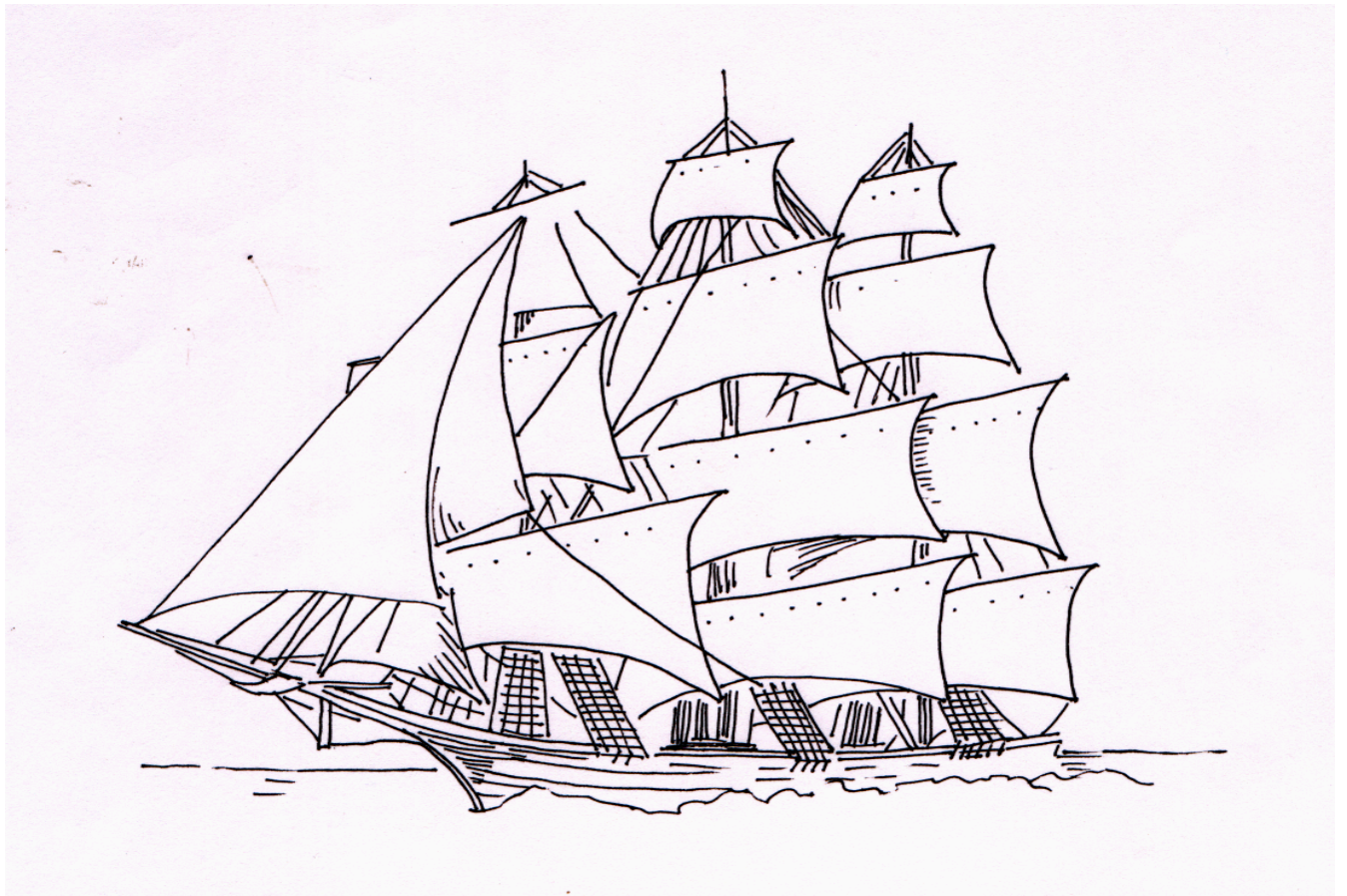


Yarmouth High School Harrison Middle School



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I. Coaches Handbook

A. Athletic Philosophy

The Yarmouth School District believes that participation in athletics is an integral part of the total educational experience for students. The athletic programs provide participants with unique opportunities to further develop our district's core values: Honesty, Integrity, Trustworthiness, Loyalty, Fairness, Caring, Respect, Citizenship, Pursuit of Quality, Responsibility, and Positive Self-Esteem. Athletic programs also play an important role in our mission statement, "Empowering all students to create fulfilling lives in a changing world". Therefore, we will provide as many opportunities as possible, at a variety of levels, for students to be involved in athletics.

The athletic programs provide an arena in which each student learns to take healthy risks, learns to compete, responds to challenges, and strives to develop personal and team bests. Each athlete may learn these lessons at different times and to different degrees as they mature and progress through various levels of athletic competition. It is important, therefore, that each level of competition allow for individual growth while keeping other specific outcomes in mind.

The middle school interscholastic program is the athlete's first experience with interscholastic competition; therefore, it is important that this program be designed so that maximum participation will be the rule. These are extremely formative years for the young athlete. The recreation enthusiast of the elementary grades will be encouraged to evolve into a more dedicated athlete who will now begin to make the important commitment to teammates, coach and school. Coaches at this level shall encourage their team members to develop their skills, their sense of responsibility and their physical fitness. A spirit of cooperation should emerge as young athletes begin to develop both competence in their chosen sport and awareness of their own sense of self worth. These are years of maturation and growth for young athletes, so they must be handled with sensitive encouragement by coaches, teachers and parents alike.

The transition between childhood and adolescence in the middle school brings about tremendous change. The most important goal of a middle school athletic program is to enhance the self-image of this rapidly changing child. The students have the opportunity to participate in a wide range of activities, which are enjoyable, a positive learning experience and lead to lifelong enjoyment of sports and physical fitness. All students have the opportunity to participate in a wide variety of co-curricular activities. This program should be dynamic and diverse, capitalizing on student interests and community resources.

Interscholastic sports opportunities are appropriate and valuable experiences for sixth, seventh and eighth grade students who possess the physical and emotional maturity to benefit from the challenge of a team experience. **The middle school has a "no cut" policy. In this manner, all student athletes will be assigned to a team in their sport of interest.** Expansion teams are offered when there is a significant interest in the sport by participants. In this case we would offer a 7th, 8th and combination 7th & 8th team based on students' development and abilities. Coaches at this level shall encourage their team members to develop their skills, their sense of individual and team responsibility and their physical fitness. A spirit of cooperation should emerge as young athletes begin to develop both competence in their chosen sport and awareness of their own sense of self worth.

High school interscholastic athletic programs are designed to serve the needs of those students who have shown that they are developmentally ready for more intense athletic experiences. At this level our purpose is not only to promote our core values and our mission, but also to promote healthy competition.

B. Team Selection

Student-athletes will be selected for athletic teams based on skill level. Each program is designed to accommodate as many student-athletes as possible and still maintain a safe learning environment. “Cutting” student-athletes from certain programs may unfortunately become necessary due to various constraints. Each coach will explain in the preseason meetings the requirements for team selection.

