**Chapter 1**

**Introduction**

**ConVal High School Interscholastic Athletic Program**

The purpose of this handbook is to aid the ConVal High School coaches in their administrative functions. The standardization of forms and procedures should bring about a more efficient operation of the interscholastic athletic programs.

Each coach should read the contents of this handbook carefully. It will answer many questions related to athletic

policy as established by this department, the administration and the ConVal School Board.

This handbook should be used in conjunction with the Student Handbook that contains expanded

information on many of the topics included in this handbook in particular the school’s discipline policy.

Copies of this handbook are available through the Athletic Director or high school principal. Any questions or

proposed changes to this handbook should be forwarded to the Athletic Director.

**Vision Statement**

ConVal High School recognizes that the athletic program is complimentary to the academic program, and

is where the athletes acquire significant life skills, positive attitudes and competitiveness in preparation for

becoming positive and productive members of our society.

**Mission Statement**

It is our responsibility to provide student athletes the opportunity to participate in a rich variety of sports; to be

coached by knowledgeable and caring individuals; to learn the value of hard work, competition, team play, individual

effort and sportsmanship.

**Objectives**

􀂾 To give the ConVal student body a variety of opportunities to experience the benefits of participation in

athletics and to be meaningfully engaged after school hours.

􀂾 To ensure that student athletes are exposed to positive role models in both coaches and teammates.

􀂾 To maintain a consistency of effort and expectation throughout the entire athletic program.

􀂾 To develop life skills in student athletes including self-discipline, work ethic, motivation, leadership, time

management, sportsmanship, responsibility, self-esteem and an understanding of the relationship between

individual effort and team success.

􀂾 To enhance the possibilities for student athletes to go on to post secondary education.

􀂾 To contribute positively to school spirit and community pride.

􀂾 To help student athletes learn and master the skills and knowledge necessary to competitively engage in the

sport in which they are participating.

􀂾 To teach student athletes the benefits derived and lessons learned from both winning and losing.

**Chapter 2**

**Coaching Roles and Responsibilities**

**Coaching Contract**

Each coach must be appointed by the Athletic Director and Principal and sign a coach's contract prior to assuming coaching responsibilities and activities. The contract is in effect for the duration of the applicable sport’s season. Each coach must also be in compliance with the following:

􀂾 Coach’s Code of Ethics

􀂾 State of NH Coach Certification

􀂾 CPR with AED Certification

􀂾 First Aid Certification

􀂾 Annual Coaches Meeting Rules Review

**Coach’s Code of Ethics**

The Coach’s Code of Ethics is a document that states the athletic program’s expectations for each coach. Each

coach is expected to abide by these ethics. Similar ethics are presented to student athletes and their parents for their

compliance.

**Coaches Meeting**

The Athletic Director conducts a mandatory Coaches Meeting at the beginning of each season. Each

coach must attend the applicable session. The purpose of the meeting is to inform new coaches and

update returning coaches regarding the athletic program. Topics covered include but are not limited to:

**Athletic Program Review**

o Philosophy of the Athletic Department

o Communication Protocol

o School District Policies regarding Athletics

o Medical Supervision

o NHIAA Updates

**Review Coaches Handbook**

**Reinforce Proper Planning**

o Setting Goals

o Season Planning

o Practice Plans

**Communication**

o Team

o Individual

o Parents

o Athletic Administration

**Round Table Topics**

o Mentorship

**Coach Responsibilities**

**Communication:** High School varsity, sub-Varsity and assistant coaches should be communicating openly and freely with each other. All head coaches report directly to the Athletic Director.

**Job Description:** To help participating student athletes achieve a high level of skill, an appreciation for the values

of discipline and sportsmanship, and an increased level of self-esteem.

**Responsibilities:**

1. Have and continuously improve current skills and knowledge of the assigned sport, demonstrate knowledge of

the competition strategies, proper conditioning techniques, effective teaching skills, sound competition

preparation, and prevention and care of injuries.

2. Demonstrate enthusiasm for working with student athletes, athletic and academic staff members, and the sport.

3. Establish discipline that is firm, fair, and consistent, in accordance with school rules and school district policies

and is respectful of student athletes.

