. These people deserve our gratitude and respect. Try to accommodate their needs as much as possible. Please see that our athletes respect our facilities.

SATURDAYS AND VACATIONS

At the high school level, regular season games will be scheduled on Saturdays and/or over school vacations. Saturdays and school vacation days are considered a play days, especially for games that have been postponed due to weather conditions. Vacation commitment at the high school level is an expectation, especially for varsity team members. For the varsity player, vacation practices and/or games are the norm rather than the exception. We ask the cooperation of the parents in assisting the athlete in this commitment. Absence during vacations may affect an athlete’s status on a team.

ALUMNI

The athletic administration understands the value of returning alumni to practices or competitions. Alumni can promote pride, team spirit and, positive community relations. However, due to recent litigation in a local school district involving returning alumni, the athletic administration strongly discourages coaches from allowing alumni who attend practices to actively participate with Freeport student-athletes in any drills or game situations. Alumni participation may endanger or may put our student-athletes at risk of serious injury.

III. ATHLETIC PERSONNEL

COACHING EXPECTATIONS AND RESPONSIBILITIES

I. COACH'S PROFESSIONAL AND PERSONAL RELATIONSHIPS AND EXPECTATIONS

The need for precise job description specification is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the RSU No. 5 School district.

These major performance areas stand out above others:

A. Professionalism

A coach is expected to maintain a working relationship with the director, principal, athletes, parents, fellow coach's youth coaches and all others that participate in the success of that program. The coach must present a competent image.

B. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in service training programs is a must. Membership should be maintained in professional organizations, coach's associations and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment materials available in other media forms is also expected.

C. Leadership

Diligence, enthusiasm, honesty and a love for the game are part of a professional pride that should be exhibited by any coach. Dressing appropriately for practice, following practices schedules and building positive attitudes is very important.

D. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents: observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season at home and away, and the conduct of the crowd especially where the student body is concerned. Desire to do well; to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

II. COACHING TECHNIQUES

- A. Use sound and acceptable teaching practices.
- B. Run well organized practice sessions.
- C. Complete preseason planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communication with patient, trainer, doctor, and parents.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement. All purchasing should be accomplished through the allocated budget with the Athletic Administrator.
- G. Keeping assistant coaches, student managers, and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people, and others similarly involved in the overall program.
- H. Appropriate league statisticians should be contacted throughout the season.

III. COACH'S RESPONSIBILITIES

A. To the players on the team:

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplish this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be a leader and set the example. The safety and welfare of players should always be uppermost in the coach's mind. The coach's primary responsibility is to the individual boy or girl. The family also should consider the athlete's responsibility to the team. Practices and games are mandatory.

B. To the school:

A coach owes the school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his school. To be effective a coach must be respected. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair and constant discipline must be maintained. The work of the coach must be an integral part of the educational program of the school. Coaches should strive to meet the principles of education. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous, and fair to the visiting team.

C. Miscellaneous Duties:

1. See that all participants out for your sport have a completed and signed "Student/Parent Participation Expectations" form.
2. Be personally responsible for the teams' dress, actions and behavior in games, practice sessions, trips and on any occasion where they represent the school.
3. Issue equipment to the players and keep a permanent record of all equipment issued and returned. The coach will instruct the players on the proper fit and care of all equipment.
4. Complete an inventory of their equipment and submit it to the Athletic Administrator within one week after the close of the season.
5. Provide the Athletic Administrator with an up to date preseason team roster one week before the first game and a final team roster at the end of the season.
6. Select student managers and train them for duties on trips, practice sessions and games. It is a good idea to supply your manager with a checklist of basic duties.
7. KEYS: Your school keys unlock a considerable amount of valuable equipment. Guard them closely. A coach should not give their keys to any player.
8. The head coach must complete and submit to the Athletic Administrator the following information at the close of the season:

- End of the Season Report that includes season results, final roster, letter and award recipients, special award winners, and any unusual budget requests; equipment inventory, facility improvements (fields, buildings, etc.); coach's self-evaluation (if applicable).