Freshman athletic teams are designed to be inclusive and to provide more playing opportunities at the freshman level. This allows for an additional year of growth and maturity and also helps to develop the overall program in that sport. Freshman will not be “cut.” Freshman may also participate on the junior varsity or varsity level at the coach’s discretion.

Junior Varsity student-athletes are those participants that are working to possess the necessary skill to compete at the varsity level. The main objectives of the J.V. program are to provide student-athletes with a positive experience and to prepare them with the necessary skills and experiences to move on to the varsity level. Some J.V. student-athletes may be asked to swing between the J.V. and varsity levels in the event of an injury, or to gain some varsity experience when the situation is warranted.

Varsity student-athletes are those participants who have achieved the most skill in their respective sport and are ready for the most competitive level of athletics. The major goal of a varsity team is to reach its full potential. In order to do that, it is not realistically possible for all team members to receive equal playing time. It is, therefore, essential that each athlete understand his/her role on the team and that varsity coaches attempt to elicit a mature acceptance of those roles. If a senior has been involved in the program for three consecutive years in high school they will not be cut.

C. Coaching Staff Description and Responsibilities

Yarmouth School's Athletic Department Staff is a professional group that takes great pride in the development of our student-athletes. Coaches serve as important role models for our youth. Coaches must work as an extension of the parents and faculty at Yarmouth High School and Harrison Middle School and should be cognizant of their demeanor and actions. To be effective, coaches must be respected. Being respected is much more important than being well liked. The faculty, staff, players, and students should be treated with the same honor and respect that you desire to be shown you. As a general rule private, firm, fair, and consistent discipline shall be maintained. The work of the coach is an integral part of the educational program of the school. The coach should show a mastery of the principles of their designated sport and consequent improvement in teaching and coaching.

Coaches at Yarmouth Schools are responsible for their designated programs. The following are coaches’ responsibilities:

1. The coach will develop the fundamental skills and ability of student-athletes to safely and responsibly represent Yarmouth Schools.

2. The coach will provide the proper instruction and training necessary to create skills, techniques and physical conditioning sufficient to enable each participant to compete safely and competently within the scope of the sport.
3. The coach will supervise all practices and games in which his/her team is participating and shall supervise the locker room/shed areas.

4. The coach will arrange with the athletic director for the use of the appropriate facilities, and will inform the AD of the condition of the equipment and facilities.
5. The coach will promote the sport within the community.
6. The coach will submit a written list of specific team rules and expectations for his/her activity to the AD for approval prior to distribution.
7. The coach will issue, inventory, maintain, collect, and store all equipment used within the program and be responsible for equipment issued.
8. The coach will make the decisions regarding team selection and playing time.
9. The coach will provide the athletic director with a list of all members at least two weeks prior to the start of the first contest, and again at the end of the season for archive purposes.
10. The coach will check the medical and honor code forms prior to permitting a contestant to practice/play with the team.
11. The coach will report all injuries (fill out form) to the athletic director immediately, or when possible within 24 hours of the injury.
12. The coach will adhere to and administer the policies regarding eligibility for athletic participation.
13. The coach will maintain the highest standards of conduct and sportsmanship while coaching and will expect all participants to do likewise.
14. The coach shall uphold and adhere to the policies approved by the school committee.
15. At the conclusion of the sport season, the coach will provide the athletic director and school committee with a summary report of the program including:
 - a) Roster of participants (see form)
 - b) Results of all contests (see form)
 - c) Inventory of all equipment
 - d) Inventory of all uniforms
 - e) Recommendations for future equipment purchases (budget form)
 - f) Recommendations for program development

D. Legal Duties of Athletic Personnel

1. Duty to plan
2. Duty to supervise
3. Duty to assess conditioning and readiness to participate
4. Duty to provide a safe playing environment and facilities
5. Duty to provide appropriate protective athletic gear and equipment
6. Duty to provide proper instruction
7. Duty to appropriately match participants
8. Duty to provide proper conditioning
9. Duty to warn of inherent risks of the sport
10. Duty to ensure athletes are insured
11. Duty to provide emergency care and activate response plan when necessary
12. Duty to ensure that students have safe modes of transportation

E. Coaching Eligibility

Coaches must meet MPA coaching eligibility standards. To meet this requirement, a coach must successfully complete (1) coaching education course, (2) sports first aid and (3) CPR within the first year of employment as a coach in the Yarmouth School System. Equivalent courses may be substituted if they meet the same criteria as the above courses and are accepted by the high school principal. Coaches that are coaching within the Yarmouth School System must take refresher courses as delegated and recommended by the MPA. All coaches employed by the Yarmouth School Department must attend a blood borne pathogen seminar each year as required by law. (Ref 5.73 - Blood Borne Pathogens).

F. Assessment of Coaches

All coaches will be evaluated yearly utilizing a three-part process. The purpose of the evaluation process is to ensure that each individual coach has the ability to successfully serve the student-athletes at Yarmouth High School and Harrison Middle School. The goal of the assessment is to give feedback in order to challenge coaches to be the best they can be for our program. Student-athletes and parents will be afforded the opportunity to give feedback on each particular program and coach. Additionally, each coach will fill out a self-evaluation every season. The athletic director will formulate a summative evaluation at the end of the season based on comments and feedback from the self-evaluation, student-athletes, parents, and the athletic director.

G. Professional Development

Opportunities for professional development in the area of coaching are encouraged and strongly recommended. It is important to stay informed and current in your field. Funds are available for coaching clinics, CPR first aid and coaching classes. Please see the athletic director for more information regarding professional development.

H. League Affiliations

WESTERN MAINE CONFERENCE

Yarmouth High School belongs to the Western Maine Conference as one of the 17 participating schools. The schedules that are derived from within the Conference are closed schedules (only play against schools from within the Conference) and each school is provided its desired number of games as long as it does not exceed the number of countable contests as allowed by the Maine Principals' Association. The primary criterion for deriving schedules is that of classification which is followed by competition and geographical location.

The participating schools within the Western Maine Conference are:

Cape Elizabeth	Old Orchard Beach
Falmouth	Poland
Freeport	Sacopee Valley
Fryeburg	St. Dominic
Gray New Gloucester	Traip Academy
Greely	Waynflete
Lake Region	Wells
North Yarmouth Academy	Yarmouth

York

The Western Maine Conference makes every effort to NOT schedule official games/meets/matches during vacation periods. However, to accommodate the maximum number of allowable contests, sometimes it is necessary. Two schools desiring to move one of their scheduled contests into a vacation period may do so by mutual agreement. Yarmouth's position is to not play "counting contests" during vacation periods if at all possible.

The sports that are governed and provided within the Western Maine Conference are:

Baseball	Skiing
Basketball	Soccer
Cheerleading	Softball
Cross Country	Tennis
Field Hockey*	Track (indoor & outdoor)
Golf	Volleyball
Lacrosse	Wrestling

*Female participants only-MPA

SOUTHWESTERN MAINE SWIM LEAGUE

The swim team is a member of the Southwestern Maine Swim League and uses for its home pool the Casco Bay YMCA near the Freeport/Yarmouth town line. Their schedule is generated each year from within that league and from the Southern Division.