4. Effectively communicates with individual student athletes, the team as a whole, with other coaches and faculty,

with parents, with administration, and with the media.

5. Head coaches are expected to conduct at least one pre-season parent’s meeting to discuss team policies, goals,

responsibilities and disciplinary expectations and consequences.

6. Provides direction to:

a. Care for equipment: issue, inventory, cleaning, keys, etc.

b. Work with entire staff.

c. Plan and organize practices.

d. Ensure adherence to district and school procedures, athletic department rules and objectives and School

Board policies.

e. Meet public relations responsibilities.

f. Effectively supervise student athletes, assistant coaches and sub-varsity coaches.

7. Adhere to the Coaches’ Code of Ethics in terms of trustworthiness, respect, responsibility, fairness, caring and

citizenship.

8. Attend all athletic contests and represent the school district in the absence of the principal and Athletic Director.

9. Adhere to the procedures outlined in the Coaches Handbook for Pre-Season, In-Season and End-of-Season

Checklists.

10. Oversee the safety conditions of the facility or areas in which the assigned sport is conducted at all times those

student athletes are present.

11. Notify the Athletic Director of all serious injuries and major discipline problems.

12. Act as a liaison to the Booster Clubs.

13. Attends NHIAA and league meetings relative to rules review, All-State/All Star voting.

14. Maintain individual and team statistics applicable to the sport and provides a copy of the statistics to the Athletic

Director at end of season.

**Pre-season Checklist (to be completed prior to the first contest)**

1. Procure and review the current copy of the NHIAA Policies and Procedures Manual for their sport

from the www.NHIAA.org website.

2. Work with the Athletic Director in scheduling scrimmages.

3. Plan and schedule a regular program of practice in season.

4. Have gathered all equipment needed for practice.

Recommend the purchase of equipment, supplies and uniforms as appropriate.

5. Develop a packet for distribution to parents at the pre-season meeting that contains goals,

expectations, practice and game schedules and any other pertinent information.

6. Call a meeting of all candidates prior to the start of the season for that sport.

7. Coaches must check with the athletic director for academic eligibility.

8. Head coaches must continue to update their roster to the athletic office if there are any changes. All new student athletes must be cleared through the Athletic Director’s office before being issued equipment or practicing.

9. Coaches must review the practice schedule and game schedule weekly and inform the Athletic Office of any discrepancies or changes.

10. Transportation: coaches will submit their desired departure time list to the Athletic Director prior to the start of each season. Any changes in departure times will be communicated via email with Awing@ridesta.com and the Athletic Director.

11. Coaches must report all student athletes’ injuries that require medical attention outside the school

to the Athletic Director.

12. Any problems, concerns or frustrations should be expressed to the Athletic Director only.

**In-Season Checklist**

1. Student athletes are supervised at all times.

2. Student athletes are ready promptly for away games.

3. All injuries are reported to the trainer.

4. All coaches are present at the school at least one-half hour before the departure time for

away games.

5. All coaches and student athletes appear neat and well groomed for all trips.

6. All trips leave as scheduled. Any person(s) not on the bus ready to leave on schedule is to

be left behind.

7. All student athletes must ride to an event on transportation approved by the school.

Coaches have the discretion to release a student to ride home with their parents or legal

guardian from an event providing a signed note is signed by the parent or legal guardian.

8. Report scores of all contests:

 Athletic Director and media by 7AM next school day

9. Coaches must report all student athletes’ injuries that require medical attention outside the

school to the Athletic Director.

10. Disciplinary action involving suspension of a team member must be reported to the Athletic

Director.

11. Coaches must always make student safety the top priority in all situations.

**End-of-Season Checklist**

1. At the close of each season, the coach must list the names of all student athletes who have

satisfactorily completed the season on the awards form. This list must be given to the Athletic Director.

2. All uniforms and equipment must be collected and returned clean to the equipment room and designated sports corral.

3. All keys issued for the season are to be tagged and returned to the Athletic Director.

4. Submit end of season team and individual statistics to the Athletic Director.

5. Sign award certificates prior to the close of season banquet.

6. Schedule an appointment with the Athletic Director for the purpose of evaluation and submit

a report summarizing the season within two weeks of the completion of the season.

