

Poland Regional

Knights

Bruce M. Whittier

Mid-Knights

Coaches Handbook

(August 2009)

ATHLETIC COACHES' MANUAL

Poland Regional High School
Bruce M. Whittier Middle School

Thank you for joining the staff at Poland Regional High School and Bruce M. Whittier Middle School. You have chosen to accept a tremendous responsibility. Through out this manual, the Sports Done Right document, and Poland School's philosophies, you will read about the balance that we wish to extend to our student athlete's lives with respect to co-curricular activities and academics. I do want you to honor this balance. However, I do not wish to sell the athletic program short. The value of athletic participation can be enormous, and we know that the price of success is hard work. What we do with our athletes is very important. The responsibilities and opportunities to impact our kids that are given to you speak to the importance of this position.

The philosophy of the athletic department is to provide a comprehensive, safe, and diverse athletic environment for the student-athletes within the school Community. The athletic program is one of the activities, which provide an opportunity for growth outside the classroom. However, it is our responsibility to remind the student-athletes of their primary reason for attending school, academics.

Poland Regional High School is a member in good standing of the Maine Principals Association (MPA) which serves as the governing body for interscholastic activities of schools within the state of Maine. The purpose of this organization is to promote, develop, direct, protect and regulate amateur athletic relationships among member schools. In addition, the intent of the MPA is to ensure fair play, equal opportunity to compete, provide adequate protection of student-athletes and promote good sportsmanship among contestants, schools, and communities throughout the State. Membership requires abiding by conference schedule, by-laws, rules and regulations.

Poland Regional High School and Bruce M. Whittier Middle School Athletic Program's strive to be competitive and successful. A "win at all costs" attitude will not be tolerated. The purpose of the athletic program is to ensure a positive atmosphere that is conducive to learning. The role of the Coach is to provide student-athletes with the opportunity to learn from their experiences in athletics regardless of the win/loss record. Coaches will strive to develop a winning spirit but must always keep the welfare of the student-athletes first and foremost.

Student-athletes will be selected for the athletic programs based on skill level. Each program is designed to accommodate as many student-athletes as possible and still maintain a safe learning environment. Unfortunately, "cutting" student-athletes from certain programs may become necessary due to various constraints. The levels of competition are described below. It is expected that athletes will not swing across three levels of competition.

Varsity student-athletes are those participants who have achieved the most skill in their respective sports. These student-athletes will compete against schools of similar size and athletic development. The Varsity athletic programs at Poland field the best teams possible with the intent to win.

Junior Varsity student-athletes are those participants that are working to possess the necessary skill to compete at the Varsity level. J.V. student-athletes will compete

against schools with similar athletic ability, for their respective sports. The main objective of the J.V. program is to provide student-athletes with a positive experience prepare student-athletes with the necessary skills and experiences to move onto the next level.

Freshman teams have been renamed within the Western Maine Conference as First Teams. The intent is to provide a team that is comprised

Middle School athletics is restricted to those student-athletes who are in grades 7-8. In some cases 6th graders from Poland Community School will be allowed to participate on Whittier athletic teams. However, a 6th grader will not be allowed to take a playing opportunity away from participants in grades 7-8. Middle School participants will have the opportunity to compete against other schools in the area. The purpose of the middle school athletic program is to teach the basic skills and fundamentals for those student-athletes. The middle school programs will provide student-athletes with the opportunity to prepare for high school competition.

COACHING STAFF DESCRIPTION AND RESPONSIBILITIES

Poland Regional School's Athletic Department Staff is a professional group that takes great pride in the development of our student-athletes. Coaches serve as important role models for our youth. Coaches must work as an extension of the parents and faculty at Poland Regional High School and Bruce M. Whittier Middle School and should be cognizant of their demeanor and actions. To be effective, Coaches must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the Coach. Being respected is much more important than being well liked. Treat the faculty, staff, players and general students with the same honor and respect that you desire to be shown you. Private, firm, fair and consistent discipline must be maintained. The work of the Coach is an integral part of the educational program of the school. The Coach should show a mastery of the principles of education and consequent improvement in teaching and coaching.

Coaches at Poland Regional School's are totally responsible for their designated program! Please understand and adhere to the following responsibilities:

1. The Coach will develop the fundamental skills and ability of student-athletes to safely and credibly represent RSU 16. (The coach will provide proper instruction and training necessary to create skills, techniques, and physical conditioning sufficient to enable each participant to compete safely and competently within the scope of the sport.)
2. The coach will supervise all practices and games in which his/her team is participating and shall supervise the locker room area.
3. The coach will arrange with the Athletic Director for the use of the appropriate facilities, and will inform the AD of the condition of the equipment and facilities.
4. The coach will advertise and promote the sport with in the community.
5. The coach will submit, in writing, a list of specific rules and regulations prior to the beginning of his/her activity.
6. The coach will issue, inventory, maintain, collect, and store all equipment used within the program and be responsible for such equipment issued.