See Appendix J for the "**Athletic Department End of Season Report**"

9. All responsibilities, requirements and duties of the coaching assignment must be completed prior to the release of your final stipend check:
uniforms collected, washed, accounted for and stored in proper place, athletic equipment and supplies inspected for damage, accounted for and packed and stored in proper place, inventory updated and turned in. The Athletic Administrator will have final stipend checks. They may be picked up after your coaching assignment is complete.

JOB DESCRIPTION - ATHLETIC ADMINISTRATOR

The Athletic Administrator shall have a valid teacher certificate; courses in the organization and administration of athletic programs; and at least five years of successful experience as a head coach. The Athletic Administrator shall report directly to the Principal at each school and ultimately to the Superintendent of the schools and shall supervise coaches. The job of the Athletic Administrator is to oversee the implementation of a co-curricular athletic program that provides each enrolled student in Grades 6-12 an opportunity to participate in a co-curricular athletic activity. The activity will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasure of sports, and the principles of fair play. The basic areas of the job include:

I. To attend to basic preparations for the smooth operations of the existing interscholastic and intramural athletic program. The Athletic Administrator shall:

1. organize and administer the overall program of co-curricular athletics for the district;
2. provide leadership in the selection and assignment of coaches;
3. responsible for training, supervision and evaluation of athletic coaches and staff members;
4. assume responsibility for the organization and scheduling of all interscholastic athletic events taking into consideration other demands on students;
5. hire officials and police as required, and assume general responsibility for the proper supervision of home games;
6. arrange transportation for athletic contest participants;
7. develop and place into operation appropriate rules and regulations governing the conduct of athletic activities;
8. with School Committee approval, the Athletic Administrator shall establish the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility;
9. requisition, prepare and administer the athletic program budget;
10. requisition, in cooperation with appropriate staff members, supplies, uniforms, and equipment for the athletic programs;
11. supervise the cleaning, storage, and care of all athletic equipment;
12. supervise all ticket sales and fund raising events connected with the athletic program, and assume responsibility for proper handling and accounting of monies involved;
13. arrange all details of visiting teams' needs, gymnasium services, and field assistance, as appropriate;
14. set the practice schedules for the coaches on the fields and in the gymnasium;
15. verify the physical examination of all athletes prior to the beginning of each season;
16. develop and revise annually a student handbook and coach's handbook to inform respective groups of policies and procedures;
17. provide information and accessibility to training programs for all coaches.

II. To provide sufficient interscholastic opportunities so that a minimum of 33% of the students may participate in interscholastic athletics in any given season, when financially feasible. The Athletic Administrator shall:

1. develop a policy and procedures for adding new athletic teams up to or above the minimum level,
2. assess student interest regularly in sports not offered particularly among non-participants and share the results with the Principal and Superintendent,
3. expand the interscholastic athletic program to meet the above goals.

III. To promote and foster school-wide and town-wide interest and involvement in athletic activities to include running such activities as:

Recognition Programs, Athletic Boosters Club, Public posting of scores and team records, Preseason Athlete and Parent Information Night, 8th Grade Orientation Night, other

The performance of the Athletic Administrator will be evaluated semi-annually in accordance with the provisions of the RSU No. 5 Administrator Evaluation Policy.

JOB DESCRIPTION - VARSITY COACH

QUALIFICATIONS:

1. Previous successful coaching experience in assigned sport is desired.
2. Background should demonstrate a person's ability to coordinate and supervise all athletic practices and interscholastic events in the total sports program.
3. Knowledge of the appropriate teaching methods for the specific ability levels.
4. The varsity coach must have substantial knowledge of the technical aspects of the sport and, at the same time, must continue to examine new theories and procedures pertinent to the field.
5. The coach will be expected to display the ideals of sportsmanship, professionalism and carry out his responsibilities in an exemplary manner.