7. Inform the team about and promote the end of season banquet. Each Program is to have an end of year celebration.

**Evaluation Process**

All head coaches will be evaluated directly by the Athletic Director. All sub-varsity coaches are evaluated by the head coach. Each head coach scheduling a meeting with the Athletic Director no later than two weeks after the season has ended. Paychecks will be issued when all end of season responsibilities have been met.

**Coach Certifications**

All coaches under contract by the ConVal School District must have current certifications for minimum coaching

skills as well as emergency CPR and First Aid before they begin conducting practices with student athletes. Any

coach hired without these certifications must make arrangements, approved by the Athletic Director, to meet their

certification requirements and must complete the certifications no later than one year after their hire date. The

following certifications are required for any coach employed by the ConVal School District:

􀂾 NHIAA/NFHS Coaches Certifications

􀂾 CPR Certification

􀂾 First Aid Certification

􀂾 Sport-specific Rules Review

**Coach Renewal Nominations and Non-Renewal / Dismissal**

Coaches are under contract for one season. At the end of the contract season the Athletic Director has the discretion

to rehire or not renew a coach for the next season. During the contract season, coaches may be dismissed for

breach of contract or for any behavior that may jeopardize the well-being of a student athlete or the school district.

The Athletic Director is responsible for overseeing the supervision of all coaches with the support of the head

coaches, the Principal and the Superintendent.

**Chapter 3**

**Athletic Department**

The ConVal School District’s Athletic Program is managed and administered by the Athletic Department,

headed by the Athletic Director, and is responsible for the interscholastic athletic teams and co-curricular activities of the High School. The Athletic Department is located in the gymnasium wing at ConVal High School.

The key contacts for the Athletic Department are:

Athletic Director Mark Swasey 924-3869 ext 4654

Administrative Assistant – Athletics Libby Twitchell 924-3869 ext 4653

Athletic Trainer Ange Picard 924-3869 ext 4609

The key school administration contacts are:

Superintendent of Schools Brendon Minnihan 924-3336

High School Principal Brian Pickering 924-3869 ext 3003

All coaches may be contacted through the Administrative Assistant – Athletics.

**Athletic Department Communication Protocol and Issue Resolution**

**Student athlete to Coach:** Coaches are expected to encourage their players to communicate with them early and often with any issues.

**Coach to Student Athlete:** Coaches must communicate their expectations to student athletes and their

parents clearly and consistently in their preseason meetings and throughout the season. It is recommended that coaches document their expectations and provide a copy to student athletes, parents and the Athletic Director’s Office. Coaches should encourage student athletes to approach them first if they have any issues or concerns about their experience on an interscholastic school team. The athletic experience that the ConVal School District provides includes the opportunity for young people to develop communication skills with adults and those in positions of authority.

**Coach to Parent:** Coaches are expected to encourage parents to communicate with them regarding lingering issues after the student-athlete has approached the coach first. Coaches should clearly communicate the following appropriate and inappropriate topics with parents at their preseason meeting and in writing:

**Topics that are appropriate to discuss with parents:**

􀂾 The treatment of their child, mentally and physically

􀂾 Ways to help their child improve individually and as a team member

􀂾 Concerns about their child’s behavior or academic status

**Topics that are not appropriate to discuss with parents:**

􀂾 Playing time

􀂾 Team strategy

􀂾 Play calling

􀂾 Other student athletes

􀂾 Coach’s skill and knowledge of the game

Unresolved issues should be appealed based on the established Communication Protocol.

**Communication Protocol**

1 Player to Coach

2 Parent to Coach

3 Athletic Director

4 Principal or designee

5 Superintendent

6 School Board

**Chapter 3**

**General Discipline Statement**

All student athletes in ConVal High School will abide by school policies and regulations regardless of age, when on school district property or when participating in any school approved activity including field trips and excursions.

