

# **SOUTH PORTLAND HIGH SCHOOL COACH HANDBOOK**



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\*\* Athletic Forms (please see Athletic Form and School Board Policies Handbook)

\*\* School Board Policies (please see Athletic Form and School Board Policies Handbook)

## **INTRODUCTION**

The purpose of this manual is to inform varsity coaches, sub-varsity coaches and the community of the policies, rules, regulations, procedures and general guidelines which are necessary to provide athletic participants with programs that are consistent within the framework of the educational program of South Portland Public Schools, as well as the by-laws of the Maine Principals' Association (MPA) and the leagues of which our school is a member.

Coaches should use this manual as a guide for conducting an effective and successful program. Requests for clarification, explanation or other questions should be directed to the Athletic Administrator. The Athletic Administrator in turn will make coaches aware of any changes in athletic policy or procedure.

## **MANAGEMENT AND CONTROL OF ATHLETIC PROGRAMS FOR SOUTH PORTLAND PUBLIC SCHOOLS**

### **ORGANIZATION**

Board of Education

Superintendent of Schools: Mr. Ken Kunin

Assistant Superintendent of Schools: Ms. Kathryn Germani

Director of Finance and Operations: Mr. Rafe Forland

High School Principal: Ms. Michele LaForge

High School Assistant Principals: Ms. Kimberly Bennett, Mr. Christopher Hughes

Athletic Administrator: Mr. Todd Livingston, CMAA

Assistant Athletic Administrator: Sam Cloutier

Administrative Assistant: Ms. Bryna Latham

Certified Athletic Trainer: Mr. John Ryan

Director of Building and Grounds: Mr. Tony Lombardo

Director of Transportation: Ms. Sharon Leeman

## **CHAIN OF COMMAND**

In dealing with concerns at any level (student, parent, peers, or fellow coaches), it is necessary to follow proper procedure to alleviate conflicts. When there is a concern, the goal is to have it resolved by the coaching staff. If this step does not solve the problem, bring the Athletic Director into the process. This procedure will continue up the chain of command as necessary.

### **A. Board of Directors**

The Board of Directors sets policy, presents the budget, and hires personnel based on the recommendation of administrators.



### **B. Superintendent of Schools**

The Superintendent oversees day-to-day operation of the District.



### **C. High School Principal**

The Principal oversees the day-to-day operation of the school, including the athletic department.



### **D. Athletic Administrator**

The Athletic Director oversees the day-to-day operation of the athletic department.



### **E. Head Coaches**

All head coaches are responsible to the athletic administrator for the total operation of their normal duties required of interscholastic competition, the duties described in the coaches' job description, and/or any duties assigned by the athletic administrator.



### **F. Assistant (Junior Varsity, First Team)/Volunteer Coaches**

All assistant coaches are responsible to the athletic administrator and head coach for the operation of their normal duties required of interscholastic competition, the duties described in the coaches' job description, and/or any duties assigned by the athletic administrator and/or head coach.

## **JOB ANALYSIS OF SUPERVISORY PERSONNEL**

### **Board of Directors**

The Board of School Directors shall set policy with regard to the conducting of the athletic programs within the South Portland School District and shall make all decisions as are required by law.

### **Principal**

The principal, in all matters pertaining to the interscholastic athletic program of the school, is responsible to the MPA. He/she may delegate some of these powers but such delegation shall not relieve him/her of responsibility for any infraction by his/her school, of the Constitution and By-Laws of the MPA

### **Athletic Administrator**

It will be the responsibility of the athletic administrator to see that the high standards outlined in the general philosophy are maintained. The duties of the athletic administrator will include, but not be restricted to, the following:

1. Coordinate and supervise the athletic program 6-12.
2. Evaluate the various athletic programs at the end of each school year and make recommendations to the appropriate administrator, superintendent and School Board.
3. Submit written evaluations to the administration on the job performance of all coaches, 6-12, each school year. Observe coaches at least twice for all school sanctioned sports. Make recommendations to the appropriate administrator regarding coaching assignments.
4. Recommend to the appropriate principal the names of individuals to fill coaching positions each school year.
5. Assist the administration in the interviewing of all candidates for coaching positions, 6-12.
6. Prepare and submit an athletic budget each year.
7. Coordinate the utilization of all athletic facilities in both buildings and on school grounds:
  - a. Schedule practice/ game times for all school sports that occur at the middle school/ high school complex.
  - b. Revise schedules and organizational logistics on short notice in the event of inclement weather for all school facilities.
  - c. Arrange for/negotiate practice, game and meet times, organizational details and rental fees for non-school department facilities utilized by school sponsored athletic programs.
8. Assist in formulation of athletic policy through meetings with appropriate personnel. All policy should be submitted to the appropriate principal for approval in advance of publication.
9. Maintain an annual inventory of all athletic supplies and equipment in the 6-12 program.
  - a. Secure price quotes from established sporting goods dealers and complete purchase orders for materials that will maintain and improve all athletic programs.
  - b. Make sure that all equipment and supplies are returned at the completion of each season.
  - c. Make sure that all athletic equipment and supplies are clean, in usable condition and properly stored.
10. Establish and maintain a record of all athletic schedules, grades 6-12, and administer these scheduled events appropriately:
  - a. Attend various athletic directors' meetings to represent the athletic interest of all 6-12 programs relating to philosophy, rules, regulations, and scheduling on the local and state level.
  - b. Revise, after consulting/negotiating with opposing schools, schedules in the event of inclement weather.
  - c. Make all constituencies aware of schedule revisions and maintain constant contact with the director of transportation and South Portland school administrators regarding schedule changes.

- d. Contact local police/ambulance to allow for appropriate security coverage of athletic events.
  - e. Hire and organize all individuals needed to conduct athletic events.
  - f. Arrange for printing and press release of all schedules as deemed appropriate.
  - g. Complete all league and state forms involving scheduling and serve on league and state scheduling committees as assigned.
  - h. Remain available for daily communications regarding practice or game scheduling conflicts.
  - i. Be present at all contests that require athletic administrators supervision outside normal school hours including evenings, weekends and holidays.
  - j. Arrange the transportation schedules in conjunction with the director of transportation.
11. Remain available after normal school hours each day to meet the needs of the coaching staff and to help maintain communication with coaches who are not academically employed by the school system.
  12. Make medical supplies available on a daily basis and remind coaches to keep appropriate files on all injuries and circumstances that surround them.
  13. Maintain a record of all students who are members of various athletic teams and submit copies of same to the appropriate office. Oversee the eligibility of all students. Oversee the arranging of physical exams.
  14. Keep coaches handbooks available and provide documents to all coaches which student-athletes and parents must sign before an individual can participate in the athletic program. Verify (in conjunction with the coaches) that all prospective athletes have met the guidelines of the school physical examination process.
  15. Approve and direct all expenditures from the athletic accounts for.
  16. Serve as sports information director in the area of athletic program activity and as liaison to official booster club activities.
  17. Ensure that all coaches receive all information and materials needed to effectively conduct their sport, including:
    - a. Availability of all conferences.
    - b. In-service training and coach's manual.
    - c. MPA bulletins.
    - d. Newspaper information and requests.
    - e. Practice, contest schedules, bus departure times, State and League rules and regulations and athletic forms.
    - f. Uniforms, equipment and supplies and appropriate keys.
    - g. Notification of positive or negative feedback from athletes, parents, administrators, officials, fans or press.
    - h. Rulebooks and scorebooks.
    - i. Safety procedures, drug and alcohol awareness policies.
    - j. Attendance at league and state meetings.
  18. Arrange with the director of maintenance/parks department for the proper maintenance and repair of all athletic facilities, equipment supplies and other maintenance needs.
  19. Arrange for proper team athletic awards presentations and maintain an appropriate supply of letters and certificates.
  20. Attend School Board meetings and appropriate other Board meetings during the school years, when requested by the Superintendent.

## **Assistant Athletic Director**

### Basic Function

As a staff member of the athletic program under the direction of the athletic administrator, the assistant athletic director issues equipment and maintains records for efficient operation; inventories all equipment; examines equipment yearly and is responsible for repairs and storage; works closely with the coaches regarding equipment needs; assists in directing the middle school athletic program; and performs such other activities as the Athletic Director may assign.

### Scope

The authority of the Assistant Athletic Director extends to all middle school personnel, coaches and athletes in the areas of athletic equipment handling and storage and to such other areas as the Athletic Director may assign.

### Authority and Responsibility

1. Assist the athletic administrator with coordinating and supervising the athletic program 6-12.
2. Supervise the care and maintenance of all middle school athletic facilities in collaboration with the supervisor of maintenance.
3. Assist the athletic administrator in planning, arranging and preparing a master schedule of all middle school interscholastic athletic events.
4. Responsible for all athletic equipment for all sports during the school year.
5. Responsible for keeping detailed inventory of all athletic equipment and supplies.
6. Responsible for issuing all athletic equipment and maintaining records essential for efficient operation.
7. Responsible for checking in equipment and uniforms at the end of each season.
8. Responsible for seeing that equipment is reconditioned as necessary, and properly stored when delivered back to school.
9. Maintains an adequate inventory, and provide first aid/medical supplies to all athletic teams.
10. Assists the athletic administrator in preparation of the middle school athletic budget.
11. Coordinate middle school athletic correspondence through principal notes, newsletters and web site.
12. Coordinate and conduct pre-season coaches meeting prior to each middle school season.
13. With the assistance of the athletic administrator, coordinate and conduct middle school athletic parent informational meetings prior to each season.
14. Coordinate sign-ups for middle school athletic teams prior to each season.
15. Assist the athletic administrator in developing practice, contests, master field and master gymnasium schedules throughout the school year.
16. Provide contests management for all home middle school contests (daily confirmation of officials, game supervision, officials/timers/scorers payment vouchers).
17. Maintain a database for all officials for each season.
18. Assist the athletic administrator with coach evaluations at the conclusion of each season.
19. Maintain middle school athletic records (coaches database for each season, end of season information issued to coaches and kept on file, physical exam database, code of conduct database, season closure, team records, participation numbers).
20. Coordinate student-athlete academic/equipment eligibility with the middle school and coaching staff.
21. Provide occasional assistance to high school home contests coverage.

### Organization

Assists the Athletic Director in organizing and coordinating a program to carry out assigned responsibilities and duties.

### Personnel

Oversee middle school athletic staff and assist with overseeing the high school athletic staff



## **Certified Athletic Trainer**

### Basic Function

As a staff member of the athletic program, under the direction of the athletic administrator, the athletic trainer assists and cooperates with coaches in providing for the prevention and care of athletic injuries; supplies emergency first aid care for athletic injuries in the absence of an on-site physician; and assists athletic coaches in the implementation of a physician prescribed rehabilitation program for in-season athletes as the athletic administrator Director may assign.

### Scope

The authority and responsibility of the athletic trainer extend to assistance and cooperation with athletic coaches in providing for the health, safety and welfare of in-season student-athletes and to such other activities as the athletic administrator may assign.

### **Athletic Training Job Description**

The South Portland School Department directly employs the services of a National Athletic Trainers' Association Board of Certification, Certified Athletic Trainer (ATC) for its interscholastic athletics program. A Certified Athletic Trainer, as defined by the Maine State Practice Act is an individual who meets the following qualifications:

- A. Demonstrate that the applicant is trustworthy and competent to engage in practice as a Certified Athletic Trainer in a manner that safeguards the interests of the public; [1995, c.275, 1 (new).]
- B. Be a graduate of a college or university approved by the department and have successfully completed that college's or university's curriculum in athletic training or other curricula acceptable by the department and have completed an athletic training education program approved by the National Athletic Trainers' Association or a program of practical training in athletic training acceptable to the department; and [1995, c.275, 1 (new).]
- C. Have passed the National Athletic Trainers' Association Board of Certification exam or be currently certified by the National Athletic Trainers' Association and approved by the department. [1995, c.275,1 (new)]

Also defined through the Maine Practice Act is “Athletic Training”

- A. Prevention of athletic injuries; [1995, c. 275, 1 (new).]
- B. Recognition and evaluation of athletic injuries; [1995, c. 275, 1 (new).]
- C. Management, treatment and disposition of athletic injuries; [1995, c. 275, 1 (new).]
- D. Rehabilitation of athletic injuries; [1995, c. 275, 1 (new).]
- E. Organization and administration of an athletic training program; and [1995, c. 275, 1 (new).]
- F. Education and counseling of athletes, recreational athletes, coaches, family members, medical personnel and communities in the area of care and prevention of athletic injuries. [1995, c. 275, 1 (new).]

### **General Statement of Duties**

The position of athletic trainer is a full school year position, 210 days as per negotiated agreement with the South Portland School Department. The duties of the athletic trainer include, but are not limited to, prevention of athletic injuries, recognition, evaluation and immediate care of athletic injuries, rehabilitation and reconditioning of athletic injuries, health care administration, and professional development and responsibility as specified in the *Domains of the NATA Certified Athletic Trainer*. The athletic trainer serves as a liaison between physicians, coaches, athletes and parents. The athletic trainer ensures that players participate only when physically able and that any physician instructions are understood and followed. The athletic trainer will coordinate with the activities/athletic director to ensure that the athletic training room and all required events will be covered.

