

Londonderry Athletic Program Coaches' Handbook

Londonderry High School
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The Question

“Grandpa, Why Did You Play Sports?”

In a room where memories of ancient battles
Echo from polished plaques and trophies,
An old man sits in his favorite chair –
His grandson at his side.

His life has come full circle now.
He is in the twilight years.
But there is a passion in his eyes,
A rekindling of the competitor’s stare.
For he knows this is also the place
For question and answer time,
And his grandson guided him there.

And, as in other rooms with other warriors,
The questions are many:
“Grandpa, did you really run that fast?”
“Grandpa, did you really hit that far?”
And, “Grandpa, what’s this one for?”
And, “Grandpa, what was the score?”

The questions will be paced by the boy’s eagerness
And laced with a child’s admiration.
And the athlete, his body robbed of its agility and grace,
Answers each question with patience.
For he awaits the more important questions.
The answer to which must be free of vanity
And the trappings of legend’s lore.

“Grandpa, why did you play sports?”
Is what the boy will inquire.
And Grandpa, eyes watering and mind bursting
With memories of sun filled days
And teammates at his side,
Will crack a smile and say to the boy,
“Joy son.
Simply for the JOY.”

By E. Metz

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Chapter 1

Introduction

Londonderry School District Interscholastic Athletic Program

The purpose of this handbook is to aid the Londonderry High School and Middle School coaches in their administrative functions. The standardization of forms and procedures should bring about a more efficient operation of the interscholastic and intramural athletic programs. Copies of key School District policies and standard forms are located in the appendix of this handbook.

Each coach should read the contents of this handbook carefully. It will answer many questions related to athletic policy as established by this department, the administration and the Londonderry School Board.

This handbook should be used in conjunction with the Teacher and Student Handbooks that contain expanded information on many of the topics included in this handbook in particular the school's discipline policy.

Copies of this handbook are available through the Athletic Director or high school principal. Any questions or proposed changes to this handbook should be forwarded to the Athletic Director.

Vision Statement

The Londonderry School District recognizes that the athletic program is complimentary to the academic program, and is where the athletes acquire significant life skills, attitudes and habits of heart, mind and body in preparation for becoming positive and productive members of our society.

Mission Statement

It is our responsibility to provide student athletes the opportunity to participate in a rich variety of sports; to be coached by knowledgeable and caring individuals; to learn the value of hard work, competition, team play, individual effort and sportsmanship; and to ensure each athlete an enjoyable and rewarding experience.

Objectives

- To give the Londonderry student body a variety of opportunities to experience the benefits of participation in athletics and to be meaningfully engaged after school hours.
- To ensure that student athletes are exposed to positive role models in both coaches and teammates.
- To maintain a consistency of effort and expectation throughout the entire athletic program.
- To develop life skills in student athletes including self-discipline, work ethic, motivation, leadership, time management, sportsmanship, responsibility, self-esteem and an understanding of the relationship between individual effort and team success.
- To enhance the possibilities for student athletes to go on to post secondary education.
- To contribute positively to school spirit and community pride.

- To help student athletes learn and master the skills and knowledge necessary to competitively engage in the sport in which they are participating.
- To teach student athletes the benefits derived and lessons learned from both winning and losing.
- To ensure that the student athlete is enjoying the experience that participation brings.

Indicators of a Successful Athletic Program

At the end of each school year, the success of the athletic program should be evident. Each coach has an important role in the success of the athletic program. Desired attributes of the Londonderry Interscholastic Athletic Program include:

- A wide variety of athletic teams that provide opportunities for all Londonderry students.
- All approved athletic teams are staffed with the best available coaches.
- Coaches and athletic department staff are excellent role models for student athletes.
- Student athletes are excellent role models for other students;
 - good grades,
 - good behavior in and out of school,
 - motivated to continue as a role model after high school and as a positive member of our community.
- Athletic program consistently supports the development of student athletes and their teams to be the best that they can be.
- Student athletes prepare themselves mentally and physically for the demands of their sport.
- Athletic program receives consistent positive feedback regarding their programs from student athletes, parents and coaches.
- Students freely encourage younger student athletes to participate in the athletic program.
- A significant number of students participate in the sports programs.
- Issues are addressed and resolved in a timely manner.

Chapter 2

Coaching Roles and Responsibilities

2.1. Londonderry School District Coach Contract

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

- Coach's - Code of Ethics
- State of NH Coach Certification
- CPR Certification
- First Aid Certification
- Annual Londonderry Coaches Meeting/Workshop

2.2. Coach's Code of Ethics

The Coach's Code of Ethics is a document that states the athletic program's expectations for each coach. Each coach is expected to abide by these ethics. Similar ethics are presented to student athletes and their parents for their compliance.

2.3. Coaches' Meeting/Workshop

The Athletic Director conducts a mandatory Coaches' Meeting/Workshop at the beginning of each season. Each coach must attend the applicable session. The purpose of the meeting/ workshop is to inform new coaches and update returning coaches regarding the athletic program. Topics covered include but are not limited to:

Athletic Program Review

- Philosophy of the Athletic Department/
Londonderry School District
- Chain of Command
- School District Policies regarding Athletics
- Budget Development
- Medical Supervision
- NHIAA Updates

Review Coaches' Handbook

Reinforce Proper Planning

- Setting Goals
- Season Planning
- Practice Plans

Communication

- Team
- Individual
- Parents
- Athletic Administration

Season Evaluation

- Coach

- Team
- Individual

Round Table-Issues

- Mentorship

2.4. Coach Responsibilities

Reports to: High School sub-varsity and assistant coaches report to the varsity coach (head coach) for their respective sport. Middle School coaches report to the designated head coach at the Middle School for their sport. All head coaches report directly to the Athletic Director.

Job Description: To help participating student athletes achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

Responsibilities:

1. Have and continuously improve current skills and knowledge of the assigned sport, demonstrate knowledge of the competition strategies, proper conditioning techniques, effective teaching skills, sound competition preparation, and prevention and care of injuries.
2. Demonstrate enthusiasm for working with student athletes, athletic and academic staff members, and the sport.
3. Establish discipline that is firm, fair, and consistent, in accordance with school rules and school district policies and is respectful of student athletes.
4. Effectively communicates with individual student athletes, the team as a whole, with other coaches and faculty, with parents, with administration, and with the media.
5. **Head coaches are expected to conduct at least one pre-season parent's meeting to discuss team policies, goals, responsibilities and disciplinary expectations and consequences.**
6. Provides direction to:
 - a. Care for equipment: issue, inventory, cleaning, keys, etc.
 - b. Utilize all involved staff.
 - c. Plan and organize practices.
 - d. Ensure adherence to district and school procedures, athletic department rules and objectives and School Board policies.
 - e. Meet public relations responsibilities.
 - f. Effectively supervise student athletes, assistant coaches and sub-varsity coaches.
7. Adhere to the Coaches' Code of Ethics in terms of trustworthiness, respect, responsibility, fairness, caring and citizenship.
8. Attend all athletic contests and represent the school district in the absence of the principal and Athletic Director.
9. Adhere to the procedures outlined in the Coaches Handbook for Pre-Season, In-Season and End-of-Season Checklists.
10. Oversee the safety conditions of the facility or areas in which the assigned sport is conducted at all times those student athletes are present.
11. Notify the Athletic Director of all serious injuries and major discipline problems.
12. All coaches that are Londonderry faculty members, unless otherwise excused, must attend all duty assignments, guidance and parent conferences, department meetings, faculty meetings, and conferences and meetings called by the principal or Athletic Director.
13. Act as a liaison to the Booster Clubs.
14. Attends NHIAA and league meetings relative to rules review and All Star voting.
15. Maintain individual and team statistics applicable to the sport and provides a copy of the statistics to the Athletic Director at end of season.

Note: Only in an emergency situation will a coach or student athletes be dismissed early from the normal school day and this will only be by the approval of the Athletic Director and the principal. (See: 6.20 Release from Class)

2.5. Pre-season Checklist (To be completed prior to the first contest)

Coaches' Pre-Season Checklist	<input type="checkbox"/>
1. Procure and review the current copy of the NHIAA Policies and Procedures Manual for their sport from the www.NHIAA.org website.	
2. Work with the Athletic Director in scheduling scrimmages.	
3. Plan and schedule a regular program of practice in season.	
4. Have gathered, by arranging with the equipment manager, all equipment needed for practice. Recommend the purchase of equipment, supplies and uniforms as appropriate.	
5. Develop a packet for distribution to parents at the pre-season meeting that contains goals, expectations, practice and game schedules and any other pertinent information.	
6. Call a meeting of all candidates prior to the start of the season for that sport.	
7. Complete the Eligibility Worksheet by listing the required information for each student athlete and submit it to the Athletic Director. When the final eligibility lists have been prepared, the head coach will be given a copy. The head coach is to check for any additions or deletions. Any student whose name is not on the list is ineligible. Always check for new student athletes to be added to the list. All new student athletes must be cleared through the Athletic Director's office before being issued equipment or practicing.	
8. Update rosters throughout the season with the Athletic Department as changes occur.	
9. Distribute the following forms to the student athletes and submit the completed copies of to the Athletic Director: Note, all forms must be completed and on file with the Athletic Director before the student athlete may participate in practices or be issued equipment or uniforms. <ul style="list-style-type: none"> ➤ Emergency Cards ➤ Parent Consent Form (Pink Sheet) ➤ Student Athletic Agreement (Goldenrod Sheet) ➤ Hazing Policy and Complaint Procedure Form 	
10. Request locks and lockers from the Athletic Director after providing the team list. Locks and lockers will then be issued.	
11. Check the practice schedule, game schedule and transportation times in the athletic office. Any changes in schedules, rescheduling, practice slots, officials, scrimmages and transportation times are determined by and must be cleared by the Athletic Director. Any problems, concerns, frustrations should be addressed to the Athletic Director only.	
12. Coaches must report all student athletes' injuries that require medical attention outside the school to the Athletic Director.	
13. All head coaches will receive a copy of the NHIAA master schedule for that sport which can be used for scouting purposes. However, cross check them to see that our scheduled dates actually do coincide with those of our opponents. Any discrepancies should be reported to the Athletic Director.	
14. Student athletes completing one season and moving onto another shall have five-calendar days rest from the completion of one season until participation in another.	

