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| **NorthPanthers LogoNASHUA ATHLETICS****High School Coaches’ Handbook** |
| **Lisa Gingras****Director of Athletics & Wellness** |

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* Fundraising
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**Introduction**

The material presented in this handbook has been compiled to familiarize you with the policies, practices, and regulations that govern the athletic programs in the Nashua School District. It is expected that as a coach in the Nashua School District you will abide by and enforce these rules and policies.

**Vision of Nashua Athletics**

**The Nashua Athletics program strives to be a program excelling in academics, sportsmanship and athletics while building pride within the school and the community.**

Athletics provide an opportunity to extend the values and ideals developed in the classroom, and constantly strive towards the development of a well-rounded individual.

As a member of the Nashua Athletic Program, students are expected to demonstrate proper respect for all coaches, teammates, officials, spectators and equipment. Student-athletes are expected to exhibit the highest level of conduct, both on and off the playing field, as they are, at all times, representatives of themselves, team, school, and community.

**Core values**

**Accountability** – Student-athletes are to follow the expectations set forth by the Nashua School District, their school, the Nashua Athletic department, and the sport-specific program in which they participate.

**Commitment** – In order to make our teams the best they can be, coaches and student-athletes must be fully committed. Family, faith, and academics should be the only priorities that come before interscholastic athletics.

**Excellence** – Every task, drill, practice, game, and homework assignment should be done with pride and excellence at all times; understanding that each individual’s level of excellence may be different.

**Responsibility** – Student-athletes have a responsibility to be leaders amongst their peers. They have to demonstrate respect to their community, school, program, team, and self by behaving appropriately at all times. They are encouraged to excel in school and to make the right decisions in social settings and in peer groups.

**Sportsmanship** – Student-athletes represent themselves, schools, families, and city. Unsportsmanlike behavior by students will have consequences.

If these core values are instilled in our student-athletes, all of our programs will be successful. Our students will leave our programs prepared for college, career, and all aspects of life after interscholastic athletics.

**Important Winter Season Dates**

Tuesday December 16 SOUTH Picture Day

Thursday December 18 NORTH Picture Day

January 21-February 6 Battle of the Bridge

Thursday March 12 HS Winter Coaches’ Pay Day

Monday March 16 Awards’ Night: North @ 6:00 South @ 7:00

**Sports Offered**

Tryouts for programs are open to all students providing they meet the standards of academic eligibility, school citizenship, completed permission and liability information and basic physical/health qualifications including Impact testing (High schools only). Participation in the program, therefore, is a privilege earned by students who meet and maintain these standards.

High Schools:

|  |  |  |
| --- | --- | --- |
| **FALL:**Cross CountryField HockeyFootballGolfSoccerSpiritUnified Soccer+Volleyball | **WINTER:**Alpine SkiingBasketballGymnasticsIce HockeyIndoor TrackSpiritSwimming/divingUnified Basketball+Wrestling | **SPRING:**BaseballLacrosseOutdoor TrackSoftballTennisUnified Track+ |

+High school Unified Sports provide an opportunity for students with and without

 intellectual disabilities to compete on the same team.

Middle Schools:

|  |  |  |
| --- | --- | --- |
| **FALL:**Cross CountryField Hockey\*SoccerVolleyball | **WINTER:**BasketballSpirit | **SPRING:**BaseballOutdoor TrackSoftball |

 \*currently one club team for the three middle schools combined

**Governing Bodies**

Nashua High School North and Nashua High School South are members of the **New Hampshire Interscholastic Athletic Association** (NHIAA) and are therefore governed by association rules and regulations. The NHIAA is a member of the National Federation of State High School Associations and is bound by its set of rules, policies and regulations. Rules governing individual sports vary depending on the sport. Copies of the complete set of NHIAA Rules and Regulations are available online at [www.nhiaa.org](http://www.nhiaa.org).

Elm Street, Fairgrounds and Pennichuck Middle Schools are members of the **Tri County League** (TCL) and adhere to the policies, rules and regulations set by the TCL.

Additional policies, regulations and rules are set by the Nashua Board of Education and the Nashua Athletic Department. Local communities may set their own policy, rules and/or regulations as long as they are more stringent than stipulated by the NHIAA or TCL. Both NHIAA and TCL Handbooks can also be viewed in the Nashua School District Athletic Department Office.

**Code of Ethics for Coaches**

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. In recognition of this, the following are some guidelines for coaches.

Coaches are educators and should set an example for student athletes.