7. It will be the decision of the coach to determine who is qualified for team membership and who shall be cut. Additionally, it will be his/her decision to select members of the team to participate in scheduled events.
8. The coach will provide the Athletic Director with a list of all members at least two weeks prior to the start of the first contest, and again at the end of the season for co-curricular & eligibility purposes.
9. The coach will check the medical and parental permission forms prior to permitting a contestant to practice/play with the team.
10. The coach will report all injuries (fill out form) to the Athletic Director immediately or when impossible within 24 hours of the injury.
11. The coach will adhere to and administer the policies regarding eligibility for co-curricular participation (see form).
12. The coach will maintain the highest standards of conduct and sportsmanship while coaching and will expect all participants to do likewise while representing the school.
13. The coach shall uphold and adhere to the policies approved by the school committee.
14. The coach will at the conclusion of the sport season, provide the Athletic Director and school committee with a summary report of the program including:
 - a) Roster of participants (see form)
 - b) Results of all contests (see form)
 - c) Inventory of all equipment on hand
 - d) Recommendations for future equipment purchases (budget form)
 - e) Recommendations for program development

SPORTSMANSHIP/GAME CONDUCT

All Coaches are reminded that they are professionals who are representing the communities of Poland, Minot, Mechanic Falls, their student-athletes, but also themselves. Taunting of officials, student-athletes, other coaches, or fans will not be tolerated. Poland Regional High School and Bruce M. Whittier Middle School's Coaches pride themselves for their excellent sportsmanship and ethics on an off the courts and playing fields. Lead by example and be a good role model for our student-athletes.

****Sportsmanship Expectations of Coaches****

1. Always set a good example for others to follow by exercising emotional control when under stress.
2. Instruct the players in their sportsmanship responsibilities
3. Discipline those students, who display unsportsmanlike behavior, and if necessary, forfeit their privileges of representing the school.
4. Be a good host to opponents; treat them as guests.
5. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
6. Respect the official's judgment and interpretation of the rules.
7. Publicly shake hands with the officials and opposing coach before and after the contest.
8. Be sensitive to explosive situations; remove a player from a contest

before serious difficulty arises.

****Sportsmanship Guidelines for Student-Athletes****

1. Show respect for the opponent at all times. The opponent should be treated as a guest. Good Sportsmanship is the Golden Rule in action.
2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good Sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand and appreciate the rules. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times, fighting will not be tolerated. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and have the ability to recognize that rational behavior is more important than the desire to win. Good sportsmanship is concerned with the behavior of all involved in the game.
5. Recognize and appreciate the skill in performance regardless of affiliation. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.
6. Students-athletes are subject to team rules. Major infractions may be subject to administrative action such as suspension or even dismissal.

DRUG AND ALCOHOL USE BY STUDENTS

(August 2004)

The Poland Regional High School Committee and the staff of Poland Regional High School support a safe and healthy learning environment, which is free of the detrimental effects of tobacco, drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of tobacco, drugs and alcohol by school-aged youth.

In order to promote the safety, health, and well being of students, the Poland Regional High School Committee endorses a three-pronged approach to address the issue of tobacco, drug and alcohol use; prevention/education, intervention, and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula, and programs to implement this policy.

Note Specific internal school tobacco, drug and alcohol protocols may be more restrictive than this policy statement for school sponsored trips and activities.

INTERVENTION:

The school unit will establish a team approach to intervene with students with tobacco, drug or alcohol problems. All students who violate the substance abuse policy will be referred to our substance abuse counselor. All students will be assisted in addressing their tobacco, drug or alcohol problems and in continuing their educational program.

Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

PROHIBITED CONDUCT:

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, tobacco, or any prescription drug for which the student does not have a valid prescription. Nor shall a student manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

DISCIPLINARY ACTION WITH REGARD TO SUBSTANCE USE:

The administration of the Poland Regional High School may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

If a participant is observed and reported by a Poland Regional High School employee (or there is verification by another authoritative source) as having been in the presence of or used a substance, an immediate fact-finding conference between the participant and the coach/advisor, co-curricular activities director and dean of students will be held.

SPECIFIC CONSEQUENCES FOR VIOLATION BY STUDENTS IN CO-CURRICULAR ACTIVITY:

If a student self-reports this type of behavior to a coach, teacher, co-curricular director or dean of students the consequence will be less for following the school's honor code.