The schools and their divisions are:

NORTH

Cape Elizabeth
Cheverus
Deering
Falmouth
Greely
McAuley
Scarborough
South Portland
Westbrook

SOUTH

Biddeford
Bonny Eagle
Kennebunk
NYA
Massabesic
Portland
Sanford
Thornton
Yarmouth

All schedules are either provided for Yarmouth by the league and/or are generated and/or approved by the athletic director.

CAMPBELL FOOTBALL CONFERENCE:

The football team is a member of the Campbell Conference. The schedule is generated each year from within that league for Class C.

Class B

Cape Elizabeth
Falmouth
Fryeburg Academy
Gray New Gloucester
Greely
Lake Region
Mountain Valley
Poland Regional

Class C

Boothbay
Buckfield
Dirigo
Freeport
Jay
Lisbon
Livermore Falls
Madison

Wells
York

Old Orchard Beach
Traip Academy
Winthrop
Yarmouth

WESTERN MAINE ICE HOCKEY:

The ice hockey team participates in Class B Ice Hockey in Western Maine. The schedule is generated each year within Western Class B Schools.

Class B

Camden Regional
Cape Elizabeth
Greely
Lake Region
Leavitt

Maranacook
Windale
Yarmouth
York

TRIPLE “C” LEAGUE (Middle School)

The Yarmouth Middle School competes in the Triple “C” League. The league is divided into Division 1 and Division 2. Yarmouth participates in Division 2, the schools with a larger population and more sport offerings.

The league is composed of the following schools:

Cape Elizabeth	Gray/New Gloucester	Old Orchard
Falmouth	Greely	Poland
Freeport	Lake Region	Sacopee Valley
Fryeburg (Molly Ockett)	NYA	Waynflete
		Yarmouth (HMS)

Sports Offered in the Triple “C” League:

FALL:

Boys & Girls Soccer
Boys and Girls Cross Country
Girls Field Hockey
Boys & Girls Tennis
Football

WINTER:

Boys & Girls Basketball
Boys & Girls Indoor Track
Boys & Girls Skiing (Nordic & Alpine)
Boys & Girls Swimming

SPRING:

Softball
Baseball
Boys & Girls Outdoor Track
Boys & Girls Lacrosse

I. Team Selection-Guidelines

1. Squad Determination Factors

- A. Safety (How many can one coach safely supervise in an activity);
- B. Quality team participation (Rules of the game impact participation); and
- C. Quality practice/instruction time.

2. Changing of Teams--Athletes may drop one sport and participate in another sport that same season as long as the change is made prior to the first countable game for either sport.

3. Joining a team late--A student joining a team after the preseason sessions have begun will be required to go through a conditioning period as determined by the coach.

4. Cutting Procedure--If the coach deems it necessary to make cuts, those cuts will be reviewed with the Athletic Director. The coach will then finalize the decision and meet individually with the respective student athletes. Additionally, coaches are expected to meet with each team member individually to discuss their role on the team.

J. Scheduling of Contests or Events

The athletic director will do all scheduling of athletic events at Yarmouth high and middle schools. Coaches may make tentative commitments with outside schools, which will be finalized by the athletic director if said commitment is not in conflict with the total athletic schedule.

K. Postponements

The need to postpone athletic events created by foul weather is at the discretion of the home team with the exception of the winter months. The visiting team may request a postponement if the administration of the traveling team deems that travel is hazardous.

If there is no school due to poor weather conditions, an athletic contest or practice may be held if the weather clears later in the day. The principal/assistant principal and athletic director shall make the appropriate decision.

A decision to postpone a scheduled contest must be made prior to 1:00 PM on the date of the contest if at all possible. There may be special circumstances where a game might be postponed just before actually starting the contest.

Factors considered in making the decision to postpone are:

1. Playing condition of the field

2. Safe travel for team
3. Safe travel for officials
4. Safe travel for fans
5. Damage to equipment or facilities
6. Safety to the athletes and spectators in or on the school grounds, gym and/or field.

Once a contest has begun, it is then the responsibility of the game official(s) to terminate the game if, and when, they feel the field and weather conditions warrant such a decision.

L. Crowd Control (see WMC Spectator Guidelines on page 62):

It is the responsibility of the athletic director and school administrators to enforce all policies regarding fan behavior. A statement concerning behavior will be announced prior to the beginning of each game.

M. Sportsmanship and Game Conduct

Yarmouth High School and Harrison Middle School's coaches pride themselves for their excellent sportsmanship and ethics on and off the courts and playing fields. Please uphold this honor code as your conduct reflects directly on the school, athletic department and the students. Lead by example and be a good role model for our student-athletes.

Sportsmanship Expectations

1. Show respect for the opponent at all times. The opponent should be treated as a guest. Good sportsmanship is the Golden Rule in action.
2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand and appreciate the rules. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and have the ability to recognize that rational behavior is more important than the desire to win. Good sportsmanship is concerned with the behavior of all involved in the game.
5. Recognize and appreciate the skill in performance regardless of affiliation. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

N. Captain Selection Protocol/Guidelines

Rationale:

Captains are leaders within our school and community. We want our captains to exhibit leadership qualities while participating in practices and contests, as well as in the context of the school community. The purpose of creating this protocol is to create greater consistency

between all Yarmouth athletic teams with regard to the expectations set forth for captains, and to set a high standard for student leadership at Yarmouth High School.

Leadership Expectations

Yarmouth Captains will:

1. *Meet all academic eligibility standards*
2. Uphold and adhere to our school's honor code
3. Have no infractions of the honor code during the year preceding being named a captain.
4. Be removed from the position of captain should he/she incur any infraction of the honor code during the season for which the captain has been selected
5. Lead peers responsibly by example, both verbally and physically
6. Commit to being quality role models
7. Demonstrate enthusiasm for the sport
8. Show a quality work ethic
9. Exhibit good sportsmanship
10. Maintain a positive outlook
11. Be easily approachable by coaches and peers
12. Be good listeners to both coaches and peers
13. Support the coach and assist with team communications

Coaches Expectations

1. Prior to beginning the captain selection process, coaches review and document their process for selecting captains with the athletic director.
2. Prior to any announcement of captains, including to the team, the names of proposed captains are submitted to the athletic director.
3. Prior to the beginning of the season, the coach shares with both student-athletes and parents the captain and leadership expectations. It is essential that coaches are clear about their expectations for captains and conditions where the captains would be removed.
4. Coaches strongly consider naming captains at the beginning of the season, rather than at the end of the prior season. Naming captains a year in advance does not take into account the growth and maturity of some student athletes and the potential for others (not chosen) to lose, at least, some level of interest for the sport.
5. Coaches support and help the captains to become great leaders.

Captain Duties & Responsibilities

1. Act as a liaison between student-athletes and coaches.
2. Lead drills, warm-ups, etc.
3. Set the mental and emotional tone for the team.
4. Keep the coaches informed about team issues.
5. Provide input on team decisions.
6. Talk and provide support for struggling teammates.
7. Help in handling conflicts within the team.
8. Plan team activities.
9. Be loyal to the coaches and support their decisions.
10. Other duties as assigned by the coach.