REPORTS TO: Athletic Administrator

SUPERVISES:

In several instances the varsity coach must advise, coordinate and support a staff of High School Assistant Coaches and Middle School Coaches in conjunction with the Athletic Administrator and respective principals. The varsity coach is responsible for athletes and teams assigned to him/her and assume supervising control over the entire program.

JOB GOAL:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

PERFORMANCE RESPONSIBILITIES:

1. Has a thorough knowledge of Athletic Policy approved by the RSU No. 5 School Committee.
2. Has knowledge of existing system, state and league regulations; implements them consistently and interprets them for staff.
3. Understands proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public, staff, departmental, league or state meetings that require attendance.
4. Holds periodic staff meetings to insure staff awareness of overall program. (pre,during & post season)
5. Delegates specific duties and supervise implementation (assistant coaches, managers, statisticians, parent volunteers, etc.).
6. Assist Athletic Administrator in scheduling and requirements for tournament and special sports events.
7. Assist in the necessary preparation to hold scheduled sports events or practices.
8. Provides documentation to fulfill state and system requirements concerning physical examination forms, participation forms, accident reports and any other related forms.
9. Provides all necessary forms, including the Freeport High School Athletic Handbook, to all participants.
10. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
11. Provides a set of team conduct rules that are made available for students and parents. This set of rules is subject to the approval of the Athletic Administrator and Principal.
12. Prepares a budget by establishing priority needs for the next season. This budget recommendation is made to the Athletic Administrator.
13. Is accountable for all equipment lost or not returned. Arranges for issuing, storing and reconditioning and submits annual preseason and post-season inventory form.
14. Permits the athletes to only be in authorized areas of the building at the appropriate times.
15. Examines locker rooms before and after practices and games, checking on general cleanliness of facility. Responsible for cleanliness of uniforms and specific sport equipment.
16. Secures all doors, lights, windows and locks before leaving the building if custodians are not on duty.
17. Attempts to instill in each player a respect for equipment and school property, its care and proper use.
18. Cooperates with teaching staff, coaches, parents community, etc., to attain and maintain good public relations for the school and, in particular, the athletic program.

19. Responsible for presenting high quality and valid information to news media concerning schedules, tournaments and results.
20. Reviews and fulfills the responsibilities and expectations of this job description.
21. Any duties that may be assigned by the Athletic Administrator.

It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

VARSITY COACH SUPERVISORY RESPONSIBILITIES

Working in association with the Athletic Administrator, the varsity coach will be responsible for the articulation and coordination of their entire sports program, 7th grade through varsity. In doing so, it is necessary that the programs reflect the Athletic Philosophy of RSU No. 5 and that you, as coach, assume your responsibilities as they are described in the job description entitled "Varsity Athletic Coach".

In addition to the guidelines described in the "Varsity Coach" job description, you as a varsity coach are expected to:

- a) meet with appropriate frequency, with sub-varsity and middle school coaches (pre, during & post).
- b) develop a working relationship with your coaches conducive to the development and maintenance of your program.
- c) work with your coaches to organize, design and implement a systematic and sequential progression and program of philosophy, terminology, drills, skills teaching and applications.
- d) develop and maintain an open and clearly defined communications system with your coaches and athletes.
- e) develop a working relationship with RSU5 Recreation & Community Education and other local youth organizations in regards to the implementation, organization and maintenance of related youth/feeder programs.
- f) maintain general supervision of the above areas with the intent being to insure the success, development and maintenance of your program.

JOB DESCRIPTION - SUB-VARSITY AND MIDDLE SCHOOL COACHES

QUALIFICATIONS:

1. Previous successful coaching experience in assigned sport is desired.
2. Background should demonstrate a person's ability to coordinate and supervise all practices and games at the particular level of the sports program.
3. Knowledge of appropriate teaching levels for the specific ability levels that person is coaching.
4. Display the ideals of sportsmanship, professionalism and carry out his responsibilities in an exemplary manner.