1. Coaches shall serve as a positive role model for their players.
	* Accept seriously the responsibility and privilege of representing the school and the community; display positive public actions at all times.
	* Uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school association (NHIAA), the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
	* Be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing proper examples of sportsmanlike attitudes toward the opposing team and coaches. Only positive motivational techniques shall be used at all times.
	* Exemplify dignified behavior and self-control at all times. A coach who is under control at all times will have few behavioral problems with his/her team and will greatly influence the behavior of spectators in the stands.
	* Be thoroughly acquainted with the contest rules and be responsible for their interpretation to team members. The spirit and letter of the rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
	* Refrain from directing harassing, humiliating, embarrassing, or condescending comments to team members or actions that are harassing, humiliating, embarrassing, or condescending.
	* Refrain from swearing or using vulgar language.
	* Avoid use of alcohol and/or tobacco products when in contact with players.
2. Coaches shall encourage student-athletes to maintain good grades.
	* Stress that it is the responsibility of the student athlete to remain scholastically eligible for extra-curricular activities.
	* Monitor students’ grades through the use of monitor reports, progress reports, and report cards, using the following guidelines
	* Collect students’ progress reports at mid-term.
	* Monitor students showing signs of struggle.
	* Encourage students to obtain after-school help or tutoring
	* Refrain from asking faculty members to give student-athletes special consideration.
3. Coaches shall encourage and develop the sense of community.
	* Refrain from allowing non-team members to sit on the players’ bench or be at practice.
	* Promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.
4. Coaches shall instill in student athletes the importance of good sportsmanship, stressing that student athletes should:
	* Treat opponents with respect; shake hands prior to and after contest.
	* Respect the judgment of contest officials, abide by the rules of the contest, and display no behavior that could incite the fans.
	* Cooperate with officials, coaches, and fellow participants in conducting a fair contest.
5. Coaches shall practice good sportsmanship
	* Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
	* Refrain from promoting personal politics, religious views, or bias of any kind.
	* Instruct participants in proper sportsmanship and insist upon it.
	* Treat opposing coaches, participants, fans, and officials with respect.
	* Develop and enforce penalties for participants who do not abide by positive sportsmanship standards.
	* Meet rival coaches before and after contests and exchange friendly greetings to set the correct tone for the event.
	* Respect and support contest officials. The coach shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.
	* Never seek out an official during halftime or at the conclusion of a contest.
	* Thank an official after a game for a well officiated game, win or lose.
	* Scout opponents only by any means other than those adopted by the league and/or state high school athletic association.
6. Coaches shall always be professional.
	* Do not discuss specific students with others. Constructive feedback should be given to players in a confidential manner.
	* Investigate an incident thoroughly, in conjunction with the Athletic Director before accusing a student of an infraction.
	* Take an active role in the prevention of drug abuse including alcohol and tobacco and under no circumstances should authorize their use.
	* Members of the coaching staff will advise the Athletic Director of matters pertaining to coaching and athletics before going to the Principal, Superintendent, or Board of Education.
	* Be addressed by your student-athletes as Coach or Mr./Mrs./Ms.
	* Know your job description and follow through on all matters and communications, especially submitting information to the Athletic office regarding physicals, awards lists, eligibility, etc., in a timely manner.
	* Complete and maintain all necessary coach eligibility requirements. (see Coaches’ Eligibility section)
	* Follow established procedures for the distribution and collection of equipment and uniforms.

**Coaches’ Responsibilities and Procedures**

Attend

* Preseason Coaches’ Meeting and Athletic Awareness/Meet the Coach Night.
* End-of-season awards night

Submit information for awards in a timely manner

* End of season rosters for each team
* Two end of season awards to be given at awards night
* Senior award nominations

Student-athlete eligibility and rosters

* NO ATHLETE MAY PARTICIPATE IN ANY ATHLETIC PRACTICE OR CONTEST WITHOUT BEING CLEARED THROUGH THE ATHLETIC OFFICE FIRST. Please see Student-Athlete Eligibility section.
* Update the roster if any players are added or dropped from the team.

Daily Procedures

* Respect your athletes and parents by ending practice when scheduled.
* Allow students time afterschool to transition from academics to athletics by allowing a minimum of 30 minutes between dismissal and practice.
* In the event of an unexpected school cancellation or early dismissal due to severe weather or some emergency, practice schedules must be approved by the Athletic office.
* Check the daily attendance email and enforce attendance policy (see Attendance). If a coach cancels a practice, please notify the Athletic office no later than 1:30 pm to allow for an end-of-the day announcement. Practices should not be cancelled regularly.
* Practice sessions should be well planned, well structured, and should not exceed two hours (excluding time for dressing, showering, warm-up, cool-down, meeting, or reviewing game film).
* Teams shall not compete/practice seven consecutive days.
	+ Varsity teams are expected to practice/compete 5-6 days a week
	+ JV teams 5-6 days a week
	+ Freshmen teams most likely will not practice on weekends although they may have contests.
* Supervision
	+ Coaches should be the first to arrive and the last to leave any practice.
	+ Supervision and expectations for time between school and practice/event are to be established.
	+ AT NO TIME SHOULD STUDENT-ATHLETES BE LEFT UNATTENDED. You need to wait for their rides.
	+ Students should never be in the gym or weight room unattended.
* All equipment should be cleaned up, stored, and secured properly at the end of each day.
* Encourage student-athletes to secure their belongings during practices and games. The Athletic Department cannot be responsible for items missing that have not been secured.
* Report contest results to Athletic Coordinator and Athletic Director as well as to local media (varsity).