O. Yarmouth High School Protocol for Open Activities

1. Contact Athletic Director with details regarding the open activities.
2. Contact Yarmouth Community Services to schedule the appropriate facility (Facility Use Form).
3. The open activity **must** be supervised by an adult at all times.
4. The person/group scheduled to use the facility will be held totally responsible for any damage incurred while utilizing the facility.

The Maine Principal's Association defines open activities as: Activities approved by the principal scheduled for a gym, pool or other facility for which all students or age groups are invited to participate; adults involved in such activities should be supervising and should not be coaching or giving instruction. For further details on the MPA's sports season policy please go to the following link on the MPA web site. http://www.mpa.cc/id_seasonpolicy.html

P. Transportation

The coach is responsible for the actions of the student-athletes on the bus. Coaches and team members are representing Yarmouth High School and Harrison Middle School at all times. Behavior in public places should be conducive to the school's honor code pledge.

All athletic teams that are involved in activities outside of the Yarmouth Community **(with the exception of activities at the local YMCA)** must be transported by school-approved transportation. This includes all practices, contests or other activities that are of team composure. Needed transportation will be scheduled through the athletic office. **Please encourage student-athletes to ride the bus; it is part of the team experience.**

*Athletes are not allowed to return from an away event with someone other than the coach and/or the team bus unless the following procedure is followed:

1. Parents may provide transportation to games under special circumstances. In this case, written permission must be given to the coach/athletic director (see Transportation Release form).
2. Third party procedure: A student will not be allowed to return after an event by a means other than school conveyance or released to his/her parent(s) unless arrangements are made with the principal or athletic director by the parent of the athlete at least one day in advance.

Q. Overnight Trip Procedure

All overnight trips are approved at the beginning of the academic year by the school committee (reference school policy for more details). Contact the athletic director as soon as plans begin to develop. A written agenda and timeline must be submitted at least one month prior to the departure date. If the trip is several days in length, more detail will be required for final approval.

R. Equipment And Weight Room

The weight room will be available to athletes only when proper supervision is available. No team

members are to be scheduled for the weight room without the coach being present. The coach may designate this responsibility to another faculty member with notification to the Athletic Director.

The weight room supervisor will maintain a weight room schedule on the YHS athletic web page. Coaches who plan on utilizing the weight room will give the supervisor one-week notice for team use. Coaches will indicate the number of athletes that they will be bringing. If a team plans to train on a regular basis, the coach is encouraged to submit a schedule indicating all the training dates for the entire season (by the month at least) so they can receive priority scheduling.

Weight room programs can be developed in coordination with our strength and conditioning coach, the supervisors/strength coach's role is to assist with the initial instruction of the program, provide assistance in regards to technique instruction, and direct small groups of athletes through training programs. Team workouts can be facilitated utilizing the weight room in the following ways.

1. Coach may bring entire team for a supervised workout (outside of regular practice time) to the weight room (20 max in the weight room) or use portable equipment (i.e. bands, steps, med balls) in the hallway or gym with supervisor providing instructional assistance if needed.
2. Coach may incorporate a workout within practice time where the supervisor will be responsible for a portion of the team's athletes directing strength and conditioning workout and the remaining athletes are under the supervision of the athletic coach involved in other conditioning or sport skill activities. The coach may design the practice so that their athletes rotate in groups of no larger than 15 athletes at a time into the weight room while the others are working with the coach.

S. Uniforms and Equipment

Uniforms and equipment issued for a sport may be worn or used only during practice or competition. The student athlete will replace uniforms and/or equipment if they are damaged or lost. If a student does not return uniforms and/or equipment issued to him/her within the specified time, a bill will be issued to the parents and that student may not participate in another sport until the bill is paid, or the missing equipment/uniform(s) returned. Coaches are responsible for the distribution and collection of uniforms and equipment. Your paycheck may be withheld in the event that uniforms are not returned in a timely fashion.

T. Key Distribution

All coaches will be given keys to the facilities as needed for their respective team prior to the start of each season. Keys must be requested and signed out through the athletic office. At the end of the season the coach must return all keys to the athletic director. Coaches will be charged for any lost or non-returned keys.

U. Building Security Guidelines

The following guidelines must be used when the school facility is closed due the lateness of the hour and/or Saturdays/vacation days.

Team members meeting for an away trip and/or returning from an away trip must use the back doors only.

Team members shall not be left in the building unsupervised.

Coaches will be the last person to leave the building and should do so only after the following checks have been made:

1. All team members are out of the building.
2. Lights in the teacher's room, gym lobby, coaches' room, and all locker rooms are to be turned out.
3. Inside locker room doors, coaches' door, and teacher's room doors must be locked and checked.
4. Check the front doors, gym doors, boys' locker room outside door, and doors at the cafeteria exit to make sure they are closed securely and locked.

The above rules pertain mainly to all non-custodial days (weekends and vacation days). However, a coach should monitor his/her team members even during the week and ask them not to get to practice before their practice time and also to make sure team members have left the practice and locker room areas before he or she leaves for the day. The immediate practice area should be secured and lights off on any day the coach utilizes the facility.

V. Coaches Attendance

Coaches are expected to be at each practice and game. If there is an extenuating circumstance, you may be excused from the practice or game by the athletic director. Please make the appropriate arrangements in advance for any needed coverage. If you know that you are unable to attend a practice or game, you must notify the athletic director as soon as possible. Punctuality is important. Student-athletes are expected to be on time for each practice and game, so are the coaches.

Coaches are expected to attend all coaches' meetings, team meetings, Code Night, and the Sports Awards Ceremony/Banquet at the end of the season, unless excused by the athletic director.

W. Student-Athlete Attendance

All student-athletes are expected to attend each practice and game. The only exception to this rule is excused absences. The **attendance list** can be found in the main office each day for the coaches to check on the status of their athletes. All written excuses must be given to the coach, with the exception of an absence from school. All high school coaches' e-mails will be put on the attendance list from the school so that you may check school attendance daily. If you have any questions or need clarification on a certain circumstance, please call the athletic office for clarification.

1. Please be aware that student-athletes must be in school by 9:00 a.m. the day of a game or practice in order to be eligible for competition that day including Wednesdays.
2. If a student-athlete is absent from school, they may not participate in practices or games for that day. If the student-athlete has an excused absence, s/he may be allowed to participate in practice or games for that day if arrangements were

made in advance with the director of athletics for seriously extenuating circumstances. If a student-athlete is absent from school on a Friday, they may participate in a Saturday game at the coaches' discretion.

X. Stipend/Contract Information

A contract agreement will be signed prior to the start of your season. Payments will be made at the end of the season, please refer to your particular contract for exact dates. As indicated in a previous section, payment may be withheld until all coaching responsibilities have been completed. The head varsity coaches are eligible for a payment of 1% of the base teachers' salary if their respective team qualifies for the playoffs. The payment is compensation for extra practices and games that the state playoffs require.