### **Position Requirements**

1. The athletic trainer must be certified by the National Athletic Trainers Association Board of Certification (NATA-BOC) and maintain the standards established by the National Athletic Trainers Association (NATA) role delineation study.
2. The athletic trainer must be licensed to practice as an athletic trainer by the State of Maine.

3. The athletic trainer must be a member in good standing with the NATA, NATA District 1 and the Maine Athletic Trainers Association (MATA).

### **Specific Duties**

In cooperation with the principal and the activities/athletic director, the athletic trainer should:

1. Develop plans for providing athletic trainer coverage at all interscholastic events identified in the Athletic Training Program Coverage Policy.
2. Establish daily hours of operation for the athletic training room.
3. Develop a comprehensive emergency action plan for their specific facilities.
4. Communicate on a daily basis or as needed with the School Nurse, Athletic Administrator, Building Administrators, Guidance Department and Teachers regarding student concussions and other injuries that may adversely affect student learning
5. Establish a working relationship with a designated team physician and community physicians.
6. Complete the South Portland School Department's Blood Borne Pathogens Exposure Control Plan and comply with the regulations therein.
7. Maintain adequate medical records on all injuries and rehabilitation procedures.
8. Comply with any and all policies regarding health care delivery as indicated by the South Portland School Department's regulations, and outlined in the Athletic Injury Management section of the South Portland High School Athletic Training Program Policies and Procedures Manual.

### **Certified Athletic Trainer (ATC) Job Responsibilities**

1. The ATC will provide coverage for home contests on a schedule cooperatively determined by the athletic trainer and athletic administrator, as well as cover most varsity contests, non-varsity contests in football and varsity football away games. Varsity and selected non-varsity contests will be covered based on the risks of the sport and availability of the athletic trainer during a particular sport season.
2. Practice coverage will be determined by the athletic trainer and athletic administrator and will typically include daily coverage of varsity and non-varsity sports. This coverage will be based upon injury risk of the sport and other mutually agreed upon factors.
3. The athletic trainer will cover selected post-season contests as determined by the athletic trainer and the athletic administrator.
4. The athletic trainer will provide for the prevention of athletic injuries through the application of protective taping/wrapping and braces, and assist in the design of practices to help reduce the incidence of injury.
5. The athletic trainer will advise coaches of flexibility, strengthening and conditioning programs to help prevent injuries and optimize performance.
6. The athletic trainer will provide immediate care of athletic injuries and refer the athletes to medical facilities when necessary.
7. The athletic trainer will design and supervise rehabilitation programs for athletic injuries under the direction of the referring physician.
8. Medical histories and correspondence will also be kept on file in the athletic training room. The athletic trainer will maintain accurate medical records for injuries, treatment, rehabilitation and physician referrals.
9. The athletic trainer will be responsible for budgeting, ordering and inventorying athletic training supplies.
10. The athletic trainer will supervise athletic training students.
11. The athletic trainer will counsel and advise athletes on health-related issues, including nutrition and substance abuse.
12. The athletic trainer will conduct sports medicine workshops for the district's coaches. These workshops will include information on injury prevention, basic first aid, CPR and AED use, injury recognition and treatment, and injury rehabilitation, concussion management, heat-related illnesses and sudden cardiac death. In addition, they

will be provided with specific information on blood borne pathogens, HIV/AIDS, the school department's sports medicine protocols and other health-related topics.

13. The athletic trainer may serve as a consultant to the middle school athletic program by advising middle school athletes in the athletic training room on an appointment basis.

14. The athletic trainer may advise and assist with equipment purchases and fittings.

15. The athletic trainer maintains open lines of communication with coaches, parents and physicians regarding athletic injuries, treatment and rehabilitation.

16. The athletic trainer may market the athletic training program within the school department and the medical community through newsletters, brochures, media contacts, etc.

17. The athletic trainer is responsible to the athletic administrator and is supervised by the consulting physicians.

18. The athletic trainer/educator should be given release time in consideration for the additional hours worked in providing sports medical care to athletes and supervising athletic training students/aides after regular school hours.

## **II. Physicals**

In order to participate in athletic at South Portland High School, each student-athlete must have a physical exam every two years beginning in the sixth grade. The physical exams are given in accordance to the guidelines set forth by the Maine Principals' Association (MPA) Interscholastic Executive Committee (Appendix). The history portion of the Preparticipation Physical Exam (PPE) is completed by the student-athlete and signed by his/her parents/guardians. Athletes that have sustained a major injury or medical illness within the two-year period, must have a physical exam prior to their participation in athletics. In addition, the MPA suggests that the school nurse on a yearly basis view the student's health history, blood pressure, height and weight. Further examination of any concerning factors can be reviewed at this time.

In addition to the physical exam, students must also complete a baseline test for Immediate Post Concussion and Cognitive Test (ImPACT). ImPACT is a computer-based test that involves a series of seven modules measuring memory, reaction time, impulse control and concentration. Also included in the test are a symptom inventory, concussion history, primary sport data and questions regarding native language and history of learning difficulties. This information will allow the Certified Athletic Trainer to gain objective data regarding the student-athlete's "normal" cognitive abilities, reaction time and concentration in the event that the athlete sustains a concussion during the season. Athletes are required to complete at least two baseline tests (freshman and junior years) during their high school career. If the student athlete suffers a concussion, he/she will then be required to complete an ImPACT Post Concussion Test, generally within 48 hours of the injury. During the recovery phase, the student-athlete will not be allowed to return to activity until they are symptom free, completed an ImPACT Post Test, and successfully completed the Return to Function Protocol. They may also be required to stay home from school until symptoms subside. The Certified Athletic Trainer, Dr. William Heinz or another physician that has been credentialed to use and interpret the results of ImPACT will work together and decide when the athlete may return to function. The student-athlete will not be cleared for return to full function unless they are back in school and making satisfactory progress in completing school work that they have missed due to their injury. An additional ImPACT baseline will also have to be completed by student-athletes who have suffered a concussion. This is separate from the post test that they will have completed immediately following the injury.

## **III. Emergency Protocol for Injured Athletes**

A. If the Certified Athletic Trainer is present:

The athletic trainer will evaluate the athlete. Following the evaluation, the athletic trainer will decide the appropriate treatment. If necessary, the athlete's parent/guardians will be instructed in the proper injury treatment at home or if referral to a physician is necessary. The athletic trainer will communicate with the coach as to the extent of the injury and the steps taken to treat the injured athlete. During the athletic event, the athletic trainer, or

physician if present, will make the final decision as to whether the athlete may return to participation. Following any significant injury requiring referral, the athletic trainer will complete an injury evaluation form.

B. If the Certified Athletic Trainer **is not** present:

The coach will assess the injury and provide first aid. He/she will not allow the athlete to move or be moved if a head/neck injury or fracture is suspected. The coach or designee will contact the athletic trainer via cell phone and will provide the nature of the injury and subsequent injury care. In the event that the athletic trainer cannot be reached via cell phone or when appropriate, the coach should send another athlete inside to get the athletic trainer. In the event that the athletic trainer is not in the athletic training room, he/she will have a sign posted outside on the door alerting people as to his/her location. The coach should also contact the parents and alert them to the nature of the injury and what should be done in follow up.

C. If the Certified Athletic Trainer **is not** on Campus:

If the athletic trainer is not on campus and the athlete is injured, the coach must assume responsibility for appropriate injury management. If a head/neck injury is suspected, the athlete should not be moved until the EMTs/Paramedics arrive. It is advised that the coach always err on the side of caution when making a decision regarding proper treatment. If it is determined that the injury requires the athlete be referred to the emergency room, the emergency action plan should be initiated. At this time, it will be the coach's responsibility to notify the parents of the situation.

## **SOUTH PORTLAND ATHLETIC DEPARTMENT CORE COVENANTS**

The coaching staff (coach retreat 2015) worked collaboratively to develop and establish the following Core Covenants that will guide the athletic department and our athletic programs.

# **RED RIOTS PRIDE - RESPECT, EXCELLENCE, TRADITION**

## **SCHOOL COLORS**

South Portland Athletic Department School colors; Red, White and Gray. Coaches and boosters groups will incorporate these colors when ordering apparel for their respective teams.

## **SOUTH PORTLAND ATHLETIC DEPARTMENT GENERAL PHILOSOPHY**

The South Portland School Department believes that extra-curricular activities are an integral part of a public school education. A solid balance between academic and extra-curricular commitment enhances the total student. Participation in activities at all levels can provide the opportunity for students to develop strength of character and distinct qualities, which will serve them throughout their lives.

Recognizing the diversity of all students, a well-defined extra-curricular program encourages sportsmanship, self-esteem, and a life-long commitment to physical and mental fitness. It provides activities, athletic and co-curricular, to complement the academic offerings and to offer a broad variety of opportunities for all students to expand their academic and artistic horizons. It also fosters a sense of teamwork, enjoyment, cooperation, and competition. The primary focus is to provide an atmosphere, which promotes positive feelings of self-worth for every child.

The main purpose of the athletic program at South Portland High School is to offer to as many students as possible a wide variety of experiences that will tend to develop young people in such a way as to make them better physically, mentally, and morally. All athletic activities will be conducted with sound educational experiences having top priority. All coaches will strive to develop a winning spirit but must always keep the welfare of the student athlete first and foremost. A continued effort will be made to expand the athletic program and opportunities to as many participants as possible.

All students will have equal opportunities to participate in any and all programs. Students should not compete in interscholastic programs on two teams (e.g. varsity, j.v.) in the same sport if doing so prevents other students from significant participation. They may do so if that practice is necessary to permit South Portland to field a varsity, junior varsity, or first team that would otherwise be undermanned and/or to gain playing time. In general, students should compete with the team with which they practice. The athletic administrator must approve exceptions to this.

The athletic program is an integral aspect of the educational process of the South Portland Public Schools. It promotes a desire in our students and community to engage in athletics either as a participant or a spectator. Our aim is to develop competitive student-athletes, but not to lose sight of educational values such as sportsmanship, citizenship, health and scholastic attainment. The athletic programs should also promote school morale and provide an additional source of self-esteem for our students.

## **ATHLETIC DEPARTMENT OBJECTIVES**

### **Specific Objectives**

1. To provide students with opportunities to learn games and improve playing skills to the best of their abilities.
2. To develop physical fitness and desirable health, hygiene and safety habits.
3. To provide opportunities to make real friends with team members and widen circles of friends by meeting student-athletes from opposing teams.
4. To provide opportunities to observe and practice good sportsmanship.
5. To realize that athletic competition is a privilege that carries definite responsibilities with it.
6. To reap the benefits of the special type of discipline that comes from participation and competition.
7. To understand the concept of teamwork and the individual's role as a team member.

### **Community Objectives**

1. The community should realize that control of and responsibility for school athletics rests entirely with the school authorities.
2. School athletics should furnish a recreational opportunity for the general public as long as a community is willing to see that the program is conducted primarily for the benefit of student competition and student spectators.
3. The community should judge the success of the season on the number of participants, the number of spectators, new skills acquired, good citizenship and good sportsmanship, rather than on the number of games won or lost.
4. The community should constantly keep in mind that an athletic contest is part of the school program and therefore is governed by the same philosophy.

### **School and Student Body Objectives**

1. Athletics should be educational.
2. Athletics should promote pride in one's school and community.
3. Proper student interest should be promoted.
4. All visiting schools should be treated as guests.
5. School policy should be consistently applied so as not to provide student-athletes with special privileges.
6. Sportsmanship, fair play and good school citizenship should be the goals of all student-athletes.
7. Every effort should be made to provide the best coaching, facilities and equipment possible within the economic constraints of the school district's budget.

### **Student/Community Spectator Objectives**

Habits and reactions of spectators determine the quality of sportsmanship, which reflects upon the reputation of the school and community. Therefore, it is recommended that they:

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate and respond enthusiastically to cheerleaders.
3. Help to control the unruly behavior of fellow spectators.
4. Respect the property of the school and the authority of school officials.
5. Show respect for an injured player when they are removed from the contest.
6. Never criticize coaches or players for the loss of a game.
7. Respect the judgment of game officials or referees.
8. Refrain from using obscene or vulgar language.
9. Respect the efforts of all participants (home and visitor).
10. Conduct themselves with proper respect during public address announcements and the playing of the National Anthem.
11. The school district has the right to restrict individuals from attending athletic activities who do not respect these objectives.

## **THE MIDDLE SCHOOL PROGRAMS**

The middle school extra-curricular program is the student-athlete's first experience with interscholastic competition; therefore, it is important that this program be designed to accommodate maximum participation. The philosophy aims to accommodate student-athletes in the program of their choice, as well as incorporating the competitive nature of athletics.

These are extremely formative years for the young athlete. The recreation enthusiast of the elementary grade will be encouraged to evolve into a more dedicated athlete who will now begin to make the important commitments to his/her teammates, coach, and school. Coaches at this level will encourage their team members to develop their skills, sense of responsibility and physical fitness. A spirit of cooperation should emerge as young athletes begin to develop both competence in their chosen sport and awareness of their own sense of self-worth. These are years of maturation and growth for young athletes, so they must be handled with sensitive encouragement by coaches, teachers and parents alike.