The ConVal School Board has adopted a substance abuse policy that is described in both the students’ and teachers’

handbooks. All student athletes are subject to this policy at all times while on school property, at a school sponsored

event or representing the school. Furthermore, all student athletes and their parents are expected to sign and abide by Training standards in order to consistently apply common sense, self-discipline and understanding for the benefit of the Athletic Program.

**Athletic Discipline Rules**

For all athletic teams:

1. Benching of a student athlete by a coach for disciplinary reasons.

􀂾 Benching of a student athlete is interpreted as allowing a player to dress in a uniform for a game but not

being allowed to participate in the game for disciplinary reasons.

􀂾 Prior to the game it is the responsibility of the coach to inform the student athlete of the benching and the

reason.

􀂾 It is the coach’s prerogative to bench a student athlete for one game.

􀂾 If a student athlete is to be benched for more that one game, then the coach must notify the Athletic Director

of the reason and the duration of the benching.

2. Suspension of a student athlete. (Student athlete not dressed for one or more than one game.)

􀂾 A one game suspension is the prerogative of the coach. All suspensions must be reported to the Athletic

Director and to the parents or guardians of the student athlete by the coach, stating the reason(s) and

duration of the suspension.

􀂾 The Athletic Director must approve suspensions of longer than one game.

3. Suspension of a student athlete for the remainder of the season.

􀂾 The coach recommends in writing to the Athletic Director the suspension of a student athlete for an indefinite

period of time and states that facts and reason(s) concerning the recommendation.

􀂾 Written notice of the indefinite suspension will be sent to the parents or guardians by the Principal or their

designee.

The Athletic Director reserves the right to impose suspensions in accordance with NHIAA policy, the ConVal training standards or any behavior deemed detrimental to the athletic department.

**Chapter 4**

**Athletic Associations**

**New Hampshire Interscholastic Athletic Association (NHIAA)**

ConVal High School is an active member of the NHIAA. The basic purpose of the NHIAA, as an organization of

secondary schools, is to serve the interests of, and to act for the member school of the Association in all matters

pertaining to interscholastic athletics. As such matters are delegated by local school boards and Superintendents to

the principal of the school, the NHIAA’s responsibility is directly and immediately to the NHIAA member schools

through their principals.

All contact between member schools and the Association shall be made through the principal of the school, and the

Association shall rely only on decisions made known to it through the principal, and it is specifically understood that

the Association shall have no direct contact with any other administrative officers of the school unless the principal

delegates his authority in writing and such is on file in the NHIAA office.

**NHIAA Handbook**

The NHIAA Handbook is issued yearly and is the reference in which all activities are listed with specific guidelines

regarding player eligibility, non-school competition, requests for eligibility ruling, new programs, protest procedure,

classification of schools, starting and ending dates, tournament requirements and formats, specific playing rules,

game and practice limitations, sports’ officials’ fees, sanctioning procedures for athletic competition, and past record

and championships.

Copies are available online and pertinent information is reviewed at the seasonal coaches meeting. If you have any

questions regarding any aspect of the Association and you do not have a handbook, copies are available in the

offices of the Athletic Director and the principal.

**National Federation**

The NHIAA is a member of the National Federation of High School Athletic Associations whose rules govern the

various sports.

**Federation Rule Books**

Federation rule books are distributed to the Varsity and sub-Varsity coaches. Additional copies may be purchased upon request to Athletic Director.

**Chapter 5**

**Regulations, Procedures and Guidelines**

**Announcements**

Morning announcements should be emailed to Athletic Department prior to 7 A.M. each day. Coaches will report the game scores to the NHIAA.

**Anti-Fraternization Policy – Staff**

All coaches, paid and volunteer, and staff will maintain appropriate relationships with athletes and other high school students. Any broach of this policy is grounds for immediate dismissal.

**Awards and Letters**

Varsity coaches establish the awards and letters criteria for each varsity sport. This criterion is communicated to

student athletes at the beginning of each season. The coach, the Athletic Director and the Principal should discuss

specific cases not meeting the established requirements. Student athletes who do not complete the season because

of disciplinary action or quitting the team are not eligible for an award or letter.