REPORTS TO: The head varsity coach and, ultimately, the Athletic Administrator.

SUPERVISES:

Athletes and team assigned to him/her and assumes supervising control over all athletes on the team.

JOB GOAL:

To carry out the aims and objectives of the sports program as outlined by the Head Coach and Athletic Administrator. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

PERFORMANCE RESPONSIBILITIES:

1. Has a thorough knowledge of Athletic Policy approved by the RSU No.5 School Committee.

2. Has knowledge of existing system, state and league regulations; implements them consistently and interprets them for athletes.
3. Understands proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public, staff, departmental, league or state meetings that require attendance.
4. Attends periodic staff meetings to insure staff awareness of overall program (pre, during & post season).
5. Delegates specific duties and supervise implementation (assistant coaches, managers, statisticians, parent volunteers, etc.).
6. Assist Athletic Administrator in scheduling and requirements for tournament and special sports events.
7. Assist in the necessary preparation to hold scheduled sports events or practices.
8. Provides documentation to fulfill state and system requirements concerning physical examination forms, participation forms, accident reports and any other related forms.
9. Provides all necessary forms, including the Freeport High School Athletic Handbook, to all participants.
10. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
11. Provides a set of team conduct rules that are made available for students and parents. This sets of rules is subject to the approval of the Athletic Administrator or Principal.
12. Prepares a budget by establishing priority needs for the next season. This budget recommendation is made to the Athletic Administrator.
13. Is accountable for all equipment lost or not returned. Arranges for issuing, storing and reconditioning and submits annual preseason and post-season inventory form.
14. Permits the athletes to only be in authorized areas of the building at the appropriate times.
15. Examines locker rooms before and after practices and games, checking on general cleanliness of facility. Responsible for cleanliness of uniforms and specific sport equipment.
16. Secures all doors, lights, windows and locks before leaving the building if custodians are not on duty.
17. Attempts to instill in each player a respect for equipment and school property, its care and proper use.
18. Cooperates with teaching staff, coaches, parents community, etc., to attain and maintain good public relations for the school and, in particular, the athletic program.
19. Responsible for presenting high quality and valid information to news media concerning schedules, tournaments and results.
20. Reviews and fulfills the responsibilities and expectations of this job description and any additional duties outlined in the evaluation form.

It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

VOLUNTEER COACHES

All volunteer coaches are required to undergo the same screening process, as do paid coaches. Volunteer coaches must be approved by the athletic administrator and superintendent prior to beginning service with any RSU No. 5 school program.

Primary Function

1. To assist the coaching staff only, and not be directly responsible for supervision of any aspect of the athletic program.

Role Relationships

1. The Volunteer Coach reports directly to the Head (Varsity) Coach or Assistant (Sub-Varsity) Coach who in turn reports to the Athletic Administrator and the High/Middle School Principal.

Duties and Responsibilities

1. Be under the direct guidance and supervision of the Head/Assistant Coach.
2. Can NOT be solely responsible for any student-athlete or equipment.
3. Serve as a role model for the student-athletes in the areas of demeanor, language and conduct during contests, practices and all school-related functions and/or equipment.

COACHES LEGAL DUTIES

Usually a coach is involved in a lawsuit because of an alleged failure to meet one of the following duties:

1. Duty to plan
2. Duty to supervise
3. Duty to assess conditioning and readiness to participate
4. Duty to provide a safe playing environment and facilities
5. Duty to provide appropriate protective athletic gear and equipment
6. Duty to provide proper instruction
7. Duty to appropriately match participants
8. Duty to provide proper conditioning
9. Duty to warn of inherent risks of the sport
10. Duty to ensure athletes are insured
11. Duty to provide emergency care and activate response plan when necessary
12. Duty to ensure that students have safe modes of transportation

Maintain records, documentation should include progressive, sequential, and well-planned practice procedures. Written records demonstrate your professionalism. Establish training rules. Follow league and school rules. Establish an emergency procedure. Do not allow an injured player to return to participation without approval from his/her doctor. Learn to say NO. If a potential legal situation does arise, avoid unnecessary communication. Do not offer your opinion, accept blame or give unnecessary information to the public at large. Attend clinics and workshops to remain abreast with current issues, regulations, techniques and procedures.