## **THE SUB-VARSITY (JUNIOR VARSITY AND FIRST TEAM) PROGRAMS**

The interscholastic junior varsity and first team program should be viewed as important adjuncts to the program and thus as necessary continuing steps in developing the goals of the varsity program. It should be noted that these are only first steps; and therefore, the goals would not be so vigorously pursued, as they would be at the varsity level. At the same time, in the interest of promoting all the goals of the interscholastic program among as many athletes as possible, it would be fitting to place greater emphasis upon participation by team members at these levels than at the varsity level. Some members of the junior varsity team may be asked to swing between the junior varsity and varsity in the event of an injury, to gain needed playing time at the junior varsity level or to gain some varsity experience when the situation is warranted.

## **THE VARSITY PROGRAMS**

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.

Since varsity student-athletes will have developed relative superior skills in order to be selected for the varsity team, the emphasis at this level will be placed on the refinement of those skills as well as the strategic application of them for competition.

At the varsity level, the stress of public exposure and the pressure to succeed competitively in games, tournaments and championships are significantly high. Thus the relationship of the athlete with his/her coach, teammates and parents becomes more complex, and a high value must be placed upon the skillful handling of these relationships. Varsity student-athletes will be encouraged to accept constructive criticism with a positive attitude, to develop unselfish behavior, and to take part in the establishment of open and honest lines of communication, which must exist between parents, coaches and student-athletes alike.

The development of responsibility is a top priority goal of the varsity program. Having been confronted with less demanding situations at the middle school and sub-varsity levels, varsity student-athletes will be expected to make an even further commitment to their team, which will mean among other things, compulsory attendance at all scheduled practices and contests.

Since a major goal of a varsity team is to reach its maximum potential, it is not realistically possible for all team members to receive equal playing time. It is, therefore, essential that each student-athlete understands and accepts his/her role on the team and that varsity coaches attempt to elicit a mature acceptance of those roles by team members.

## **STANDARDS FOR COACHING, SOUTH PORTLAND PUBLIC SCHOOLS**

### **Primary Requirements for Successful Coaching**

1. Technical knowledge of the techniques and strategies of playing the sport.
2. Effective (and age appropriate) teaching strategies to impact the knowledge, skills and strategic thinking of the game to all student-athletes at all player development levels.
3. Role modeling and instilling a sense of pride and responsibility for good sportsmanship in all student-athletes.

### **Excellence Standards for Coaches**

1. All coaches must meet the prescribed credential and experience requirements as established in the selection/hiring process.
2. Coaches are expected to demonstrate a willingness to maintain/improve their knowledge of the game and knowledge of coaching strategies that are appropriate and effective for student-athletes.
3. Coaches are expected to develop an overall athlete skill training and development program/plan for their assigned sport/team ensuring always that athlete safety and well-being (physical, social and emotional) come first.
4. Skill development programs/plans for student-athletes must take into account that young athletes are still developing mentally, physically, emotionally and skill-wise. Measurement of the success of the team will not be made exclusively on “wins” and “losses” but must include individual-by-individual player development gains and overall team performance.
5. Coaches represent the South Portland School District, the South Portland Community and the sport they coach. They must promote a climate of mutual respect among all participants in the program. Coaches shall behave in a manner that reflects they understand that the actions of all participants in their program are their responsibility.
6. Coaches must promote the educational mission of the inter-scholastic experience: the purpose of these sports programs is to enrich the educational experience of every student participant. While it is understood that competition is a key aspect of the learning that takes place through sports participation, coaches as leaders must define the appropriate balance between competition and sportsmanship (before, during and after both practices and contests).
7. Coaches, as educators, must be familiar with the School Board and District policies on student alcohol, drug and tobacco use and need to actively promote adherence to these and other policies regarding appropriate student behavior. Coaches must also be familiar with, and adhere to, School Board policies regarding staff conduct with students.
8. Discipline in sports must be handled in a fair and consistent manner by coaches – never involving intimidation, hazing, inappropriate language, physical punishment or humiliation. School Principals and/or the Athletic Administrator should always be consulted regarding athlete disciplinary matters.
9. Positive, respectful, professional communications with all stakeholders are expected, at all times, from coaches. In turn, when disrespectful behavior is directed toward coaches by any stakeholders, the Athletic Administrator or Building Principal must be informed.
10. Coaches are expected to be educational partners who encourage academic success in their athletes – the primary purpose of South Portland Public Schools is to promote student well being, good citizenship and high standards of learning for every student.



## **JOB DESCRIPTIONS – COACHES**

### **Head (Varsity) Coach**

#### **Basic Function**

As a staff member of the athletic program under the direction of the Athletic Administrator, the Head Athletic Coach implements approved policies of the athletic program; directs the overall activities of the team; recommends budget requests for supplies and equipment; provides for the welfare of the student-athletes; maintains and enhances the school's standing in the community through the conduct and performance of the players; and fulfills such other duties associated with the team(s) and student-athletes as the Athletic Administrator may assign.

#### **Scope**

The authority and responsibility of the Head Athletic Coach extend to assistant coaches and all student-athletes specifically involved in the particular sport in providing for the health, safety, physical, mental, and athletic development of each student-athlete as the Athletic Administrator may assign.

#### **Authority and Responsibility**

1. Operation.
  1. Plan, coordinate and direct the training program, practices and scheduled competitive events for the team within established policies.
  2. Supervise the student-athletes' care of the athletic fields, gymnasium, locker rooms, equipment and supplies as assigned to the team for its use and activities.
  3. Establish and maintain good public relations within and without the school through cooperation with news media.
  4. Attend meetings and conferences related to coaching activities as approved by the Athletic Administrator.
  5. Meet all MPA coaching certification requirements.
2. Organization.
  1. Recommend the organization and supervision of the areas of responsibility to meet the approved objectives of the athletic program.
3. Personnel.
  1. Develop and recommend policies for student participation in team activities regarding the health, safety and general welfare of the student-athletes.
  2. Instruct and direct athletes in the mechanics and techniques of the particular sport; a program of physical fitness and mental alertness; the qualities of good sportsmanship; and the value of continued personal satisfaction through competition with others.
  3. Direct, supervise and counsel assistant athletic coaches in their assigned responsibilities.
4. Finance.
  1. Initiate and develop budget requests for supplies and equipment, and justify such needs to the Athletic Director.

#### **Relationships**

##### **Athletic Administrator**

The Head Athletic Coach will be under the direction of and accountable to the Athletic Administrator.

##### **Others**

The Head Athletic Coach will establish and maintain such other relationships within and without the school as are required to carry out the job responsibilities.

#### **Additional Duties and Responsibilities**

1. The Head Coach of a varsity sport is charged with the responsibility for providing leadership, coordination and supervision of that sport at every level of competition played (varsity, junior varsity, and

middle school). While delegating authority to assistants with certain duties and responsibilities is permissible, this does not relieve the Head Coach of his/her responsibility.

2. To be a teacher of the fundamentals as well as the fine points of the sport assigned. To develop the individual and collective skills of the members of the team. To build strong men and women, ethically, physically, and mentally. To provide general supervision and guidance. To reflect the philosophy of the school and of the athletic program from grades 6 through 12.
3. Develop and distribute team rules, regulations, and standards in accordance with school policies.
4. Inform all student-athletes of MPA rules and School District Athletic policies.
5. Properly supervise student-athletes at all times on the playing area, in locker rooms, including before and after practice and on buses.
6. Submit a post-season report to the Athletic Administrator, which includes the following:
  - a. Season opponents, record and scores
  - b. Inventory of all equipment and uniforms
  - c. Requisition of equipment for the following season
  - d. Final roster
  - e. Comments on your program and season
  - f. Letter and award winners
  - g. Additional information or comments
  - h. Nominations for seasonal athletic department awards
7. Attend, or have an approved designee attend, all mandatory rules meetings.
8. Determine that all players have obtained the necessary clearance requirements before beginning practice.
9. Complete or have an assistant coach complete requested forms pertaining to the evaluation of officials, if applicable.
10. Observe and cooperate with all School District policies, including those guidelines pertaining to the conduct of practices and scrimmages.
11. Conduct a pre-season meeting for parents and student-athletes trying out for the sport.
12. Inform the Athletic Administrator of any disciplinary matters and, of any athletes who have quit the team.
13. Coordinate with the Athletic Trainer to secure a medical kit and update as necessary.
14. Ensure that scores and information from home games are reported to the media.
15. Cooperate with reporters.
16. Report any unsafe facility conditions to the Athletic Administrator and/or Principal.
17. Maintain team records and statistics.
18. Report all lost or stolen equipment and uniforms to the Athletic Administrator.
19. Keep an up-to-date file including a schedule of playing dates with opponents, starting times, bus departure times and place of the event, eligibility lists for all student-athletes and emergency phone numbers and parent phone numbers. Coaches should make use of the Emergency Information Sheets completed by the student-athlete and their parent/s and should be kept in the team's first aid kit for easy access.
20. Along with the Athletic Administrator, create pre and in-season practice schedules so that the availability of facilities may be anticipated. Do not schedule practices more than six (6) days per week. Sunday practices are not supported by the school district. Under special circumstances, the Athletic Administrator and/or Principal may approve Sunday practices.
21. Prepare eligibility information and submit to the Athletic Administrator no later than one week prior to the MPA form due date, as well as rosters and numbers for distribution to opposing schools.
22. Coaches are expected to abide by the rules in the coaches' handbook and evaluations shall reflect the failure to follow said rules. Coaches shall be in-serviced by the Athletic Administrator on rules, regulations and procedures at the pre-season seasonal coaches meeting. Attendance at this meeting is mandatory for all coaches.

23. Shall select players for the squad and develop procedures for squad selection and consult with the Athletic Administrator on any potential cuts, which might be made.
24. Be responsible for the conduct of all players at all practices and contests.
25. Supervise all activities during practices.
26. Be responsible for the condition of the locker room, practice area, team bus and have players or managers maintain a clean atmosphere in these areas.
27. Develop and refine coaching skills through any of the following: meetings and discussions with other coaches, reading articles, coaching journals or attendance at workshops, clinics or other programs pertaining to coaching.
28. Consult with and keep the Athletic Administrator informed of all athletic related matters.
29. Maintain current certification in both CPR and 1<sup>st</sup> Aid.
30. Conduct organized practices. Practices start when scheduled and end when scheduled and parents/students are provided with definite start and end times in advance.
31. 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 employment.
32. Remind the student-athletes of the importance of schoolwork and encourage them to maintain good grades.
33. Communicate with student-athletes' parents/guardian whenever the need arises.
34. Assign players to the Varsity, Junior Varsity, Middle School and Developmental teams.
35. Be responsible for all equipment and supplies issued to the program.
36. Prepare requisitions for needed supplies and equipment.
37. Inventory all uniforms and equipment and prepare an inventory summary sheet.
38. Make specific assignments to assistant coaches, middle school and developmental coaches.
39. Supervise and communicate in a timely fashion with the assistant and middle school coaches and serve as coordinator of the total program.
40. Conduct a preseason parent meeting sometime during the first two weeks of practice prior to the first competition.

### **Assistant (JV, Freshman, Middle School) Coach**

#### **Basic Function**

As a staff member of the athletic program under the direction of the Athletic Administrator and Head Coach, the Assistant Athletic Coach implements approved policies of the athletic program; directs the overall activities of the team; recommends budget requests for supplies and equipment; provides for the welfare of the student-athletes; maintains and enhances the school's standing in the community through the conduct and performance of the players; and fulfills such other duties associated with the team(s) and student-athletes as the Athletic Director or Head Coach may assign.

#### **Scope**

The authority and responsibility of the Assistant Athletic Coach extend to all student-athletes specifically involved in the particular sport in providing for the health, safety, physical, mental, and athletic development of each student-athlete as the Athletic Administrator and Head Coach may assign.

#### **Authority and Responsibility**

1. Operation.
  - a. Coordinate with the Head Coach to plan, coordinate and direct the training program, practices and scheduled competitive events for the team within established policies.
  - b. Supervise the student-athletes' care of the athletic fields, gymnasium, locker rooms, equipment and supplies as assigned to the team for its use and activities.
  - c. Attend meetings and conferences related to coaching activities as approved by the Athletic Administrator.
  - d. Assume complete charge of the varsity team and its operation in the absence of the Head Athletic Coach.

- e. Meet all MPA coaching certification requirements.
  - f. Scout the play of opposing teams as time and budget permit and as designated by the Head Athletic Coach.
  - g. Serve as a bench coach during varsity contests as requested by the Head Athletic Coach.
  - h. It is the responsibility of the Assistant Coach to support and adhere to all decisions of the Head Coach. To assist the Head Varsity Coach in all matters pertaining to the conduct of the sport.
  - i. Shall perform all duties assigned by the Head Varsity Coach to the best of his/her ability.
  - j. Shall offer input to the Head Varsity Coach on all matters pertaining to the conduct of the sport.
2. Organization.
    - a. Recommend the organization and supervision of the areas of responsibility to meet the approved objectives of the athletic program.
  3. Personnel.
    - a. Develop and recommend policies for student participation in team activities regarding the health, safety and general welfare of the student-athletes.
    - b. Instruct and direct athletes in the mechanics and techniques of the particular sport; a program of physical fitness and mental alertness; the qualities of good sportsmanship; and the value of continued personal satisfaction through competition with others.
  4. Finance. Coordinate with the Head Coach to initiate and develop budget requests for supplies and equipment, and justify such needs to the Athletic Administrator.