In the presence of "substances": Any student participating in co-curricular activity(s) who knowingly remains in the presence of drugs or alcohol or engaged in prohibited conduct (i.e. at a party) will serve a one-week suspension or a minimum two (2) game suspension. If the student self-reports, the consequence will be a one game suspension.

First Offense for verified substance use: Any student participating in co-curricular activity(s) found to have engaged in any prohibited conduct, may not participate in practice, game or the activity for a period of two weeks (10 school days) or a minimum of three (3) games. A conference will be held to develop an

intervention plan. The school will help in discussing options of resources for the student. If the participant opts not to accept the assistance from the school or outside resources, the student will be ineligible for the remainder of the season.

Second Offense for verified substance use: If a second verified observation/report occurs (during the same season), the participant will be immediately dismissed from the team/activity for the remainder of the season and will forfeit any co-curricular credit. If the second verified observation occurs during a different season, they will be immediately removed from that team/activity as well.

Third Offense for verified substance use: If a third verified observation/report occurs, the participant will be ineligible for competition on any team/activity for a period of one calendar year.

PREVENTION/EDUCATION:

Poland Regional High School will provide students with appropriate information and activities focused on educating students with tobacco, drugs and alcohol and preventing their use. Programs shall teach students that the use of tobacco, drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social, and health consequences of tobacco, drug and alcohol abuse. *Student records concerning such interventions shall be kept confidential as required by state and federal laws.*

MEDICAL PROCEDURE

At the beginning of each school year the student-athletes fill out forms for medical history and permission for emergency medical treatment. These forms will be copied and given to the Coaches to be kept with them at all times. For minor injuries (bruises, cuts, blisters) each team will be assigned a medical kit. Please check your medical kit periodically to see if supplies are plentiful.

A certified athletic trainer/athletic director will be on site for all home events/activities, to take care of injury situations. In the event that an athletic department representative is not there, please use the provided materials and your judgment with injuries to both home and away teams (only treat away teams when they ask for assistance). For away contests, medical kits and ice will be transported with your team. Most schools in the area have certified athletic trainers on staff for injury situations.

In case of a minor emergency (sprains, strains, or dislocations) please contact the Parents, Athletic Trainer, Athletic Director immediately. Use your best judgment with injuries, however when in doubt, over treat. Each team will be provided with ice, cooler, and ice bags and this should be used accordingly.

In case of a major emergency call 911 (998-2361) immediately and contact the Athletic Trainer 807-2519 and Athletic Director 740-4372-cell as soon as possible. Phones are located in the main office and a cell phone in the athletic storage shed.

*Use your best judgment in emergency situations. Remember when in doubt dial 911, it is better to err on the safe side. NOTE: Utilize the parents at our contests; they can be very helpful! Be sure to send a representative to direct emergency personnel.

Medical Procedure Guidelines:

1. Dial 911/ 998-2361(cell phone/main office: parent/student-athlete)
2. Stay with the injured athlete (Coach/parent)
3. Contact the Athletic Trainer/Athletic Director
4. Retrieve medical kit/injury contact information (Coach/S-Athlete)
5. Contact the parents/guardian of injured student-athlete (Coach/AD)
6. Stabilize the situation
7. Wait for emergency personnel and be prepared to direct ambulance to the injury site (Athletic Director, Coach, Parent)

After an injury has occurred the Coach must fill out an injury form, which describes the injury in detail; how the injury occurred, treatment, and who was contacted. The form should be then given to the Athletic Director. Injury forms can be obtained in the Main Office (see form attached).

LOCKER ROOM PROCEDURES

Rules for the student-athlete

1. All student-athletes are required to act appropriately at all times.
2. Locker rooms should be kept as clean as possible.
3. Athletes should launder their clothing at least weekly.
4. No one other than team personnel is allowed in the locker room.
5. No spiked shoes are allowed in the building.

Coaches Responsibilities

1. The Coach should be the first to arrive and the last to leave.
2. Each Coach is responsible for the actions of his/her team members from the time they report to the locker room for a practice to the time they leave the building after a practice or game.
3. The Coach should check the locker room to see that the room is neat and orderly before leaving. Trash is picked up and student equipment and clothes are in lockers.

***The Coach is required to periodically perform a visual screening of the behavior of students while in the locker room to ensure the safety of all students.**

TRANSPORTATION

All team members are expected to travel to and from school-sponsored activities in the bus or in vehicles authorized by RSU 16. Drivers must be adults authorized by the Superintendent or Principal.