Coaches should be the FIRST to arrive and the LAST to leave - never leave school after practices or games until ALL student athletes have been picked up

EVALUATION PROCESS

The purpose of an evaluation process is at least twofold: the first is to promote participation by students in athletics and stimulate overall school spirit. The second is for coaches and athletes to actively seek ways to improve themselves as people and their performances. To this end, the evaluation process is a vehicle to recognize learning opportunities and provide a meaningful look at coaches, teams, and program strengths and weaknesses. If this evaluation process is measured annually, Freeport's Athletic Programs will actively achieve a higher level of performance.

General Process: Prior to the beginning of each season, the head varsity coach should meet with his/her high school sub-varsity and middle school coaches in order to set goals, plan and organize for the season, and prioritize program and athlete needs. Goals should be kept concise and measurable and certainly attainable. If requested, the varsity coach will then provide the Athletic Administrator with an outline of the initiatives, goals, and/or points of emphasis that were identified during the preseason meeting.

At the end of each season, the Athletic Administrator may schedule a season review and evaluation meeting with varsity coaches. Varsity coaches will be asked to provide feedback on sub-varsity school stipend coaching positions. The Athletic Administrator will schedule varsity evaluations on alternating years. During the off year, the varsity coach will be asked to submit a self-evaluation. Together, the coach and Athletic Administrator will develop goals and expectations for the coming year. Middle School Athletic Directors will review and evaluate the middle school coaching staff as outlined above.

METHODS AND CRITERIA FOR EVALUATION

1. Evaluation Checklist
2. MPA Code of Ethics (refer to MPA Handbook)
3. Individual Expectations and Goals
4. Coaches 9 Legal Duties
5. Observation of: practices, games, team meetings, and parent meetings
6. End of Season Report from coaches

EVALUATION REVIEW PROCESS

The evaluation process may include any or all of the following:

1. Evaluation Checklist
2. Review of evaluation criteria
3. Review of program and individual goals and expectations
4. Meeting to review and discuss evaluation
5. Set individual and program goals and expectations for next year

See Appendix K & L for the “**Varsity, JV and Middle School Coach Evaluation**” page **K** and **L**.

HIRING PROCEDURES

It is the practice in the RSU No. 5 to encourage employee involvement in leading student co-curricular activities. Towards this end, when individuals’ qualifications and experience are equal, preference should be given in the hiring process to selecting individuals for leading co-curricular activities who are already employed in the schools and/or employing individuals in other positions who are leading co-curricular activities. All co-curricular stipend positions are one-year appointments and must be renewed and a letter of interest submitted each year.

The following procedure will be implemented:

1. All athletic stipend positions will be posted each year. The Stipend Application Form needs to be filled out completely and turned in to the Athletic Administrator. (letter of interest for returning coaches)
2. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
 - Position(s) will be posted in house to determine whether or not any present staff members have interest in the position. At the discretion of the Athletic Administrator, the position may be advertised in the local papers.
 - Once interested candidates are identified, the Athletic Administrator, in consultation with the Principal and head coach, if applicable, will determine whether or not the interested persons possess the qualifications necessary to perform the responsibilities of the position.
 - The Athletic Administrator will then notify interested candidates whether or not further consideration (interview) will be extended based upon individual qualifications.
3. The Athletic Administrator, will then recommend the most qualified candidates to the Superintendent.
4. Varsity coaching vacancies that open to the public (non-employees) will be screened first by the Athletic Administrator. A committee may be formed to assist in the interview process. The committee may consist of, but not limited to:

The athletic administrator, principal or assistant principal, parent(s), student athlete or member of the coaching staff, or other appropriate individuals as selected by the Athletic Administrator.