#### Relationships

##### Athletic Administrator

The Assistant Athletic Coach will be under the direction of and accountable to the Athletic Administrator and Head Coach.

##### Others

The Assistant Athletic Coach will establish and maintain such other relationships within and without the school as are required to carry out the job responsibilities.

#### Additional Duties and Responsibilities

1. The Coach of a sub-varsity sport is charged with the responsibility for providing leadership, coordination and supervision of that sport.
2. To be a teacher of the fundamentals as well as the fine points of the sport assigned. To develop the individual and collective skills of the members of the team. To build strong men and women, ethically, physically, and mentally. To provide general supervision and guidance. To reflect the philosophy of the school and of the athletic program from grades 6 through 12.
3. Develop and distribute team rules, regulations, and standards in accordance with school policies.
4. Inform all student-athletes of MPA rules and School District Athletic policies.
5. Properly supervise student-athletes at all times on the playing area, in locker rooms, including before and after practice and on buses.
6. Submit a post-season report to the Athletic Director, which includes the following:
  - i. Season opponents, record and scores
  - j. Inventory of all equipment and uniforms
  - k. Requisition of equipment for the following season
  - l. Final roster
  - m. Comments on your program and season
  - n. Letter and award winners
  - o. Additional information or comments
  - p. Nominations for seasonal athletic department awards
7. Determine that all players have obtained the necessary clearance requirements before beginning practice.

8. Observe and cooperate with all School District policies, including those guidelines pertaining to the conduct of practices and scrimmages.
9. Coordinate with the Head Coach to conduct a pre-season meeting for parents and student-athletes trying out for the sport.
10. Inform the Athletic Administrator of any disciplinary matters and, of any athletes who have quit the team.
11. Coordinate with the Athletic Trainer to secure a medical kit and update as necessary.
12. Report any unsafe facility conditions to the Athletic Administrator and/or Principal.
13. Maintain team records and statistics.
14. Report all lost or stolen equipment and uniforms to the Athletic Administrator.
15. Keep an up-to-date file including a schedule of playing dates with opponents, starting times, bus departure times and place of the event, eligibility lists for all student-athletes and emergency phone numbers and parent phone numbers. Coaches should make use of the Emergency Information Sheets completed by the student-athlete and their parent/s and should be kept in the team's first aid kit for easy access.
16. Along with the Athletic Administrator, create pre and in-season practice schedules so that the availability of facilities may be anticipated. Do not schedule practices more than six (6) days per week. Sunday practices are not supported by the school district. Under special circumstances, the Athletic Director and/or Principal may approve Sunday practices.
17. Coaches are expected to abide by the rules in the coaches' handbook and evaluations shall reflect the failure to follow said rules. Coaches shall be in-serviced by the Athletic Administrator on rules, regulations and procedures at the pre-season seasonal coaches meeting. Attendance at this meeting is mandatory for all coaches.
18. Shall select players for the squad and develop procedures for squad selection and consult with the Athletic Administrator and Head Coach on any potential cuts, which might be made.
19. Be responsible for the conduct of all players at all practices and contests.
20. Supervise all activities during practices.
21. Be responsible for the condition of the locker room, practice area, team bus and have players or managers maintain a clean atmosphere in these areas.
22. Develop and refine coaching skills through any of the following: meetings and discussions with other coaches, reading articles, coaching journals or attendance at workshops, clinics or other programs pertaining to coaching.
23. Consult with and keep the Athletic Administrator informed of all athletic related matters.
24. Maintain current certification in both CPR and 1<sup>st</sup> Aid.
25. Conduct organized practices. Practices start when scheduled and end when scheduled and parents/students are provided with definite start and end times in advance.
26. 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 employment.
27. Remind the student-athletes of the importance of schoolwork and encourage them to maintain good grades.
28. Communicate with student-athletes' parents/guardian whenever the need arises.
29. Be responsible for all equipment and supplies issued to the program.
30. Prepare requisitions for needed supplies and equipment.
31. Inventory all uniforms and equipment and prepare an inventory summary sheet.

### **Volunteer Coach**

All Volunteer Coaches MUST be recommended to, and approved by the Athletic Administrator. Volunteer coaches must file an Volunteer Coach Application with the Athletic Administrator. Volunteer coaches must also meet all coach eligibility requirements as established by the South Portland Public Schools and Maine Principals' Association.

### 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. 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.
4. Coaches are expected to abide by the rules in the coaches' handbook and evaluations shall reflect the failure to follow said rules. Coaches shall be in-serviced by the Athletic Administrator on rules, regulations and procedures at the pre-season seasonal coaches meeting. Volunteer coaches should be in attendance at these meetings and are strongly encouraged to attend.

## **ATHLETIC DEPARTMENT SUPPORT PERSONNEL**

Due to the growing complexity of athletics, it may be necessary to employ personnel in support positions to maintain the high standards desired. The following job descriptions may prove helpful in the related areas of athletics.

### **Game supervisor job description**

Title: Game Supervisor

Reports To: Athletic Administrator

Job Goal: To supervise at home contests to assure orderly behavior.

Duties and Responsibilities:

1. Assist with game/facility set up as assigned by the Athletic Administrator.
2. Acts, in general, as crowd control person.
3. Moves about the area he/she is to supervise.
4. Enforces all school rules (including the ban on drinking and smoking) at events he/she is supervising.
5. Ensures proper spectator behavior (loud, raucous and disrespectful cheers will not be tolerated).
6. Keeps fans in designated cheering sections at home contests.
7. Escorts persons exhibiting boisterous, unruly behavior from the contest.
8. Performs other duties as specified by the Athletic Director.

### **Athletic Timer job description**

Qualifications:

1. Has an understanding of the rules of the sport to which he/she is assigned.
2. Has an understanding of the operation of the timing equipment.

Reports To: Athletic Administrator

Job Goal: To ensure that the athletic contest to which he/she is assigned is properly timed so as to avoid any areas of confusion.

Duties and Responsibilities:

1. Reports 30 minutes prior to the start of the contest and ascertains that the equipment is in proper working order.
2. Ensures that the contest begins on time and that each team is properly informed of any variation from the established time schedule.
3. Times each athletic contest as honestly and impartially as possible.

### **Athletic Scorekeeper job description**

#### Qualifications:

1. Has an understanding of the rules of the sport to which he/she is assigned.
2. Has an understanding of the operation of the scorebook for the sport to which he/she is assigned.

Reports To: Athletic Administrator

Job Goal: To ensure that the athletic contest to which he/she is assigned is properly scored so as to avoid any confusion.

#### Duties and Responsibilities

1. Reports 30 minutes prior to the start of the contest and ascertains that all materials are in proper order for scoring the contest.
2. Maintains contact throughout the contest with the game officials so as to be as accurate as possible.
3. Scores each athletic contest as honestly and impartially as possible.
4. Ascertains at the end of the contests that the results are accurate.

### **Athletic Gate/Ticket Taker job description**

#### Qualifications:

1. Has an understanding of the purpose of gate collection, the admission prices to be charged and passes that are honored for free admission.

Reports To: Athletic Administrator

Job Goal: To assist the Athletic Administrator by administering and collecting the gate/admissions.

#### Duties and Responsibilities

1. Reports 15-30 minutes prior to the time the gate will be open.
2. Collects admissions, provides change and tickets (when applicable).
3. Staffs the gate for the time period identified by the Athletic Administrator.
4. Coordinates with the Athletic Administrator to close the gate.
5. Confirms with the Athletic Administrator that admissions collected are an accurate reflection of the sales made.

### **Athletic Announcer job description**

#### Qualifications:

1. Has an understanding of the rules and etiquette of the sport to which he/she is assigned.
2. Has an understanding of the operation of the sound system equipment of the facility he/she is assigned.

Reports To: Athletic Administrator

Job Goal: To ensure that the athletic contest to which he/she is assigned is properly announced to enhance the overall experience of participants and spectators.

#### Duties and Responsibilities

1. Reports 30 minutes prior to the start of the contest and ascertains that all materials are in proper order for announcing the contest.
2. Maintains contact throughout the contest with the game officials so as to be as accurate as possible.
3. Announces each athletic contest as honestly and impartially as possible.

## **REQUIREMENTS FOR COACHING EMPLOYMENT**

### **I. Coaching Assignment Procedures**

The following regulations will be in force when coaching vacancies arise:

- A. The Athletic Administrator will survey the coaching staff each year to determine coaches' intentions for the following year.

- a. At the June School Board Meeting, recommendations for coaching assignments for all fall and winter sports will be received by the Directors as made by the Superintendent of Schools. Contracts for spring sports coaches will be awarded after completion and evaluation of their season.
- B. B. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
  - a. The Athletic Administrator will post the position to determine whether or not any current staff members have interest in the position. At the discretion of the Principal and/or Athletic Administrator, the position will be advertised by central office staff.
  - b. 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.
  - c. The Athletic Administrator will then notify interested candidates whether or not further consideration will be extended based upon individual qualifications.
- C. C. The Athletic Director, in consultation with the Principal, will then recommend the most qualified candidate/s to the Superintendent.
- D. D. Varsity coaching vacancies that become open to the public will have candidates screened when the Athletic Administrator considers more than one applicant qualified for the position. The committee members will schedule interviews with the selected candidates.
  - a. The interview committee may consist of any combination of the following individuals as determined by the Athletic Administrator:
    - i. Athletic Administrator
    - ii. Booster club representative recommended by booster president of the sport. If no booster club is in place, a parent actively supporting the program will be selected by the Athletic Administrator.
    - iii. Faculty members or athletic department personnel as selected by the Athletic Administrator.
    - iv. Coaching staff member as selected by the Athletic Administrator.
    - v. Other appropriate to position as selected by the Athletic Administrator.
- E. E. If a teacher at one building is assigned to a coaching position in another, it shall be at the discretion of the Principal to make a reasonable effort to schedule the person's teaching assignment, either on a temporary or permanent basis, to assist the coach in performing the athletic responsibilities; however, the individual's teaching assignment shall not be unduly impaired by this scheduling arrangement. The intent is that the teaching responsibility remains the highest priority.
  - a. The coaching assignment will be reviewed on an annual basis by the Athletic Administrator and the building Principal. The purpose of this reconsideration will be to determine whether or not it is desirable to continue a coaching assignment that causes scheduling difficulties at both levels. Factors to consider in this matter are:
    - i. The level of competition being coached
    - ii. Normal practice and game times
    - iii. Availability of other candidates

## **II. Coaches' Eligibility**

All high school coaches must meet the MPA coaches' eligibility requirements as listed in the MPA Handbook.

## **III. Terms of Coaching Contract / Evaluation Process**

All coaching assignments will generally be for one school year. A supplemental contract shall be executed according to the adopted salary schedule.



- A. Each coach shall be evaluated annually Evaluations will be the responsibility of the Athletic Administrator with review by the Principal.
- B. The head coach will assist the Athletic Administrator with written evaluations of the assistant coaches in his/her program.
- C. If the performance is evaluated as less than satisfactory, the Athletic Administrator has the responsibility of recommending to the Principal/Superintendent a non-renewal of contract for the next year.
- D. Subject to requirements of law, the Board of Directors, through the Superintendent of Schools, has final authority for employing or discontinuing employment of coaching personnel.

#### **IV. Coaching Stipends**

Stipends will be issued during the school year utilizing the following guidelines:

- A. A pay period, which is as common as possible to all program starting dates and ending dates.
- B. Central office personnel, with guidance from the athletic administrator, will establish pay dates for school department staff and non-school department staff.
- C. Coaches must sign and return their coaching contract to the athletic office in a timely manner in order to meet established pay dates.

#### **V. Non-Faculty (walk-on) Coaches Guidelines**

- A. After receiving Board approval, the candidate must report to the Superintendent's office with two of the following three types of identification:
  - a. Driver's License
  - b. Original Social Security Card
  - c. Birth Certificate.
  - d. Candidates must schedule and appointment to complete required hire paperwork with central office staff.
- B. Coaching positions filled by a person that is not a faculty member of South Portland present some unique problems in the administration of the athletic program:
  - a. Recruiting, selecting, orienting and supervising non-faculty coaches.
  - b. Communication between the Athletic Administrator and the coach.
  - c. Limited school day and interpersonal relationship between the players and the coach.
  - d. Philosophical difference concerning academics, program goals, bench decorum and public relations with parents and fans.
  - e. Time conflicts between the coach's occupation and coaching responsibilities.
  - f. Filing reports with the athletic office and collecting, care and storage of equipment may not be a priority of the non-faculty coach.
- C. C. Therefore, the non-faculty coach needs to place special emphasis on becoming more familiar with the philosophies, goals and objectives of the department of athletics by:
  - a. Meeting with the Athletic Administrator prior to the start of the season for indoctrination in the athletic policies and regulations found in the athletic handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season.)
  - b. Calling the athletic office daily or as determined on a pre-arranged basis with the Athletic Administrator.
  - c. Attending all program staff meetings or holding periodic conferences with the head coach.
  - d. Following all procedures found in the respective coach's job description.
  - e. Setting aside time before or after practices to meet individually with team members.
  - f. Confering with the Athletic Administrator during last week of season to discuss end of season reports and the collection and storage of equipment.
  - g. Communicating with the teaching staff regarding rosters, schedules, early dismissals etc.

