HAVERHILL

COOPERATIVE

SCHOOL DISTRICT

K-12 ATHLETIC PROGRAM
Winning is for a Day: Sportsmanship and ethics are for a lifetime.

You make the difference!

Submitted by: Michael Ackerman & Lori Taylor

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Haverhill Cooperative School District Mission Statement for Athletics

The mission of the Haverhill Cooperative School District athletic program is to provide all athletes with a quality athletic experience which stresses the following lessons on how to:

♦ develop new skills
♦ work toward a goal
♦ participate
♦ cooperate
♦ compete
♦ win and lose
♦ develop self-discipline
♦ sacrifice

Whether or not our teams win or lose in athletic events, it is the goal of this athletic program that through participation our athletes will realize success and that every athlete will understand the value of sportsmanship.

Every parent of a student athlete in Haverhill Cooperative School District will read and support the district's Athletic Policies and Mission Statement if they wish their child to participate.

Haverhill Cooperative School District Athletic Procedures

The Haverhill Cooperative School District provides a developmentally appropriate and sequential athletic program for students K-12. Athletic programs at each level are designed to prepare athletes for successful participation at subsequent levels in various sports offered by the school district.

Woodsville High School is a member of the New Hampshire Interscholastic Athletic Association (NHIAA), which is the state governing body for high school athletics. Woodsville High School must follow their policies and guidelines in our high school athletic program. For each sport they have a list of guidelines to follow, which are:
Date schedules are due to the NHIAA office
Date of first practice
Date of first game
Last day to play
Limit of games per week
Limit of games per season
Last date to schedule
Play-off schedule

Haverhill Cooperative Middle School and Woodsville Elementary School athletic programs support in practice the guidelines of the NHIAA. Coaches are to promote teamwork, cooperation and athletes' personal pride. It will be the responsibility of coaches at the middle school level to ensure that each athlete plays a compensatory amount of time. Neither the athletes' ability nor the team score will influence his/her responsibility to meet this guideline. It is the responsibility of the students to attend and participate in practice sessions if they wish to participate in team play.

The scheduling dates are set each year and some are changed from year to year. WHS must follow NHIAA dates in our scheduling procedures. Middle School schedules should be started at least one week after Varsity schedules whenever possible.

Game schedules will be set as appropriate, taking into consideration the age of the athletes and the sport. The following is the number of recommended season games:

- Soccer - Varsity/Junior Varsity 16; Middle School 1 4
- Track and Field - Varsity 8
- Boys and Girls Basketball - Varsity and Junior Varsity 18; Middle School 1 4
- Alpine Ski Team - 8 meets
- Baseball and Softball - Varsity and Junior Varsity 16; Middle School 1 2
- Golf — Varsity 1 0

Recommended maximum practice time is 2 hours

No practices or games should be conducted on Sundays (except tournament games) and very few Saturdays except for such reasons as state tournament games, practice right before games, make-up practices because of rain or snow days, or because of gym availability problems, etc.

All coaches are responsible for supervision of their athletes at all practices and games. This includes bus trips, locker rooms, during and after practices and games, etc. The coach will make sure that lights are shut off, check locker rooms, and shut windows and lock doors after athletic events.
It is the policy of Haverhill Cooperative School District that athletic teams grades 4 - 12 will be composed based on the ability of athletes, as determined by coaches and the Athletic Director, and numbers of students participating in the sport.

Haverhill School District K - 12 Athletic Programs

SOCCER

Grades K, 1, 2, 3 WES Volunteer recreational program with endorsement of school district.

Grades 4, 5, 6 - HCMS
One 4th grade Co-Ed team - no tryouts, no cuts
Boys' and girls' 5th & 6th grade teams (according to gender & interest)
Physicals are recommended
No school transportation
No academic eligibility

Grades 7 & 8 - HCMS
Boys' and girls' team (according to gender & interest) Physicals are required.
Transportation is provided. Academic eligibility is required.

SOCCER (continued)

Grades 9 - 12 WHS
Junior Varsity Boys & Girls no cuts
Varsity Boys & Girls tryouts
Practices alternate between Woodsville High School (WHS), the Woodsville Community Field. Physicals required and academic eligibility for grades 9 - 12

**TRACK AND FIELD**

**Grades 9 -12**
Practice held at Woodsville High School

Physicals required, academic eligibility, no tryouts, no cuts

**Grades 5-8**
Practice held at HCMS

Physicals & academic eligibility are required for 7th & 8th athletes

Transportation is provided.

**BASKETBALL**

**Grades 1, 2, 3, 4**
Haverhill Recreation sponsored program

**Grades 5 & 6**
Boys' and girls' team (according to gender & interest)

Physicals not required.

No school transportation.