2.8. Evaluation Process

All coaches are evaluated based on the Londonderry Public Schools Coaches Evaluation Process.

All new coaches are evaluated annually, at the end of each season, for the first three years and then every three years thereafter. The evaluations are based primarily on the Athletic Director's observations in conjunction with the coach's self-assessment, but may also include feedback from head coaches, student athletes and parents. The Athletic Director may develop an improvement plan for a coach if there are indications that improvements are needed. The Athletic Director would evaluate the coach based on this plan until competence is demonstrated. The School District's decision to not renew a coach 's contract may be independent of the coach's satisfactory completion of this plan.

Each coach is responsible for completing their self-assessment and scheduling a review meeting with the Athletic Director no later than two weeks after the season has ended.

The types of evaluation include:

- **Coach's Self-Assessment** – each coach is expected to complete a self-assessment and submit it to the Athletic Director at the end of each season.
- **Head Coach Feedback** – each head coach is expected to provide feedback regarding their assistant and sub-varsity coaches at the end of each season and submit them to the Athletic Director.
- **Student Feedback** – each student athlete is asked provide feedback regarding their season. The student forms are distributed and collected by the Athletic Director. Student feedback is summarized and reviewed by the Athletic Director. The student's feedback forms are kept confidential by the Athletic Director.
- **Athletic Director Evaluation** – the Athletic Director evaluates each coach based on his observations, the self-assessment completed by the coach, and feedback from head coaches, student athletes and/or parents as determined by the Athletic Director.

2.9. Hiring Process

All coaching appointments will be considered to be for one season only and are posted for applications annually before April 15th of each year.

Any coach desiring to apply or re-apply must submit a letter of intent to Personnel who will work in conjunction with the principal in making recommendations for appointments or re-appointments.

In filling the positions of assistant and sub-varsity coaches, the Athletic Director will solicit input from the head coaches, but all recommendations to the Superintendent for School Board approval will be made by the Athletic Director and the principal.

Coaches shall be hired in accordance with the following criteria in order of priority:

A. EXPERIENCE

- CPR Certification & First Aid Training
- Coaching experience
- Playing experience
- Certification
- Courses, clinics and workshops attended
- References

B. COACHING PHILOSOPHY

- Development of whole person
- Tolerance of diversity
- Organizational ability

C. AVAILABILITY: If all other qualifications are equal, coaches shall be designated according to availability to team members and Athletic Director:

- Faculty members of the Londonderry School District
- Qualified individuals from Londonderry or other communities

Within one year of being hired, coaches must be certified by the NHIAA Coaching Principles Program. Additionally, all coaches must maintain current CPR and First Aid Certifications.

2.10. Coach Certifications

All coaches under contract by the Londonderry School District must have current certifications for minimum coaching skills as well as emergency CPR and First Aid before they begin conducting practices with student athletes. Any coach hired without these certifications must make arrangements, approved by the Athletic Director, to meet their certification requirements and must complete the certifications no later than one year after their hire date. The following certifications are required for any coach employed by the Londonderry School District:

- NHIAA Coaches Certification
- CPR Certification
- First Aid Certification

2.11. Coach Renewal Nominations and Non-Renewal / Dismissal

Coaches are under contract for one season. At the end of the contract season the Athletic Director has the discretion to not rehire or recommend a coach for the next season. During the contract season, coaches may be dismissed for breach of contract or for any behavior that may jeopardize the well-being of a student athlete or the school district. The Athletic Director is responsible for overseeing the supervision of all coaches with the support of the head coaches, the Principal and the Superintendent.

Chapter 3

Athletic Department

3.1. Athletic Department

The Londonderry School District's Athletic Program is managed and administered by the Athletic Department, headed by the Athletic Director, and is responsible for the interscholastic athletic teams at both the High School and Middle School. The Athletic Department is headquartered at the High School Gym facility.

The key contacts for the Athletic Department are:

Athletic Director	Mike Kobilarcsik	#432-6941, ext 2306
Athletic Department Secretary	Deb Dube	#432-6941, ext 2307
Athletic Trainer	Michelle Hart-Miller	#432-6941, ext 2901
Athletic Equipment Manager	Ann MacLean	#432-6941, ext 2906

The key school administration contacts are:

Superintendent of Schools	Nate Greenberg	#432-6920, ext 102
High School Principal	Jim Elefante	#432-6941, ext 2200
Middle School Principal	Andy Corey	#432-6930

All coaches may be contacted through the Athletic Secretary.

3.2. Athletic Department Chain of Command and Issue Resolution

The goal of the athletic program is to resolve issues at the level at which the problem occurs. Coaches should notify the Head Coach and the Athletic Director of any issues where the coach is not able to resolve the issue at their level or if the coach would like help in resolving an issue.

Coach to Student Athlete: Coaches are expected to communicate their expectations to student athletes and their parents clearly and consistently. It is recommended that coaches document their expectations and place a copy of file with the Athletic Director's Office. Coaches should encourage student athletes to approach them if they have any issue about their experience on an interscholastic school team. The athletic experience that the Londonderry School District provides for the opportunity for young people to develop communication skills with adults and those in positions of authority. The student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly while striving to gain a better understanding of each other's roles, responsibilities and perspectives.

Coach to Parent: Coaches are expected to communicate with parents. Coaches should encourage parents to schedule meetings or phone calls to discuss important matters to enable each person to be prepared for the discussion.

Topics that are appropriate to discuss with parents:

- The treatment of their child, mentally and physically
- Ways to help their child improve individually and as a team member
- Concerns about their child's behavior or academic status

Topics that are not appropriate to discuss with parents:

- Playing time
- Team strategy
- Play calling

- Other student athletes
- Coach's skill and knowledge of the game

Unresolved issues should be appealed based on the established Chain of Command.

Chain of Command

Communication Order	High School	Middle School
1	Sub-Varsity Coaches (Freshman, Junior Varsity and Assistant coaches)	Team Coaches
2	Head Coach	Head Coach
3	Athletic Director	Athletic Director
4	Principal	Principal or designee
5	Superintendent	Superintendent
6	School Board	School Board

3.3. Athletic Committee

The Athletic Committee is an advisory group to assist the principal and Athletic Director in organizing and supervising the entire interscholastic athletic program. The Athletic Director may from time to time convene a committee consisting of the high school principal, assistant principals and coaches of interscholastic teams for the following purpose:

- To review organization and policy and make appropriate recommendations to the Superintendent and/or school board.
- To serve as a sounding board for all recommendations of any school personnel concerning interscholastic athletics and to make recommendations to the principal regarding the same.
- To review and update the Coaches' Handbook.

3.4. Athletic Department Roles and Responsibilities

3.4.1 Athletic Director of Schools

Reports to: Superintendent

Responsibilities:

1. Organize and administer the overall program of co-curricular athletics for the school district.
2. Provide leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
3. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.
4. Assume responsibility for the organization and scheduling of all interscholastic athletic events.
5. Hire officials, team physicians, and police as required, and assume general responsibility for the proper supervision of home games.
6. Arrange transportation for athletic contest participants.
7. Attend and participate in regional or state meetings and conferences related to interscholastic athletics and scheduling.
8. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities.
9. Organize a method of determining all eligibility connected with interscholastic athletics and supervises the proper administration of these methods and verifies each athlete's eligibility.
10. Prepare and administer the athletic program budget
11. Requisition program supplies and equipment.
12. Supervise all ticket sales and fund raising events of the athletic program, and assume responsibility for proper handling of funds.
13. Arrange all the details of visiting teams' needs, as appropriate.
14. Make arrangements for non-school use of playing field and facilities.
15. Arrange fields and gymnasium practice schedules.
16. Ensure the physical examination or completion of Parental Consent Form (pink sheet) of all athletes prior to the beginning of each athletic season.
17. Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
18. Keep records of the results of all school athletic contests, and maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.
19. Direct an in-school, co-curricular program designed to foster support for the athletic teams and school spirit among non-participants.
20. Plan with the assistant principals and supervise and annual recognition program for student athletes.
21. Evaluate each coach in accordance with the approved evaluation program.

22. Ensure that each varsity coach participates in the evaluation of sub-varsity and assistant coaches in that sport as per the approved evaluation program.

3.4.2 Athletic Director's Secretary Director

Reports to: Athletic Director

Responsibilities:

1. Perform the usual office routines and practices associated with a busy, productive and efficient office.
2. Refrain from revealing to the public, other employees, student athletes, family and social acquaintances all information that is confidential, subject to the rights of privacy, could be a detrimental to a person's reputation, or could render a decision ineffective.
3. Type a variety of reports, notices and correspondences to the Superintendent, school board, Principal, equipment companies, recreation department, colleges, N.H.I.A.A., coaches, coaching applications, custodians, police, and community.
4. Confirm bus and game times with the transportation company.
5. Update the calendar of events.
6. Type and send game contracts to officials and opposing schools.
7. Maintain a ledger of all expenditures including: transportation, officials, equipment, supplies, repairs and replacements by sport.
8. File all records of award recipients, student athlete physicals, parent permission forms, proof or insurance forms, eligibility lists, loss of equipment lists, etc.
9. Type the proposed budget, coaching recommendations and evaluations.
10. Take messages and make telephone calls in the absence of the Athletic Director.