1. **Certificates of Participation** will be awarded to participants who complete their sports seasons.

2. **Varsity Letters** are awarded based on criteria established by the varsity coaches at the beginning of each

season. This criteria includes:

􀂾 Varsity managers who have served loyally for one complete season are eligible for a varsity letter.

􀂾 Student athletes who have been members of the same program for four years are eligible for a varsity letter

in that program.

3. Each Head coach is responsible for planning an end of season celebration for their programs. Coaches may use booster clubs or parent groups to help accomplish this. Each program will have a formal celebration that includes all levels in the program.

**Substance Abuse (Alcohol, Drugs and Tobacco Products)**

Student athletes are forbidden to possess or use illegal drugs, alcohol, or tobacco products while they are a member

of a school interscholastic team. Student athletes agree to abstain from alcohol, illegal drugs and tobacco products

when they sign their Code of Ethics agreement.

Any student athlete determined to be possessing, selling, purchasing, using, or otherwise furnishing or having used

such illegal drugs, alcohol or tobacco products, including smokeless tobacco, by school officials or law enforcement

agencies on school property or at a school sponsored event, shall be suspended from school in accordance with the

school district drug policy found in the student handbook. Furthermore, any student athlete enrolled in the ConVal School District determined to be possessing, selling, purchasing, using, or otherwise furnishing or having used such illegal drugs, alcohol or tobacco products, including smokeless tobacco, by school officials or law enforcement agencies not on school property shall be subject to disciplinary actions. Coaches are forbidden to possess or use illegal drugs and to abstain from the consumption of alcohol and tobacco products, including smokeless tobacco, while on school property, at school-related events or in the presence of student athletes. Coaches violating this agreement are subject to dismissal by the Athletic Director.

**Eligibility for Team Try-outs**

In order to become a member or to try out for an athletic team, the following eligibility requirements must be satisfied.

1. The student athlete must satisfy the eligibility requirements of the NHIAA, ConVal High School and obtain a Golden Ticket.

2. The student athlete and their parent or guardian must register on [www.FamilyID.com](http://www.FamilyID.com) and complete an ImPact baseline test in order to participate in try-outs.

3. Student athletes are required to have passed a physical examination by a medical doctor, and the record of the

examination must be on file with the Athletic Director.

4. Any student athlete who has been suspended for all or part of the tryout period, cannot try out for a team. The

student athlete may request a “special tryout,” if such a request is approved by the principal, Athletic Director and

the student athlete meets all other eligibility requirements. This exception does not apply to a student athlete

suspended under the District’s Substance Abuse policy.

5. Any student athlete deemed by the Principal and Athletic Director whose conduct or character would reflect

discredit upon the school is ineligible.

6. The student athlete must pass three (3) credits of work the previous marking quarter.

7. A student athlete with a prolonged illness or sustained injury must have written permission from a physician to

engage in athletics and clearance from the school’s Athletic Trainer.

Refer to the NHIAA Handbook for additional information.

**Equipment and Supplies**

The varsity coach of each sport is responsible for requesting all the equipment and supplies for that sport. The

Athletic Director will work with the coach to determine the quantity, sizes, colors, approximate price and manufacturer. At the start of the season, the coach will check equipment and give an inventory list to the Athletic Director. No athletic equipment issued to student athletes may be worn in physical education classes or worn outside of practice or game situations unless an exception is made such as for a pep rally, spirit week, etc. Coaches must

instruct their student athletes of this regulation.

**Season Start and End Dates**

The dates for the start of practice, first game, and end of the season for each sport are found in the N.H.I.A.A.

Handbook and are posted in the office of the Athletic Director. Some of these dates change each year and thus should be reviewed annually.

**Injured Players**

The following immediate steps must be taken in caring for an injured student athlete:

1. Notify the trainer

2. Check to see that the injured student athlete is breathing properly.

3. Take the appropriate steps to control any excessive bleeding.

4. Keep the movement of the injured student athlete to a minimum.

5. Keep the injured student athlete as warm as comfortable as possible.

6. Notify the parent or guardian.

7. Apply a cold pack or ice pack immediately to the common athletic injuries (sprains, strains, bruises, and possible

fractures).