No academic eligibility.

**Grades 7 & 8**
Boys' and girls' teams (according to gender & interest)

Physicals are required.

Transportation is provided.

Academic eligibility is required.

**SKIING, ALPINE**

**Grades 7&8**

Must demonstrate racing qualities. Practice with WHS on Sunday

Travel with WHS on Friday
Selected for team by WHS coach

Physicals required, academic eligibility

**GRADES 9 – 12**

Must demonstrate racing qualities.

Practice on Sunday, Competitions on Friday

**ALL PRACTICES HELD ON SUNDAY AT CANNON MOUNTAIN**

**BASEBALL & SOFTBALL**

**GRADES 1 THRU 6**

Recreational League according to precinct or township; T-Ball, Minor League, Major League

Physicals not required. No academic eligibility.

**GRADES 7 & 8**

Boys' and girls' teams (according to gender & interest)

No cuts

Physicals are required.

Transportation is provided.

Academic eligibility is required.

**GRADES 9 - 12**

Junior Varsity        Boys & Girls        Numbers vary, No cuts

Varsity                Boys & Girls    tryouts, 15 - 18 players maximum

**GOLF**

**GRADES 9-12**

Varsity, no cuts

Physicals are required.

Transportation is provided.

Academic eligibility is required
SCHEDULING

High School Athletic Director schedules all high school games and referees for all sports. The HCMS Athletic Director schedules all games and referees at Haverhill Cooperative Middle School for the 4th through 8th grade teams.

Both Athletic Directors send their schedules to the transportation contractor. Since there is no school transportation provided for 4th -6th grade teams, no schedules are sent. Changes due to cancellations during the season are worked through the Athletic Director and the transportation contractor. Transportation bills are sent to the appropriate school to verify payment.

Haverhill Cooperative School District Coaches Guidelines

The following guidelines are written to assist all coaches in carrying out their duties and responsibilities.

Athletics are an important part of the total school curriculum and we, as coaches, are role models who should be stressing and providing lessons in sportsmanship, leadership, teamwork, and respect for others. Each coach will be familiar with all local, state, and national rules and policies pertaining to his/her sport. The coach should read this set of guidelines and should review the WHS and HCMS student handbooks, the NHIAA handbook, and the national handbook governing his/her sport.

The following is a list of forms and papers that your athletes must have completed and must be on file at the start of a sports season and things that you as a coach should be aware of.

1. **Rosters**: Fill out and return to the athletic director as soon as your teams are chosen.

2. **Eligibility Requirements**: Check the status of all your athletes:
   a. **Consent for Participation Form**: The athlete is responsible for having his/her parents complete this form. This form updates the athlete's physical condition, has the parent's permission to participate at the bottom which also states they have also read the concussion form and also contains medical insurance information. This form is good for all year and is on file in the athletic director’s office.
   b. **Athletic Exams**: Any student in grades 7 through 12 who participates in interscholastic athletics, shall have a physical examination by a licensed medical provider annually and the record must be provided to the school to be kept on file in the nurse’s office.
   c. It is the coach’s responsibility to check on physicals, and consent for participation forms with the school nurse/athletic director and to be aware of any medical conditions that allow the athlete to participate, but need to be given special attention. The athlete’s parents and physician must provide all necessary information to enable the coach to recognize the need for, and to administer or supervise the administration by the
athlete, of any medications which may be necessary. (Example: bee sting kit, asthma inhaler, etc.).

d. Coaches should be aware of each athlete's health concerns and have appropriate supplies at all practices and games.

i. **Grades WHS**: Each athlete must have passing grades in at least three classes of work from the previous marking period to be eligible and each athlete cannot be failing more than one class. Grade checks take place every Monday starting the 4th week of the ¼. Any athlete who does not meet the above stated requirements for eligibility will be removed from their team until the next Mondays grade check.

ii. **Grades HCMS**: Each athlete can have no more than one failing grade from the previous marking period to be eligible. The athlete may become eligible again at the end of the marking period if s/he has passing grades.

iii. **Four-year Rule WHS**: Each athlete has only four consecutive years ( 8 semesters ) of eligibility beginning with the 9th grade year, and is not eligible if he/she reaches age 19 before September 1 of that school year.

e. **Letters WHS**: Each athlete who completes an entire season in a varsity sport will receive a varsity letter. After receiving a letter the athlete then receives pins in all sports to be displayed on the letter. Junior 10Varsity players will receive certificates. Players competing on both the Junior Varsity and Varsity levels must be on the varsity level for at least 50% of the season to receive a varsity letter. Less than 50% would qualify that athlete for a varsity certificate as well as a Junior Varsity certificate. If an athlete fails to earn a letter, it is the coach's responsibility to inform the athlete at the end of his/her season that he/she will not be receiving a letter and explain the reason why.