3.4.3 Equipment Manager Director

Reports to: Athletic Director

Responsibilities:

1. Manage the uniform and equipment issued and collection process for each athletic team.
2. Perform an inventory of athletic equipment four times each year, once after each season (fall, winter, and spring) and a final inventory at the end of the school year.
3. Report missing or damaged equipment to Athletic Director
4. Manage the equipment requisition process whereby coaches can request equipment through the equipment manager.
5. Apprise the Athletic Director of equipment, uniform and supply needs for his consideration and possible action each season.

3.4.4 Athletic Trainer Director

Reports to: Athletic

Job Description: To provide for the care and prevention of injuries for all interscholastic athletic teams of the Londonderry School District.

Responsibilities:

1. Prevention and care of athletic injuries sustained at practice sessions and games. The trainer will be available to supervise and handle all sports activities beginning with pre-season practice until the final game of the school year.
2. In the event of an emergency, to directly notify the parents or guardians of any student athlete transported to a physician or to a hospital.
3. If a physician diagnoses an injury, the trainer will carry out the physician's orders relating to treatment. No student athlete will be allowed to resume play or practice unless written approval of the physician has been obtained.
4. If the trainer diagnoses an injury, the trainer will have the final approval as to whether an injured student athlete may continue in the practice session or game.
5. Establish and maintain records of all athletic injuries, particularly the date of the accident, diagnosis, recommended treatment, and the physician's recommendation concerning the date of return to the athletic team.
6. Ensure that appropriate medical and insurance forms are completed accurately on all athletic injuries and that the forms are submitted to the appropriate channels.
7. A trainer will be available for all scheduled home games, all tournaments in which Londonderry teams are participating, all football games and scrimmages and all contests with high visibility, spectator viewing or has presented previous problems.
8. Establish and maintain an inventory and inventory control of all training room supplies with all containers properly labeled while keeping the training room areas clean at all times.
9. In cooperation with the head coach, check the cleanliness of the locker room and shower areas, safety of the game and practice areas and the cleanliness and safety of personal equipment worn by the players. Discrepancies are to be reported to the Athletic Director.
10. Prepare a list of needed supplies for the next fiscal year during the preparation of the annual budget.
11. Care for all keys issued.
12. Unless otherwise excused, must attend all duty assignments, guidance and parent conferences, department meetings, faculty meetings, and conferences and meetings called by the principal and Athletic Director.

Chapter 4

General Discipline Statement

4.1 General Discipline Statement

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

The Londonderry School Board has adopted a discipline policy that is described in both the students' and teachers' handbooks. All student athletes are subject to this policy at all times while on school property, at a school sponsored event or representing the school.

Furthermore, all student athletes and their parents are expected to sign and abide by a Code of Ethics in order to consistently apply common sense, self-discipline and understanding for the benefit of the Athletic Program. Copies of the Student Athlete Agreement and the Parent Agreement are located in the Appendices.

4.2 Athletic Discipline Rules

For all athletic teams:

1. Benching of a student athlete by a coach for disciplinary reasons.
 - Benching of a student athlete is interpreted as allowing a player to dress in a uniform for a game but not being allowed to participate in the game for disciplinary reasons.
 - Prior to the game it is the responsibility of the coach to inform the student athlete of the benching and the reason.
 - It is the coach's prerogative to bench a student athlete for one game.
 - If a student athlete is to be benched for more than one game, then the coach must notify the Athletic Director of the reason and the duration of the benching.
2. Suspension of a student athlete. (Student athlete not dressed for one or more than one game.)
 - A one game suspension is the prerogative of the coach. All suspensions must be reported to the Athletic Director and to the parents or guardians of the student athlete by the coach, stating the reason(s) and duration of the suspension.
 - The Athletic Director must approve suspensions of longer than one game.
3. Suspension of a student athlete for the remainder of the season.
 - The coach recommends in writing to the Athletic Director the suspension of a student athlete for an indefinite period of time and states that facts and reason(s) concerning the recommendation.
 - Written notice of the indefinite suspension will be sent to the parents or guardians by the Principal or their designee.

Chapter 5

Athletic Associations

5.1 New Hampshire Interscholastic Athletic Association (NHIAA)

Londonderry High School is an active member of the NHIAA. The basic purpose of the NHIAA, as an organization of secondary schools, is to serve the interests of, and to act for the member school of the Association in all matters pertaining to interscholastic athletics. As such matters are delegated by local school boards and Superintendents to the principal of the school, the NHIAA's responsibility is directly and immediately to the NHIAA member schools through their principals.

All contact between member schools and the Association shall be made through the principal of the school, and the Association shall rely only on decisions made known to it through the principal, and it is specifically understood that the Association shall have no direct contact with any other administrative officers of the school unless the principal delegates his authority in writing and such is on file in the NHIAA office.

5.1.1 NHIAA Handbook

The NHIAA Handbook is issued yearly and is the reference in which all activities are listed with specific guidelines regarding player eligibility, non-school competition, requests for eligibility ruling, new programs, protest procedure, classification of schools, starting and ending dates, tournament requirements and formats, specific playing rules, game and practice limitations, sports' officials' fees, sanctioning procedures for athletic competition, and past record and championships.

Copies are available and pertinent information is reviewed at the seasonal coaches meeting. If you have any questions regarding any aspect of the Association and you do not have a handbook, copies are available in the offices of the Athletic Director and the principal.

5.1.2 National Federation

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

5.1.3 Federation Rule Books

Federation rule books are distributed to the Varsity and sub-Varsity coaches. Additional copies may be purchased at the NHIAA office (Telephone: 603-228-8671).

Chapter 6

Regulations, Procedures and Guidelines

6.1. Announcements

Morning announcements and results of games should be placed in the Athletic Director's mailbox prior to 7:00 A.M. each day. The Athletic Director's Secretary will record all game results. The Athletic Director's Secretary will report the games scores to the NHIAA.

6.2. Anti-Fraternization Policy - Staff

Coaches are expected to adhere to the Anti-Fraternization Policy (GBCC). Please refer to Chapter 7 to review the policy in full.

6.3. Awards and Letters

Varsity coaches establish the awards and letters criteria for each varsity sport. This criterion is communicated to student athletes at the beginning of each season. The coach, the Athletic Director and the Principal should discuss specific cases not meeting the established requirements. Student athletes who do not complete the season because of disciplinary action or quitting the team are not eligible for an award or letter.

1. **Certificates of Participation** will be awarded to participants who complete their sports seasons.
2. **Varsity Letters** are awarded based on criteria established by the varsity coaches at the beginning of each season. This criteria includes:
 - Varsity managers who have served loyally for one complete season are eligible for a varsity letter.
 - Student athletes who have been members of the same program for four years are eligible for a varsity letter in that program.
 - Varsity letters:
 - The first letter will be blue 6" chenille "L" with red and white trim for all sports and cheerleaders.
 - The second, third and fourth year awards will be a gold pin indicating the year of participation.
3. **Senior Athletic Awards** are awarded to student athletes who have earned at least one letter their senior year and a total of:
 - Three letters in one sport.
 - Two letters in one sport and one letter in another sport.
 - One letter in three sports.

Note: Managers, trainers, and cheerleaders are eligible.

 - Student athletes who have quit teams or have been removed from teams due to disciplinary action are ineligible for this award.
 - Senior Athletic Awards will be plaques with the student's name and participation record.
4. The **Varsity Banquet** is held annually near the end of the school year for all varsity student athletes. At that time each varsity coach has the opportunity to present the **Coach's Award** and the **Most Improved Player Awards** to deserving student athletes. The criteria for these awards are established by each varsity coach.

6.4. Banners

Athletic Banners will be awarded and displayed in the gymnasium to varsity teams who meet one of the following criteria:

1. The team achieved a state championship in that particular sport.

2. In those varsity sports where a state championship cannot be obtained because the N.H.I.A.A. does not recognize that sport nor provides a tournament to crown a state champion, those teams must demonstrate either by an undefeated season or by a league championship that they have reached the highest level obtainable in that sport for that level of competition.
3. Teams that go beyond the state level, e.g. New England's, and win regional championships will be awarded appropriate banners.

All banners will be uniform in size, lettering and colors.

Banners will be displayed in chronological order in a clockwise direction starting to the right of the American flag that is presently displayed near mid-court on the non-bleacher side of the gymnasium.

6.5. Cheerleading

Cheerleading at Londonderry High School is considered an interscholastic sport and is subject to the same rules and regulations as all other activities.

The use of vaulting devices such as mini trampolines and building of pyramids beyond two persons high are prohibited.

The schedule of coverage for all home contests and all tournaments will be established by the coaches and submitted to the Athletic Director for approval.

If a Londonderry High School fall or winter team qualifies for a tournament, a cheerleading squad will attend those games both at home and away.

6.6. Substance Abuse (Alcohol, Drugs and Tobacco Products)

Student athletes are forbidden to possess or use illegal drugs, alcohol, or tobacco products while they are a member of a school interscholastic team. Student athletes agree to abstain from alcohol, illegal drugs and tobacco products when they sign their Code of Ethics agreement.

Any student athlete determined to be possessing, selling, purchasing, using, or otherwise furnishing or having used such illegal drugs, alcohol or tobacco products, including smokeless tobacco, by school officials or law enforcement agencies on school property or at a school sponsored event, shall be suspended from school in accordance with the school district drug policy.

If the 180-school day rule (LSD Policy JFCH/JFCI) is applied due to the nature of the offense, then the student will be ineligible for participation during that 180-school day period.

Furthermore, any student athlete enrolled in the Londonderry School District determined to be possessing, selling, purchasing, using, or otherwise furnishing or having used such illegal drugs, alcohol or tobacco products, including smokeless tobacco, by school officials or law enforcement agencies not on school property shall be considered ineligible for participation during that season.