Y. Reporting Scores

Varsity coaches are required to report all scores to the local newspaper (Portland Press Herald). Coaches may do this by calling the numbers listed below and asking for the sports desk. The sports desk will ask for the score and may ask for some statistics to run a small article or box score so please be prepared to answer any questions. The fax number is also listed for those sports needing to fax in scores of meets.

*In some cases coaches must report scores directly to the MPA at heals@mpa.cc

Portland Press Herald: 1-800-442-6036

Portland Press Herald: Fax 791-6924

Z. Working with the Media

Interscholastic activities are often among the most visible components of the school curriculum. As a coach, you are known and respected in the community, and will undoubtedly find yourself developing relationships with the local reporters and journalists. These relationships can either support or undermine your program and your coaching career. So it pays to be thoughtful in your approach.

- Answer the questions honestly and be positive
- Deal with the reporter in a respectful and courteous fashion
- Ask the reporter to repeat a question or to rephrase it, if you do not understand
- Please be reminded that no comment is ever "off the record"

AA. Student Recognition

At the conclusion of each sport season, coaches will present awards at individual recognition events. Captains' plaques will be provided by the Athletic Department. All other awards are the responsibility of the respective coach and/or booster club.

At the Senior Awards each June, two honor awards will be presented to the two outstanding athletes

as voted on by the coaches.

- a. George Merrill Award
- b. Robert Hawkes Award

The School Committee will honor members of a team earning a State Championship with the presentation of a “picture plaque”.

Student-athlete Leadership Team (SALT):

The Yarmouth athletic department recognizes captains with a plaque at the end of each season. The captains are responsible for attending SALT meetings through out the season. The purpose of the group is to educate students in the area of leadership through group discussion, role-playing and mentoring.

LETTERING-guidelines

The Yarmouth Athletic Department trusts our coaching staff to use their best discretion and team criteria when recognizing those student-athletes who have earned a letter in their respective sport at Yarmouth High School. To earn a letter is truly an honor and should be looked upon with pride.

Athletes may earn one chenille varsity letter in his/her career. Each subsequent varsity award will be a varsity letter certificate and a sport-specific pin (each also being awarded with the chenille letter). All sub-varsity athletes will receive a certificate of participation for successful completion of the season and as determined by the coach.

BB. Mail

Coaches will receive mail on a regular basis. Mail can be picked up in your respective boxes in the athletic office. Please read all mail carefully and pass on any pertinent information to the athletic director and then to the student-athletes.

CC. Coaching Attire

Coaches are an extension of the school and should dress accordingly. Clothes worn at games should include, but are not limited to, collared shirts and dress pants (Jeans are not an option). Collared shirts are given to the coaching staff each year. Practice attire should consist of shorts, shirts, wind pants, sweatshirts, and sneakers.

DD. Student-athlete Attire

All student-athletes are expected to come to practice wearing athletic/fitness type clothing. Any student-athlete who is dressed inappropriately for practice will be asked to change or sit out until appropriate clothing is worn. Clothing may not make reference to drugs, alcohol or tobacco.

EE. Scorekeepers/Managers

Each team will be provided with a scorebook to keep track of scores and statistics for the season. It is recommended that the coach/student-athletes find a manager for the team. If no one is available to do the scorebook, it is the responsibility of someone on the bench to complete this task.

FF. Program Questions or Concerns

If parents have a concern or a question about a specific team or program, they are encouraged to make an appointment to see the coach first. If they are not satisfied after meeting with the coach, they are encouraged to contact the Athletic Director. Parents are requested to wait until the next day after a contest to make contact with the coach. The public complaints policy is listed in the policy section of the athletic manual.

GG. Communications

Communication is key in creating a well-organized and efficient athletic department. We utilize our school's web site to communicate the most current and up to date information on athletics. You can find the following on our athletic page.

Athletic Page: www.yarmouthschools.org.

- Athletic manual
- Announcements
- Important forms
- MPA Handbook

Schedule Star

- Practice schedules
- Game schedules
- Postponements-sign up for notification
- Directions

Individual Sport Pages

- Game results & summaries
- Statistics
- Rosters
- Photos
- Archives
- Booster information-separate booster sites are available for certain sports please see the booster president for more details.

Ongoing communication with parents, student athletes, and the athletic director is an important way of keeping all informed. Using email is an easy way of sending out updates on team progress. However, when email is utilized, please make sure to send group emails using the BCC (blind carbon copy) function in your email so that individual email addresses are not being sent to all parents.

HH. How to access YHS Sports Events:

Begin on Yarmouth Schools Home page: <http://www.yarmouthschools.org/Pages/index>

Select the Yarmouth High School link.

Underneath “**On Our Site**” on the left-hand side select **Athletics**.

Scroll down and select **Winter Sports Web Pages**.

Choose a sport. When that sport page appears you will have various choices. Select the Schedules link. When this page appears, look at the season to be sure it is reading 10-11. If it is not on the correct season advance it to read this year’s schedule. Changes that are made throughout any sport season can be found on these schedules.

You may choose to look at the schedule in different formats. Select either: 2-DAY, WEEK, or MONTH. If you choose the MONTH format and select that day’s event you will usually find specifics, when and/or where the game or practice will be held.

If a game is AWAY you can select the opponent and Map Quest will provide directions. Or you may choose to look at the **Directions to Away Events** link found on the **Athletics** page.

How to set up email reminders/create your own account:

After you have selected the sport you want scroll down the page. Directly below the last scheduled item there are some choices: **View All Events**, **Customize Calendar**, **Create Account**, and **Sign In**.

Select “**Create Account**”

Fill in all the requested information boxes and then select **Sign Me Up!** As the season progresses if the teams/sports that you have chosen have a game cancellation or postponement you will automatically be emailed that information.

Due to inclement weather **Practice** sessions and **Games** are sometimes cancelled. If so, this information will appear on the daily schedule on-line. This information cannot be emailed. If an inordinate number of practice sessions/games are cancelled all at the last minute your child will receive that information at school, and the athletic office at YHS will also know. Try to use the website as your first resource.

II. Two-Way Communication with the Athletic Director

Communication is key in creating a cohesive, united athletic department and coaching staff. Please feel free to share your thoughts and ideas with the Athletic Director on how to improve the athletic program. Be up front so that we can solve issues in a fair and prudent manner. Visibility within the community is very important so you can expect to see the Athletic Director at many of your home games and practices throughout the season. If at anytime you have any questions or concerns, please address things sooner rather than later.

Susan L. Robbins
Athletic Director
Yarmouth High School
Harrison Middle School
susan_robbins@yarmouthschools.org
(207) 846-2329
(207) 846-2326 fax
(207) 831-1497 cell phone

II. Student Athlete and Parent Handbook

A. Athletic Philosophy

The Yarmouth School District believes that participation in athletics is an integral part of the total educational experience for students. The athletic programs provide participants with unique opportunities to further develop our district's core values: Honesty, Integrity, Trustworthiness, Loyalty, Fairness, Caring, Respect, Citizenship, Pursuit of Quality, Responsibility, and Positive Self-Esteem. Athletic programs also play an important role in our mission statement, "Empowering all students to create fulfilling lives in a changing world". Therefore, we will provide as many opportunities as possible, at a variety of levels, for students to be involved in athletics.