3. **Accident Reports**: Forms are available in the school office and at the nurse's station. They should be filled out in duplicate by the coach for each injury that occurs to athletes, and then given to the school nurse.

4. **Coaching Responsibilities**:

   a) Review all training rules with your team at the start of the season as stated in the student handbook.

   b) Check showers, turn off lights, and lock the building after practices and when returning from away games. All students should be out of the building at this time.

   c) Stress appropriate dress, including no blue jeans on away trips. Stress appropriate behavior at all times.
d) Stress and reinforce positive lifestyle choices related to sleep; nutrition; training; and alcohol, tobacco, and other drugs. (One 60 minute message is not as effective as 60, 1 minute messages.)

e) Supervision: The coach is responsible for the supervision of his/her team during practice, at games, in the locker rooms, and during travel to and from all athletic contests. In cases where the coach is a different gender from the players, he/she should make every effort to never be alone with an athlete. For any locker room meetings, he/she should work out a system for entering the locker room after getting an OK from a team member or manager.

f) The coach is responsible for keeping the media and NHIAA informed of all game results.

g) The coach is responsible for passing out and collecting all uniforms and equipment. If a player loses or destroys any uniforms and/or equipment, then he/she must pay for those items, and may also face disciplinary action.

5. Important NHIAA rules that haven’t already been covered:

   a) Athletes may compete in outside competition and on a school team in that same sport during the NHIAA sport season. Priority must be given to the school team.

   b) Athletes cannot receive any type of awards other than NHIAA medals for athletic participation unless the award has been approved by the NHIAA. Any type of financial remuneration is also illegal.

6. School policies and extracurricular activity rules that haven’t already been covered:

   **Drugs/Alcohol/Tobacco Policy for Student Athletes**

   It has been proven that alcohol, tobacco, non-physician prescribed narcotics and other drugs are addicting, and dangerous. In addition, the use of such products have a direct effect on skill development, fitness level, and overall athletic performance. Therefore, student athletes will not be in the presence of, have possession of, use, abuse, or sell alcoholic beverages, tobacco products, or other illegal drugs.

   **Application of Policy for those in The Presence of:**

   The following is from the NHIAA Life of an Athlete Program Standards:

   If a student athlete attends a party/gathering where alcohol or drugs are being illegally dispensed, the student athlete must leave the party/gathering IMMEDIATELY. Expected behavior if student athletes are involved in this situation:

   A. Report attendance to a coach or administrator before the end of the next school day.

   B. Take as many other student athletes with him or her as possible.
If we allow student athletes to be present in this illegal environment, we promote and allow the possibility for them to be involved in illegal activities and can assume some will partake in these substances.

ID the Source

Student Athletes Who Host the Most Initiative (NHIAA LOA):

There shall be greater consequences for any Student Athlete who organizes, facilitates, promotes, or host any gathering or social event where alcohol or drugs were available or use has occurred. The penalty will be at a minimum of double the first violation.

Team Leaders/Captains

Student Athletes representing their team as Team Captains or in leadership roles will be held to a higher standard. They have been chosen by their team to represent the team on and off the field and to be a role model, and example of the finest WHS Student Athletes. Student Athletes in a leadership role, found in violation of the Code, will face greater consequences (Tier II or Tier III) for first-violation. Captains and team leaders must understand the great responsibility which comes with the position and fill the role to the highest standards.

Application of Woodsville High School Expectations for Student Athletes.

A. Scope of Expectations: The WHS Expectation Code will apply to all students participating in school sponsored athletics. The Code will apply for one calendar year and become effective from the date of the most recent signature. The code will be in effect at all times and locations as well. Violation of the Expectations will result in penalties outlined in the WHS Expectations and as determined by the Coach, Athletic Director, and Administration.

B. Penalties: Student Athletes penalized for violations of the Expectations will be suspended for a percentage of the season, using a tiered system. The percentage is used as opposed to a number of set games, due to the fact some seasons having varying lengths. Penalties will also carry over to the post season or following season.

Tiered Penalty System:

1. First Violation or Substance Abuse - Tier 1: will result in suspension from athletic contest for at least 40% of the season. The suspension may be reduced to 20% of the season IF THE STUDENT ATHLETE/PARENT AGREE TO THE FOLLOWING:

   ● Student Athlete will be evaluated by school approved, certified substance abuse counselor within the first two weeks of the violation.
● Both the Student Athlete AND Parent follow the prescribed treatment/plan recommended by the counselor and prove is provided.

● Upon discovery of a violation, the student athlete must be truthful, provide accurate information, and fully cooperate with Coaches, Athletic Director or Administration.