Coaches are forbidden to possess or use illegal drugs and to abstain from the consumption of alcohol and tobacco products, including smokeless tobacco, while on school property, at school-related events or in the presence of student athletes. Coaches violating this agreement are subject to dismissal by the Athletic Director.

6.7. Eligibility for Practice or Game Participation

To participate in school athletic activities, the student must;

- be in good standing regarding grades and not on suspension,
- be present on the day of the activity,

- and if the activity is on a Saturday, be present in school on the preceding Friday.

Student athletes dismissed from school on the day of an activity must return to school prior to the close of the school day and must obtain the permission of the assistant principal in order to be eligible for participation in school activities on that day.

Student athletes are encouraged to plan college visits at times that do not interfere with practices or games. If a college visit during a practice or game is unavoidable and the student athlete notifies the coach in advance, the student's absence should be treated as an excused absence.

Whenever a school activity interferes with an athletic practice or game, the student athlete shall not be suspended from the next or any following contests. In fairness to those student athletes who continue to practice and play the game, they should be given the opportunity to start the next game. The student athletes who attended the other activity shall be inserted into the game at the discretion of the coach.

6.8. Eligibility for Team Try-outs

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

1. The student athlete must satisfy the eligibility requirements of the NHIAA and Londonderry High School.
2. The student athlete and their parent or guardian must review and sign the Parental Consent Form and the Student Agreement, return it to the coach, and have it filed with the Athletic Director before the student is eligible to participate.
3. Student athletes are required to have passed a physical examination by a medical doctor, and the record of the examination must be on file with the Athletic Director.
4. Any student athlete who has been suspended for all or part of the tryout period, cannot try out for a team. The student athlete may request a "special tryout", if such a request is approved by the principal, Athletic Director and the student athlete meets all other eligibility requirements. This exception does not apply to a student athlete suspended under LSD Policy JFCH/JFCI if the 180-school day rule applies.
5. Any student athlete deemed by the Principal and Athletic Director whose conduct or character would reflect discredit upon the school is ineligible.
6. The student athlete must pass five (5) units of work (two and one-half credit) the previous marking term.
7. Student athletes may not participate on more than one team simultaneously per season in which they represent the school.
8. A student athlete with a prolonged illness or sustained injury must have written permission from a physician to engage in athletics.
9. A student athlete who has participated in any school sport will not be permitted to engage in another school sport until the season's schedule for that sport has been completed.

Refer to the NHIAA Handbook for additional information.

6.9. Equipment and Supplies

The varsity coach of each sport is responsible for requesting all the equipment and supplies for that sport. The Athletic Director will provide the coach with the necessary requisition forms for making the requests which will indicate the quantity, sizes, colors, approximate price, manufacturer, and order numbers with complete descriptions.

At the start of the season, the coach will check equipment and give an inventory list to the Athletic Director.

No athletic equipment issued to student athletes may be worn in physical education classes or worn outside of practice or game situations unless an exception is made such as for a pep rally, spirit week, etc. Coaches must instruct their student athletes of this regulation.

Coaches should give the Equipment Manager or Athletic Director a 24 hours notice when equipment or uniforms are needed. This request should be in written list form so that the equipment may be made ready for the coach. Any student athlete failing to return or pay for any equipment issued will not be eligible for any athletic activity until the equipment is returned or paid for.

6.10. Fundraising

Any and all fund raising activities must have the approval of the Athletic Director.

Londonderry School District Policy (IGDF) states that the Board, in general, disapproves of fund raising in the community by Student athletes for school activities. Especially discouraged is the sale of goods produced by companies for profit such as magazines, candy, etc.

Exceptions to this policy shall be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. The sale of advertising space in school publications.
3. Proposals to raise funds for charitable purposes or of benefit to the school or community. Examples might be: American Field Service activities, United Nations, or scholarship funds. In any case, the Superintendent must approve such proposals.

No money collections of any kind maybe held in the school without the specific approval of the principal.

For approved fund raising:

1. Funds collected will be deposited through the Athletic Director's office and will be placed in an appropriately designated account. Charges to the specific fund raising activity may be made only through the Athletic Director's office and not directly by cash or any other means. ALL MONIES COLLECTED MUST BE DEPOSITED.
2. A financial statement will be maintained on all fund raising activities by the school bookkeeper for the Athletic Director.
3. Any anticipated expenses on the day(s) of the fundraiser must be paid by check through the office of the Athletic Director and will be charged to the fund raising activity.

6.11. Season Start and End Dates

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

Some of these dates change each year and thus should be reviewed annually.

6.12. Injured Players

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

1. Notify the trainer
2. Check to see that the injured student athlete is breathing properly.
3. Take the appropriate steps to control any excessive bleeding.
4. Keep the movement of the injured student athlete to a minimum.

5. Keep the injured student athlete as warm as comfortable as possible.
6. Notify the parent or guardian.
7. Apply a cold pack or ice pack immediately to the common athletic injuries (sprains, strains, bruises, and possible fractures).
8. Take no chances. Call for a doctor or ambulance.
9. Report all injuries to the Athletic Director and process the proper forms.

6.13. Insurance Policy

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

6.14. Officials

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

6.15. Out of Season Programs

Londonderry High School is a member of and follows the rules and regulations of the NHIAA regarding out of season competition. Please refer to section 16 of the NHIAA Handbook.

The following also apply:

- Whenever a conflict arises between the high school team practice or competition and an out-of-school or out-of-season practice or competition on the same day, the high school team practice or competition must be honored by the student athlete.
- All coaches should encourage their players to participate in other sports. The final decision for participation, however, must rest with the athlete, not with the coach.
- Coaches involved in out of season programs must not allow student athletes currently in season to participate in these programs. Professional respect and courtesy should be shown to fellow coaches and their programs.

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

1. The type of program that is planned.
2. The time(s) and date(s) for the program.
3. The facilities and equipment needed.
4. The provisions for supervision.

No play books or team booklets may be distributed during the off seasons. Out of season workouts cannot be a requirement for participation in any sport.

6.16. Overnight Trips

Any trip that includes student-athletes staying overnight requires specific planning and must have the approval of the Superintendent prior to booking the trip. Provisions must be made to provide for adequate supervision throughout the duration of the trip.

6.17. Postponements

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

1. The home Athletic Director will contact the Athletic Director of the visiting school to determine the time that the bus is scheduled to leave and a decision will be made by the home Athletic Director at that time.

2. The home Athletic Director will be responsible for contacting officials and offering them a rescheduled date. If the officials are unable to make the rescheduled date, other acceptable officials will be contacted.
3. If Londonderry is the visiting team, the Athletic Director will contact the bus company and cancel the bus and reschedule the bus for the rescheduled date.

Factors to be considered in postponements are:

- Playing conditions of the field.
- Safe travel for opponents.
- Weather conditions and forecasts.

6.18. Practices and Sunday Participation

There will be no practices on Sundays or holidays without the approval of the Superintendent.

During the December holidays, sub-varsity players may be excused from practices and games if their family has pre-arranged vacation plans and if they notify their coach in advance. At the varsity level, student athletes are expected to attend all planned and approved practices and games.

Once the season starts, a good coach should be able to get all that needs to be accomplished in practice sessions that are set at 1 ½ to 2 hours in length. The NATA recommendation is 1 ½ hours. Extended practices at high intensity levels can be detrimental to the student athlete, thus increasing the injury risk level due to body fatigue.

L.S.D. Policy: IGDDA

6.19. Press Releases

All press releases, except the reporting of game scores, should be made through the office of the Athletic Director.

6.20. Public Relations

You as the coach must make yourself available to the media for information concerning your sport and the student athletes who play for you.

The following guidelines are suggested in dealing with the media:

1. Always try to promote athletics and the programs of Londonderry High School and Londonderry Middle School.
2. Always be positive in your approach. Being negative helps no one.
3. Promote your particular sport. You, more than anyone else, know what you are trying to do, how you hope to accomplish this, and who will make it possible.
4. Never say anything detrimental about a student athlete, another school, team, or an official. If you can't say anything good, remain silent.
5. Encourage your student athletes to support other Londonderry High School teams and activities.
6. Establish good relations with the parents or guardians of your student athletes and the Booster's Club. All parental correspondence should be cleared with the Athletic Director and the Principal.
7. All coaches should give their student athletes the benefit of available publicity.
8. Telephone all game results to:

The Manchester Union Leader
The Derry News, Sports Department
The Nashua Telegraph
Channel 9-TV WMUR

668-4321
437-7000
594-6475
641-9007

6.21. Release from Class

It is the basic policy of the Londonderry School District to keep to the very minimum the number of times that a student is given permission to leave class for participation in extra-curricular activities. Any dismissals of student athletes for athletic events will be determined by the Athletic Director after conferring with and the approval of the principal.

Under most circumstances, it appears that the normal dismissal time is suitable for the release of student athletes.

If approved, the coach must submit a notice, with the names of student athletes, placed in the teachers' mailboxes and the attendance monitor one week prior to the athletic contest.

6.22. Scheduling

The Athletic Director will schedule all interscholastic athletic contests. Any schedule changes requested by a coach will be given consideration. No coach is to reschedule an athletic contest without prior approval of the Athletic Director.

6.23. Scrimmages

All scrimmages shall be made with the prior approval of the Athletic Director. According to NHIAA regulations, no team is allowed to have a scrimmage after the date of the first scheduled game. There is an exception made following the season for those teams who qualify for post-season play.