In the event that it is necessary for a parent to provide transportation, written permission must be given to the Coach/Athletic Director, in advance or at the site. If after an away game a parent who is in attendance would like to take their child home they may do so with written permission and release by the Coach in advance (see attached form). Players may travel with their parent.

Proper Bus Etiquette: The Coach is completely responsible for the actions of the student-athletes on the bus. The rules governing expected behavior of team members whenever they are transported by bus are as follows:

1. Coaches must be on the bus with student-athletes at all times!
2. No student-athlete may reenter the bus upon arrival to another school. Please bring all belongings to the field/gym.
3. In the event that boys and girls teams are traveling together, the boys will sit on one half of the bus while the girls are seated on the other.
4. No excessive loud singing or noise making.
5. Only radios with headphones are accepted.
6. Remain seated at all times.
7. Eating will be allowed on the bus; potato chips, sunflower seeds or other small/messy items will not be allowed.
8. Water or Gatorade will be allowed, soda is not. No glass bottles or cans shall be used on the bus.
9. No cleats are to be worn on the bus.
10. The bus is to be left clean and litter free.
11. Cell phones may only be used within the last 20 minutes of the trip to call for rides.

*All other bus rules apply.

**Please note that Coaches and team members are continually representing Poland Regional High School and Bruce M. Whittier Middle School's. Behavior in public places should be conducive to the school's honor code pledge.

EQUIPMENT PROCEDURE

All equipment is inventoried and stored in the equipment room for each sports season. Sufficient equipment will be issued to each Coach for the use of his or her respective program. All coaches are responsible for the equipment, which is given to them. The equipment will be locked in the equipment room, in the designated area, each day, after it has been inventoried. Students may help with the day to day distribution of equipment; ultimately it is the coach's responsibility to see that all the equipment utilized is accounted for. ***NOTE*** no students are allowed in the equipment room with out proper supervision (i.e. Coach)! Any lost equipment must be reported to the Athletic Director. The cost for replacement of the item may be deducted from the coach's salary. Storage areas as well as the field house should be kept neat and orderly. These are coaches areas and are not generally open to students.

KEY DISTRIBUTION

All Coaches will be given keys to the equipment room and other rooms if deemed appropriate, prior to the start of each season. Keys must be signed out through the Athletic Director or Administrative assistant. At the end of the season the Coach must return all keys. Coaches will be charged for any lost or non-returned keys.

UNIFORM DISTRIBUTION

The Coach will distribute uniforms before the start of the season and collect them at the end. Uniforms may only be worn for game situations. Athletes may not wear uniforms to practice. Coaches are asked to ensure the safe handling and care of the uniforms and equipment that is distributed. Upon the conclusion of the season coaches will provide a list of missing uniforms to the Athletic Director as part of the end of season meeting.

COACHES ATTENDANCE

It is the expectation of the Athletic Director that all coaches be at each and every practice and game. If there is an extenuating circumstance, you may be excused from the practice or game by the Athletic Director, arrangements must be made in advance for any needed coverage. If you know that you are unable to attend a practice or game, you must notify the Athletic Director as soon as possible. Any missed practices or games with out proper notification will be seen as a failure to honor your commitment to the job.

Punctuality is also an important issue. All of the student-athletes are expected to be on time for each practice and game, so are the Coaches. Positive role-modeling please!

Coaches are also expected to attend all Coaches meetings, Student-athlete-Parent night, and the Sports Awards Ceremony at the end of the season!

STUDENT-ATHLETE ATTENDANCE

Student athletes are expected to be in good standing with classes and administration. Being in school, on time, is important to the PRHS community. Student-athletes with excessive attendance issues may be disciplined. Students accumulating 3 unexcused tardies will receive a 1 hour detention. In addition, all student-athletes are expected to attend each practice and game. The only exception to this rule is excused absences. The **attendance list** can be found in the Main Office each day for the Coaches to check on the status of their athletes. All written excuses must be given to the Coach, with the exception of an absence from school.

Excused Absences: Definition

1. Medical excuse: note from a Doctor is required in this case.
2. Academic commitment: note from a teacher or Dean.
3. Extenuating circumstances: note from parent/guardian.
1. Student-athlete is excused absent from school.

Unexcused Absences: Definition

1. An **unexcused absence** as described by the Athletic Department is: an absence that occurs when there is no written permission to miss practice and the student-athlete has attended school that day. Students who do not have a valid excuse will be reported to the Athletic Director.