## COACHING EXPECTATIONS AND RESPONSIBILITIES

### I. Coaches' Professional and Personal Relationships and Expectations

The need for precise job description specifications is necessary due to the increased emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of South Portland objectives for their activity programs. These major performance areas stand out above others:

- A. **Rapport:** A coach must be able to develop a good rapport with any number of individuals and groups, team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the Conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.
- B. **Cooperation:** The district expects a maximum of cheerful give-and-take among all individuals associated in any degree with the comprehensive program. Coaches must work hand-in-hand with their Athletic Administrator, principal and other members of their staff.
- C. **Leadership:** Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress and physical condition should be exemplary. Dressing appropriately for practice, following practice schedules, and building positive attitudes are 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 contests, 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.
- E. **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. Keeping abreast of current literature is expected.

### II. Coaching Techniques

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions.
- C. Complete pre-season 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 communications with patient, trainer (if available), 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.
- G. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others involved in the overall program.

### III. Coaches' Responsibilities

### **To the players on the team**

1. The main purpose for having athletic teams within the school is to 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 accomplishing this. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.
2. The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.
3. Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.
4. The safety and welfare of players should always be uppermost in the coaches' minds.
5. The coach's primary responsibility is to the individual student-athlete. The athlete's family must not be ignored, however, since consideration must be given to the family and to their requests.

### **To the school district**

1. As a coach, you are a frequent topic of conversation at various community locations - the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.
2. Your actions and statements should always reflect confidence and respect for South Portland. Much can be done by the coach to build and maintain a high level of confidence in the athletic program and the school district.

### **To the school**

1. A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of the school.
2. To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown. Private, firm, fair and constant discipline must be maintained.
3. The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.
4. 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.

### **To the profession**

1. A coach in South Portland should continue professional growth in the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.

### **To fellow coaches**

1. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.
2. A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.
3. The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the student-athletes and the sport itself.
4. It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

### **To other coaches in the school**

1. One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program and the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsored for the well-being of the total program.
2. A coach should support fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious interpersonal relationship must exist among coaches and other faculty members.

### **To faculty members**

1. A coach is responsible for cooperating with the school faculty. When the coach cooperates with the teachers of academic subjects by allowing an athlete to make up work during practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.

## **FOURTEEN LEGAL DUTIES OF A COACH**

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

1. **Duty to Plan – Properly plan the activity** – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses and to develop responsive strategies that prevent or reduce injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be committed to paper and should be rigorously implemented unless dangerous conditions prevent implementation. Plans and policies should be retained in safe storage. Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.
2. **Duty to Supervise – supervise the activity closely** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently. In addition, athletic administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **Duty to Assess Athletes Readiness For Practice and Competition – evaluate athletes for injury or incapacity** – Athletic administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. Athletes must be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g.; equipment, emergency response etc.) A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice or competition under the Americans With

Disabilities Act or the Education of All Handicapped children Act of 1975. In these cases, it is imperative that medical and multi-disciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.

4. **Duty to Maintain Safe Playing Conditions – provide safe physical environment** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments. Courts have held athletic supervisors responsible to improve unsafe environments repair or remove defective equipment or disallow athlete’s access. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.
5. **Duty To Provide Proper Equipment – provide adequate and proper equipment** – Coaches and athletic administrators must ensure athletes are properly equipped with clean, durable and safe equipment. This is especially important for protective equipment, which must carry a National Operating Commission on Safety in Athletic Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
6. **Duty to Instruct Properly – provide proper instruction** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability. Instruction must move from simple to complex and unknown to known. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe technique and must include warnings about unsafe techniques and prohibited practices.
7. **Duty to Match Athletes – match your athletes** – Athletes should be matched with consideration for maturity, skill, age, size and speed. Mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning, regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to weather, maturational and readiness factors.
9. **Duty to Warn – warn of inherent risks** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of warnings to players and parents are recommended.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletic administrators and coaches must screen athletes to ensure that family and /or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care – provide appropriate emergency assistance** – Coaches are expected to be able to administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries.
12. **Duty To Develop An Emergency Response Plan** – Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an

injured athlete. In addition, plans must be in place to: ensure access to a stocked first aid kit, spine board and other emergency response equipment; access to a telephone; ensure a timely call to EMS; to expedite rapid access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.

13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowable if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmage or practice.
14. **Duty to Select, Train and Supervise Coaches** – Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities.

### **MPA COACHES' ELIGIBILITY POLICY**

The Coaches' Eligibility Policy was established by the MPA membership to provide proper training of coaches, to ensure the safety of student athletes, and to improve the overall quality of the interscholastic program.

A person shall be eligible to coach in any interscholastic high school 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 high school athletic team in any way, whether for pay or as a volunteer at the varsity, junior varsity and freshman/first team level):

1. The person's appointment as coach must be approved by the local educational agency responsible for the member school at which the person coaches.
2. The coach must be at least 20 years of age, or a high school graduate, at the commencement of the sport season for which the person has been appointed to coach. For purposes of this section, a season shall be deemed to have commenced on the first day on which the team practices, including practices scheduled to determine the members of the team.
3. The coach must sign a statement acknowledging that he/she has read, understood, and agreed to comply with and abide by all MPA Bylaws, policies, and the Code of Ethics.
4. The coach must have successfully completed a coaching principles eligibility course. (Refer to Appendix R, Coaches' Eligibility, on page 38 of the MPA Handbook and Directory).
5. The coach must have successfully completed a sport first aid course. Every coach must take a sport first aid course every five years.
6. Every coach must have successfully completed a basic CPR/AED program and must maintain/carry a current CPR-AED card.
7. Every coach must have viewed the NFHS "Concussion in Sport" video.
8. Every coach must have viewed the NFHS "Heat Illness Prevention" video.
9. Every coach must have viewed the NFHS "Sudden Cardiac Arrest" video.

A coach who fails to satisfy, comply with or conform to the requirements of this section shall be ineligible to coach in any interscholastic athletic contest.

### **Implementation**

All coaches shall have a period of twelve (12) months after their date of hire or appointment to satisfy the requirements of successfully completing the coaching principles course, the sport first aid program, and the CPR/AED program. Components A, B, C, G, H, and I must be met prior to the start of the sport season.

The administration at the school is responsible for determining the eligibility of coaches prior to the start of each sport season. The school must maintain a current portfolio for each coach containing evidence of compliance. The MPA may request access to the portfolio if a challenge occurs. Coaches are encouraged to maintain copies of their portfolio.

The association strongly suggests that this information be reviewed at a meeting of all coaches prior to the start of each season. A pre-season meeting may be used to discuss the school's athletic philosophy when reviewing the MPA Handbook, Code of Ethics, and individual sport bulletins.

If a coach changes assignments to another school, the school of hire will be expected to review the coach's portfolio and eligibility.

### **Acceptable/ Equivalent Programs**

In the MPA Bylaws, Article II, Section 3 Coaches' Eligibility and Appendix R, reference is made to equivalents for both coaching principles courses and sport first aid programs. The following information is provided to assist the high school principal in determining what programs are acceptable and to help determine what an equivalent program is.

Any of the following will meet the requirement of the coaches' principles course:

1. NFHS Online Fundamentals of Coaching Course
2. ASEP Coaching Principles Course
3. "Coaching Principles" reflected on a college transcript
4. Physical Education major at college
5. Coaching minor at college
6. Equivalent Instruction: Course content must include the course content listed below:

An equivalent program in "Coaches Principles" is defined as one in which the following topics are thoroughly covered:

1. Role of the coach
2. Development of a coaching philosophy
3. Sport psychology
4. Proper nutrition and health
5. Physical training and conditioning
6. Communication and motivation

Any of the following will meet the requirement of the sport first aid course. The Sport First Aid course must be renewed every five (5) years.

1. NFHS Sport First Aid Program
2. Maine Athletic Trainers' Association course
3. ASEP Sport First Aid course
4. First Aid reflected on college transcript and renewed every five years
5. American Red Cross - Sport Safety Training
6. Equivalent Instruction: Course content must include the course content listed below:

An equivalent program in "Sport First Aid" is defined as one in which the following topics are thoroughly covered:

1. Your Role on the Athletic Health Care Team
2. Sport First Aid Game Plan
3. Anatomy and Sport Injury Terminology

4. Primary Survey and Providing Life Support
5. Secondary Survey and First Aid Techniques
6. Moving Injured or Sick Athletes
7. Respiratory Emergencies and Illnesses
8. Closed Head and Spine Injuries
9. Internal Organ Injuries
10. Sudden Illnesses
11. Weather-Related Problems
12. Upper Body Musculoskeletal Injuries
13. Lower Body Musculoskeletal Injuries
14. Facial and Scalp Injuries
15. Skin problems

Any of the following will meet the requirement of the CPR/AED requirement if current:

1. American Red Cross
2. American Heart Association
3. Emergency and Safety Institute

An equivalent program in “CPR/AED” may be provided by a certified instructor through individual schools. Examples of certified instructors may be: CertifiedAthleticTrainer, SchoolNurse, EMT

The course fees are the responsibility of either the individual coach seeking eligibility or a sponsoring school.

The NFHS concussion video is a requirement and there are no other approved equivalent programs.

The NFHS heat acclimatization and heat illness prevention video is a requirement and there are no other approved equivalent programs.

The NFHS sudden cardiac arrest video is a requirement and there are no other approved equivalent programs.

### **NATIONAL FEDERATION COACHES ASSOCIATION: COACHES CODE OF ETHICS**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.



**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**The coach** shall not exert pressure on faculty members to give student special consideration.

**The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## **PRACTICE PLANNING AND PROCEDURES**

### **Practice**

No more important time is spent in athletics than in practice sessions. Games are literally won or lost at practice prior to a game. Since this time is so valuable, it is imperative that it is used efficiently. The following are meant only as points to consider.

### **Planning**

Your practice area is your classroom. By failing to plan, you are planning to fail. Begin by determining the length of practice. Then determine what you want to accomplish during that practice. Here are other points to incorporate into practice.

1. Due to the increase in the number of sports and increase by outside use, sometimes facilities are not as accessible or in the condition to your liking. The athletic administration is constantly trying to improve facilities and make them as accessible as possible. Your understanding and cooperation is needed and we must all work together to improve facilities.
2. A member of the coaching staff must be the first to arrive and the last to leave the practice area. Leaving student-athletes unsupervised is asking for trouble and is unacceptable.
3. Practices are to start and end as scheduled. Monthly practice schedules re: start/finish times and practice dates are to be developed and distributed to all coaches, players and parents. Practices are not to be scheduled for more than six (6) days per week. Coordination will be through the Athletic Administrator.
4. Insist that student-athletes notify you of conflicts in the practice schedules as soon as possible. If school activities are planned which may conflict with practices, you may not know about the conflicts unless the student-athletes inform you.
5. The official starting time for practices held directly after the end of the school day should be no sooner than 2:30 p.m. The Athletic Administrator through the Coach shall schedule evening practices, which are necessary.
6. To participate in athletic practices and contests, the student must be in attendance for *all classes* during the school day (see athletic eligibility).

## **ABSENCE FROM PRACTICES/GAMES**

### **Making the commitment prior to the season**

The sports schedule is known in advance. If, upon checking the schedule, the student-athlete feels that he/she may not be able to make the commitment necessary to have a successful athletic experience, the student-athlete is better served by not trying out for the team. The athletic program is better served by having less gifted student-athletes who can make the necessary commitment than by having more talented, though less committed student-athletes. Furthermore, it should be made clear to the student-athletes on your team that failure to comply with the commitment to practice and game schedules could impact playing time.

### **Advance notification**

All coaches should remind their teams that students-athletes have the responsibility of notifying their coach of anticipated absences from practices and/or games. Regardless of the reason for the absence, inform the coach as soon as you know that you will have to miss a practice or a game. Do not wait until the last minute!

### **Excused vs Unexcused Absences – Priority of Commitments**

One of the many lessons to be learned from athletic participation is the importance of making a commitment. Many commitments are more important than athletics, and many commitments are less important than athletics. The type of commitment, which causes the absence, will determine whether the absence is considered excused or unexcused.

EXCUSED absences include: 1) personal illness. 2) an appointment with a health care professional that **MUST** be made during the regular school day (documentation may be requested). 3) observance of a recognized religious holiday when the observance is required during the school day. 4) a family emergency, at the discretion of the administration. 5) a planned absence for a personal or educational purpose which has been approved in advance by school administration.