● Student athletes serving suspensions will be allowed to participate in team activities. Athletes should attend practices, team functions, and games in a supportive role. Having the student athletes remained involved will hopefully provide needed support, maintain fitness levels and keep current with team strategies and tactics.

2. **Second Violation for Substance Abuse- Tier II**: The second violation may result in suspension of up to 100% of the season and the student athlete AND parent will participate in a school approved substance abuse program.

3. **Third Violation for Substance Abuse - Tier III**: The third violation will result in a suspension from all athletic contest for a total of one school year (180 days for date of third offense) and will carry onto the following school year.

4. **Rejoining the Team**: 

   ● Upon completion of the suspension and treatment program; the student athlete must display sincere and genuine remorse for their actions. They will address their team and admit to their mistakes and recommit to the team by resigning the WHS Expectations in the presence of their team and coaches.

**Alcohol Tobacco, and Drug Possession on School Property:**

Student Athletes must respect school-property and activities. Schools and all properties associated with the school (buses, practices, fields etc.) are Drug-Free Zones”. The following violation will result in a **TIER II violation**: 

A. Students Athletes who are in possession of, or use **ILLEGAL DRUGS** on school property, or in a school activity or sponsored event, including transport to and from any contest.

B. Student Athletes who participate in a contest or practice session while under the influence of an illegal substance.

C. Distribute, dispense or sell any such drugs to other students or student athletes.

The above violations are covered by the following NH State laws: underage tobacco use (RSA 126-K:6), underage alcohol use (RSA 179:10 & RSA 179:10-a) and the use of controlled drugs (RSA318-B:2) and use of marijuana (even therapeutic) on school property) RSA (126-X:3).
Any cyber image (photo or video) that implicates presence or use of alcohol and/or drugs shall be investigated by administration the above listed policy and the schools bullying/hazing policies which deal with online events.

Pre-season meetings for the athlete and at least one parent/guardian are mandatory before the student-athlete is allowed to begin practice or compete in any games. The meetings are to impress upon all stakeholders, that by signing the code (consent form) an individual indicates they have KNOWLEDGE, UNDERSTANDING, AND AGREEMENT to all the standards set forth for the privilege of being involved in the athletic program. All stakeholders must sign the Code of Conduct together. At the pre-season meeting coaches and athletes discuss their expectations for the team, define “success” and set goals for individuals and teams for the season ahead and communicate those expectations to the parents. The athletic director and ALC members will run this event.

All athletes must ride to and from all games on the team bus. The only deviation from this rule is extenuating circumstances, which must be stated on a written note and approved by the administration 1 day prior to the trip or done by email. The coach will be notified by email or a signed note of the approval.

All athletes must be in school by 9:50 to be eligible to participate in an athletic event, practice, or extracurricular activity. The Principal may waive this attendance policy for appropriate and/or extenuating circumstances. Such request should be made prior to a student’s absence, except in emergencies.

Scrimmages: A driver who uses their own vehicle must have a copy of insurance with $100/300,000 coverage on file in the school office. All drivers must be 21 years or older.

Whenever school is canceled due to poor driving conditions, all practices and games are also canceled that day.

On bus trips all girls and boys should be sitting only with members of the same sex.

For any serious injuries the injured athlete should remain motionless, an ambulance should be called, and a doctor should make a diagnosis, not the coach or any untrained personnel. However, while waiting for an ambulance, all appropriate first aid techniques should be employed. Coaches need to report the accident to the school nurse and will need to fill out an accident report in a timely manner and give it to the nurse.

Athletes are expected to be at all practices and games. Any absences must be discussed and approved by the coach in advance with the exception of illness. Upon the third unexcused absence from the practice or game, that player will be suspended from the team.

7. Coaches Associations (for High School Coaches only) : It is important for all coaches to join state and national coaches associations to ensure that our athletes are recognized on all-state
and all-star teams and gain the recognition that they deserve. Money is budgeted each year to join these associations.

8. **Medical Insurance:** It is mandatory that all athletes are covered by health insurance. All coaches should check athletic consent forms of their athletes to see make sure athletes don’t participate until they are covered by insurance.

9. **Communication:** If a problem or situation occurs during a practice or game, the Athletic Director should be called immediately following the event so that the problem can be dealt with in the most appropriate manner.

**HCMS Coaching Guidelines Checklist**

**MEDICAL**

➢ Every coach will have a medical kit issued.

➢ Fill out an Accident Report Form within 24 hours of any injury and inform the Athletic Director.

➢ Require a Doctor's note for all injuries stating any conditions to continue to participate.

**PRACTICE AND GAME SCHEDULE**

➢ Follow schedule.

➢ Start and end practices on time.

➢ Establish and enforce your rules and be consistent.