Team Selection

* Coaches should inform all potential candidates for a team of the following
	+ Try-out schedule
	+ Criteria used to determine team members
	+ Number of members to be selected
	+ Practice/game commitment for the season
* Use discretion and confidentiality with all cut notifications. Cut lists are NOT to be posted physically or online.
* Submit roster to athletic office once a team has been determined.

Scrimmages

* The Athletic Department will fund at most two preseason events.

Program rules and regulations

* It is the responsibility of the head coach to develop program rules relative to team and individual conduct, personal grooming, attendance at practices, and contest, etc.. These program rules should be made known to all team members prior to the first tryout.
* These rules must ***first*** be submitted to the Athletic Director.
* Develop only standards which are meaningful and which can be justified and respected by all team members as a means of developing team discipline, pride, and individual character.
* Be sure your team rules include information about whether or not practices are open or closed to spectators.
* Keep the Building Principal and Athletic Director informed relative to major disciplinary action.

Equipment/Uniforms

* Coaches are responsible for team issued equipment.
* Follow established equipment and uniform procedures as established by the Athletic Department.
* Ensure that team members are present when uniforms are being distributed and collected.

Early Dismissals from school

* Dismissal from class time is to be minimal if necessary at all.
* Students will NOT be dismissed from class for a home event, practice, or scrimmage.
* When necessary, contact the Athletic Office to arrange for early dismissal.

Bus transportation

* Student-athletes are expected to ride the bus to all away contests. Exceptions are made only in the most extreme circumstances.
* Parents wishing to transport their child home from an away contest must notify the athletic office more than 24 hours before the bus departs the school.
* No student should be allowed to leave an away event with anyone other than their own parent, and only when permission has been granted by the athletic office.

Promote the whole athlete

* Encourage participation in multiple sports by all student-athletes.
* Demonstrate and encourage healthy eating.
* Practice and promote good hydration.

Security

* ID badges
* Coaches that are employed by the district will receive a school ID badge which will allow you access to the building.
* Badges are NOT to be shared/lent/given to other people.
* Report your badge lost or stolen immediately.
* Volunteer coaches will not be issued IDs.
* Alarm Codes
	+ Varsity coaches will have alarms codes to access the building after hours and on weekends/holidays.
	+ Alarm codes are NOT to be shared. If there is a reason someone else needs a temporary alarm code, check in with Athletics.
* Access to the building using these IDs and alarm codes is to be used for high school athletic business only. Use of these to gain access for other organizations is strictly forbidden.
* Doors are NOT to be propped open at any time. Safety, security, and supervision are the most important things.

Adhere to District and State Policies

* The coach is responsible for being knowledgeable of and upholding all school, District, and State policies.
* Review the NHIAA handbook and policies as well as the sport specific Policies and Procedures .
* Follow all Nashua School District Policies. (See Nashua School District important policies section).
* Read and understand the Student-Athlete Parent Handbook located at the back of this handbook.

**Additional Responsibilities of Head Coaches**

In addition to those listed above, Head Coaches have even greater responsibilities

Program Development

* As the head coach, ultimately everything that occurs at the freshmen, JV, and varsity level is your responsibility.
* Establish program rules, expectations, and guidelines that all teams will follow.
* Attend JV and Freshman team games.
* Develop a program not only within the high school but within the city.

Feeder program connection

* Contact middle schools and youth programs in Nashua about clinics and/or joint practices.
* Have a youth event at one of your contests.
* Have the program volunteer at one of their events.

Assistant, JV, and Freshman coaches

* Assist in the hiring of coaches that will coach in your programs.
* Monitor, support, and encourage these coaches.
* Complete evaluations of these coaches on an annual basis

Exposing players to the next level

* Speak with student-athletes about the opportunities for playing collegiate sports and the necessary process to do so.
* Contact college coaches on behalf of your student-athletes.

**Duties to Avoid Liability**

The best way to avoid possible lawsuits is to follow written policies. Nothing will place a coach in jeopardy faster than not following rules!!

1. Duty to Supervise: The coach must be physically present to provide adequate supervision. All coaches must ensure that facilities are locked and students cannot gain access without proper supervision. Most sports-related lawsuits cite the coach’s failure to be present during a practice or in a locker room. If athletes are present, the coach must be present. It’s that simple; it’s that important!
2. Duty to Plan: The coach owes his athletes sound planning – for practices, training, injury prevention, and emergency response. This duty is a strand that flows through all other duties. Progression is essential. A coach must plan skills instruction, practices, and drills, so that athletes do not move too rapidly into techniques, scrimmages, or contests that are beyond their skills levels. Obviously, a coach wants athletes to improve, but improvement should not be forced.
3. Duty to Assess Athletes Readiness for Practice and Competition: A coach must evaluate the athletes on his or her team for injuries or incapacities and determine any limitations on participation caused by that injury or incapacity. This is a demanding task and may include trying to ascertain the mental condition of athletes and perhaps even noting possible cases of abuse.
4. Duty to Maintain Safe Playing Environment: It is a coach’s duty to provide a safe environment for practice and play. This includes not only the playing field and the gymnasium, but also the proper use of equipment. It is the coach’s responsibility to inspect the facility and equipment regularly and thoroughly and report any concerns to the Athletic Director.
5. Duty to Instruct: Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, kill, and capability. Instruction must demonstrate appropriate and save techniques.
6. Matching or Equating Opponents: It is a coach’s duty to fairly match or equate players for practice or competitive condition. The more body contact the sport generates, the more careful the coach must be in matching participants.
7. Duty to Condition Properly: Practices must account for a progression of cardiovascular and muscuskeletal conditioning. Consideration must be given to weather, maturation, and readiness.
8. Duty to Warn: A coach must warn athletes of the inherent risks in the sport and the dangers of using questionable techniques. A coach must repeat these warnings sufficiently so that athletes know, understand, and appreciate the possible risks.
9. Duty to Provide Emergency Care: The coach **must** provide proper first aid and establish emergency medical procedures that can be put immediately into action.