8. Take no chances. Call for a doctor or ambulance.

9. Report all injures to the Athletic Director and process the proper forms.

10. If a coach is found to have intentionally not reported an injury to the trainer or Athletic Director they will be dismissed immediately.

**Insurance Policy**

Every participating student athlete must be covered by and provide evidence of medical insurance.

**Officials**

Officials will be hired from the NHIAA’s list of approved officials for all varsity games for that sport.

**Out of Season Programs**

ConVal High School is a member of and follows the rules and regulations of the NHIAA regarding out of season

competition. Please refer to section 16 of the NHIAA Handbook.

The following also apply:

􀂾 Whenever a conflict arises between the high school team practice or competition and an out-of-school or out-of season practice or competition on the same day, the high school team practice or competition must be honored

by the student athlete.

􀂾 All coaches should encourage their players to participate in other sports. The final decision for participation,

however, must rest with the athlete, not with the coach.

􀂾 Coaches involved in out of season programs must not allow student athletes currently in season to participate in

these programs. Professional respect and courtesy should be shown to fellow coaches and their programs.

In order to organize any out of season program, a request must be made to the Athletic Director. This request must

include at least the following:

1. The type of program that is planned.

2. The time(s) and date(s) for the program.

3. The facilities and equipment needed.

4. The provisions for supervision.

No play books or team booklets may be distributed during the off seasons. Out of season workouts cannot be a

requirement for participation in any sport.

**Overnight Trips**

Any trip that includes student-athletes staying overnight requires specific planning and must have the approval of the

Principal and Athletic Director prior to booking the trip. Provisions must be made to provide for adequate supervision throughout the duration of the trip.

**Postponements**

If school is canceled in the ConVal School District all athletic activities for that day are cancelled. This includes all games, practices or other team events.

If a game or practice must be postponed due to weather conditions or any other factor not conducive to good game or

practice conditions, the following procedure should be followed:

1. The home Athletic Director will contact the Athletic Director of the visiting school to determine the time that the

bus is scheduled to leave and a decision will be made by the home Athletic Director at that time.

2. The home Athletic Director will be responsible for contacting officials and offering them a rescheduled date. If

the officials are unable to make the rescheduled date, other acceptable officials will be contacted.

3. If ConVal is the visiting team, the Athletic Director will contact the bus company and cancel the bus and

reschedule the bus for the rescheduled date.

Factors to be considered in postponements are:

􀂾 Playing conditions of the field.

􀂾 Safe travel for opponents.

􀂾 Weather conditions and forecasts.

**Public Relations**

You as the coach must make yourself available to the media for information concerning your sport and the student

athletes who play for you.

The following guidelines are suggested in dealing with the media:

1. Always try to promote athletics and the programs of ConVal High School .

2. Always be positive in your approach. Being negative helps no one.

3. Promote your particular sport. You, more than anyone else, know what you are trying to do, how you hope to

accomplish this, and who will make it possible.

4. Never say anything detrimental about a student athlete, another school, team, or an official. If you can’t say

anything good, remain silent.

5. Encourage your student athletes to support other ConVal High School teams and activities.

6. Establish good relations with the parents or guardians of your student athletes and the Boosters Club. All

parental correspondence should be cleared with the Athletic Director and the Principal.

7. All coaches should give their student athletes the benefit of available publicity.

**Scheduling**

The Athletic Director will schedule all interscholastic athletic contests. Any schedule changes requested by a coach

will be given consideration. No coach is to reschedule an athletic contest without prior approval of the Athletic

Director.

**Scrimmages**

All scrimmages shall be made with the prior approval of the Athletic Director. According to NHIAA regulations, no

team is allowed to have a scrimmage after the date of the first scheduled game. There is an exception made

following the season for those teams who qualify for post-season play.

**Shower and Locker Rooms**

The following will be expected:

1. The in-season sports teams have the priority use of the locker and shower facilities.

2. The coaches’ room is off-limits to unauthorized personnel. This includes all student athletes and team managers

unless invited there for counseling or special instruction.