➢ Ensure that all areas are clean (benches, locker rooms, buses, etc.) before leaving.

➢ Any changes in practice times should be given in writing to the players and Athletic Director.

**GENERAL**

➢ Keep accountability of all equipment; lock up when not supervised.

➢ Keep office clean.

➢ Find adult who will run the score clock at home games.
When appropriate, encourage students to go home after school and then come back for practice and/or games. Students must stay outside or in designated room if staying for practice.

Remind students that they will not be allowed back into the main part of school after practice.

Uniforms will be issued before the first game.

All persons transporting players to and from games must submit a copy of their insurance coverage to the office to be kept on file.

Games for basketball tournament (BMU, Oxbow & Hanover etc.) will not have school sponsored transportation.

Please require students to stay off the gym floor with street shoes.

Designate a player to hand in to the office a brief outcome of each game.

**WHS Coaching Guidelines Checklist**

**ELIGIBILITY REQUIREMENTS**

- **Parent's permission** - Each athlete must have a parent's permission form on file in the AD office. This permission is good for the entire school year.

- **Physicals** - Every athlete must have a physical every year. Physicals must be completed before athletes can practice or play in a game. The school nurse has a list of athletes who have physicals on file.

- **Grades** - Each athlete must have passing grades in at least four (4) units of work from the previous marking period and not be failing more than one class to be eligible to participate. Weekly grade checks can take away an athlete's eligibility during the marking period.

- **Four-year Rule** - Each athlete has only four (4) years of eligibility beyond the 8th grade and age-wise is not eligible if he/she reaches 19 before September 1 of that school year.

**COACHING RESPONSIBILITIES**

- Complete rosters and return to the Athletic Director as soon as your teams are chosen.
  - Review all training rules with your team as stated in the Student Handbook at the beginning of each season.

- Follow all NHIAA rules as stated in the NHIAA handbook.

- Stress appropriate dress on away trips and appropriate behavior at all times.

- Provide proper supervision of your team at all times.
➢ Inform media and NHIAA of game results.
● Check showers, turn off lights, and lock the building after practices.
➢ Complete an Accident Report and submit to the principal's office for each injury. Forms are available in the school office.

**Hiring Coaches**

The following process is used to hire coaches in the Haverhill Cooperative School District.

- Notice is posted in all district school buildings.
- Advertisement is published in several local newspapers.
- Candidates’ resumes are read.
  - Candidates are interviewed by the principal and athletic director at WHS (also the varsity coach for JV positions) and by the principal and athletic director at HCMS. Their references are also checked by the interviewers.
  - The successful candidates name is forwarded to the superintendent by the principal for school board approval.
- Coaches hired must fill out an SAU 23 employment application, an I-9, W-4 and a criminal background check form. The person hiring completes the information on the back of the application and submits all forms to Central Office.

**Coaches Training**

- All coaches meet with the Athletic Director to discuss all district & NHIAA rules, regulations, and guidelines for coaching.

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

  A. A current certification in CPR with AED Certification.
  B. Successfully completed an NHIAA approved course in First Aid. • List can be found on the NHLAA - C above).
  C. Completed a Coaching Principles Course approved by the Coaches Education Committee.
  D. Completed the NFHS Concussion Course (free of charge). This course is located on the NFHS website and MUST be taken prior to any coaching.
  E. All first year head varsity coaches must attend a rules review within one year of hire. All head varsity coaches in their second year or beyond are required to complete a yearly on-line rules update or attend a rules review in person given by their sports specific rules organization.
*New coaches have one (1) year from date of hire to complete the requirements (with the exception of C above.

Coaches at all levels are encouraged to coordinate the athletic program in their sport K-12. Coaches are encouraged to attend sport specific coaches clinics and to join affiliated coaches’ organizations. Varsity coaches must join their sport specific coaches’ organizations so that their athletes and programs are recognized on the state and national level. These coaches’ organizations distribute a plethora of information on coaching their sport.

- The American Coaches Education Program (ACEP) will be offered each year to all coaches of the Haverhill Cooperative School District who have not previously taken this coaches education course or a similar one.

**Athletic Leadership Council (WHS)**

Each year athletes are taken to the state athletic leadership conference. The conference is held each spring and these athletes are ALC members and the future captains on our sports teams. They are chosen by the coaching staff. They listen to several speakers on athletic issues and participate in workshops and round table discussions on a variety of athletic issues.

**Public Relations (WHS)**

All WHS schedules are printed on schedule cards prior to the beginning of the pre-season. Schedules are sent by the Athletic Director to all area newspapers, radio stations, and television stations. A yearly all sports calendar is also produced by the athletic department. Schedules are inputted into schedule star which are then transferred to the school web site.