**Coaching Eligibility and Hiring Process**

Once recommended to the District Office for hire as a coach in the Nashua Athletics Department there are several items that must be attended to.

**District approval**

* Your name will have to go the HR committee and then be approved by the Board of Ed
* After that you will receive an official contract to sign from HR

**Meeting with Human Resources**

* Bring two forms of ID with you.
* Bring a copy of Social Security Card
* Health Form from a Physician stating that you are medically able to perform the duties of a coach.
* FBI criminal record check with fingerprinting. This has a cost to you.
	+ This must be done prior to working with the students at all.
	+ If you are scheduled to start your season before the next HR committee meeting, you will need to have this done on a “volunteer” basis.
	+ YOU CANNOT BE WITH THE STUDENTS until you are fingerprinted by the Nashua School District.

**NHIAA/School District Requirements**

* Concussion course certificate.
	+ Free online course “Concussion in Sports-What you Need to Know” through National Federation of High Schools [Http://nfhslearn.com](http://nfhslearn.com)
	+ This MUST be completed before you start.
	+ Must be redone every even year.
* CPR, AED, First Aid Certification
	+ We offer classes several times per year.
	+ We will cover the cost.
	+ You have one year from date of hire to get certified.
	+ Certification must be kept current after that to continue coaching each year.
* Coaching Fundamentals Course and test
	+ This is a one-time requirement.
	+ Available courses are listed under Coaches’ Corner at nhiaa.org
	+ This is a blended course – part classroom/part online. The online only version is not valid.
	+ We will reimburse course fee after you complete the online test and submit certificate.
* Rules Review – Required of Varsity coaches, strongly recommended for all coaches.
	+ New hires must attend a live rules review. Times and locations can be found under Coaches’ Corner at nhiaa.org
	+ Returning coaches can either attend a live rules review or complete the online rules review test on the NHIAA website (requires a login).
	+ Must be done annually.

**NHIAA Sport Specific Rules and Policy & Procedures**

* Follow NFHS rule books
* Each sport also has a Policy & Procedure manual published by the committee – read it and pay close attention to state specific requirements especially deadlines.

**Student-Athlete Eligibility/Registration process**

**Step 1 = online registration** –

* In order to be cleared through the remaining 4 steps before the first day of tryouts please register at least five days prior to your season starting.
* Students may register after this deadline but in most circumstances will NOT be cleared to play by the first day of tryouts/practice.

**Step 2 = a physical** must be turned in once during a student’s high school career.

* For the 2014-15 school year, physicals must be dated on or after July 1, 2013.
* Any freshmen, transfer students, and students new to high school athletics MUST submit this physical prior to any participation.
* This physical should be turned in to the school’s athletics office.
* This physical should NOT be turned in to any school nurse.

**Step 3 = academic eligibility** (does not apply to freshmen for the fall season)

* Students must maintain a C- average and have no more than one F the previous marking period in order to be eligible to participate in school athletics.
* For fall sports, it is the fourth quarter grades from the previous year which determines eligibility.
* For winter sports, first quarter grades determine eligibility for the beginning of the season but second quarter grades will determine whether a student can complete the season.
* For spring sports, second quarter grades determine eligibility for the beginning of the season but third quarter grades will determine whether a student can complete the season.
* If students do not meet eligibility criteria, they can apply for a waiver through the athletic office.
* Please refer to Nashua School District policy JJJ for additional information.

**Step 4 = Impact Concussion Testing**

* All freshmen, juniors, transfer students, and students new to high school athletics MUST take this cognitive baseline test PRIOR to participating in school athletics (cross country & golf excluded)
* Impact testing sessions will occur on Meet the Coach Nights and then by appointment.

**Step 5 = Athletic user fee payment**

* Fee amounts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO FEE**Unified SoccerUnified BasketballUnified Track | **$50 FEE**Cross CountryIndoor TrackOutdoor TrackSpirit (each season)Tennis | **$150 FEE**BaseballBasketballField HockeyFootballGolfGymnastics Lacrosse | SkiingSoccerSoftballSwim/DiveWrestlingVolleyball | **$500 FEE**Ice Hockey |

* User fees will be refunded only under these circumstances:
	+ Student-athlete tries out but is cut from the team (full refund).
	+ Student-athlete suffers a season-ending injury with more than half the season remaining (50% refund).