The athletic programs provide an arena in which each student learns to take healthy risks, learns to compete, responds to challenges, and strives to develop personal and team bests. Each athlete may learn these lessons at different times and to different degrees as they mature and progress through various levels of athletic competition. It is important, therefore, that each level of competition allow for individual growth while keeping other specific outcomes in mind.

The middle school interscholastic program is the athlete's first experience with interscholastic competition; therefore, it is important that this program be designed so that maximum participation will be the rule. These are extremely formative years for the young athlete. The recreation enthusiast of the elementary grades will be encouraged to evolve into a more dedicated athlete who will now begin to make the important commitment to teammates, coach and school. Coaches at this level shall encourage their team members to develop their skills, their sense of responsibility and their physical fitness. A spirit of cooperation should emerge as young athletes begin to develop both competence in their chosen sport and awareness of their own sense of self worth. These are years of maturation and growth for young athletes, so they must be handled with sensitive encouragement by coaches, teachers and parents alike.

The transition between childhood and adolescence in the middle school brings about tremendous change. The most important goal of a middle school athletic program is to enhance the self-image of this rapidly changing child. The students have the opportunity to participate in a wide range of activities, which are enjoyable, a positive learning experience and lead to lifelong enjoyment of sports and physical fitness. All students have the opportunity to participate in a wide variety of co-curricular activities. This program should be dynamic and diverse, capitalizing on student interests and community resources.

Interscholastic sports opportunities are appropriate and valuable experiences for sixth, seventh and eighth grade students who possess the physical and emotional maturity to benefit from the challenge of a team experience. **The middle school has a "no cut" policy. In this manner, all student athletes will be assigned to a team in their sport of interest.** Expansion teams are offered when there is a significant interest in the sport by participants. In this case we would offer a 7th, 8th and combination 7th & 8th team based on students' development and abilities. Coaches at this level shall encourage their team members to develop their skills, their sense of individual and team responsibility and their physical fitness. A spirit of cooperation should emerge as young athletes begin to develop both competence in their chosen sport and awareness of their own sense of self worth.

High school interscholastic athletic programs are designed to serve the needs of those students who have shown that they are developmentally ready for more intense athletic experiences. At this level our purpose is not only to promote our core values and our mission, but also to promote healthy competition.

B. Team Selection

Student-athletes will be selected for athletic teams based on skill level. Each program is designed to accommodate as many student-athletes as possible and still maintain a safe learning environment. “Cutting” student-athletes from certain programs may unfortunately become necessary due to various constraints. Each coach will explain in the preseason meetings the requirements for team selection.

Freshman athletic teams are designed to be inclusive and to provide more playing opportunities at the freshman level. This allows for an additional year of growth and maturity and also helps to develop the overall program in that sport. Freshman will not be “cut.” Freshman may also participate on the junior varsity or varsity level at the coach’s discretion.

Junior Varsity student-athletes are those participants that are working to possess the necessary skill to compete at the varsity level. The main objectives of the J.V. program are to provide student-athletes with a positive experience and to prepare them with the necessary skills and experiences to move on to the varsity level. Some J.V. student-athletes may be asked to swing between the J.V. and varsity levels in the event of an injury, or to gain some varsity experience when the situation is warranted.

Varsity student-athletes are those participants who have achieved the most skill in their respective sport and are ready for the most competitive level of athletics. The major goal of a varsity team is to reach its full potential. In order to do that, it is not realistically possible for all team members to receive equal playing time. It is, therefore, essential that each athlete understand his/her role on the team and that varsity coaches attempt to elicit a mature acceptance of those roles. If a senior is involved in the program for three years or more they will not be cut.

C. Coaching Staff Description and Responsibilities

Yarmouth School's Athletic Department Staff is a professional group that takes great pride in the development of our student-athletes. Coaches serve as important role models for our youth. Coaches must work as an extension of the parents and faculty at Yarmouth High School and Harrison Middle School and should be cognizant of their demeanor and actions. To be effective, coaches must be respected. Being respected is much more important than being well liked. The faculty, staff, players, and students should be treated with the same honor and respect that you desire to be shown you. As a general rule private, firm, fair, and consistent discipline shall be maintained. The work of the coach is an integral part of the educational program of the school. The coach should show a mastery of the principles of their designated sport and consequent improvement in teaching and coaching.

Coaches at Yarmouth Schools are responsible for their designated programs. The following are coaches’ responsibilities:

1. The coach will develop the fundamental skills and ability of student-athletes to safely and responsibly represent Yarmouth Schools.
2. The coach will provide the proper instruction and training necessary to create skills, techniques and physical conditioning sufficient to enable each participant to compete safely and competently within the scope of the sport.
3. The coach will supervise all practices and games in which his/her team is participating and shall supervise the locker room/shed areas.
4. The coach will arrange with the athletic director for the use of the appropriate facilities, and will inform the AD of the condition of the equipment and facilities.
5. The coach will promote the sport within the community.
6. The coach will submit a written list of specific team rules and expectations for his/her activity to the AD for approval prior to distribution.
7. The coach will issue, inventory, maintain, collect, and store all equipment used within the program and be responsible for equipment issued.
8. The coach will make the decisions regarding team selection and playing time.
9. The coach will provide the athletic director with a list of all members at least two weeks prior to the start of the first contest, and again at the end of the season for archive purposes.
10. The coach will check the medical and honor code forms prior to permitting a contestant to practice/play with the team.
11. The coach will report all injuries (fill out form) to the athletic director immediately, or when possible within 24 hours of the injury.
12. The coach will adhere to and administer the policies regarding eligibility athletic participation.
13. The coach will maintain the highest standards of conduct and sportsmanship while coaching and will expect all participants to do likewise.
14. The coach shall uphold and adhere to the policies approved by the school committee.
15. At the conclusion of the sport season, the coach will provide the athletic director and school committee with a summary report of the program including:
 - a. Roster of participants (see form)
 - b. Results of all contests (see form)
 - c. Inventory of all equipment
 - d. Inventory of all uniforms
 - e. Recommendations for future equipment purchases (budget form)
 - f. Recommendations for program development

D. League Affiliations

WESTERN MAINE CONFERENCE

Yarmouth High School belongs to the Western Maine Conference as one of the 17 participating schools. The schedules that are derived from within the Conference are closed schedules (only play against schools from within the Conference) and each school is provided its desired number of games as long as it does not exceed the number of countable contests as allowed by the Maine Principals' Association. The primary criterion for deriving schedules is that of classification which is followed by competition and geographical location.

The participating schools within the Western Maine Conference are:

Cape Elizabeth	Old Orchard Beach
Falmouth	Poland
Freeport	Sacopee Valley
Fryeburg	St. Dominic
Gray New Gloucester	Traip Academy
Greely	Waynflete
Lake Region	Wells
North Yarmouth Academy	Yarmouth
	York

The Western Maine Conference makes every effort to NOT schedule official games/meets/matches during vacation periods. However, to accommodate the maximum number of allowable contests, sometimes it is necessary. Two schools desiring to move one of their scheduled contests into a vacation period may do so by mutual agreement. Yarmouth's position is to not play "counting contests" during vacation periods if at all avoidable.