It is the varsity coaches’ responsibility in each sport to report scores to the NHIAA after each game and to report game results to all local media.

Each coach is also responsible for keeping the parents of his/ her players appraised of their program.

The Athletic Director coordinates all special awards such as those for students who score 1,000 points in basketball or 100 points in soccer.

The athletic director coordinates the end of the year athletic awards assembly and is a liaison between WHS and the Woodsville Area Booster Club. She/He helps coordinate and assists with the annual booster banquet.

**Public Relations (HCMS)**

All HCMS athletes are recognized for their participation in the athletic program at the conclusion of each season with an end-of-the-season recognition night held at the middle school.
Coaches and Athletic Directors may request a preseason informational parent meeting to discuss the upcoming season and inform parents of changes to program, transportation and/or schedule.

Schedules are given to each coach and put on the front counter in the school office. Schedule changes occur frequently due to weather, transportation and conflicting activities.

**Monitoring and Maintaining Equipment**

The Athletic Director is responsible for passing out all equipment, uniforms and supplies to the coaching staff at the beginning of each sports season.

The coaches are responsible for distributing these items to their teams and collecting these items at the end of their sports season. The coaches then turn these items in to the Athletic Director.

All collected items are boxed up or hung up in storage. If any items are missing the person responsible for losing them is charged for the replacement cost.

**Budget Process**

Each of the coaches of the various sports present budget requests to the Athletic Director. In early fall budgets are formulated and presented to both building principals.

- Athletic budgets are reviewed by the Haverhill Cooperative School District citizens’ budget committee as they help develop the overall district budget to be recommended to the Haverhill Cooperative School Board in January.

- The Haverhill Cooperative School District School Board approves a final district budget in February which includes athletic program costs for presentation at the March School District Meeting.
At the completion of the budget process all equipment and supplies are ordered by the Athletic Director.
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Expectations of a Coach in the Haverhill Cooperative School District

Evaluations are completed by the Athletic Director or his designee at least once per season. Principals will review all evaluations.

**Rating System:**

<table>
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<th></th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tr>
<td></td>
<td>Highest</td>
<td>Average</td>
<td></td>
<td>Lowest</td>
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</table>

1. Serves as the leader of the sport at all levels in the school system.

2. Maintains a positive relationship with the community through the use of communications skills.

3. Maintains a positive relationship with parents in the program through good communications skills.

4. Maintains a positive relationship with players in the program.

5. Displays qualities of sportsmanship through coaching methods.

6. Insists on and reinforces the ideals of good sportsmanship to players.

7. Maintains good communication with the administration.

8. Serves as a role model for kids in the community.

9. Cooperates with other professionals in sharing facilities during the season such as music, other coaches, etc.

10. Able to teach or communicate the fundamentals of the sport to his/her players.

11. Has an understanding of the sport he/she is coaching.
12. Is compassionate in working with players who are slow to develop or who make mistakes.

13. Maintains working relationships with coaches at other rival schools.

14. Maintains control while on the sidelines and speaks and teaches the game in a positive, nurturing manner.

15. Makes an effort to keep up to date on the NHIAA rules pertaining to the sport that he/she is coaching, and always plays within the rules of the games.

16. Takes action on the reasonable requests of the parents of the players within the program.

17. Supervises players at all times.

18. Performs duties and responsibilities promptly and effectively.

19. Maintains care and control of all sports equipment within his/her program.

20. Sets high expectations for self and players.

TOTAL Divided by 20 = Rating

* Any rating of 1 or 2 MUST be accompanied by an explanation in the narrative section of this report.
Haverhill Cooperative School District Evaluation Narrative

Conversations/Recommendations:

Evaluator’s Signature:

Coach’s Signature: ___
Haverhill Cooperative School District Agreement to Coach
(sport)

You will be employed as a Haverhill Cooperative School District coach*. By signing, you agree to follow all guidelines set forth by the administration and athletic director. You will be issued all supplies and equipment to perform your duty. All materials issued will be turned in at the close of the season.

The base salary for this coaching position is . Based on previous experience of years, you will be paid in one lump sum at the conclusion of the season.

________________________________________  __________________
Coach                                                                                                          Date

________________________________________  __________________
Athletic Director/Administrator                                                           Date

*This agreement is contingent upon the Principal's determination that there are enough students to warrant a team

New Hampshire Interscholastic Athletic Association
(NHIAA) Code of Ethics for Spectators

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline, and restraint during and after the contest.

3. Conduct oneself in such a manner that attention is not drawn to an individual but to the participants playing the game.

4. Regulate one’s actions at all times so that the individual will be a credit to the team supported, knowing that the school gets the praise or blame for the individual’s conduct since he/she represents his/her school the same as does the athlete.