Additional NHIAA Eligibility Requirements (see NHIAA handbook for details)

* Age
* Eight Semester Rule
* Transfer students

**Student-Attendance Policy**

Absences

* All students must be in attendance for the entire school day in order to participate in practice or an event that day.
* Exceptions such as school field trips or events, college visits, family emergencies, funerals, religious holidays and scheduled appointments must be cleared through the Athletic Office in advance.
* If a student-athlete is dismissed by the School Nurse due to illness; he/she is ineligible to participate in athletics that day.
* If a contest is scheduled on a weekend or over a school vacation, the student must be in attendance the preceding Friday (or last school day) in order to participate.
* Unique or extenuating circumstances not listed above may be excused through the discretion of the Athletic Director or Athletic Coordinator.

Tardies

* Student-athletes will be ineligible for athletic participation for that day if they exceed three unexcused tardies during the season. Each subsequent tardy will result in loss of participation for the day.
* Student-athletes are expected to attend the practice or event, but are not allowed to participate.

Suspensions

* If an athlete receives a suspension during a season of participation in a sport, that athlete will be ineligible to participate in practice or in scheduled games and will not be allowed to accompany the team to home or away events.
* If an athlete’s suspension carries over to non-school days, the athlete will not be eligible for athletic activities during non-school days either. Example: If a three-day suspension occurs on Thursday and there is an event scheduled for Saturday, the athlete will not be allowed to participate.
* Student suspensions may also result in additional suspension from extracurricular activities.

**The Athletic Office cannot override the official school attendance.** It is the responsibility of the student-athlete to be sure to follow proper school procedures for absences and tardies. Once daily attendance reports are published, a student’s attendance is final (based upon the NSD student database). **There will be no changes once the school day has ended.**

**Fundraising**

Complete fundraising approval form prior to any fundraising events.

* Fundraising events should be school appropriate.
* Be mindful that the Nashua School District has a very strict Wellness Policy. Unhealthy foods cannot be sold at school.
* Student-athletes must be supervised and abide by behavioral expectations while participating in fundraising activities.
* “Tag-days” or “can-days” will not be permitted.

Have any checks made payable to your team – Nashua North Baseball for example.

Deposit funds immediately.

Do not use cash for expenses. Deposit the funds and then request reimbursement.

What can we use team fundraising money for?

* Team apparel
* Team dinners
* Senior gifts
* Supplemental equipment

FUNDRAISING MONEY CANNOT BE USED TO PURCHASE UNIFORMS

\*\*If school facilities and/or equipment are used during the fundraiser 20% of proceeds will be donated back to the Athletic Department to be deposited in the Athletic Expendable Trust Fund. Issue checks to “NHS Expendable Trust” and return to the athletic office\*\*\*

**Nashua School District Important Policies**

All Nashua School District policies are posted on [www.nashua.edu](http://www.nashua.edu) under About Us and the Board of Education. All coaches are to be familiar with the policies and to enforce them within their programs.

Student Extracurricular Activity Eligibility (Nashua School District Policy JJJ)

* Outlines the expectations for Academic Eligibility and Behavioral expectations.
* There are very specific expectations and consequences outlined within the policy.

Pupil Safety and Violence Prevention – Bullying (Nashua School District Policy JICK)

* Defines different types of bullying and outlines methods of prevention.
* Also outlines legal responsibilities for reporting as well as appealing.

Hazing (Nashua School District Policy JICFA)

* Defines hazing.
* Outlines legal responsibilities for reporting.

Professional Ethics (Nashua School District Policy GBEA)

* Expectations of any employee of the Nashua School District.

Communicating Electronically with Students (Nashua School District Policy GBEGD)

* Outlines expectations relative to Transparent Accessible and Professional electronic communication with students.

Volunteers (Nashua School District Policy IJOC)

* Any volunteer involved with your program MUST be fingerprinted before spending time with our student-athletes.
* Coaches may also be registered as volunteers while awaiting approval of the Board of Education.
* See Karen or Diane for volunteer paperwork. This must be filled out PRIOR to volunteers going to HR for fingerprinting.

**NHIAA By-Laws at a Glance**

**As a coach, you are responsible to know the NHIAA By-Laws as well as any sport specific Policies and Procedures. Here is a quick glance at some of the most important by-laws. The NHIAA Handbook can be found at** [**www.nhiaa.org**](http://www.nhiaa.org)**, click on Rules on the left sidebar and handbook.**

**Article I: Policy**

**Sect. 32: Coaches Eligibility**

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

* Current CPR/AED certification.
* Successful completion of First Aid Course
* Successful completion of Coaching Principles Course
* Completion of the NFHS Concussion Course. (Online course)
* Rules Review
	+ All first year head coaches must attend a live rules review within one year of hire.
	+ All head coaches in their second year or beyond are required to complete a yearly on-line rules update or attend a liver rules review.
* New coaches have one year from date of hire to complete the above with the exception of the Concussion test. That must occur PRIOR to any coaching.

**Article II: Eligibility**

Refer to this article for more information on student eligibility including the following. The details of each are very complicated, please ask if you have questions.