MPA COACH'S ELIGIBILITY

It is the intent of this policy to provide for the proper training of coaches, to ensure the safety of student athletes, and to improve the overall quality of the interscholastic athletic program.

A person shall be eligible to coach in any interscholastic athletic contest, provided the person satisfies all of the following conditions (for purposes of this section, "coach" shall mean all persons who coach an interscholastic team in any way, whether for pay or as a volunteer at the high school level):

1. be approved by the Superintendent
2. be 20 years of age or a high school graduate
3. sign a statement acknowledging that he/she has read, understands, and agrees to comply with and abide by all MPA by-laws, policies, and Code of Ethics
4. successfully completed NFHS "Coaching Principles" course/program, or its equivalent
5. successfully completed NFHS "Sports First Aid" course/program, or its equivalent
6. successfully completed a basic "CPR/AED" course/program

Please refer to the MPA Handbook for further details.

PRESEASON COACHES MEETINGS

All coaching staff at Freeport High School and Freeport Middle School will be expected to attend the preseason coaches meeting with the Athletic Administrator that is held prior to each season.

Each meetings agenda will include but not limited to:

- revised Student Athletic Handbook
- revised Coaches Handbook
- conference guidelines for each sport
- Student/Parent Athletic Participation Contracts
- game schedules
- practice schedules
- score book/rule book
- Parent Coach Communication Guideline
- MPA bulletin for specific sport
- MPA Handbook
- emergency information

CONFERENCE COACHES MEETINGS (WMC / CCC / Campbell Conf)

Coaches are expected to attend all conference-sponsored coaches meeting. It is important that Freeport is represented and our/your concerns, ideas, and suggestions articulated and expressed. Each of our athletes and teams deserve to be recipients of the best possible representation that we can afford. The person who can best do that is the coach.

PARENT COACH COMMUNICATION GUIDE (should be reviewed during preseason information nights)

Both parenting and coaching are extremely difficult vocations. By establishing communication and an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to student athletes. To be successful, communication is vital and requires involvement, dedication, sacrifice and commitment from parents, student athletes and coaches.

Coaches should provide the athletic administrator with copies of practice schedules, team rules, expectations, or team handbook PRIOR to sending these communications to parents and athletes.

See Appendix M for the "**Parent-Coach Communication Guide**"

STAFF CONDUCT WITH STUDENTS

The RSU No. 5 Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include, but are not limited to the following:

- A. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- C. Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- D. Prompting students to confide their personal or family problems and/or relationships without a direct connection to the student's school performance or having a direct educational purpose. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff;
- E. Sending students on personal errands;
- F. Sexual banter, allusions, jokes, or innuendos with students;
- G. Asking a student to keep a secret;
- H. Disclosing inappropriate personal, sexual, family, employment, or other private matters to one or more students;
- I. Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner;
- J. Permitting students to address you by your first name, or in an overly familiar manner;
- K. Being alone with individual students out of the view of others without a specific educational purpose;
- L. Inviting or allowing students to visit the staff member's home without prior notification to the school administration and the students' parents;(see note below)
- M. Visiting a student's home, unless on official school business;(see note below)

N. Maintaining personal contact with a student outside of school by phone, email, texts, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);

O. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or

P. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or except as participants in community activities. RSU No. 5 assumes no liability for such activities.

Note: It is understood that staff members who live in, or have friends in, the community and/or have children who have friends in the community may have reason to visit a student's home, or have a student visit at their home, without prior notice being given to school administration due to personal relationships, but no such visits or relationships should violate the spirit of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

Dissemination of Policy

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference: ACAA -Harassment and Sexual Harassment of Students
 GCSA -Staff Computer/Internet Use
 JLF -Reporting Child Abuse and Neglect

Adopted: June 9, 2010

Reviewed: February 29, 2012

Revised: January 10, 2018

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

What is FERPA? The Family Education Rights and Privacy Act is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to consent to the disclosure of personally identifiable information from education records, except as provided by law.