6.24. Shower and Locker Rooms

The following will be expected:

1. The in-season sports teams have the priority use of the locker and shower facilities.
2. The coaches' room is off-limits to unauthorized personnel. This includes all student athletes and team managers unless invited there for counseling or special instruction.
3. No student is to be given keys to run an errand for a coach.
4. The use of tobacco products by coaches is not allowed in or on school district property.
5. Coaches must be present and provide supervision as long as members of their teams are still present in the building. If parents are aware of the times that practice ends, they can be expected to be prompt and therefore cause no more than minor inconveniences. Parents should be aware of the student supervision times, i.e. Student athletes will be supervised for one-half hour after practice, in writing by the coach. A copy of any and all correspondence must be provided to the Athletic Director and the Principal.
6. The coach, being the last person usually to leave the building or area, must make sure that the following has been accomplished:
 - All showers are turned off.
 - All lights have been turned off.
 - The locker room and gymnasium are in proper order and neat.
 - All doors are locked including the locker room, coaches' room, gymnasium, and outside doors.
 - Vandal alarms are set per 6.26 if applicable)

6.25. Statistics

Student athletes, individually and as a team, may be recognized for outstanding achievement. This achievement may be determined through the compilation of statistics that are routinely tracked in their respective sport. Coaches should identify the statistics to be tracked each season, designate a team statistician, and provide a final tally to the athletic director at season end. These achievements may be used in consideration for athletic awards and other recognition.

6.26. Student Athlete Feedback

Student athletes are encouraged to provide feedback regarding their coach at the end of each season. Student athlete's feedback is important to the coach evaluation process and the individual student forms are confidential.

The process for providing student athlete coach feedback:

1. Athletic Director meets with teams at end of season meeting.
2. Students complete form at meeting.
3. Rating and comments summarized by Athletic Director.
4. Information from feedback summary is shared with coach.

6.27. Tournaments

The privilege of participation in a post-season tournament is an honor for every team and school. If we achieve that honor, we should work to support our teams in the following ways:

1. In the fall and winter seasons cheerleaders are requested to cheer for all varsity tournament games in soccer, football, field hockey, basketball and ice hockey.
2. A trainer must be present at both home and away tournament games.

6.28. Transportation

All buses will be ordered by the Athletic Director. A list of bus trips will be distributed for coaches to indicate the time that they would like to leave the school.

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

It is the responsibility of the coaches to have their teams ready to board the buses at the designated times. Student athletes not riding on school approved transportation may be ineligible for participation in that event. Coaches have the discretion to release a student to ride home with their parents or legal guardian from an event providing a release form is signed by the parent or legal guardian.

The coaches are completely responsible for the conduct and actions of their players on the bus. It is recommended that a coach sit at the rear of the bus.

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

6.29. Vandal Alarm – High School Only

The vandal alarm system controls are located at the front entrance to the building.

1. Upon entering the building on weekend, during vacations, or other non-school days check to see if the alarm is on. If it is on, turn it off. If it is off, the keypad will show the date and time.

2. The alarm system is connected to the police station and we are responsible for the cost of the police responding to intrusions or disturbances to the vandal alarm system.
3. To set or disarm the alarm you need to enter the appropriate code. You then have 60 seconds to leave the building. The alarm will not set until all doors in the building are closed.

6.30. Weight Training Room

Coaches who would like to use the weight training room for the use of their team during in-season should make the request to the athletic trainer.

Coaches must be present in the weight training room in order for a team member to use the facility. The weight room is off limits to all student athletes during school hours.

First priority for the use of the weight training room will be given to in-season coaches.

6.31. Hazing

Coaches are expected to adhere to the Hazing Policy and Complaint Procedure (JICFA and JICFA-R). Please refer to Chapter 7 to review the policy and procedure in full.

Chapter 7

School District Policies

The following School District policies specifically apply to the athletic program. These policies are published in full on the following pages.

GBCC	Anti-Fraternization Policy – Staff
GBCC - R	Anti-Fraternization Reporting & Investigation Procedures
IGDDA	Sunday Participation
IGDF	Fundraising
IGDJ	Interscholastic Athletics
IGDJ - R	Interscholastic Athletics – Minimum Number of Participants
IGDK	Co-Curricular and Interscholastic Programs – Adult Leadership
IGDJ - R	Post Season Competition
JICFA	Hazing Policy
JICFA - R	Hazing Complaint Procedure

GBCC: Anti-Fraternization Policy - Staff

PREAMBLE

The Londonderry School District is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence. The Londonderry School District's Anti-fraternization Policy shall serve as a statement on appropriate conduct and relationships between students and staff of the Londonderry School District. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate.

DEFINITIONS

For purposes of this policy, "staff" refers to all Londonderry School District employees, contracted service personnel, SAU employees, and any volunteers working on school property.

For purposes of this policy, "student" refers to all Londonderry School District individuals in grades from kindergarten through twelfth.

POLICY

All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student. This imbalance of power can remain long after the student has graduated from the Londonderry School District. Due to this imbalance of power, students are vulnerable and cannot always make proper decisions with regard to interactions with staff. Thus, it is the School District's expectation that staff will recognize and respect this vulnerability when interacting with students. Accordingly, it is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. In particular, staff members are prohibited from engaging in any romantic, sexual, or physical relationship with students.

Staff are responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communication/speech, written communications, Internet and e-mail communications, physical gestures, motions or any other form of interaction. Personal relationships with students that are not related to legitimate educational purposes may also violate this policy depending upon the circumstances. However, it is understood that many personal relationships between staff and students are entirely appropriate and develop through mutual interest, family or neighborhood interactions. So long as these relationships maintain the essential and appropriate professional boundaries they shall not be deemed violative of this policy. Regardless of the student's advances, gestures or comments, it is the staff's responsibility to terminate any relationship that would otherwise violate this policy. As such, it is the staff's responsibility to ensure that such relationships continue along and within the appropriate boundaries. Failure to adhere to the requirements of this policy may result in severe consequences, up to and including termination.

This policy does not preclude legitimate, non-sexual, physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct otherwise necessary to respond to, or otherwise address, legitimate educational situations or objectives. Staff shall not conduct activities, which are not directly related to school functions, on a group or one-on-one basis outside of school with students. Similarly, staff shall not single out students from the general student population for special treatment (e.g. gifts, dinners, and rides) without prior consent of the student's parent and/or advance notice to the School District. The District must approve all staff activities with students occurring outside of the classroom or without an education purpose or objective.

Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student should be directed to the principal or designee. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the principal or designee. Submission of a good faith report of a suspected violation of this policy will not adversely affect the reporting individual's employment.

The staff of the Londonderry School District must understand that this Anti-fraternization Policy is a condition of employment. As a condition of employment, the Londonderry School District reserves the right to at any time, with out advance notice to staff, monitor, access, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of the District, its staff and students.

LONDONDERRY SCHOOL BOARD - Adopted: February 11, 2002

GBCC - R: Anti-Fraternization Reporting & Investigation Procedures

Any and all suspected violations of this policy must be immediately reported, orally or in writing, by staff to their school building principal or designee. The school building principal or designee shall document all complaints in writing within twenty-four (24) hours. The school building principal or designee will immediately conduct an investigation and create a written record thereof within at least ten (10) workdays, which will be provided to the Superintendent. If the alleged violation involves the school building principal, then the report shall be made to Superintendent, whom shall follow the procedural steps outlined in this section of the policy. If the alleged violation involves the Superintendent, then the report shall be made directly to the Chairperson of the School Board, whom shall also follow the procedural steps outlined in this section of the policy.

The investigation may consist of personal interviews with the reporting individual, the alleged offender(s), and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the suspected violation of this policy, and a review of records when appropriate to determine the existence of previous reports. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. A written record will include the following:

- a. the name of the alleged offender;
- b. the nature of the allegations;
- c. location and frequency of the violations;
- d. a detailed factual description of the incident(s);
- e. a list of all known witnesses;
- f. a summary of the investigation, which will include interviews with the individual(s) reasonably believed to have relevant information: including but not limited to the reporting individual, the alleged offender(s), and witnesses;
- g. a description of any disciplinary actions already taken; and
- h. a recommendation for further disciplinary action or review.

In determining whether the alleged conduct or relationship constitutes a violation of this policy, the District will consider the surrounding circumstances, the nature of the behavior, timeframe, past incidents or past or continuing patterns of behavior, and the context in which the alleged conduct occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, the District may take immediate steps, at its discretion, to protect the staff and student pending completion of an investigation of an alleged inappropriate activity or relationship. The District must sufficiently investigate all reports of inappropriate activity or relationships that are brought to its attention in order to determine the veracity of the report. The District will respect the privacy of the reporting individual, the individual(s) against whom the report is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All staff must fully understand that the reporting and investigation procedure implemented by the District is necessary to maintain the educational character and integrity of the District and to ensure compliance with this policy and the law.

Any and all violations of this policy determined by the principal or designee may result in disciplinary action taken against the offending staff member. If the violation of this policy warrants a criminal investigation, the Londonderry Police Department or appropriate legal authorities will be immediately contacted.

DISCIPLINARY ACTION

Any violation of this Anti-fraternization Policy and/or other Londonderry School District policies may result in, but is not limited to, one or more of the following:

- a. Written warnings or a letter or reprimand in the personnel file;
- b. Other remedies, such as suspensions and terminations as covered under New Hampshire law;
- c. Referral to the appropriate legal authorities for possible criminal prosecution; and
- d. Civil liability.

The Londonderry School District reserves the right to add and include additional behaviors and activities that can result in disciplinary action to this policy and implement such changes seven (7) days after adoption by the School Board. District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, New Hampshire and federal law and other School District policies. The District will take appropriate disciplinary action against any staff member who retaliates against any individual who reports an alleged

violation of this policy or any individual who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such alleged violation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CONFIDENTIALITY

All reports made by staff of a suspected inappropriate activity or relationship will be kept strictly confidential to the fullest extent practicable. Only those with "a need to know" shall have access to the report and investigation documents. Every effort will be made by the District to protect the anonymity of the reporting person, but it cannot always be guaranteed.