2. The Coach in collaboration with the Director of Athletics will deal with frequent unexcused absences. Game suspension and dismissal from the team are possible consequences of abuse of the attendance rule.
3. Student-Athletes must be in school for the entire school day in order to be eligible for competition that day. The only exception would be an excused absence for reasons listed above.
4. If a student-athlete is absent from school, they may not participate in practices or games for that day. If the student-athlete has an excused absence s/he may be allowed to participate in practice or games for that day if arrangements were made in advance with the Director of Athletics for seriously extenuating circumstances. If a student-athlete is absent from school on a Friday, they may participate in a Saturday game at the Coach's discretion.

STUDENT-ATHLETE PICK-UP

Pick-up for student-athletes will be out in front of the School. All student-athletes should have a ride waiting for them at the designated time for the end of practice or from the return of games. If there are any problems with parents being late for pick-up, please notify the Athletic Director and action will be taken to alleviate the problem.

It is the responsibility of the Coach to stay with all of their athletes until they have been picked up from practice or games. If there is a conflict and the Coach cannot stay for a certain reason, arrangements should be made, in advance, with the Athletic Director. **Coaches may cover for one another as long as one Coach stays until all student-athletes have been picked up.*

Coaches may not give rides to student-athletes with out prior written permission from the parent and notification to the Athletic Director or Principal.

STIPEND/CONTRACT INFORMATION

All staff members will receive payment for their services as a Coach. A contracted agreement will be signed prior to the start of your season. Payments will be made at the end of the season. The final check will be given at the end of season meeting with each coach and Athletic Director. Please see the Athletic Director for the actual stipend allotment, as it is different for each level, and sport/activity.

COACHING ATTIRE

All Coaches must remember that they are professionals representing Poland Regional High School and Bruce M. Whittier Middle School. Coaches are an extension of the school and should dress accordingly. Practice attire should consist of shorts, shirts (preferably collared), wind pants, sweatshirts, sneakers. Game attire should be appropriate and consistent with general expectations of your sport.

STUDENT-ATHLETE PRACTICE ATTIRE

STUDENT-ATHLETE PRACTICE ATTIRE

All student-athletes are expected to come to practice with athletic/fitness type clothing on. Any student-athlete who is dressed inappropriately for practice will be asked to change or sit out until proper clothing is worn. Examples other than non-athletic type attire are clothes with negative connotations, alcohol or tobacco, and sexual references. Shirts are expected to be worn at all times. Spaghetti strap tank-tops should not be worn and shorts should be of appropriate length. Additionally, there should be no “shirts vs. skins” at practice for boys’ team, please utilize pennies, as this has title 9 implications.

REPORTING SCORES

Coaches are asked to email scores for away contests to the Athletic Director. Varsity Coaches are also asked to report all scores to the local newspapers (Sun Journal, Portland Press Herald). Coaches may do this by calling the numbers listed below and asking for the sports desk. The sports desk will ask for the score and may ask for some statistics to run a small article or box score so be prepared. Athletes appreciate seeing their name in the paper! Please call as soon as you are able to report scores, this way they can run in the morning paper.

Sun Journal: 1-800-482-0935

Portland Press Herald: 1-800-442-6036

INCLEMENT WEATHER POLICY

In the case of inclement weather on game days please dial extension 600. The co-curricular hotline will be updated periodically to inform all involved on the status of the game. The Athletic Directors of both schools will make a decision on whether or not the game will be played around 1:00 on game day, and as early as possible for Saturday contests. The Coach and Athletic Director will make arrangements for either cancellation of practice or utilization of classroom or gym space and make an announcement by the end of school that day. Gym times will be rotated through out the season to ensure fairness to all teams. Game cancellations will be updated on www.highschoolsports.net

OFFICIALS INFORMATION

All officials are assigned well in advance through the use of an assignor. They are independent contractors. If you have any problems with an official: punctuality, lack of ability, etc. please let the Athletic Director know immediately so the issue can be resolved. Remember that not unlike shortstops, some are more capable than others. Officials will work to do the best job they can.

SCOREKEEPERS/MANAGERS

Each team will be provided with a score book to keep track of scores and statistics for the season. It is recommended that the coach/student-athletes find a manager for the

team early on in the season. If no one is available to do the score book it is the responsibility of someone on the bench to complete this task. NOTE: parents often offer to help if you are in a pinch.

Many times students will ask to be a manager and it will be left up to the Coach to make the final decision on what will best suit their needs. Team managers may receive co-curricular credit for their duties as manager.

ASSESSMENT OF COACHES

All new coaches will be assessed throughout their respective season (See the attached pages for samples of the form to be utilized). Each veteran coach will be evaluated on a two year rotating basis. The purpose of the evaluation process is to ensure that each individual Coach's has the ability to serve the student-athletes at Poland Regional High School and Bruce M. Whittier Middle School successfully. Meetings will be held pre and post season to discuss the individual programs and your personal status as a Coach. When coaches are being assessed the Athletic Director will be present at practices and games over the course of the season. Varsity coaches may also play a role in the assessment of sub varsity level coaches.