Coaches and advisors of extracurricular activities should attempt to resolve scheduling conflicts by communicating with each other. If conflicts cannot be resolved, contact the Athletic Administrator. In general, a contest or scheduled activity takes precedence over a practice or a meeting. Of course, absences caused by injury or illness are considered excused. If a student-athlete is absent for any other reason, the absence may be considered UNEXCUSED. Although an isolated unexcused absence will not necessarily result in disciplinary action, numerous or persistent unexcused absences can result in suspension or dismissal from the team. Coaches of individual programs/sports will discuss the consequences of unexcused absences with team personnel.

Coaches, student-athletes and parents should familiarize themselves with the MPA

### **Returning to play after an absence**

Whether an absence is considered excused or unexcused, student-athletes must understand that missing practices or games is not beneficial to the student-athlete or the team. The major purpose of practice is to develop skills and to prepare for the next contest. If a player is absent, you may move another student-athlete into their spot in the lineup. When the player returns to practice, you should give the returning player the opportunity to regain their spot in the lineup.

## **TEAM SELECTIONS – MAKING CUTS**

### **School District Philosophy**

The South Portland School District believes that athletic participation is extremely beneficial to the student-athlete. Therefore, maximum participation for students is one of the goals of the athletic program. However, the School District acknowledges that there are situations in which keeping all of the candidates for a team could cause serious problems in the areas of playing time, safety, supervision, or instruction. In those cases, cuts would have to be made, although they should always be viewed as a last resort.

### **Procedures for team selections**

Cutting may be necessary at the high school level. Before you determine the need for cuts, keep in mind that every student-athlete has the right to become a candidate for a team, but no student-athlete is automatically entitled to become a member of a team. Regardless of the number of student-athletes on a team, student-athletes can be removed at any time for disciplinary reasons or for not making an honest effort to develop their skills, thereby hurting themselves and the team. Although making cuts will never be a pleasant experience for the coach or the student-athlete, it can and must be done in a fair and sensitive way. The following procedures should be used if cuts must be made:

1. Always consult with the Athletic Administrator to determine the maximum number of student-athletes you can keep without adversely affecting safety, supervision, and/or instruction. You should check to ensure that you have enough uniforms to accommodate the maximum number of student-athletes that you plan to keep.
2. Announce at the preseason meeting with the student-athletes that cuts may have to be made.
3. Determine the proper composition of the team with regard to the number of team members from each grade. Although the current season is foremost in your mind, development of players for future seasons should always be a part of your thinking.

### **Allow student-athletes to cut themselves**

Being honest with a student-athlete will help to reduce the number of players on a team. After observing your student-athletes for a certain period of time, you will have a good idea as to who will be the starters, who will be in the regular substitute rotation, and who will not get into the game until it is won or lost. By informing certain players that although you have a spot for them on the team, it is likely that they will not get much playing time during the course of the season, you have provided these student-athletes with an honest projection of their playing time for the season. If they are willing to accept their role and stay on, given that expectation that is fine.

### **Informing the student-athlete of the cut**

Anyone who does not make the team is entitled to an explanation. Provide an opportunity for each athlete being cut to meet individually after cuts are made. **DO NOT POST A LIST.** Thank the student-athlete for trying out for the team. Explain why the student-athlete did not make the team. Encourage the student-athlete to keep practicing the sport.

If you must make a large number of cuts, consider calling in several players who exhibited similar weaknesses. It is a bit easier to accept a cut when the player sees that he/she is not the only one who is being cut.

As mentioned at the outset, cuts should be considered when keeping all of the candidates for a team would cause serious problems in the areas of playing time, safety, supervision, or instruction. As difficult as cutting can become, there can be some short-term benefits and long-term lessons learned from being cut. The student-athlete has an opportunity to apply his/her athletic skills to another sport. One sport's loss can be another sport's gain – a student-athlete may be successful in a second sport after being cut from the first sport.

## **COMMUNICATION AND DISCIPLINE**

### **Communicating with your players**

#### **Introduction**

Student-athletes are students and coaches are teachers. The athletic arena is simply another type of classroom in which lessons are learned. Your ability to communicate with your student-athletes will be a major factor in developing their skills and having a successful season. Because each student-athlete is different in personality and sensitivity, approaching each student-athlete in the same manner may be counterproductive. The most successful coaches are those who know how to approach each student-athlete in a productive way.

### **Points to remember:**

1. You are a role model for your student-athletes. They look to you for direction, discipline, encouragement and support. What you say to them has much more influence than you would ever believe.
2. Because you are a role model, you must be conscious of your demeanor and your language. Although the athletic setting is much more informal than the classroom, it is still a classroom; and you should keep that in mind when you communicate with your student-athletes.
3. ***Words are like bullets. Once they are fired, they cannot be recalled.*** Using obscenities is unacceptable. There is no motivational benefit, and you can easily make your point without using them. The main reason for refraining from using obscenities is not to shelter our student-athletes from hearing words that they have never heard before. The main problem with using obscenities is that it is prohibited. Secondly, it creates a potential conflict in which our teachers will attempt to reprimand or discipline a student for using obscenities, and the student's response is: "But my coach uses that language all the time."
4. Treat your student-athletes with courtesy, dignity, and respect. Although the nature of your position lends itself to commanding respect, you will receive more respect by setting a good example in how you treat your student-athletes.
5. Be as clear as possible whenever you communicate with a student-athlete or the team. There is a major difference between hearing and listening. What you say can at times be misinterpreted. Strive to communicate as clearly as possible.
6. Encourage your players to come to you with concerns or problems. You can prevent many major problems by keeping lines of communication open.
7. Select captains who possess communication skills. Then, encourage your captains to provide you with feedback on the conduct of the team, especially in the areas of conditioning and team morale.
8. Do not hesitate to raise your voice as situations warrant. At practice, a coach raising his/her voice can quickly correct sluggish performance or a lackadaisical attitude by a student-athlete or the team. It also serves to raise attention levels as well as motivation. When you show that you are focused, the student-athletes will also concentrate on the immediate goals. In games, "yelling" at the team can still be productive, whereas "yelling" at an individual player might be counterproductive. In those circumstances, you may want to send a substitute in for the player and have an assistant coach point out the mistakes to the student-athlete who has been removed from the game.
9. With few exceptions, removing a student-athlete from a contest immediately after making an error tends to be counterproductive. When student-athletes begin to associate making a mistake with being removed from the game, they will play in a very tentative way. This tends to be detrimental to the performance of the entire team. Consider waiting until the student-athlete does something positive before removing him/her. Of course, you are the person entrusted with doing what is best for the team.

### **Discipline and athletics: they go hand and hand**

The major difference between the athletic program and the academic program is that the athletic program is entirely voluntary. Through voluntary participation, the student-athlete gives more time, energy, and loyalty to the program. In return, the student-athlete receives the many benefits associated with athletic participation. In order to receive the benefits, student-athletes accept the training rules, regulations, and responsibilities, which are unique to athletic participation. In order to contribute to the welfare of the group, the student-athlete must willingly assume these obligations, as the role of the student-athlete demands that the individual make sacrifices, which are not required of those who do not participate in the athletic program.

### **Points to remember:**

1. All young people need discipline. Discipline is a main ingredient in athletic success. It is difficult, if not impossible, for learning or success to take place in an undisciplined environment.

2. At the beginning of the season (preferably at the preseason organizational meeting), you should distribute your rules and regulations for the conduct of the team. Candidates for the team will then know what is expected of them.
3. Disciplinary actions can include reprimand, suspension, or dismissal. If you are considering suspension or dismissal, consult with the Athletic Administrator.
4. Never lose sight of the fact that our main objective in education is to help young people develop into responsible citizens. We must acknowledge that student-athletes are going to make mistakes; and, when they do, our responsibility is to help them learn from their mistakes. Discipline with dignity – it goes a long way!
5. Reprimanding is still the most effective method of discipline. Unless a student-athlete is disrespectful to you in the presence of the rest of the team, reprimanding is best handled in a private setting. **(PRAISE IN PUBLIC –REPRIMAND IN PRIVATE)** Point out the infraction; remind the student-athlete that the behavior is unacceptable and detrimental to the team. Give the student-athlete the opportunity to correct the behavior. However, remind the student-athlete that if the unacceptable behavior continues, other disciplinary actions will be taken.
6. Unacceptable behavior, which persists after a reprimand, is grounds for suspension. Taking away the privilege of athletic participation for a certain period of time allows the student-athlete to determine just how important participation is to him/her. If the student-athlete determines that athletic participation is truly important, he/she will correct the unacceptable behavior upon returning to the team.
7. Although dismissing a student-athlete from the team should be viewed as a last resort, it must be considered if the student-athlete's continued presence on the team poses a major disruption to the successful conduct of the team.
8. Document, document, document.

## **Communicating with the public**

### **Introduction**

Just as teachers should cultivate meaningful communications with the public, coaches should strive to have meaningful communications with parents, the press, and the public. A major difference between the athletic arena and the classroom is that the athletic arena is open for all to see. Although this fact contributes to the excitement of interscholastic athletics, it creates an additional set of pressures with which the coach has to cope.

### **Parents and Public:**

1. Having a meeting with the parents between the start of practice and the first athletic contest is an excellent way to establish communication. All high school head coaches must hold a pre-season parent meeting.
2. Encourage parents to call you with any questions or concerns. Keep in mind that although you are the designated expert in your particular sport, parents are the experts in what makes their son/daughter "tick". You can learn a lot about how to communicate with a student-athlete from the student-athlete's parents.
3. Regarding topics which are unique to your sport or are inherently within the scope of the coach's authority (strategy, fundamentals, X's and O's), only you can determine if listening to suggestions will add to your knowledge or add to your confusion/aggravation. The only reminder in this area is that if you choose to discuss with and listen to one parent's suggestions, then you must be consistent and be prepared to listen to any and all parents.
4. Treat your student-athlete's parents with courtesy, dignity, and respect, and you should expect the same treatment in return. However, because of the subjective nature of interscholastic athletics, there will be occasions in which your explanations will not be perceived as being satisfactory.
5. Under no circumstance are you obligated to listen to rude comments or personal affront from a parent or any member of the public. If you feel that your discussion with a person is becoming rude or personal in nature, then

you should politely inform the person that no positive outcome could be achieved by continuing the discussion. Encourage the person to contact the Athletic Administrator to arrange a meeting at a mutually agreeable time.

### **The Press:**

1. If you begin with the premise that reporters are human beings who are simply trying to do their jobs, you will usually find that they will cooperate with you if you cooperate with them.
2. Make careful consideration of using “us and we” versus “I and my” when speaking with the press.
3. The home team is responsible for contacting the newspaper with the results of the contest. Reporters are interested in box scores, statistics, and any highlights, which you may provide.
4. **NEVER** criticize your players, your opponents, or the officials in front of the press. It serves no purpose and can create problems in the future.
5. Try to say positive things about the team, although the press usually tries to focus on individual achievements. However, if a reporter tries to focus on one player’s achievements, then say some positive things about that player. Be cooperative and open.
6. Be sure to review these points with your players. There will be occasions when a reporter will want to talk with a player.
7. Do not discuss team disciplinary matters with the press. If a starter has been benched for disciplinary reasons or has been suspended, that is the limit of what you should feel obligated to tell the press.
8. Be very cautious about commenting “off the record” with a reporter. Although it may help a reporter to understand a certain situation, it is potentially dangerous. Unless you have established a trustworthy relationship with a particular reporter, it is almost always advisable to refrain from “off the record” remarks. Generally speaking, nothing is ever “off the record”.
9. Never get into a feud with the press because they always have the last word. If you begin to adopt a posture of refusing to talk to the press, your players will ultimately pay the price for your negative posture.
10. Coaches should also familiarize themselves with the Media Communication Protocol document located in the Athletic Forms section of this handbook.

## **LETTERING AND AWARD PROCEDURES**

The Athletic Awards for South Portland High School shall be as follows:

1. Varsity – red/white chenille “SP” will be awarded the first time a student-athlete achieves the varsity award in any sport. A Varsity letter certificate designating the sport in which the letter was won will be awarded for each season the student-athlete achieves the varsity award.
2. Sub-Varsity – A participation certificate will be awarded.

The awarding of a varsity letter is an honor and a privilege, and therefore coaches should adhere to the following guidelines outlining the process by which a student-athlete gains a varsity letter. Merely being a member of a varsity team doesn’t earn the right of earning a varsity letter/

### **Varsity Letter Requirements**

1. A student-athlete must play a certain number of contests or quarters/halves/periods as outlined herein to be eligible for a varsity letter.
2. A coach may award a varsity letter to an injured player providing the requirements have been met up to the point of injury.
3. The coach may recommend a waiver of these requirements under unusual circumstances with the approval of the Athletic Administrator and/or principal.
4. A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering. Seniors participating on an athletic team for the first time must meet all awards criteria to receive the letter award.

5. Student-athletes must return all equipment and uniforms issued or must pay replacement costs before receiving an award of any kind.
6. Regardless of requirements, any student-athlete who fails to complete the season without being excused by the coach or school authorities will not receive an award. The season includes tournaments and playoffs.
7. The Athletic Administrator reserves the right to award a varsity letter in special circumstances (e.g. a South Portland student participates with another school as a cooperative individual or on a cooperative team).