This policy shall not abrogate other District policies. It is the intent of the District for all of its policies to be read in a consistent manner in order to provide the highest level of protection and safety for staff and students in the provision of educational services and opportunities.

LONDONDERRY SCHOOL BOARD - Adopted: February 11, 2002

IGDDA: Student Performances – Sunday Participation

Participation of Londonderry students in activities scheduled on Sundays is discouraged. Unless the principal, with the concurrence of the superintendent, judges Sunday participation to be in the best interests of the school, student body, or community, no student while representing the Londonderry Schools shall participate in a practice session or event scheduled for a Sunday.

This policy is intended to prohibit Sunday participation in inter-scholastic competitions and co-curricular activities of whatever nature, and yet permit appropriate civic support, components of graduation activities, dedication ceremonies, and similar activities. The policy applies to athletic, musical, dramatic and similar activities of the student body.

LONDONDERRY SCHOOL BOARD - Adopted: December 6, 1977

IGDF: Student Fundraising Activities

The Londonderry School Board does not encourage fund-raising by students (but) realizes that there are exceptions for which they should be allowed to raise money for student related activities.

Exceptions to this policy shall be!

1. The sale of tickets to school scheduled student events like athletic contests, dramatic productions and music performances.
2. The sale of advertising space in school publications.
3. Fund-raising for charitable purposes. Such activities must first be approved by the superintendent.
4. Fund-raising for approved activities for which the students represent the school or the district.

In its annual budget preparation process, the board shall attempt to identify perennial student activity funding needs and endeavor to provide operating budget financial support (to some degree) in an effort to keep student fund-raising activities to a minimum each year.

LONDONDERRY SCHOOL BOARD - Adopted January 13, 1986

IGDJ: Interscholastic Athletics

The Londonderry School Board believes individual students will benefit through opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team effort made possible through competitive interschool and intramural team and individual sports activities.

It is the Board's policy to provide secondary school students interscholastic athletic competition in a variety of sports. Students shall be allowed to participate in individual sports on the basis of their physical condition and desire. Qualified personnel shall be provided for coaching and supervising individual sports. In addition, it is the policy of the Board to provide intramural athletic activities as an outgrowth of class instruction in physical education and commensurate with the grade level of the students involved.

The purpose of school athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best interests of the participants as the first consideration. This should be done without unreasonable interference with other obligations in the school community.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a school student body and an important phase of good community-school relations. Too great an emphasis on winning contests or too consistent a record of losing them are both harmful to the development of good attitudes among students and the public.

Policy Conditions

1. Athletic teams shall be organized to meet the needs of a maturing student body insofar as possible. A program of interscholastic athletics shall be proposed by the principal and shall be approved by the Board before being initiated. Changes in the basic program shall also be presented to the Board for approval whenever such are judged to be in the best interest of the student body.
2. No student below grade 9 shall participate in high school athletic programs. Separate athletic opportunities may be established for grade 7 and 8 students with other schools and within their own grade level. During the regular season and with the exception of football, no players shall play in more than two games more than the varsity team plays. Football is considered an exception because of the specialized nature of team positions and because of the great potential for player injury. In the event of injuries to players in other sports or other extenuating circumstances, athletes may be moved up to a higher or down to a lower level to fill a void upon a written request from the coach and approval of the Athletic Director and the principal.
3. The athletic program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
4. Those teachers having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.
5. The Londonderry High School is a member of the New Hampshire Interscholastic Athletic Association (NHIAA) and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports which NHIAA encourages. The eligibility of students to participate in the athletic program is determined in accordance with NHIAA regulations.
6. No student may start practice for any athletic team until he or she has been examined and approved by a medical doctor and until written consent has been obtained from the parent.
7. Expenditures for the athletic program are incorporated as part of the general budget of the Board. Coaches of each sport will submit their budgetary needs to the Athletic Director for the next school year, and the latter will present the total athletic budget request to the principal for approval and inclusion in the general budget. No expenditures for athletic purposes may be made in excess of those listed in the budget without approval of the superintendent.
8. District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, of rules for student participation, and of annual sports schedules.

9. Insurance against accident or injury shall be provided by the parents of students engaging in interscholastic athletics.

10. An attempt will be made to have immediate medical supervision available at all athletic competition and practice sessions at all levels of competition.

LONDONDERRY SCHOOL BOARD - Adopted: January 23, 1984, Revised: December 14, 1994

IGDJ - R: Interscholastic Athletics Minimum Participants

The Londonderry School Board has adopted a 'minimum number of participants' per team level for interscholastic athletics. The number of participants will be determined at the annual pre-season meeting which will be held no later than two weeks prior to the start of the season for each sport.

If the minimum number of participants is not met, the principal will inform the superintendent of this matter and indicate any special circumstances which should be considered. There will be no practice for that team (level) unless specifically approved by the School Board.

Less than a minimum may result after the start of practices, but practices cannot start unless the minimum number is met beforehand.

If the minimum number of participants is not met, contracts for coaches shall be declared null and void, unless deemed otherwise by the School Board.

<u>SPORT</u>	<u>M/F</u>	<u>LEVEL</u>	<u>MINIMUM</u>
Field Hockey	F	V	15
	F	JV	15
Soccer	M	V	17
	M	JV	17
	M	Fr.	17
	F	V	17
	F	JV	17
Golf*	M	V	7
Cross Country*	M	V	7
	F	V	7
Football	M	V	25
	M	JV	25
	M	So.	17
	M	Fr.	10
Basketball	M	V	10
	M	JV	10
	M	Fr.	10
	F	V	10
	F	JV	10
	F	Fr.	10
	Indoor Track*	M	V
F		V	12
Gymnastics*	M	V	6
	F	V	6
Ice Hockey	M	V	17
Wrestling*	M	V	15
Volleyball	F	V	12
Baseball	M	V	12
	M	JV	12
	M	Fr.	12
Softball	F	V	15
	F	JV	15
Tennis*	M	V	7
	F	V	7
Lacrosse	M	V	17
	M	JV	17
	M	Fr.	17
Outdoor Track*	M	V	12
	F	V	12
Cheerleading	F	V	9
	F	JV	9

*Could have individuals
1993

Londonderry School Board - Adopted: March 16,

IGDJ - R: Post Season Competition

Whenever a season ends in a sport, lower level team members may be advanced to the next level only upon the approval of the principal, for the remainder of the season.

Requests for such approval must be made by the coach of the upper level team in writing to the Athletic Director. The coach of the lower level team will also indicate his/her recommendation.

The written request will identify the sport; the individual(s) to be brought up to the next level; the reason for the request; and the benefit(s) to the individual student athlete(s).

The request should give special attention to paragraphs three and four of Policy IGDJ.

The Athletic Director will present each request to the principal. The principal shall rule on the individual merits of each case and render a decision on each case. In no case may approval for one team or season extend beyond that team or season.

Low level team members shall be allowed to "dress" for higher level contests but not participate upon the approval of the Athletic Director.

LONDONDERRY SCHOOL DISTRICT - Adopted: January 23, 1984

IGDK: Co-Curricular and Interscholastic Programs Adult Leadership

In order to provide the fullest possible measure of guidance to students in interscholastic, intramural, and co-curricular organizations, administrators, the Athletic Director, and persons in other similar assignments shall not serve as a coach or organization advisor unless, in the judgment of the principal an emergency exists. In such case, the principal shall secure the concurrence of the superintendent before making such an assignment.

Advisors shall, in so far as possible, be designated according to the following priorities:

- a. Faculty members of the Londonderry School District
- b. Qualified individuals from Londonderry or other communities

Coaches shall be hired in accordance with the following criteria in order of priority:

- A. **EXPERIENCE**
CPR Certification & First Aid Training
Coaching experience
Playing experience
Certification
Courses, clinics and workshops attended
References
- B. **COACHING PHILOSOPHY**
Development the whole person,
Tolerance of diversity,
Organizational ability.
- C. **AVAILABILITY:** If all other qualifications are equal, coaches shall be designated according to availability to team members and Athletic Director:

1. Faculty members of the Londonderry School District
2. Qualified individuals from Londonderry or other communities

Only after the above mentioned sources have been exhausted will an emergency exist allowing administrators, the Athletic Director and persons in similar assignments to be considered for coaching and advisor vacancies.

LONDONDERRY SCHOOL BOARD - Adopted: March 15, 1982, Revised: December 14, 1994

JICFA: Hazing

It is the policy of the Londonderry School District that no student or employee of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the School Board shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the School Board.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as:

- whipping;
- beating;
- branding;
- forced calisthenics;
- exposure to the elements;
- forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance;
- or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as:

- prolonged sleep deprivation,
- forced prolonged exclusion from social contact which could result in extreme embarrassment,
- or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Examples of behavior that could be considered hazing include being forced to:

1. Destroy or steal property.
2. Be tied up, taped or confined in a small space.
3. Be paddled, whipped, beaten, kicked or beat up others.
4. Do embarrassing, painful or dangerous acts.
5. Be kidnapped or transported and abandoned.
6. Consume spicy or disgusting concoctions.
7. Be deprived of sleep, food or hygiene.
8. Engage in or simulate sexual acts.
9. Participate in drinking contests.
10. Be tattooed or pierced.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for student and employment termination for employees.

A copy of this policy will be furnished to each student and teacher in the School District.