* Age of contestant
* Scholastic standing – Nashua’s Academic Eligibility policy is more strict than the NHIAA
* Semester rule
* Transfer rule
* Recruiting
* Amateur status

**Sect. 7: Non-School Competition**

A. A member of a school team is a student athlete who is regularly present for, and actively participates in, all team practices and competitions. Bona fide members of a school team, as of the first date to practice in that sport, are prevented from missing a high school practice or competition to compete with an out-of-school team, practice or competition to include tournaments, showcases, combines or other athletic events.

Whenever a conflict arises between the high school team practice/competition and an out-of-school practice/competition on the same day, the high school team practice/competition must be honored by the student athlete. Priority must be given at all times to the high school team, its practices, and its contests unless a waiver has been granted by the principal and athletic director. It is expressly understood that waivers shall not be granted on a regular basis and shall only be granted in extraordinary circumstances.

**Penalties**: Any student athlete who violates this rule, unless a waiver has been granted as stated above, for the first time shall be declared ineligible for the next four (4) consecutive interscholastic events or three (3) weeks of a season in which the student athlete is a participant, whichever is greater. This Penalty is effective from the date of his or her last participation in a high school sport. Any student athlete who violates this rule a second time or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year.

**Sect. 9: Out-of-Season Competition**

A. **School Year: Fall Starting Date Until Spring Closing Date**

1. A coach may have contact with his/her team or potential (above grade 6) team members for the purpose of instruction, skill development and conditioning outside of the season provided the following steps are followed:

a. A coach is defined as anyone presently under contract or anyone under contract the previous year. (This includes volunteer coaches.)

b. That no district provided operational school funds are used to subsidize out-of-season activity. Use of Booster funds or fundraised monies is permissible only to subsidize activity that is open to all.

c. A written plan is developed by the coach and approved by the principal, athletic director and superintendent.

d. The written plan describes the goals of the activity, the number of participants, the site to be used and the amount of time.

e. The purpose is to allow individual and/or small groups of students to participate in conditioning and instructional/skill development activities for individual growth and improvement. Scrimmages, games, leagues and full team practices are not allowed.

f. The plan is approved and does not compete with existing seasonal commitments by the student athlete. The provisions of By-Law Article II: Eligibility Sect. 7: Non-School Competition with respect to priority given to school teams applies to activities permitted under the provisions of this By-Law.

g. The coach has the ability to have contact with his/her perspective athletes during the academic year in the season that precedes their sport season. This would be termed the “live” period for contact. The fall season could work with students during the previous spring season. The winter season could work with students during the fall and the spring season could work with students during the winter.

h. Individual schools may adopt more restrictive policies relative to out-of-season competition based on the school districts policies and or resources.

B. **Summer:**\*

A high school coach who is employed by a school district (paid or volunteer) may coach his/her sport under the following conditions:

1. The school year has ended for the school.

2. That no school funds are used (excludes facilities and equipment).

C. **Captains Practice:** Captains practices are not permitted under any circumstances whether during the school year or summer.

**D. Other:** Coaches may coach in All-Star competitions (eg. A.A.U.) and are exempt from this By-Law only if the following conditions exist:

1. That the NHIAA, through the Executive Director, has been properly notified by the member school principal of the coaches selection.

2. That no school funds or equipment are used.

3. That no more than 25% of the group/teams can come from his/her school team or potential (above grade 6) candidates of that school. Expanding or rotating groups/teams is not permitted as a means to circumvent this policy. Regardless of how a program is structured, the coach cannot have contact with more than 25% of his/her existing or potential players.

4. Whenever possible, the players from that same school must be divided between different groups/levels.

5. That where a conflict exists between the participation on a school sponsored team and an outside team; the school team will receive priority consideration.

6. Sports activities that are permitted out of season must also meet the following conditions:

a. No use of school owned or issued warm-ups and/or uniforms

b. A student may accept a symbolic award or merchandise which does not have a value or cost in excess of $20.00

**E. Out of Season Competition Definitions:**

1. Open Gym: School sponsored “open gym “or “after school” activities are permitted in the member school’s facilities out-of-season if they adhere to the following principles.

a. Diversity of students - Program must be open to all students on an equal basis.

b. Diversity of activities - A variety of sports must be activities that are offered throughout the year, not a focus on one (1) sport.

c. Student conducted - Students must be able to choose from school offered activities. A coach of a sport under NHIAA jurisdiction shall follow all the regulations under the NHIAA Out of Season Competition By-Laws.

d. Recreation emphasis - The program cannot be an organized program of instruction and/or competition.

e. A high school coach who is employed by a school district (paid or volunteer) may supervise an open gym under the conditions listed in a-d.

2. Conditioning Programs:

School sponsored “conditioning programs” are permitted “out-of-season” if they do not involve equipment which is specific to a sport conducted on an interscholastic basis. Examples of prohibited equipment include, but are not limited to: basketballs, volleyballs or nets, hockey stick (field or ice), or pucks/balls, track starting blocks, shots, discusses, hurdles, or high jump and pole vault standards, football helmets, pads or dummies, baseball/softball bats, balls or bases, wrestling mats, gymnastic apparatus. Generic equipment such as cones, weights, jump ropes and other fitness apparatus are permitted in a conditioning program. The conditioning program must be open to all students on an equal basis.