### **Specific Sport Requirements**

1. Baseball/Softball: Participate in varsity contests in one-half of all innings played or Pitch in four varsity starts or six varsity game appearances
2. Basketball: Participate in varsity contests in at least fifty percent of the quarters played
3. Cheerleading: Participate in at least fifty percent of all competitions.
4. Cross Country: Score in at least three regular season meets or Compete in Regional, State, New England meet
5. Field Hockey: Participate in varsity contests in at least fifty percent of the halves played
6. Football: Participate in varsity contests in at least fifty percent of the quarters played
7. Golf: Participate in varsity contests in at least fifty percent of matches
8. Ice Hockey: Participate in varsity contests in at least fifty percent of the periods played
9. Lacrosse: Participate in varsity contests in at least fifty percent of the halves played
10. Soccer: Participate in varsity contests in at least fifty percent of the halves played
11. Swimming: Qualify for Regional or State meet
12. Tennis: Participate in varsity contests in at least fifty percent of the matches
13. Track, Indoor: Score in at least half of regular season meets or Compete in Regional, State, New England meet
14. Track, Outdoor: Score in at least half of regular season meets or Compete in Regional, State, New England meet
15. Volleyball: Participate in varsity contests in at least one-third of matches played

## **ADDITIONAL COACHING INFORMATIONAL ITEMS**

### **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 South Portland student-athletes in any drills or game situations. Alumni participation may endanger or may put our student-athletes at risk of serious injury.

### **Awards**

The athletic department provides seasonal awards for each program: varsity letters, varsity letter certificates, participation certificates and captain plaques. All other awards, plaques or trophies given out at banquets are at the discretion and expense of the individuals sports programs/boosters.

Coaches are encouraged to pay close attention to recognizing student-athletes accomplishments, but ensuring that these recognitions are meaningful. Coaches should consider not awarding too many awards.

### **Awards - Naming**

Prior to “naming” program/sport specific awards, coaches must submit the rationale for such to the Athletic Administrator for approval. Awards recognizing student-athletes from previous eras is honorable, but careful consideration should be given to ensure that naming an award in their honor is justifiable.

### **Awards Night/Banquet Guidelines**

#### Varsity Coaches:

1. Coordinate team varsity letters and certificates with the Athletic Assistant.
2. Be sure that all individuals (trainer, announcer, timer, scorer, etc) who played a role in the success of the season are invited to the end of season banquet.
3. Thank everyone who helped with the season.
4. Keep comments about the season brief and positive.
5. Make sure every player is introduced by name.
6. Comments about each player should be saved for the individual team portion of the night.
7. Do not announce next year's captains.
8. Be sure to announce any conference or school records that were broken and/or any special conference or state awards received.

#### Subvarsity Coaches:

1. Coordinate team varsity letters and certificates with the Athletic Assistant.
2. Thank people special to your season.
3. Comments about each player should be saved for the individual team portion of the night.
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 or 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. Be sure that awards nights/ banquets are all about the student-athletes and their season. Using time to share philosophical views on the program, season or future isn't an appropriate topic.
4. 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.
5. Be positive - no excuses need to be made for anything.
6. Double-check names, grade level, numbers, spelling etc. - people pick up on this.
7. Be sure to spend as close to equal time recognizing each student-athlete on your team as possible. You may consider having notes for each student-athlete to ensure each receives positive recognition.
8. Do not hurry. Be sure each athlete gets the award, certificate and/or recognition they deserve.
9. Pay careful attention to the length of your banquet. The awards portion (after eating) shouldn't take more than an hour.

#### 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 - don't make excuses.
6. If you plan to resign from your coaching position, please do not announce this at the awards night/banquet.
7. Avoid comments such as:
  - a. "we didn't win many games but..." Just say what you are going to say.
  - b. any comments with reference to the officials.



- c. 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 office.
2. Special awards/plaques authorized for your sport should be given at the end of your presentation.
3. EVERY SEASON IS A SUCCESS !!!!!

### **Booster Clubs**

Athletic Booster Clubs at South Portland High School are entirely voluntary and exist for the single purpose of enhancing and enriching the competitive sports programs for students. The primary function of Booster Clubs is to provide manpower and funds to augment the various programs, which are to remain under the complete control and direction of the school department and its administration.

Booster Clubs have no authority or control over any aspect of the athletic programs in the South Portland School District.

The Head Coach should be involved with all decisions that directly involve his/her team. All expenditures by the Booster Club must have coach authorization.

See the South Portland Athletics Booster Handbook for further guidelines regarding booster organizations.

### **Captain Selection Protocol/Guidelines**

#### Rationale:

Captains are leaders within our school and community. We want our captains to exhibit leadership qualities while participating in practices and contests, as well as in the context of the school and community. The purpose of creating this protocol is to create greater consistency between all South Portland athletic teams with regard to the expectations set forth for captains, and to set a high standard for student leadership at South Portland High School.

Student-athletes being considered for captainship in any sport must be in good standing within the school, athletic program and community. The school administration (superintendent, principal, assistant principal, athletic administrator) reserves the right to approve or disapprove the naming of all captains.

#### Leadership Expectations

South Portland Captains will:

1. Meet all academic eligibility standards.
2. Uphold and adhere to our school’s honor code.
3. Have no infractions of the honor code during the year preceding being named a captain.
4. Be removed from the position of captain should he/she incur any infraction of the honor code during the season for which the captain has been selected.
5. Lead peers responsibly by example, both verbally and physically.
6. Commit to being quality role models.
7. Demonstrate enthusiasm for the sport.
8. Show a quality work ethic.
9. Exhibit good sportsmanship.
10. Maintain a positive outlook.
11. Be easily approachable by coaches and peers.
12. Be good listeners to both coaches and peers.
13. Support the coach and assist with team communications.

### Coaches Expectations

1. Prior to beginning the captain selection process, coaches review and document their process for selecting captains with the athletic administrator.
2. Prior to any announcement of captains, including to the team, the names of proposed captains are submitted to the athletic administrator for approval.
3. Prior to the beginning of the season, the coach shares with both student-athletes and parents the captain and leadership expectations. It is essential that coaches are clear about their expectations for captains and conditions where the captains would be removed.
4. Coaches strongly consider naming captains at the beginning of the season, rather than at the end of the prior season. Naming captains a year in advance does not take into account the growth and maturity of some student athletes and the potential for others (not chosen) to lose, at least, some level of interest for the sport.
5. Coaches support and help the captains to become great leaders.

### Captain Duties & Responsibilities

1. Act as a liaison between student-athletes and coaches.
2. Lead drills, warm-ups, etc.
3. Set the mental and emotional tone for the team.
4. Keep the coaches informed about team issues.
5. Provide input on team decisions.
6. Talk and provide support for struggling teammates.
7. Help in handling conflicts within the team.
8. Plan team activities.
9. Be loyal to the coaches and support their decisions.
10. Other duties as assigned by the coach.

### **Captains Practices**

The South Portland 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.

### **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 and thank them for their efforts. Requests for custodial duties related to athletics should go through the athletic office.

### **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 sport specific schedules 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. Classroom coverage will be assigned by the building administration. Teacher-coaches should give administration as much advance notice as possible for the need for classroom coverage.

**NOTE:** Dismissal times will be 15 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 Administrator in a timely manner.

### **Emergency Action Plans**

1. All coaches are required to hold current certification in both CPR and 1<sup>st</sup> Aid per MPA coaching eligibility guidelines.
2. The Athletics Emergency Action Plan and Emergency Injury/Illness Protocol for coaches can be found in the athletics forms and school board policy handbook.
3. These documents are intended to give coaches a procedure to follow in the case an emergency occurs during an activity, which they are supervising and the Athletic Trainer is not available.
4. Coaches should read the documents and become familiar with the procedures listed. Keeping these documents readily available during practices and contests is suggested.

### **Facility Request**

All outside groups who wish to use school district facilities must make the request and reservation through the appropriate scheduling process. All district athletic related requests should go through the Athletic Administrator, who will submit for approval with the appropriate individual. Coaches using facilities that are under the supervision of the South Portland Parks and Recreation department must coordinate their use requests through the Athletic Administrator who will coordinate with the parks and recreation department.

The coach will coordinate all facility requests for summer programming.

### **Holiday and Sunday Practices**

The school department does not recognize Sunday practices or practices scheduled for some holidays. Coaches wishing to hold Sunday practices for special circumstances must gain approval of the Athletic Administrator and/or principal.

### **Injury Reports**

The Athletic Trainer may not always be on site during practices and competitions. Coaches should have “common sense” knowledge of First Aid. Coaches will need to familiarize themselves with the Emergency Medical Plan found in the Appendix of this handbook. In most instances, the coach is the first responder in an athletic injury situation.

Also included in the Appendix, is a copy of the Injury Report Form, which may be duplicated. This form is for the coach’s use in the event an injury occurs either at practice or during a competition and the Athletic Trainer is unavailable. Remember to document, document, and document. The completion of injury reports should be coordinated with the Athletic Trainer as soon as possible after the occurrence of the injury.

### **Keys/Keyless Entry ID Cards**

Keys to access any athletic facility in the school district will be distributed by the Athletic Administrator. Coaches should coordinate their need for keys with the Athletic Administrator. All keys are property of the South Portland School District and **MAY NOT** be reproduced. Coaches are to return their keys to the Athletic Administrator at the conclusion of their season. Coaches are not to give their keys to any student-athletes to use at anytime. After hours and on weekends, coaches may need to access the building using their keyless entry ID card.

Coaches losing their keys or keyless ID cards should inform the Athletic Administrator immediately.

## **Lightning, Thunder and Inclement Weather**

Lightning and thunder is the most consistent and significant weather hazard that may affect interscholastic athletics. Coaches should review and familiarize themselves with the “Weather Conditions” advisory information found in each MPA sport specific bulletin. All and any precautions should be taken in the event of serious weather conditions. Coaches who practice and play at off-site facilities without appropriate shelter should consult with the athletic administrator to determine the protocol for student-athlete safety due to weather conditions.

## **Locker Room Supervision**

Student-athletes **MUST** be supervised at all times. This includes locker room facilities and lobby areas where student-athletes wait for the late bus or rides, as well as practice and competition areas. All coaches are responsible for supervision. Coaches should make themselves visible in all areas as much as possible. Coaches should be the first to arrive and last to leave the facility after a practice or competition. Locker rooms should be locked and secured when coaches are not present.

## **Managers**

Student managers are an important part of any athletic team. Their hard work is essential to the smooth functioning of practice sessions and game preparation. For these reasons, managers should be shown the same respect and consideration as any member of an athletic team.

Coaches **MUST** realize that managers are students, not assistant coaches or even adults. The amount of responsibility given to managers should be weighed carefully as to not put undue stress on them. Under no circumstances should managers be given responsibility of securing buildings or supervising student-athletes in the coach’s absence.

## **Mandatory Rules Interpretation Meetings (MPA)**

The head coach of each program must attend the MPA mandatory rules interpretation meeting each year. An assistant coach or the athletic administrator may attend if the head coach is unavailable.

A member school that fails to have the head coach of its coaching staff, or an appointed representative of the head coach of the coaching staff, attend the MPA mandatory rules interpretation meeting each year for each boys’ sport and for each girls’ sport offered by the school, and in which a MPA mandatory rules interpretation meeting is offered, shall pay a fine of \$35.00 for non-attendance. Payment of said fine shall be made by the head coach to MPA within 30 days of notification from MPA that the head coach or representative of the head coach of the coaching staff failed to attend the annual mandatory rules interpretation meeting. A list of MPA mandatory rules clinics and dates can be found on the MPA web site and in the sport specific bulletins.

## **Participation**

The South Portland School District is committed to the development of well-rounded individuals both mentally and physically. While young people at South Portland High School are encouraged to broaden their academic avenues by participating in a variety of sports and activities, no coach should ever try to influence a student-athlete to participate in only one sport.

## **Playing Time**

1. Provided student athletes are in good standing (academically and behaviorally) the following playing time guidelines have been established for the various levels of each program.
2. First Team

- a. The goal is to develop a healthy competitive spirit by teaching fundamental skill and strategies, and appropriate attitudes and behavior, while giving each team member an opportunity to participate in each contest.
  - b. Athletics are inherently competitive by nature and the team members ultimately want to win. In contests that are contested late in the game, coaches should use discretion in playing team personnel to put the team in a position to win.
3. Junior Varsity
    - a. The goal 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, but efforts will be made to attempt to get every team member into each contest.
  4. Varsity
    - a. The goal is to reach maximum potential and to field a team that is as competitive as possible within the parameters of the South Portland athletic philosophy. The student-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.
  5. Seniors
    - a. Being a senior does not provide for a "right" to play. Many coaches will keep seniors on their varsity roster to honor their commitment to their program during the previous three years. Coaches should clearly communicate team roles with seniors who may not be projected to receive much playing time during the season.
  6. Senior Night
    - a. All of our athletic programs hold senior night at the last home game of the season to recognize our seniors and their family for their many years of commitment to the sport.
    - b. Coaches are encouraged to start their seniors on "senior night", however it should be recognized that there are some instances when this may not occur (e.g. a senior who hasn't played much during the season and the senior night game has implications for making the tournament or the outcome may effect the tournament seed).