PROFESSIONAL DEVELOPMENT

Opportunities for professional development in the area of Coaching is encouraged and strongly recommended. It is of the utmost importance to stay informed and current in your field. Funds are available for Coaching Clinics, CPR/First Aid, and Coaching Classes etc. Please see the Athletic Director for more information regarding professional development.

IMPORTANT INFORMATION/FORMS

*In the pages to follow you will find important information and forms that may need to be copied and or filled out by you the coach or student-athletes and parents. Additionally, the forms are filed on my computer and can be e-mailed upon your request. Please take time to read all of the information provided, as it will help you organize your season and ultimately help in running a smooth and successful athletic program. Thank you in advance for your time and dedication to the athletic programs at Poland Regional High School and Bruce M. Whittier Middle School.

**POLAND REGIONAL HIGH SCHOOL
&
BRUCE M. WHITTIER MIDDLE SCHOOL
COACHES' ELIGIBILITY CONFIRMATION FORM**

*I certify that I have completed the following requirements set forth by the Maine Principals' Association's By-laws related to coaches' eligibility:

1. I have been approved by the local educational agency.
2. I am at least 20 years of age and a high school graduate.
3. I acknowledge that I have read, understand, and agree to comply with the MPA's By-laws, policies and Code of Ethics.
4. I have successfully completed the ASEP "Coaching Principles" program or an equivalent which has been approved by the principal of the school where I coach.
5. I have successfully completed the "Sport First Aid" program or an equivalent, which has been approved by the principal of the school where I coach.
6. I have successfully completed a basic CPR Program.
7. I have been fingerprinted and approved by the state to work in a school.

**Evidence of completion is on file with my principal or his/her designee.

Name (please print):

Signature:

Date: _____ Assignment: _____

Poland Regional High School & Bruce M. Whittier Middle School
Coach's Guidelines
Pre-Season Parents' Meeting

**Promoting good coach-parent relationships are integral part of your team's success; coaches need to understand that they need to interact with parents. A good start is the mandatory coach-parent meeting.*

1. All Coaches are **REQUIRED** to distribute copies and address the following:
 - a. Team Rules
 - b. Criteria for making the squad
 - c. Criteria for earning a letter
 - d. Sportsmanship expectations for athletes, parents and fans

2. Other topics which you may want to address:
 - a. Your coaching philosophy
 - b. Team's style of play
 - c. How practice sessions are conducted, including times and length
 - d. Athlete's expectation of attending practices
 - e. Responsibility for issued uniforms and equipment
 - f. Determinants for the starting line-up and playing time
 - g. Eligibility requirements
 - h. Procedures for reporting and attending to injuries
 - i. How and when to contact coach with concerns or questions
 - j. Explain commonly misunderstood rules of your sport
 - k. Risk involved in playing your sport
 - l. End of season awards plans-recruit parent help at this time if you wish
 - m. Answer questions

3. Helpful hints:
 - a. Try to make your presentation as positive as possible!
 - b. If an issue arises that you can't answer or is problematic, refer to the athletic director.
 - c. Be prepared! Plan what you want to say and how you want to approach the various topics. If you need help please see me.

Poland Regional High School & Whittier Middle School End of Season Coaching Responsibilities

1. Please e-mail me your FINAL roster for each team (TYPED!). From this list I give the students co-curricular credit for the season.
2. Please set a date and time to collect uniforms. Relay the message that if the uniform is not returned they will be charged. Additionally, they will not be given another uniform for any other season until the uniform has been returned. At our end of season meeting you will provide to me names of students with missing uniforms and equipment.
3. Please inventory all of your equipment and return a typed list to me at our year-end meeting (see inventory form). Report specific needs of the program.
4. Please select one "Coaches Award" winner for your team. The award is designed to be defined by you the Coach. It does not have to be your best player; it can be most improved, most dedicated etc. If you would like to give an additional award please see me first so that I can be sure it relates to the mission of our athletic department.
5. Sports Awards Ceremony are mandatory for coaches and student-athletes to attend. Each coach may choose to hold a separate award night or may choose to participate with the athletic department awards night. Closure to your season is important. Remember that this is not a time to dwell on short comings. This should be a time to celebrate the season and leave them wanting to return.
6. Please make an appointment after your season to see me regarding your Coaching Evaluation. Before we meet you should complete your self-evaluation.
7. Please write up and end of the season summary of your team and the season. You should bring this with you at our end of the season meeting.
8. Please turn in a team record form and your score book and or statistics sheets at the year-end meeting.