3. Intramurals:

A high school coach who is employed by a school district (paid or volunteer) may organize a school sponsored intramural program in any sport as long as there is no instruction and the activity is recreational in nature.

**Sect. 11: Post Graduates/Early Graduation**

A student must be an undergraduate: i.e., he/she shall not be a graduate of a secondary school. An early graduate of a high school may represent his/her school in athletics until the end of the sport season in which he/she is participating if otherwise eligible. The official transcripts must be withheld until at least the season is completed.

**Sect. 20: Schools Using Ineligible Contestants & Coaches**

Schools using \*ineligible coaches or contestants shall forfeit all games and contests in which the ineligible coach or student participates. In self reporting the school may request a hearing with the Executive Director and/or Eligibility Committee to explain the circumstances of the situation. The Executive Director in consultation with the Eligibility Committee may modify the consequences in the case of an unintentional violation of this rule. Likewise, intentional use of ineligible contestants or failing to report a known violation may result in additional consequences to include sanctions and fines. Other questions of forfeiture such as cancellation and other unusual circumstances shall be referred to the appropriate committee, through the Executive Director, for a decision.

**Article IX: Sportsmanship**

**Sect. 4: Taunting**

Taunting in all sports is a flagrant unsportsmanlike foul, which shall result in the ejection of the participant from that day of competition, plus the next day of scheduled competition.

Taunting is defined as:

"Any actions or comments by coaches, players, or other game personnel which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is contact that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters."

Examples of taunting that would lead to ejection include, but are not limited to "trash talk", physical intimidation outside the spirit of the game, reference to sexual orientation; "in the face" confrontations by

one player to another; standing over/straddling a tackled or fallen player. NOTE: This policy reinforces the responsibility of game officials, site managers, and game directors during regular season and NHIAA tournament play.

**Sect. 5: Hazing**

Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. Anything that causes mental anguish or physical discomfort is considered to be classified as hazing. Hazing or harassment practices of students will be disciplined according to School Board policy and will be reported to the police, in accordance with the State of NH Student Hazing Law RSA 631.7. NOTE: The NHIAA encourages all member schools to develop a policy on hazing.

**Sect. 6: Disqualification from an Interscholastic Athletic Event**

A. Any player who is disqualified before, during or after any sanctioned event at the sub-varsity or varsity level, for exhibiting unsportsmanlike conduct, shall not participate in the next scheduled interscholastic athletic event, including NHIAA tournament contests. Any coach who is disqualified before, during or after a game at the sub-varsity or varsity level, for exhibiting unsportsmanlike conduct, shall not participate in the next two scheduled interscholastic athletic event, including NHIAA tournament contests and MUST take the NFHS Teaching and Modeling Course for Disqualified Coaches prior to returning to coach in any capacity, effective 2011-12. Any player or coach who is disqualified from a game and participates in the next scheduled interscholastic athletic event(s), including NHIAA tournament contests, shall cause that school's game(s)/event(s) to be forfeited in the event of a win. In the event of loss(es), the matter will be referred to the Sportsmanship Committee for action. The school may request a hearing with the Executive Director and/or Sportsmanship Committee to explain the circumstances of the situation. The Executive Director, in consultation with the Sportsmanship Committee may modify consequences. It is the coach’s responsibility to promptly notify the school of any disqualification and the school must immediately impose the stated sanctions regardless of when formal notification is received from the NHIAA.

B. A disqualified student athlete must view the “NFHS Sportsmanship” video on the NFHS website under the supervision of a school official prior to returning to game action. A certificate of completion must be filed with the athletic director and reported to the NHIAA effective for the 2012-13 season.

C. If any player or coach receives a second game disqualification during the season, that individual will be required to forfeit any participation in that interscholastic sport, at any level, for the balance of that season.

D. If the game disqualification is administered in the final contest of the season (including tournament play), the penalty shall be carried over in that sport and invoked at the first regular season game the following academic year. If a disqualification is administered to a graduating senior or coach in his final game of coaching for that school, it is the expectation that the school will take immediate and appropriate disciplinary action.

E. Any player who leaves the bench area during an interscholastic athletic event where an altercation is taking place in the playing area shall receive a one-game disqualification for the next scheduled game.

F. \*This rule supersedes the NFHS Ice Hockey penalty rule 4-5 Game Misconduct Penalties. A player or coach who has received a game misconduct penalty for unsportsmanlike conduct shall be immediately removed from the game and the NHIAA Sportsmanship By-Law invoked as stated above.

G. \*Soccer Yellow/Red Card Violations

1. Any team, whose players/coaches receive 4 (four) red cards or a collective total of 12 cards during the regular season, will be ineligible for NHIAA tournament play and have their remaining season games forfeited and their season terminated. The school will be required to attend a hearing with the Soccer Committee.

2. If a player/coach receives his/her third yellow card of the regular or post-season a, one (1) game disqualification will be given.