3. No student is to be given keys to run an errand for a coach.

4. The use of tobacco products by coaches is not allowed in or on school district property.

5. Coaches must be present and provide supervision as long as members of their teams are still present in the

building. If parents are aware of the times that practice ends, they can be expected to be prompt and therefore

cause no more than minor inconveniences. Parents should be aware of the student supervision times, i.e.

student athletes will be supervised for one-half hour after practice, in writing by the coach. A copy of any and all

correspondence must be provided to the Athletic Director and the Principal.

6. The coach, being the last person usually to leave the building or area, must make sure that the following has

been accomplished:

􀂾 All showers are turned off.

􀂾 All lights have been turned off.

􀂾 The locker room and gymnasium are in proper order and neat.

􀂾 All doors and gates are locked including the locker room, coaches’ room, gymnasium, and outside doors.

**Statistics**

Student athletes, individually and as a team, may be recognized for outstanding achievement. This achievement may

be determined through the compilation of statistics that are routinely tracked in their respective sport. Coaches

should identify the statistics to be tracked each season, designate a team statistician, and provide a final tally to the

athletic director at season end. These achievements may be used in consideration for athletic awards and other

recognition.

**Transportation**

All buses will be ordered by the Athletic Director. Coaches are responsible for communicating bus departure times and return times so student athletes may arrange for transportation drop-off and approximate pick-up times. Coaches are not responsible for transporting student athletes to or from events unless approved by the Athletic Director. In the event parent pick-up is delayed and that parent cannot be reached, the coach has the discretion to discuss and arrange for alternate transportation with that student athlete.

It is the responsibility of the coaches to have their teams ready to board the buses at the designated times. Student

athletes not riding on school approved transportation may be ineligible for participation in that event. Coaches must have parental/guardian signature to release a student to ride home with their parents, legal guardian or another designated parent from an event. An athlete wishing to leave with another parent must have pre-approval through the Athletic Director.

The coaches are completely responsible for the conduct and actions of their players on the bus. It is recommended

that a coach sit at the rear of the bus.

Coaches should inspect the bus before and after the game to check for damage and articles that have been left.

**Hazing**

In accordance with New Hampshire State law and ConVal District, all forms of hazing are unacceptable. It is the coach’s responsibility to understand and educate their students athletes on what is and isn’t hazing. All instances of suspected hazing should be reported to the Athletic Director immediately.

**ConVal High School Coach’s Code of Ethics**

***Preface***

We believe that high school competition should be fun but that it must also be a significant part of a sound

educational program. We believe that those who coach student athletes are, first and foremost, teachers who have a

duty to assure that their sports program promote important life skills and the development of good character. We

believe that the essential elements of character building are embodied in the concept of sportsmanship and six core

ethical values: trustworthiness, respect, responsibilities, fairness, caring and good citizenship. We believe further that

the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model

(T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally we believe that sincere

and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well

being of our student athletes. This Code of Ethics applies to all coaches involved in interscholastic sports.

I understand that in my position as coach, I must act in accordance with the following code:

**TRUSTWORTHINESS**

***Trustworthiness***– be worthy of trust in all that I do and teach student athletes the importance of integrity, honesty,

reliability and loyalty.

**• *Integrity***– model high ideals of ethics and sportsmanship and always pursue victory with honor, teach, advocate

and model the importance of honor and good character by doing the right thing even when it’s unpopular or

personally costly.

**• *Honesty***– don’t lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.

• ***Reliability***– fulfill commitments; I will do what I say I will do; be on time.

**• *Loyalty* –** be loyal to my school and team; put the team above my personal glory.

***Primacy of Educational Goals***– be faithful to the educational and character development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional physical and moral well being of athletes above desires and pressures to win.

***Counseling***– be candid with the student athletes and their parents about the likelihood of getting an athletic

scholarship or playing at the professional level. Counsel them about the requirement of many colleges preventing

recruitment of student athletes that do not have serious commitment to their education, the ability to succeed

academically or the character to represent their institution honorably.

***College Recruiters***– be honest and candid with the college recruiters about the character and academic abilities and interest of student athletes.