The sports that are governed and provided within the Western Maine Conference are:

Baseball	Skiing
Basketball	Soccer
Cheerleading	Softball
Cross Country	Tennis
Field Hockey*	Track (indoor & outdoor)
Golf	Volleyball
Lacrosse	Wrestling

*Female participants only-MPA

SOUTHWESTERN MAINE SWIM LEAGUE

The swim team is a member of the Southwestern Maine Swim League and uses for its home pool the Casco Bay YMCA near the Freeport/Yarmouth town line. Their schedule is generated each year from within that league and from the Southern Division.

The schools and their divisions are:

<u>NORTH</u>	<u>SOUTH</u>
Cape Elizabeth	Biddeford
Cheverus	Bonny Eagle
Deering	Kennebunk
Falmouth	NYA
Greely	Massabesic
McAuley	Portland
Scarborough	Sanford
South Portland	Thornton
Westbrook	Yarmouth

All schedules are either provided for Yarmouth by the league and/or are generated and/or approved by the athletic director.

CAMPBELL FOOTBALL CONFERENCE:

The football team is a member of the Campbell Conference. The schedule is generated each year from within that league for Class C.

Class B

Cape Elizabeth
Falmouth
Fryeburg Academy
Gray New Gloucester
Greely
Lake Region
Mountain Valley
Poland Regional
Wells
York

Class C

Boothbay
Buckfield
Dirigo
Freeport
Jay
Lisbon
Livermore Falls
Madison
Old Orchard Beach
Traip Academy
Winthrop
Yarmouth

WESTERN MAINE ICE HOCKEY:

The ice hockey team participates in Class B Ice Hockey in Western Maine. The schedule is generated each year within Western Class B Schools.

Class B

Camden Regional	Maranacook
Cape Elizabeth	Windale
Greely	Yarmouth
Lake Region	York
Leavitt	

TRIPLE “C” LEAGUE (Middle School)

The Yarmouth Middle School competes in the Triple “C” League. The league is divided into Division 1 and Division 2. Yarmouth participates in Division 2, the schools with a larger population and more sport offerings.

The league is composed of the following schools:

Cape Elizabeth	Gray/New Gloucester	Old Orchard
Falmouth	Greely	Poland
Freeport	Lake Region	Sacopee Valley
Fryeburg (Molly Ockett)	NYA	Waynflete
		Yarmouth (HMS)

Sports Offered in the Triple “C” League:

FALL:

Boys & Girls Soccer
Boys and Girls Cross Country
Girls Field Hockey
Boys & Girls Tennis
Football

WINTER:	Boys & Girls Basketball Boys & Girls Indoor Track Boys & Girls Skiing (Nordic & Alpine) Boys & Girls Swimming
SPRING:	Softball Baseball Boys & Girls Outdoor Track Boys & Girls Lacrosse

E. Team Selection-Guidelines

1. Squad Determination Factors

- A. Safety (How many can one coach safely supervise in an activity);
- B. Quality team participation (Rules of the game impact participation); and
- C. Quality practice/instruction time.

2. Changing of Teams--Athletes may drop one sport and participate in another sport that same season as long as the change is made prior to the first countable game for either sport.

3. Joining a team late--A student joining a team after the preseason sessions have begun will be required to go through a conditioning period as determined by the coach.

4. Cutting Procedure--If the coach deems it necessary to make cuts, those cuts will be reviewed with the Athletic Director. The coach will then finalize the decision and meet individually with the respective student athletes. Additionally, coaches are expected to meet with each team member individually to discuss their role on the team.

F. Sportsmanship and Game Conduct

Yarmouth High School and Harrison Middle School's student athletes and parents pride themselves for their excellent sportsmanship and ethics on and off the courts and playing fields. Your conduct reflects directly on the school, athletic department and the students. Lead by example and be a good role model for our student-athletes.

Sportsmanship Expectations

1. Show respect for the opponent at all times. The opponent should be treated as a guest. Good sportsmanship is the Golden Rule in action.
2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand and appreciate the rules. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and have the ability to recognize that rational behavior is more important than the desire to win. Good sportsmanship is concerned with the behavior of all

involved in the game.

5. Recognize and appreciate the skill in performance regardless of affiliation. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

G. Captain Selection Protocol/Guidelines

Rationale:

Captains are leaders within our school and community. We want our captains to exhibit leadership qualities while participating in practices and contests, as well as in the context of the school community. The purpose of creating this protocol is to create greater consistency between all Yarmouth athletic teams with regard to the expectations set forth for captains, and to set a high standard for student leadership at Yarmouth High School.

Leadership Expectations

Yarmouth Captains will:

1. *Meet all academic eligibility standards*
2. Uphold and adhere to our school's honor code
3. Have no infractions of the honor code during the year preceding being named a captain.
4. Be removed from the position of captain should he/she incur any infraction of the honor code during the season for which the captain has been selected
5. Lead peers responsibly by example, both verbally and physically
6. Commit to being quality role models
7. Demonstrate enthusiasm for the sport
8. Show a quality work ethic
9. Exhibit good sportsmanship
10. Maintain a positive outlook
11. Be easily approachable by coaches and peers
12. Be good listeners to both coaches and peers
13. Support the coach and assist with team communications

Coaches Expectations

1. Prior to beginning the captain selection process, coaches review and document their process for selecting captains with the athletic director.
2. Prior to any announcement of captains, including to the team, the names of proposed captains are submitted to the athletic director.
3. Prior to the beginning of the season, the coach shares with both student-athletes and parents the captain and leadership expectations. It is essential that coaches are clear about their expectations for captains and conditions where the captains would be removed.
4. Coaches strongly consider naming captains at the beginning of the season, rather than at the end of the prior season. Naming captains a year in advance does not take into

account the growth and maturity of some student athletes and the potential for others (not chosen) to lose, at least, some level of interest for the sport.

5. Coaches support and help the captains to become great leaders.

Captain Duties & Responsibilities

1. Act as a liaison between student-athletes and coaches.
2. Lead drills, warm-ups, etc.
3. Set the mental and emotional tone for the team.
4. Keep the coaches informed about team issues.
5. Provide input on team decisions.
6. Talk and provide support for struggling teammates.
7. Help in handling conflicts within the team.
8. Plan team activities.
9. Be loyal to the coaches and support their decisions.
10. Other duties as assigned by the coach.

H. Yarmouth High School Protocol for Open Activities

1. Contact Athletic Director with details regarding the open activities.
2. Contact Yarmouth Community Services to schedule the appropriate facility (Facility Use Form).
3. The open activity **must** be supervised by an adult at all times.
4. The person/group scheduled to use the facility will be held totally responsible for any damage incurred while utilizing the facility.