3. Any team whose players/coaches receive a collective total of five (5) cards in a game will result in immediate termination of the game and result in forfeiture by the offending team. If both teams receive the collective total of five (5) at the same time both teams will receive a forfeiture loss. This will include regular season and tournament play.

4. Game officials must report all yellow and red card infractions to the NHIAA Office via the Arbiter following their games.

5. Athletic Directors are required to report all yellow and red cards via the soccer card report on the NHIAA website.

Notes:

a. An athlete or coach, who receives two (2) yellow cards, resulting in a red card, will only be counted for the red card disqualification.

b. Preseason cards are not counted.

c. Any team scheduled to play against a team that has been disqualified from tournament play will be notified prior to the game.

d. Teams (players/coaches) that qualify for tournament play and during post season play reach a cumulative total of either four (4) red cards or 12 cards will be required to attend a hearing with the Soccer Committee.

e. Any team (member school) attending a hearing with the Soccer Committee may result in a hearing with the Sportsmanship Committee for additional sanctions.

NOTE:

• Any player involved in a fight shall receive a two (2) game suspension for the first offense. A second offense will lead to a disqualification in that sport for the balance of the sports season.

 \* This decision cannot be appealed to the NHIAA Sportsmanship Committee, as it is considered to be a judgment call by a game official

# High School Coach’s Checklist

## Pre-Season

|  |  |
| --- | --- |
|  | Attend Coaches Meeting and Receive Coaches’ Handbook from Athletic Director |
|  | Attend “Meet the Coach” night and provide players and parents with information regarding tryouts and the season. |
|  | Complete all HR paperwork (criminal check, physical, volunteer forms, etc.) |
|  | Verify Coach’s Eligibility: CPR/First Aid, concussion certificate, Coaching course, rules review.  |
|  | Sign Coach’s Handbook acknowledgement sheet and turn in to Athletic Office |
|  | Complete directory information and turn in to Athletic Office |
|  | Complete volunteer information form and turn in to Athletic Office |
|  | Complete Team Emergency Response Plan and turn in to Athletic Office |
|  | Practice and game schedule turned in to Athletic Office |
|  | Double check game schedule, bus, and dismissal times. (Do you need one bus or two?) |
|  | Team rules, expectations, etc turned in to Athletic Office |
|  | Make appointment with the Equipment Manager to secure equipment, medical kit, other necessary items to begin tryouts/practice |
|  | Make appointment with Athletic Director for post-season evaluation meeting. |
|  | Turn in final roster after team is determined – deadline September 2 (September 12 for XC and Unified) |
|  | Contact youth organizational leaders and/or middle school coach to set date for clinics, youth nights, etc. |
|  | Verify eligibility of players – online registration, physical, ImPact tested, academics |
|  | Get emergency contact/medical report for all students. |

## First Day of Tryouts/Practice

|  |  |
| --- | --- |
|  | Student Eligibility: only those on roster provided by athletic office are cleared to participate. |
|  | Review Policies for Hazing, Bullying, Student Athlete Behavioral Expectations and Attendance with students.  |
|  | Review and/or distribute calendar schedule of games/practices to the student athletes |
|  | Review dress code and security information with students. |

## Equipment and Uniforms

|  |  |
| --- | --- |
|  | Make appointment with the Equipment Manager for you and team to meet for uniform distribution prior to picture day. Everyone is expected to attend – including the coaches. |
|  | Schedule an appointment with the Equipment Manager for collection of uniforms and equipment at the conclusion of your season. Again, you and your entire team are expected to do this at the same time. |

## In Season

|  |  |
| --- | --- |
|  | Have emergency contact medical information and medical kit with you at all times. |
|  | Turn in officials authorization payment form in as soon as possible. |
|  | After games/events submit game results to Athletic Coordinator, Athletic Director, and Administrative Assistant. |
|  | After games/events submit game results to media (Nashua Telegraph, Union Leader, WMUR). |
|  | Be sure to inform Athletic Director/Coordinator of any unusual events, injuries (complete an injury report), ejections, parent or student issues, etc. |
|  | Deposit any fundraising money promptly. |
|  | Respond to communication from the Athletic Office promptly. |
|  | Monitor student progress in the classroom. |
|  | Make contact with MS and/or youth teams. Attempt to schedule an event of some kind encouraging connection between the HS and younger student-athletes. (Head Coach) |
|  | Make plans for and complete at least one community service project. |
|  | Check mail box daily |
|  | Check email daily for attendance report and enforce policy. |
|  | Supervise students at all practices and events until they are picked up |

## Post Season

|  |  |
| --- | --- |
|  | Meet with team and equipment manager at scheduled time to return equipment and uniforms |
|  | Provide list of award winners, letter winners, and end of season roster to Athletic Office |
|  | Complete assistant coach, JV, and freshmen coach evaluation forms (Head Coach only) |
|  | Attend Athletics Awards Night |
|  | Meet with Athletic Director |

## Out Of Season

|  |  |
| --- | --- |
|  | Support student-athletes in other sports or activities. |
|  | Plan for conditioning and/or skill development |