**RESPECT**

***Respect***– treat all the people with respect all the time and require the same of student athletes.

***Advocates Education***– advocate the importance of education beyond basic athletic eligibility standards.

***Advocates Honor***– prominently discuss the importance of character, ethics and sportsmanship.

***Class***– be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage

student athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in

pre- and post-game rituals.

***Taunting***– don’t engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean

individuals or the sport.

***Respect Officials***– treat contest officials with respect; don’t complain about or argue with official calls of decisions

during or after an athletic event.

***Respect Parents***– treat the parents of student athletes with respect; be clear about your expectations, goals and

policies and maintain open lines of communication.

***Profanity***– don’t engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.

***Positive Coaching***– use positive coaching methods. Refrain from physical or psychological intimidation, verbal

abuse, and conduct that are demeaning to student athletes or others.

***Effort and Teamwork***– encourage student athletes to pursue victory with honor, to think and play as a team, to do

their best and continually improve through personal effort and discipline.

***Professional Relationships***– maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with Student athletes is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student athletes.

**RESPONSIBILITY**

***Life Skills***– always strive to enhance the physical, mental, social and moral development of student athletes and

teach them positive life skills that will help them become well-rounded, successful and socially responsible.

***Good Character*** *– foster the development of good character by teaching, enforcing, advocating and modeling*

*(T.E.A.M.) high standards of ethics and sportsmanship.*

***Role*-*Modeling*** – be worthy role-model, always be mindful of the high visibility and great influence you have as a

teacher-coach.

***Personal Conduct***– refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in from of student athletes or other situations where my conduct could undermine my positive impact as a role model.

***Competence***– strive to improve coaching competence and acquire increasing proficiency in coaching principles and

current strategies, character-building techniques, and first-aid, safety, and CPR.

***Knowledge of Rules***– maintain a thorough knowledge of current game and competition rules and assure that my

student athletes know and understand the rules.

***Positive Environment***– strive to provide a challenging, safe, enjoyable, and successful experience for the athletes by maintaining a sports environment that is physically and emotionally safe.

Safety and Health – be informed about basic first aid principles and the physical capacities and limitations of the age

group coached.

***Unhealthy Substances*** – educate student athletes, about the dangers and prohibit the use of unhealthy and illegal

substances including alcohol, tobacco, and recreational performance enhancing drugs.

***Eating Disorders***– advise student athletes about the dangers of and be vigilant for signs of eating disorders or

unhealthy techniques to gain, lose or maintain weight, and report same to the Athletic Director.

***Physician’s Advice***– seek and follow the advice of the Athletic Trainer when determining whether an injured student

athlete is ready to play.

***Privilege to Compete***– assure that student athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team, and teammates with honor, on and off the field. Require student athletes to consistently exhibit good character and conduct themselves as positive role models.

***Self-Control***– control my ego and emotions; avoid displays of anger and frustration; don’t retaliate.

*Integrity of the Game* – protect the integrity of the game; don’t gamble. Play the game according to the rules.

***Enforcing Rule***– enforce this Code of Ethics consistently in all sports-related activities and venues even when the

consequences are high.

***Protect Athletes***– put the well being of student athletes above other considerations and take appropriate steps to

protect them from inappropriate conduct.

***Improper Commercialism***– be sensitive to and avoid unwholesome commercialism. Make sure any affiliation or

association with a corporate entity is approved by school and district officials.

**FAIRNESS**

***Fair and Open*** – be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be

open-minded and willing to listen and learn.

**CARING**

***Safe Competition*** – put safety and health of all competing above the desire to win.

Caring Environment – consistently demonstrate concern for the student athletes as individuals and encourage them

to look out for one another and think and act as a team.

**CITIZENSHIP**

***Honor the Spirit of Rules*** – observe and require student athletes to observe the spirit and the letter of all rules.

Improper Gamesmanship – promote sportsmanship over gamesmanship; don’t cheat. Resist temptations to gain

competitive advantage through strategies or techniques that violate the rules and/or disrespect the highest traditions

of the sport.