Statutory & Regulatory References: RSA 631:7

LONDONDERRY SCHOOL BOARD Adopted: November 30, 2004

JICFA – R: Hazing Complaint Procedure

1. Administrators, Athletic Coaches, Co-Curricular Advisors will address and review the Hazing Policy and procedure at the start of each season and the initial meeting of each school sponsored extra/co-curricular program. In addition, at least once during each season and/or once during each semester, coaches and advisors of the extra/co-curricular programs will review the policy.
2. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally (and have that reduced to writing) or in writing, to the building principal and/or assistant principal.
3. The principal and/or the assistant principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing.
4. The principal and/or assistant principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the confidential report shall be provided to the complainant, the accused and others directly involved, as appropriate. A confirmed report of hazing will be reported to the Police Department.
5. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the accused may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
6. Every student who participates in a sport or extra/co-curricular activity must sign and return the Hazing Policy (JICFA) and accompanying procedure (JICFA-R) prior to the start of the first practice or first meeting of the extra/co-curricular activity.

Adopted: November 30, 2004

I, _____, have read and understand the Londonderry
Signature of Student

School District Hazing Policy JICFA and Hazing Complaint Procedure JICFA-R.

I, _____, have read and understand the Londonderry
Signature of Parent

School District Hazing Policy JICFA and Hazing Complaint Procedure JICFA-R.

Chapter 8

Athletic Program Lists and Forms

The following lists and forms are used by the athletic program. Actual copies are available from the Athletic Department.

Athletic Department Contact List	Exhibit A
Coach Contract	Exhibit B
Coach's - Code of Ethics	Exhibit C
Parental Consent Form (Pink Sheet).....	Exhibit D
Student Agreement (Goldenrod Sheet).....	Exhibit E
Hazing Complaint Procedure.....	Exhibit F
Student Athlete's – Code of Ethics.....	Exhibit G
Parent's – Code of Ethics.....	Exhibit H
Athletic Program Information for Parents (Brochure).....	Exhibit I
Coach's Self-Assessment and Improvement Plan Form.....	Exhibit J
Student Athlete Feedback Form.....	Exhibit K
Coaches Meeting / Workshop.....	Exhibit L

Exhibit A: Athletic Department Contact List

Athletic Department Contact List

Athletic Director 2306	Mike Kobilarcsik	#432-6941, ext
Athletic Department Secretary 2307	Deb Dube	#432-6941, ext
Athletic Trainer 2901	Michelle Hart-Miller	#432-6941, ext
Athletic Equipment Manager 2906	Ann MacLean	#432-6941, ext
Superintendent of Schools 102	Nate Greenberg	#432-6920, ext
High School Principal 2200	Jim Elefante	#432-6941, ext
Middle School Principal	Andy Corey	#432-6930

Exhibit B: Londonderry School District Coach Contract

Londonderry School District Coach Contract

Name: _____ Date: _____ School: _____

The Londonderry School District has approved the following coaching assignment. Your assignment is:

Activity: _____ Stipend: _____ Total: _____

Method of Payment:

Pay will be made in halves: one half with the first bi-weekly payment following the midpoint of the contract activity and one-half with the first bi-weekly payment following the end of the contract activity.

Responsibilities:

1. Provide coaching expertise and student athlete supervision based on the guidelines set forth in the LHS Coaches Handbook, the policies approved by the Londonderry School District and the guidelines established in the Coach's Code of Ethics.
2. All coaches/advisors are required to complete CPR and First Aid Training.
3. All coaches are required to maintain current NHIAA Coach Certifications which include attendance at Rules Review sessions prior to the start of each season.
4. The coach shall represent the Londonderry School District at athletic contests in the absence of the Principal or the Athletic Director.

Evaluation: At the end of each season, each coach will receive a written evaluation by the Athletic Director. At the end of each season, each coach will distribute and collect a player feedback form to be developed with coach and parent input.

Reappointment: By the second Friday of April, the Athletic Director will post all coaching positions for the coming year. Coaches who wish to be considered for the reappointment must file a letter of intent with the Athletic Director no later than one week after the posting of these positions. This contract may be terminated at any time by the School Board for breach of contract by the coach of any provision herein, or failure by the coach to abide by reasonable rules and policies of the School District. This contract may be terminated by the coach upon written notice to the School Board. Having read the above statements and fully understanding the evaluation and reappointment procedures please indicate your acceptance of these responsibilities by signing below and returning this contract to the central office. This contract may become void only with the consent of both parties.

Superintendent _____ Coach _____

Exhibit C: Coach's – Code of Ethics

Londonderry School District Coach's - Code of Ethics

Preface

We believe that high school competition should be fun but that it must also be a significant part of a sound educational program. We believe that those who coach student athletes are, first and foremost, teachers who have a duty to assure that their sports program promote important life skills and the development of good character. We believe that the essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect responsibilities fairness, caring and good citizenship. We believe, further that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student athletes. This Code of Ethics applies to all coaches involved in interscholastic sports.

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

TRUSTWORTHINESS

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

- *Integrity* – model high ideals of ethics and sportsmanship and always pursue victory with honor, teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
- *Honesty* – don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- *Reliability* – fulfill commitments; I will do what I say I will do; be on time.
- *Loyalty* – be loyal to my school and team; put the team above my personal glory.

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

Counseling – be candid with the student athletes and their parents about the likelihood of getting an athletic scholarship or playing at the professional level. Counsel them about the requirement of many colleges preventing recruitment of student athletes that do not have serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

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

RESPECT

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

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

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

Class – be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

Taunting – don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials – treat contest officials with respect; don't complain about or argue with official calls of decisions during or after an athletic event.

Respect Parents – treat the parents of student athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.

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

Positive Coaching – use positive coaching methods. Refrain from physical or psychological intimidation, verbal abuse, and conduct that are demeaning to student athletes or others.

Effort and Teamwork – encourage student athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline.

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

RESPONSIBILITY

Life Skills – always strive to enhance the physical, mental, social and moral development of student athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.

Good Character – foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship.

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

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

Competence – strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid, safety, and CPR.

Knowledge of Rules – maintain a thorough knowledge of current game and competition rules and assure that my student athletes know and understand the rules.

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

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

Unhealthy Substances – educate student athletes, about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco, and recreational performance enhancing drugs.

Eating Disorders – advise student athletes about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight, and report same to the Athletic Director.

Physician's Advice – seek and follow the advice of the Athletic Trainer when determining whether an injured student athlete is ready to play.

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

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

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

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

Protect Athletes – put the well being of student athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.

Improper Commercialism – be sensitive to and avoid unwholesome commercialism. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

Fair and Open – be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

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

Caring Environment – consistently demonstrate concern for the student athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

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

Improper Gamesmanship – promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques that violate the rules and/or disrespect the highest traditions of the sport.

□ _____

Exhibit D: Parent Consent Form (Pink Sheet)

Parental Consent Form (Pink Sheet)

Medical History / Emergency Information

Student Athlete's Name _____ Grade: _____ Date: _____
Parent's/ Guardian _____
Address: _____ Home Phone: _____
Mother's Work Phone: _____ Father's Work Phone: _____
Pager Number: _____ Cell Phone: _____
In Case of Emergency Contact: _____ Phone: _____
(Other than parent /guardian)
Student Athlete's Date of Birth: ____/____/____ Weight: _____
Physician: _____ Physician's Phone: _____
Known Medical Conditions: _____
Allergies to insect / medications: NO / YES If yes, please explain: _____

Medical History Questionnaire

1. Please list any previous significant injuries: _____
2. Have you been sick or had any injuries in the past 6 months? YES / NO If yes, please explain: _____
3. Have you seen or been treated for this injury or illness by a doctor? YES / NO
If a doctor has treated you, what was the diagnosis? _____
You must give a medical clearance note from the treating physician to the athletic trainer before trying out for a sport if you have seen a doctor for an injury or illness in the past six months.
4. Have you ever suffered from a diagnosed concussion? YES / NO If yes, how many and when was the last one? _____
5. Have you ever been told by a doctor not to participate in a particular sport? YES /NO If yes, why? _____
6. Do you have any medical conditions such as asthma, diabetes, heart-related conditions that the athletic trainer should be aware of? YES / NO If yes, what? _____
7. If you have any medical condition which requires medication please advise the athletic trainer: (Asthma inhalers, insulin, bee sting kits, etc.) _____
8. Have you ever suffered from dizziness, fainting, severe headaches or chest pain? YES /NO
If yes, have you been seen by a physician? YES / NO What was the diagnosis? _____
9. Are you required to wear any protective devices such as knee/ankle braces etc.? YES /NO If yes, what are your requirements? _____
10. Are there any medical conditions, injuries or concerns that the athletic trainer needs to be advised of in order to provide appropriate treatment to your son / daughter? _____
11. Are you missing or do you have impairment of any paired organs? YES / NO If yes, what?

Londonderry Athletic Department

Parental Consent Form

Signatures are required for the information you received in your athletic department packet. This includes the athletic agreement, risk acknowledgement statement, consent to treat and medical history questionnaire. These signatures are good for the school year 2004 – 2005. The athletic office must be notified of any changes in status of the student athlete's emergency information or injury / illness status.

1. **Athletic Agreement:**

I, the parent / guardian and student athlete have read, understand and agree to the requirement listed in the athletic agreement.

2. **Medical History / Emergency Information:**

I, the parent / guardian, student athlete have filled out the medical history and emergency information form (Pink Form) and agree that the information provided is correct / accurate and true to the best of my knowledge. I give consent to my student athlete to participate in the athletic programs offered at Londonderry High School.

3. **Consent to Treat:**

I understand that Londonderry High School employs a Certified Athletic Trainer who is qualified to assess, treat, and rehabilitate most injuries my student athlete may incur while participating in our interscholastic athletic programs. I give permission for the athletic training staff to assess, treat, rehabilitate and refer this athlete to a physician or emergency room as appropriate.

4. **Risk Acknowledgement Statement:**

I understand the risks involved in athletics range from minor to severe. I recognize the possibility that my student athlete might die, become paralyzed; suffer from brain damage or other serious, permanent injury as a result of participating in sports. I realize that neither the protective equipment and padding used in the sport, the safety rules and the procedures of the sport, the coaching instruction received, nor the athletic training care provided to the student athletes will guarantee safety or prevent injuries they might sustain. I further agree to accept these risks as a condition of my student athlete's participation in this sport. I agree not to hold the Londonderry School District, its coaches or athletic training staff responsible for any injury, loss, or damage that occurs to my student athlete as a result of sports participation.