When a student turns 18 years old, or enters a post-secondary institution at any age, the rights under FERPA transfer from the parents to the student.

FERPA defines education records as records that are directly related to the student and maintained by the educational agency or institution or by a party acting for the agency or institution.

Be careful of sharing information in public places. The office, halls, library, sidelines, locker rooms, even the teachers' room are very public. Parents, delivery people, volunteers, should not be able to overhear privileged conversations between any school staff. We must also be careful about what information is shared with each other. Respect the rights of parents and children. Sometimes you will find yourself in an awkward place at the supermarket, a party, or the sidelines of an athletic event. When in doubt if you should share a comment - just smile and don't say anything!

Be careful to not mention other children when you are speaking about a specific student to others.

Be careful of leaving notes where they can be seen and/or read. Notes from parents or from the office may contain information that should not be public.

Do not leave your email open for anyone to see.

Be mindful what you say to parents. For example, a situation might happen in an innocent conversation where one parent complains to a coach about another child. If the coach said something like: "Yes, I understand what you mean. I've seen Billy/Jenny Doe at practice and games and" Not ok to share any of this.

Be mindful of what you write in email. Email is not confidential. When you click send email can then become part of the educational record. Email is archived for 60 days and can become part of any legal action.

Do not use the "To:" e-mail box to send messages to multiple email addresses to parents or students. That allows everyone to see everyone else's e-mail address that is both a special education and FERPA violation. Use instead the "BCC:" box. If you need instruction on how to access BCC please see your building technology coordinator or athletic director for help.

For more information about FERPA:

Family Policy Compliance Office (FPCO)

<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

FERPA Federal Register http://www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011_30683.pdf

December 2011 – Revised FERPA Regulations: An Overview for Parents and Students

<http://www2.ed.gov/policy/gen/guid/fpc/pdf/parentoverview.pdf>

Western Maine Conference - 1st Team Philosophy (Approved 5/09)

Philosophy: The Western Maine Conference believes in creating the best possible experience for teams at all levels within the conference. Past practice at the freshman level was based on the premise that all schools that had enough freshman student-athletes play one another on freshman teams. However, over time in order to create more playing opportunities for student-athletes and to fulfill game commitments, some schools with low/declining numbers have asked sophomores to play down. At this time the conference is initiating a change to a “first team” concept whereby schools sponsor a first team that replaces the freshman team and is made up of strictly freshman and sophomores. The expected outcome is to create more playing opportunities for schools with low numbers and more schools participating in a first team conference schedule.

Points of Emphasis:

1. Coaches have a duty to match student-athletes to the appropriate level of competition.
2. The first team will be made up of student-athletes whom are freshman and sophomores only.
3. The expectation is that coaches assign freshman to the first team, when low numbers are not an issue.
4. The conference strongly recommends that freshman student-athletes selected to the Varsity team not be allowed to play on the first team.

Western Maine Conference Scholar Student-Athlete Recognition

- I. The Athletic Directors of Western Maine Conference schools will identify and recognize all-academic student-athletes from each sport season who meet the following criteria:
 - a. A member of the Senior Class
 - b. Earn a 3.2 grade point average (93) or its equivalent (non-weighted) through out their high school career (7 semesters)
 - c. A member of a varsity team
- II. Each school will nominate candidates based upon the following process:
 - A. All academic work must completed by the end of the season.
 - B. The nominee abides by all school's policies and codes of conduct.
 - C. The first 6 semesters will be utilized to determine eligibility for fall activities, for winter and spring the first 7 semesters will be utilized.
- III. Recipients will receive a certificate from the conference to be given at the Athletic Directors discretion (i.e. end of the season banquet or in the spring).
- IV. A list of the all-academic team will be posted in the local papers along with the WMC all-star teams for that respective season.