5. Support all reasonable moves to improve good sportsmanship.

6. Treat the visiting team and spectators as guests, being courteous and fair.

7. Avoid actions that will offend the individual athlete.

8. Accept the judgment of the coach.

9. Honor rights of visitors in a manner the individual would expect to be treated.

10. Respect the property of the school.

11. Display the good sportsmanship by being modest in victory and gracious in defeat.

12. Pay respect to both teams as they enter for competition.

13. Appreciate the good plays by both teams.

14. Show sympathy for an injured player.

15. Regard officials as guests and treat them as such.

16. Direct energy to encouraging home team rather than booing officials.

17. Believe that the officials are fair and accept their decisions as final.

18. Learn the rules of the game in order to try and be a more knowledgeable fan.

19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.

20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.

WINNING IS FOR A DAY: SPORTSMANSHIP AND ETHICS ARE FOR A LIFETIME!

Consent Form for Participation in Interscholastic Athletics

Eric W. Chase
Principal

Michael K. Strauch
Dean of Students

Michael L. Ackerman
Athletic Director

Rosalie N. Farr
Guidance Counselor

WOODSVILLE HIGH SCHOOL
9 High Street, Woodsville, NH 03785
Telephone: (603) 317-0788  9279

My child, __________________________, has my permission to participate in the Interscholastic Athletic Programs.
HEALTH CERTIFICATE / APPRAISAL FORM

Name: ___________________________ Date of Birth: ____________

School: ___________________________ Gender: ☐ M ☐ F Grade: ____________

IMMUNIZATIONS / HEALTH HISTORY
☐ Immunization record attached  Elevated Lead: ☐ Yes ☐ No ☐ Not done Date: ____________
Dental Referral ☐ Yes ☐ No ☐ Not done Date: ____________

Significant Medical/Surgical History: ☐ See attached

Allergies: ☐ LIFE THREATENING ☐ Food: ____________ ☐ Insect: ____________ ☐ Other: ____________
☐ Seasonal ☐ Medication: ____________

PHYSICAL EXAM

Height: ____________ Weight: ____________ Blood Pressure: ____________ Date of Exam: _________ Referral

| Vision - without glasses/contact lenses | R | L |
| Vision - with glasses/contact lenses   | R | L |
| Vision - Near Point                    | R | L |
| Hearing ☐ Pass 25 db ac both ears or:  | R | L |

☐ EXAM ENTIRELY NORMAL  Scoliosis: ☐ Negative ☐ Positive: ____________

Specify any abnormality (use reverse of form if needed):

PHYSICAL EDUCATION / SPORTS / PLAYGROUND / WORK QUALIFICATION / CSE CONSIDERATION

☐ Free from contagions & physically qualified for all physical education, sports, playground, & school activities OR only as checked:
  ☐ Limited contact: cheerlead, gymnastics, ski, volleyball, cross-country, handball, baseball, floor hockey, and softball.
  ☐ Non-contact: badminton, bowl, golf, swim, table tennis, tennis, archery, weight train, crew, dance, track, run, walk, rope jump.

☐ Specify medical accommodations needed for school: ____________________________________________________________________________ ☐ None

☐ Known or suspected disability: ____________________________________________________________________________________________ ☐ Please monitor

☐ Restrictions: ____________________________________________________________________________________________________________ ☐ Please monitor

☐ Protective equipment required: ☐ Athletic Cup ☐ Sport goggles/impact resistant eyewear ☐ Other: __________________________________________________________________________________

OPTIONAL INFORMATION, if known

Specify current diseases: ☐ Asthma ☐ Diabetes: ☐ Type 1 ☐ Type 2 ☐ Hyperlipidemia ☐ Hypertension
☐ Other: ________________________________________________________________________________________________________________

Provider's Signature: ___________________________ Phone: ___________________________ (Stamp below)

Provider's Name/Address: ___________________________ Fax: ___________________________
Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

**WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?**

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it’s OK to return to play.

<table>
<thead>
<tr>
<th>SIGNS OBSERVED BY COACHING STAFF</th>
<th>SYMPTOMS REPORTED BY ATHLETES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appears dazed or stunned</td>
<td>Headache or “pressure” in head</td>
</tr>
<tr>
<td>Is confused about assignment or position</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Forgets an instruction</td>
<td>Balance problems or dizziness</td>
</tr>
<tr>
<td>Is unsure of game, score, or opponent</td>
<td>Double or blurry vision</td>
</tr>
<tr>
<td>Moves clumsily</td>
<td>Sensitivity to light</td>
</tr>
<tr>
<td>Answers questions slowly</td>
<td>Sensitivity to noise</td>
</tr>
<tr>
<td>Loses consciousness (even briefly)</td>
<td>Feeling sluggish, hazy, foggy, or groggy</td>
</tr>
<tr>
<td>Shows mood, behavior, or personality changes</td>
<td>Concentration or memory problems</td>
</tr>
<tr>
<td>Can’t recall events <em>prior</em> to hit or fail</td>
<td>Confusion</td>
</tr>
<tr>
<td>Can’t recall events <em>after</em> hit or fail</td>
<td>Just not “feeling right” or “feeling down”</td>
</tr>
</tbody>
</table>