**POLAND REGIONAL HIGH SCHOOL
&
BRUCE M. WHITTIER MIDDLE SCHOOL
COACHES SELF-EVALUATION**

1. Describe two examples of your best coaching/teaching this season.
 - a.

 - b.

2. Share with me 2 strengths and 2 weaknesses in your coaching this season.

Strengths:

 - a.

 - b.

Weaknesses:

 - a.

 - b.

3. List 3 goals in which you would like to improve upon as a coach for next season.

4. Tell me what professional development opportunities you plan to take advantage of before the start of next season.

5. Tell me specifically what you have learned as a coach over the course of this season.

**Poland Regional High School
Bruce M. Whittier Middle School
Sports Program Feedback Form**

Coach: _____
 School: _____
 Sport: _____
 Level: _____

(Freshman, Junior Varsity, Varsity)

Classifications: 1-Definate Weakness 4-Effective
 2-Requires Improvement 5-Outstanding
 3-Average N/O-Not Observed

A. LEADERSHIP

1. Care of equipment	1	2	3	4	5
N/O					
2. Organization of practices	1	2	3	4	5
N/O					
3. Organization of staff	1	2	3	4	5
N/O					
a. communication with assistants	1	2	3	4	5
N/O					
b. guidance/oversight of asst. coaches	1	2	3	4	5
N/O					
4. Adherence to district and school philosophies	1	2	3	4	5
N/O					
(eligibility, inventory, budgets, rosters,)					
5. Consistently enforces team rules/expectations	1	2	3	4	5
N/O					
6. Public relations	1	2	3	4	5
N/O					
7. Supervision	1	2	3	4	5
N/O					
8. Supervision of student-athletes	1	2	3	4	5
N/O					

B. SKILLS

1. Knowledge of fundamentals	1	2	3	4	5
N/O					
2. Presentation/teaching of fundamentals	1	2	3	4	5
N/O					
3. Proper Conditioning	1	2	3	4	5
N/O					
4. Game preparation	1	2	3	4	5
N/O					
5. Knowledge of game strategies	1	2	3	4	5
N/O					
6. Prevention and care of injuries (follow-up)	1	2	3	4	5
N/O					

C. RELATIONSHIPS

1. Enthusiasm					
a. for working with student-athletes	1	2	3	4	5
N/O					

b. for working with staff (support of other programs) N/O	1	2	3	4	5
c. for working with academic staff N/O	1	2	3	4	5
d. for the sport itself N/O	1	2	3	4	5
2. Discipline					
a. firm but fair N/O	1	2	3	4	5
b. consistent N/O	1	2	3	4	5
3. Communication with players					
a. individually N/O	1	2	3	4	5
b. as a team N/O	1	2	3	4	5
4. Communication with parents N/O	1	2	3	4	5
D. PERFORMANCE					
1. Appearance of team during competition N/O	1	2	3	4	5
2. Execution of team during competition N/O	1	2	3	4	5
3. Attitude and conduct of team N/O	1	2	3	4	5
4. Conduct of coach during practice N/O	1	2	3	4	5
5. Sportsmanship exhibited by coach N/O	1	2	3	4	5

E. **ADDITIONAL COMMENTS:** (Feel free to use the back of this sheet.)

**POLAND REGIONAL HIGH SCHOOL
BRUCE M. WHITTIER MIDDLE SCHOOL
INJURY REPORT FORM**

Date: _____ **Time of Accident:** _____

Name: _____ **Phone Number:** _____

Address:

Place of Accident: _____

Nature of Injury:

Part of Body Injured:

Description of the Injury:

What was the source of the injury?

What protective equipment was worn?

Immediate action taken:

Call parent. Time of call:

Call Athletic Director: Time of call:

Corrective action taken or recommended to prevent future incidents:

Comments/Remarks:

Signature of Coach: _____ **Date:** _____

Knight's Pride **Poland Regional High School Booster Club**

Policy for Allocation of Funds

I. Purpose and philosophy

- The primary purpose of the Knight's Pride Booster Club is to provide support to those students participating in co-curricular activities at Poland Regional High School (Bylaws 1999)
- We believe all students, parents and the community benefit from participation in co-curricular activities and that it is critical to the success of the High School. (Bylaws 1999)
- Distribution and use of the funds will be determined by a majority vote of the Board of Directors and members present at the meeting . (Bylaws 1999)
- It is the purpose of the Booster Club to supplement funding of extra needs of co-curricular activities, not to replace appropriate funding in the school budget.
- We believe that members of all co-curricular activities need to assist in fund raising events during the school year.
- We believe that whenever possible we need to balance funding between all school sponsored co-curricular activities.