### **Postponements**

If a contest must be postponed due to weather or any other factor not conducive to good game conditions, the following procedure will be followed:

The home Athletic Administrator will contact the Athletic Administrator from the visiting school to determine the time the bus is scheduled to depart. The Athletic Administrators prior to that time will make a decision. Every effort will be made to make a decision prior to the end of the school day. The Athletic Administrator will inform the game officials, the affected coach/s, the school office, transportation, local media, and game administration. Contests will be rescheduled on the next mutually available date.

The Athletic Administrator and the coaching staff will mutually make practice cancellations. The Athletic Administrator will provide the coaching staff with a gymnasium schedule that may be utilized for days when inclement weather is experienced. Priority will be given to varsity teams first.

The Parks and Recreation Department reserves the right to close any and all fields due to poor playing conditions.

All postponements and cancellations will be posted on the athletics web site and Twitter account as soon as a decision has been made.

## **Pre-Season Preparation**

Coaching is never a seasonal job. Dedicated coaches put in much time and effort during the off-season. To be successful, a coach must use this time to prepare for the next season. Below are some considerations for pre-season planning.

Per MPA guidelines, coaches are allowed one organizational meeting with student-athletes prior to the start of the season. This affords the coach an opportunity to make necessary announcements and assess the degree of interest in the sport. This meeting should serve to inform the student-athletes of what is expected of them in the upcoming season. Below is a suggested agenda for that pre-season meeting.

- a. Date of first practice
- b. Practice schedule
- c. A review of the contest schedule
- d. Participation requirements
- e. Instructions for completing the participation forms
- f. Off-season conditioning suggestions

Check on new equipment coming in, the status of the schedule, and the academic eligibility of your student-athletes and the preparation of your facilities.

## **Professional Growth**

Coaching is often considered to be both an art and a science. The idea that two coaches who have totally different personalities and totally different approaches to the game can both be successful could demonstrate that coaching is an art form. Furthermore, the idea that trial and error is a commonly used form of teaching could demonstrate that coaching is a science. Above all, coaching is a skill, which can be cultivated and developed over time. Coaches can develop their coaching skills in a variety of ways. The easiest way is to talk with, listen to, and observe other successful coaches. To be a successful teacher of the sport, you must also be a successful student of the sport.

The school district encourages coaches to improve their professional skills by encouraging them to attend coaching clinics. The athletic department will attempt to budget reimbursement for coaches to attend clinics or conferences each year. This amount usually does not cover all the expenses incurred at a clinic or conference. The remainder of the expenses is the coach's responsibility. Coaches may pursue reimbursement by the booster organization for expenses not covered by the athletic department. As coordinator of the program grades 6 thru 12, the head varsity coach should share information obtained from clinics and discussions with other members of the coaching staff. Because the coordinator supervises the other coaches in the program, the coordinator has the obligation to help those coaches to grow and develop their skills.

Coaches are encouraged to join professional coaching organizations at the state and national level as well.

## **Recognition Information**

Recognition information must be submitted to the athletic administrative assistant/athletic administrator immediately at the completion of your season. This information must be sorted and checked by the athletic department, certificates and letters prepared, **BEFORE** the recognition banquet/assembly. The accuracy of this information is absolutely critical. Coaches must check names, grade levels, and award levels before returning the information to the athletic department. Coaches are responsible for the accuracy of this information and for providing the administrative assistant with all information necessary.

## **Schedules**

The Athletic Administrator schedules all interscholastic athletic contests in accordance with MPA and league rules and regulations.

As a member of various leagues and conferences, South Portland is obligated to schedule all conference and league teams. Coaches are permitted to make contacts to schedule scrimmages, but all final arrangements for those games and scrimmages are the responsibility of the Athletic Administrator.

### **School Closings and Early School Dismissal**

Practice on days of early dismissal due to inclement weather is not permitted. When school is dismissed early due to inclement weather, then all extracurricular activities are canceled. Under special conditions, requests for practice and contests on days when school is closed may be made by the Athletic Administrator to the Superintendent. If practice is approved, practice will be optional to student-athletes with student-athletes not suffering any consequences for non-attendance. Safety of the student-athletes and staff is the prime concern, not getting the practice in.

### **Scrimmages**

The Athletic Administrator, prior to their being scheduled, must approve all scrimmages. No scrimmage may be held on any legal holiday or Sunday. The Athletic Administrator and the coaching staff should mutually agree upon sub-varsity scrimmages.

### **Security of Personal Property**

While the school district is not responsible for the loss of personal property of students, the best defense against theft is educating your student-athletes about the possibility and offering suggestions for properly securing their personal possessions.

1. Encourage student-athletes **not** to carry large sums of money or wear expensive jewelry to practice or contests.
2. Provide a secure place for valuables to be held until the practice or event is over.
3. Encourage student-athletes to use a combination lock and secure valuables in the lockers provided in our locker rooms.

In conjunction with the philosophy of “safe schools”, it is important that outside doors remain closed and secure at all times. Please aid in this effort to keep our schools safe.

**IMPORTANT:** Coaches should not give building keys to student-athletes to use for any reason.

### **Security Services**

Currently, the athletic department contracts the local Fire/EMS/Police to service all high profile athletic events. Any questions regarding security services may be directed to the Athletic Administrator.

### **Sportsmanship and Game Conduct**

South Portland High School coaches should pride themselves for their excellent sportsmanship and ethics on and off the courts and playing fields. Please uphold this honor code as your conduct reflects directly on the school, athletic department and the students. Lead by example and be a good role model for our student-athletes.

#### Sportsmanship Expectations

1. Show respect for the opponent at all times. The opponent should be treated as a guest. Good sportsmanship is the Golden Rule in action.

2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the game officials.
3. Know, understand and appreciate the rules. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and have the ability to recognize that rational behavior is more important than the desire to win. Good sportsmanship is concerned with the behavior of all involved in the game.
5. Recognize and appreciate the skill in performance regardless of affiliation. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

### **Storage and Equipment Areas**

There are storage/equipment areas throughout the campus and buildings. These areas are to be used to store in-season equipment. All coaches must ensure that areas are secured before leaving the facility after each day of use. Area keys may be obtained through the Athletic Administrator. Please assist the athletic department in keeping these storage areas neat and clean. Student-athletes at no time should be given keys to storage areas or access storage areas unless under direct supervision of the coach.

### **Transportation**

Transportation for all athletic contests, scrimmages and when necessary, practices will be arranged by the Athletic Administrator. Departure times will be scheduled and published for coaches, players, custodians, faculty and administration.

Student-athletes MUST use school-provided transportation to all athletic contests and scrimmages unless prior arrangements have been made with the administration. In addition, student-athletes who are transported by school-provided transportation to events MUST return by school-provided transportation unless the head coach receives parental permission personally. Only a legal parent or guardian may transport student-athletes. This however, should only occur in emergency circumstances. Coaches can dismiss team members to their legal parent or guardian in this situation.

Coaches MUST always accompany players on the bus. In special circumstances with the approval of administration and arrangements can be made, the coach is permitted to travel to an event without accompanying his/her players.

For all contest trips, coaches are to provide a roster of team members boarding the bus to the driver.

Bus conduct MUST be closely supervised. Infractions of proper bus conduct should be reported to administration for appropriate disciplinary action. Student-athletes are students of the district and are therefore subject to the rules and regulations of the district approved discipline code.

Teams are expected to leave the bus in the same shape as when it was boarded for an away trip. Coaches should monitor and oversee this to ensure that the bus is clean upon return to school.

### **Uniforms, Equipment and Supplies**

The South Portland Board of School Directors, the high school administration and the athletic administrator order equipment and supplies each year through the regular purchasing procedures.

The following steps should be observed as equipment and supplies are ordered:



1. The Head Coach is responsible for requisitioning all equipment and supplies for his/her sport. This includes sub-varsity teams. Work with assistant coaches to ascertain the needs of your program. Purchase orders, will be prepared by the Athletic Administrator.
2. The Athletic Administrator will provide the coach with the necessary forms. These forms will be returned to the Athletic Administrator or Athletic Administrative Assistant.
3. Athletic equipment is costly and therefore great care should be taken to order only what is needed and supervise the use of the equipment so, that misuse does not occur.

The Athletic Administrator maintains a uniform replacement schedule. Coaches should be aware of when their team is scheduled for new uniforms in this schedule. Due to current budget constraints, the athletic budget only accounts for a certain percentage of new uniform costs and it is expected that the booster organization help to supplement the purchase of new uniforms. New uniforms will be purchased in this schedule for the varsity team of each sport. It is the expectation that the old varsity uniforms will be cycled to the junior varsity team, which further substantiates the need for coaches to ensure the care and collection of uniforms after each season.

The South Portland athletic uniform colors are red and white, and uses gray as an accent color. Coaches and boosters are asked to keep this color scheme in mind when ordering uniforms, warm-ups, team apparel, spirit wear, etc.

Currently, student-athletes are responsible for laundering their practice and game uniforms between practices and contests. Coaches should consider coordinating with their booster organization to have practice gear and uniforms professionally laundered after each season.

Other points to consider regarding uniforms:

1. Having the varsity or JV's wear the same style of uniform is cost effective and reduces the chance of not being able to fit a particular team.
2. Inspect all uniforms when they are returned at the conclusion of the season. Separate unusable uniforms and any uniforms in need of repair.
3. At the start of the season, have an inventory of sizes readily available. Be certain that the largest players are issued the largest uniforms. A good practice to consider is to issue uniforms to the largest and the smallest players first. Once the "extremes" are taken care of, it is easier to fit the remaining players.
4. Try to issue uniforms as soon as possible after the squad has been selected and as far in advance of the first contest as possible. This will give you ample time to check additional inventories.
5. Require that each player wear the uniform in your presence before allowing the player to take the uniform from practice. Do not issue an ill-fitting uniform to a player. Have the player return the uniform to you and inform the player that you will look for additional inventory and issue another uniform as soon as possible.
6. Remind players of their responsibility for keeping their uniforms clean. Players and parents should also be reminded to carefully read the laundering instructions if available, as uniforms can be ruined through improper cleaning.
7. No part of any uniform may be worn to participate in Physical Education classes. Student-athletes should refrain from wearing any part of their uniform for anything other than athletic competition. An exception may be, wearing a uniform top during school the day of a contest to promote team/school spirit.
8. Team uniforms are school district property, are only on loan and, are not intended for use by student-athletes as part of their personal wardrobe. Wearing uniforms for other than their intended purpose decreases their longevity, encourages theft or loss and costs the school district money.
9. Coaches will make every attempt to collect uniforms at the conclusion of the season. When all attempts have been exhausted, provide the Athletic Director with a detailed summary of outstanding uniforms. Student-athletes with outstanding uniforms will be placed on an ineligible list and not be allowed to participate on future athletic teams until the uniform is returned or paid for.
10. It is suggested that coaches collect uniforms after the last contest of the year.

**Weight/ Exercise Room**

The weight/exercise room may be open and monitored by the weight room supervisor, coach or other adult. The weight/exercise room will be available to student-athletes only when proper supervision is available. No team members or students are to be scheduled for the weight/exercise room without the coach or weight room supervisor present. Coaches are expected to ensure that the weight/exercise room is empty of students and secured when they leave the facility. No exceptions.

**LEAGUE AFFILIATIONS****SOUTHWESTERN MAINE ACTIVITIES ASSOCIATION**

South Portland High School belongs to the Southwestern Maine Activities Association as one of the sixteen member participating schools. The schedules that are derived from within the conference are closed schedules (only play against schools from within the conference) and each school is provided its desired number of games as long as it does not exceed the number of countable contests as allowed by the Maine Principals' Association. The primary criterion for deriving schedules is that of classification which is followed by competition and geographical location. Due to ever changing demographics in the state of Maine and MPA classification there are some master schedules that provide crossover contests with schools from other local leagues and/or different classifications.

The Southwestern Maine Activities Association does schedule official games/meets/matches during vacation periods. It is important that student-athletes and parents are made aware of this. Two schools desiring to move one of their scheduled contests out of a vacation period may do so by mutual agreement.

The sports that are governed and provided within the Southwestern Maine Activities Association are: baseball, basketball, cheerleading, cross country, football, field hockey, golf, lacrosse, skiing, soccer, softball, tennis, track (indoor & outdoor), unified basketball, volleyball, wrestling

#### **SOUTHWESTERN MAINE SWIM LEAGUE**

The swim team is a member of the Southwestern Maine Swim League. The schedule is generated each year from within that league.

#### **SOUTHERN MAINE ICE HOCKEY:**

The ice hockey team participates in Class A Ice Hockey in the southern classification. The schedule of opponents each year is generated by the discretion of the MPA ice hockey scheduling committee.

#### **CLASSIFICATION - MAINE PRINCIPALS' ASSOCIATION**

The Maine Principals' Association sets classification in each sport which dictates where schools participate in the MPA Invitational Tournaments. South Portland is classified in Class A South for all sports, with the exception of basketball where it is classified in Class AA South and football in Class B South.