I have read, fully understand and agree to all of the above statements 1 – 4 and I do not have any questions. I understand that by signing this form, this covers any sport my student athlete participates in for the 2004 – 2005 school year.

Student Athlete's Name: _____ (please print)

Parent / Guardian Name: _____ (please print)

Student Athlete's Signature: _____ Date: / / _____

Parent / Guardian Signature: _____ Date: / / _____

This form is not valid unless both student athlete's and parent/guardian signatures are obtained.

Exhibit F: Hazing Complaint Procedure

JICFA – R: HAZING COMPLAINT PROCEDURE

1. Administrators, Athletic Coaches, Co-Curricular Advisors will address and review the Hazing Policy and procedure at the start of each season and the initial meeting of each school sponsored extra/co-curricular program. In addition, at least once during each season and/or once during each semester, coaches and advisors of the extra/co-curricular programs will review the policy.
2. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally (and have that reduced to writing) or in writing, to the building principal and/or assistant principal.
3. The principal and/or the assistant principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing.
4. The principal and/or assistant principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the confidential report shall be provided to the complainant, the accused and others directly involved, as appropriate. A confirmed report of hazing will be reported to the Police Department.
5. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the accused may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
6. Every student who participates in a sport or extra/co-curricular activity must sign and return the Hazing Policy (JICFA) and accompanying procedure (JICFA-R) prior to the start of the first practice or first meeting of the extra/co-curricular activity.

LONDONDERRY SCHOOL BOARD Adopted: November 30, 2004

I, _____, have read and understand the Londonderry
Signature of Student

School District Hazing Policy JICFA and Hazing Complaint Procedure JICFA-R.

I, _____, have read and understand the Londonderry
Signature of Parent

School District Hazing Policy JICFA and Hazing Complaint Procedure JICFA-R.

Exhibit G: Student Athlete's – Code of Ethics

Londonderry High School and Middle School Student Athlete's - Code of Ethics

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character sm"). I understand that, in order to participate in high school athletics, I must act in accord with the following:

TRUSTWORTHINESS

Trustworthiness — be worthy of trust in all I do.

Integrity — lives up to high ideals of ethics and sportsmanship and always pursues victory with honor; do what's right even when it's unpopular or personally costly.

Honesty — lives and competes honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.

Reliability — fulfills commitments; do what I say I will do; be on time to practices and games.

Loyalty — is loyal to my school and team; put the team above personal glory.

RESPECT

Respect — treat all people with respect all the time and require the same of other student athletes.

Class — live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.

Disrespectful Conduct — don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

Respect Officials — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

Importance of Education — be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

Role-Modeling — Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.

Self-Control — exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

Healthy Lifestyle — safeguards your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

Integrity of the Game — protects the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

Be Fair — live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

Concern for Others — demonstrates concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to me or others.

Teammates — help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

Play by the Rules — maintain a thorough knowledge of and abide by all applicable game and competition rules.

Spirit of rules — honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Exhibit H: Parent's – Code of Ethics

Londonderry High School and Middle School Parent's - Code of Ethics

As parents of student athletes, I understand the importance of my role in their success. In support of my student athlete, I will commit to following the guidelines established for the athletic program participants. These guidelines are based on the "Six Pillars of Character" (SM).

Trustworthiness

Be worthy of trust in all that I do

Be ethical, encourage my son/daughter to adhere to a high standard of personal ethics.
Be reliable by being on time to pick up my son / daughter from practices and competitions
Be loyal to my son/daughter by providing encouragement to be the best that they can be and do not criticize them regarding their competitive performance during competitions.
Be loyal to the coaching staff by respecting their effort to create a program for a team of student athletes. Do not undermine their efforts, if there is a problem; communicate it to the coach or Athletic Director.

Respect

Be respectful in actions and in words, follow the Golden Rule

Be respectful of my son / daughter, coaches, officials, other student athletes, and other parents by exhibiting sportsmanship at competitions
Be a positive role model for other parents and students at competitive events.

Responsibility

Be accountable

Provide support to my son/daughter to improve their skills and experience both during the season and during the off-season – it is the responsibility of each student athlete to take responsibility for their own development during the off-season if they desire to be competitive.

Fairness

Play by the rules

Become aware of and adhere to the school district policies, rules and procedures.
Support my son / daughter in complying with school policy, rules and procedures.
In the event of any issues, agree to follow the established chain of command for issue resolution.
Do not seek an unearned advantage for my son/daughter.

Caring

Be compassionate

Attend my son's / daughter's competitive events such as games and matches.
Attend team and individual recognition events such as banquets and award ceremonies.
Provide positive encouragement to my son/daughter

Citizenship

Help make the program better

Participate in program and/or team support organizations such as the booster clubs.
Participate in program and/or team feedback opportunities provided by the coach, Athletic Director, or Superintendent of Schools.

Exhibit I: Coach's Self-Assessment and Improvement Plan

<p>Londonderry Athletic Program Coach Self-Assessment</p>
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We truly appreciate the time, effort and experience each coach brings to our program. In an effort to ensure that our coaching staff's performance is in alignment with our program expectations, we ask that you read and complete this self-assessment. The purpose of this assessment is to ensure that our program expectations are clearly communicated and to encourage discussion between coaches and the Athletic Director if there are any questions or concerns. This assessment also provides the Athletic Director a vehicle to communicate any needed improvements.

Name: _____ **Team:** _____ **Season: Fall/Winter/Spring**

<i>Did you contribute to the success of our athletic program?</i>	<i>Y/N</i>
Did you provide the team with a coach who encouraged their participation?	
Were you knowledgeable enough as a coach to provide the students with the best available training and skills?	
Were you an excellent role model for our student athletes?	
Did you encourage your student athletes to be excellent role models for other students; good grades, good behavior in and out of school, etc.	
Were you able to advance or improve the experience and skills of your student athletes during the course of the season?	
Were your students encouraged and supported in their efforts to be the best that they could be?	
Were you student athletes mentally and physically prepared for the demands of their sport?	
Were you able to affect a positive relationship with the student athletes, their parents and the other coaches?	
Were you able to encourage younger student athletes to participate in the athletic program?	
Are you able to maintain or increase the number of students interested in participating on your team?	
Were you able to address and resolve issues with student athletes, parents, or other coaches in a timely manner?	

<i>Have you fulfilled your role and responsibilities?</i>	<i>Y/N</i>
Were you able to fulfill your Coach's Contract?	
Were you able to fulfill your role and responsibilities as described in the Coaches Handbook?	
Were you able to abide by the Londonderry School District policies, rules and regulations as described in the Coaches Handbook?	
Were you able to abide by the Coaches Code of Ethics?	

<i>Are your coaching certifications current?</i>	<i>Date Completed</i>
NHIAA Coach Certification	
CPR Certification	
First Aid Certification	

<i>List planned professional coaching development or certifications to be completed prior to next season.</i>	<i>Date Scheduled</i>

**Londonderry Athletic Program
Coach Self-Assessment**

To be completed by the Coach:

Coach Feedback: *(Concerns, Comments, Support Needs, etc)*

To be completed by the Athletic Director:

Coach Overall Rating:

Student Athlete Feedback: *(Summary of Feedback Forms)*

Head Coach Feedback: *(If applicable)*

Additional Athletic Director Feedback: *(Based on AD observations)*

To be completed by the Athletic Director as required:

Coach Improvement Plan:

Recommended Improvement

Date to be Re-Evaluated

Exhibit J: Student Athlete's Feedback

**Londonderry High School Athletic Department
Student Athlete's Feedback**

Sport: _____ Level: _____

Coach: _____ Date: _____

Attention Student Athlete: As you complete this form, please give thoughtful consideration to your impressions of the entire season as your feedback is important to the athletic program. Please drop off your completed form in the Athletic Department.

The completed forms will be compiled by one person in the Athletic Department and totaled on a summary form. The summary form will be reviewed by the Athletic Director and your coach. The coaches will not see the individual feedback forms.

Scale: E-Excellent; VG-Very Good; A-Average; N-Needs Improvement; VP-Very Poor

1. Taking everything into consideration, the season as a whole was: E VG A N VP
2. The coach's organization of practice sessions was: E VG A N VP
3. The coach explained my role on the team: E VG A N VP
4. The coach's ability to treat all players equally and fairly: E VG A N VP
5. The coach's ability to deal with player difficulties was: E VG A N VP
6. The coach's ability to provide extra help when needed: E VG A N VP
7. I felt that the coach's honesty and integrity in his/her dealings with me was: E VG A N VP
8. The coach was willing to put in the time to get the job done: E VG A N VP
9. The coach required the team to be well disciplined: E VG A N VP
10. The coach's requirements for sportsmanship were: E VG A N VP

Please use the space on the back of this form for any helpful ideas or additional comments.

Thank you for your feedback.

Exhibit L: Coaches Meeting / Workshop

COACHES MEETING / WORKSHOP

1. INTRODUCTION
 - a) Philosophy of Athletic Department / Londonderry School District
 - b) Chain of Command
 - c) School District policies regarding Athletics
2. REVIEW COACHES HANDBOOK
3. REINFORCE PROPER PLANNING
 - a) Setting goals
 - b) Season planning
 - c) Practice plans
4. COMMUNICATION
 - a) Team
 - b) Individual
 - c) Parents
 - d) Athletic Administration
5. SEASON EVALUATION
 - a) Coach
 - b) Team
 - c) Individual
6. ROUND TABLE ISSUES
 - a) Mentorship