II. Guidelines for allocation of funds by the Board of Directors

We will give *priority* for funding requests that:

- Impact the most students possible
- Are for durable, reusable goods and equipment
- Are items being used/for students
- We will consider other special circumstances brought forward by the Director of Athletics or the Director of Co-Curricular Activities.

III. Procedure for requesting and approving funds

- The Co-curricular leader/coach completes the top portion of the Requests for Funds form, which outlines purpose and amount of request.
- The leader/coach submits the request form to the Director overseeing the activity.
- The Athletic or Co-Curricular Director will review the request and make a recommendation to the Boosters. This allows the Director to prioritize requests within the larger picture and total budget.
- The form is given to the Allocation Chair for review and discussion.
- The Allocation chair will bring the request to the next Booster Club meeting for discussion and vote. Co-curricular leaders/coaches are welcome to attend the meeting and discuss the request in person. If the request needs to be acted upon before the next meeting the Allocations chair will poll the Board of Directors by phone.
- The Athletic or Co-Curricular Director will be notified of the decision.
- The Athletic or Co-Curricular Director will notify the coach or leader of the decision.
- The Booster Club will issue a check to the vendor or to the school for the approved amount

September 2002

/Users/teacher/Downloads/Coaches Handbook-1.doc

Knight's Pride Booster Club
Poland Regional High School

Request for Funds

1 Coach/Leader

Date:	Date funds needed by:
Co-Curricular Activity requesting funds:	
Name of Coach/Leader of Activity:	
Amount Requested: \$	
Item being requested:	
How many students will benefit from this request?	
Is the request for durable, reusable goods? Y/N	
Is the request for items to be used by/for students? Y/N	
Any additional information you think we should know about the request?	

2. Director of Athletics/ Director of Co-Curricular Activities

Please rank this request for the booster club

Excellent/need to fund->->->Okay/Fund as able=>->->Nice but not necessary
(Circle) 1 2 3 4 5

notes:

Please forward to Allocations Chair

3. Booster Club

Date request received:	
Prior history of funding from Booster Club:	
Does request meet guidelines for funding?	
Amount funded:	Check no.: Date sent:
Director notified:	Coach/Leader notified:
Date:	Date:

**POLAND REGIONAL HIGH SCHOOL &
BRUCE WHITTIER MIDDLE SCHOOL
FACILITY USE REQUEST FORM**

Please Print or type clearly & fill out all requested information.

NAME OF PERSON REQUESTING ROOM: _____ PHONE # _____
FAX # _____

(THIS PERSON WILL BE RESPONSIBLE FOR THE USE OF THE ROOM AND WILL BE CONTACTED IN THE EVENT OF ANY PROBLEMS)

NAME OF ORGANIZATION: _____

NAME OF FUNCTION: EXAMPLE DANCE, MEETING, ETC. _____

DATE(S) REQUESTED: _____ AND _____
(DATE CHANGES ARE DISCOURAGED DUE TO THE OVERWHELMING AMOUNT OF REQUESTS FOR BUILDING USE)

TIMES REQUESTED: START _____ FINISH _____
2ND DATE: START _____ FINISH _____

ROOMS REQUESTED: _____ (PLEASE LIST 2 CHOICES)

NUMBER OF INDIVIDUALS EXPECTED TO BE USING THE FACILITIES: _____

NUMBER OF CHAIRS: _____ NUMBER OF TABLES: _____

WILL THERE BE FOOD SERVED: _____

SPECIAL EQUIPMENT NEEDED: _____

SPECIAL REQUEST FOR ROOM ARRANGEMENT. PLEASE WRITE A BRIEF DESCRIPTION AND INCLUDE A SKETCH BELOW:

******PEANUT/NUT PRODUCTS ARE *NOT* TO BE SERVED OR CONSUMED IN THE BUILDING BY OUTSIDE GROUPS. PLEASE BE SURE THAT YOUR GUESTS UNDERSTAND THIS POLICY! IT IS YOUR RESPONSIBILITY THAT THIS INFORMATION IS COMMUNICATED TO THE NON-STAFF AND STUDENT PARTICIPANTS IN YOUR GROUP. (Further information regarding this policy is available upon request)******

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE USE OF THE ROOM, UNDERSTAND THE POLICIES RELATED TO THE USE OF THIS FACILITY AND WILL BE CONTACTED IN THE EVENT OF ANY PROBLEMS.

SIGNATURE: _____ DATE: _____

PRHS/BWMS Calendar Comm. SIGNATURE: _____ DATE: _____

For Office Use Only:

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