**Did You Know?**

- Most concussions occur **without** loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.
CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

Remember

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

It's better to miss one game than the whole season. For more information on concussions, visit: www.cdc.gov/Concussion.

Student-Athlete Name Printed

Student-Athlete Signature

Date

Parent or Legal Guardian Printed

Parent or Legal Guardian Signature

Date
CONCUSSION OR HEAD INJURY
RETURN TO PLAY FORM

Even if the student has medical clearance and written parental permission to return to play and practice, the student must also be cleared to play under the School District's policies, guidelines, and/or protocols for return to play. If the student exhibits signs and symptoms of a concussion after returning to play or practice, the student will not be allowed to continue the activity, and the parent/guardian will be notified.

Student Name: ____________________      DOB: _______      Grade: ____________________
Date of Injury: ____________________

Health Care Provider Medical Clearance and
Written Authorization to Return to Play

I, ____________________  with Health Care License # ________________

_of ____________________

(print health care provider name)
(print business name and address)

by signing this Concussion or Head Injury Return to Play Form certify the following:

1. I am licensed, certified, or otherwise statutorily authorized by the State of New Hampshire to provide medical treatment and am trained in the evaluation and management of concussions.
2. I examined the above-named student on the date listed below.
3. I explained to the student and the student's parent/guardian the nature and risks of concussions or head injuries including the risks of continuing to play and practice after sustaining a concussion or head injury.
4. I have medically cleared the above-named student to return to play and practice.
5. The above-named student has my written authorization to return to play and practice.

Date: ____________________
(signature of health care provider)

Parent/Guardian Written Permission to Return to Play

I, ____________________, am the parent/guardian of the above-named

student who was removed from play at a practice or game because of a suspected concussion or head injury. By signing this Concussion or Head Injury Return to Play Form, I certify the following:

1. My child was evaluated by the health care provider listed above and has received written medical clearance to return to play and practice.
2. The health care provider has explained to us the nature and risk of concussions and head injuries including the risks to my child of continuing to play and practice after sustaining a concussion or head injury.
3. I understand, acknowledge, and accept the risks of my child returning to play and practice.
4. I understand and acknowledge that my child cannot return to play and practice without my written permission.
5. I give my written consent and permission for my child to return to play and practice.

Date: ____________________
(signature of parent/guardian)
A. Physical examination of students: Children entering the school system, in grades 4 and 9 and all new students transferring into the District, shall present evidence of a complete physical examination by a licensed medical provider within a 30 day period of time from the date of enrollment. This examination shall have been performed within the previous 12 months.

B. Exemption from examinations: No medical examination is required for students whose parents object thereto, in writing.

C. Health Screening Tests:
   1. Vision: Every pupil should be screened for vision defects each year, to be performed by the school nurse or designee. Pupils suspected of having vision defects, as a result of initial screening test, or because of symptoms of visual disturbance, should be referred for further testing and follow-up. Findings from follow-up tests and professional examinations should be entered in the cumulative health records. At some time during the elementary school level, each student should have a test for color blindness.

   2. Hearing: Every year, every 1st, 3rd, 6th, 9th, and 11th grade pupil, new pupils, and any pupil known or suspected of having impaired hearing, or who has a history of repeated ear infections and pupils with behavior or speech problems, should be given a hearing screening test using a Pure Tone Audiometer or equivalent, by the school nurse. Findings from follow-up tests and professional examinations should be entered in the cumulative health records.

D. Athletic Exams: In order for a student to participate in interscholastic athletics, they shall have a physical examination by a licensed medical provider annually, and the record must be provided to the school to be kept on file in the nurse’s office. Only religious exemptions in writing shall be accepted in place of an athletic exam. A licensed medical provider may provide a note with the date of the upcoming physical exam stating that the student has had no history that would limit participation in athletics and may participate until the exam is completed. Once the exam has been completed the medical provider will provide documentation that the student has been cleared for all physical activities.

Legal References

RSA 141-C:20-c, RSA 200:32, RSA 200.38

NH Code of Admin. Rules, Section ED. 311.03

No Child Left Behind, Title II, Section 1061

ADOPTED: Haverhill Cooperative School Board, November 7, 2016