The Maine Principal's Association defines open activities as: Activities approved by the principal scheduled for a gym, pool or other facility for which all students or age groups are invited to participate; adults involved in such activities should be supervising and should not be coaching or giving instruction. For further details on the MPA's sports season policy please go to the following link on the MPA web site.
http://www.mpa.cc/id_seasonpolicy.html

I. Transportation

The coach is responsible for the actions of the student-athletes on the bus. Coaches and team members are representing Yarmouth High School and Harrison Middle School at all times. Behavior in public places should be conducive to the school's honor code pledge.

All athletic teams that are involved in activities outside of the Yarmouth Community **(with the exception of activities at the local YMCA)** must be transported by school-approved transportation. This includes all practices, contests or other activities that are of team composure. Needed transportation will be scheduled through the athletic office. **Please encourage student-athletes to ride the bus; it is part of the team experience.**

*Athletes are not allowed to return from an away event with someone other than the coach and/or the team bus unless the following procedure is followed:

Parents may provide transportation to games under special circumstances. In this case, written

permission must be given to the coach/athletic director (see Transportation Release form).

Third party procedure: A student will not be allowed to return after an event by a means other than school conveyance or released to his/her parent(s) unless arrangements are made with the principal or athletic director by the parent of the athlete at least one day in advance.

J. Equipment And Weight Room

The weight room will be available to athletes only when proper supervision is available. No team members are to be scheduled for the weight room without the coach being present. The coach may designate this responsibility to another faculty member with notification to the Athletic Director.

The weight room supervisor will maintain a weight room schedule on the YHS athletic web page. Coaches who plan on utilizing the weight room will give the supervisor one-week notice for team use. Coaches will indicate the number of athletes that they will be bringing. If a team plans to train on a regular basis, the coach is encouraged to submit a schedule indicating all the training dates for the entire season (by the month at least) so they can receive priority scheduling.

Weight room programs can be developed in coordination with our strength and conditioning coach, the supervisors/strength coach's role is to assist with the initial instruction of the program, provide assistance in regards to technique instruction, and direct small groups of athletes through training programs. Team workouts can be facilitated utilizing the weight room in the following ways.

- a. Coach may bring entire team for a supervised workout (outside of regular practice time) to the weight room (20 max in the weight room) or use portable equipment (i.e. bands, steps, med balls) in the hallway or gym with supervisor providing instructional assistance if needed.
- b. Coach may incorporate a workout within practice time where the supervisor will be responsible for a portion of the team's athletes directing a strength and conditioning workout and the remaining athletes are under the supervision of the athletic coach involved in other conditioning or sport skill activities. The coach may design the practice so that their athletes rotate in groups of no larger than 15 athletes at a time into the weight room while the others are working with the coach.

K. Uniforms and Equipment

Uniforms and equipment issued for a sport may be worn or used only during practice or competition. The student athlete will replace uniforms and/or equipment if they are damaged or lost. If a student does not return uniforms and/or equipment issued to him/her within the specified time, a bill will be issued to the parents and that student may not participate in another sport until the bill is paid, or the missing equipment/uniform(s) returned. Coaches are responsible for the distribution and collection of uniforms and equipment. Your paycheck may be withheld in the event that uniforms are not returned in a timely fashion.

L. Student-Athlete Attendance

All student-athletes are expected to attend each practice and game. The only exception to this rule is excused absences. The ***attendance list*** can be found in the main office each day for the coaches to check on the status of their athletes. All written excuses must be given to the coach, with the exception of an absence from school. All high school coaches' e-mails will be put on the attendance list from the school so that you may check school attendance daily. If you have any questions or need clarification on a certain circumstance, please call the athletic office for clarification.

- E. Please be aware that student-athletes must be in school by 9:00 a.m. the day of a game or practice in order to be eligible for competition that day including Wednesdays.
- F. If a student-athlete is absent from school, they may not participate in practices or games for that day. If the student-athlete has an excused absence, s/he may be allowed to participate in practice or games for that day if arrangements were made in advance with the director of athletics for seriously extenuating circumstances. If a student-athlete is absent from school on a Friday, they may participate in a Saturday game at the coaches' discretion.

M. Student Recognition

At the conclusion of each sport season, coaches will present awards at individual recognition events. Captains' plaques will be provided by the Athletic Department. All other awards are the responsibility of the respective coach and/or booster club.

At the Senior Awards each June, two honor awards will be presented to the two outstanding athletes as voted on by the coaches.

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If you have any questions or concerns regarding a specific team/program, please make an appointment to see the coach. If you need further information about the question/concern, contact the Athletic Director to set up a meeting. We believe it is best to wait 24 hours prior to or after a contest to make contact with the coach. The public complaints policy is listed below.

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Underneath “**On Our Site**” on the left-hand side select **Athletics**.

Scroll down and select **Winter Sports Web Pages**.

Choose a sport. When that sport page appears you will have various choices. Select the Schedules link. When this page appears, look at the season to be sure it is reading 07-08. If it is not on the correct season advance it to read this year’s schedule. Changes that are made throughout the winter season can be found on these schedules.

You may choose to look at the schedule in different formats. Select either: 2-DAY, WEEK, or MONTH. If you choose the MONTH format and select that day’s event you will usually find specifics, when and/or where the game or practice will be held.

If a game is AWAY you can select the opponent and Map Quest will provide directions. Or you may choose to look at the **Directions to Away Events** link found on the **Athletics** page.

How to set up email reminders/create your own account:

After you have selected the sport you want scroll down the page. Directly below the last scheduled item there are some choices: **View All Events**, **Customize Calendar**, **Create Account**, and **Sign In**.

Select “**Create Account**”

Fill in all the requested information boxes and then select **Sign Me Up!** As the season progresses if the teams/sports that you have chosen have a game cancellation or postponement you will automatically be emailed that information.

Due to inclement weather **Practice** sessions and **Games** are sometimes cancelled. If so, this information will appear on the daily schedule on-line. This information cannot be emailed. If an inordinate number of practice sessions/games are cancelled all at the last minute your child will receive that information at school, and the athletic office at YHS will also know. Try to use the website as your first resource.

III. Medical Procedures

A. Physicals

Recognizing that the major responsibility for attending to the health needs of the student rests with the family and its physician, the school committee endorses the following policy:

1. Physical examinations by the school doctor and appropriate medical personnel will be made available in grades 1 and 3 and in grades 5-12 free of charge on an annual basis. All students who wish to participate in the interscholastic athletic program must have medical clearance from a physician **every two years**. This can be accomplished by furnishing proof of one of the following:
 - a. Physical examination offered at the school
 - b. Annual physical from personal physician
 - c. Biennial physical from personal physician
2. A sports candidate questionnaire is required for all athletes participating in sports. Forms will be distributed to prospective team members via the coach. Forms may be completed by either parent or physician and must be returned before a student is eligible to practice. These forms will be carried in the team's medical kit and returned to the athletic director at the end of each season. It will not be necessary to complete a new form each season.

B. Proof of Insurance

Members of all athletic teams must provide proof of adequate insurance prior to being able to participate. The parents are asked to sign verification statements and for those families that do not have adequate protection, the Yarmouth School Department offers an adequate school insurance plan by a local agency. Please contact the athletic department or nurse's office for more information.

C. Medical Information

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

A certified athletic trainer/athletic director will be on site for all home events/activities, to take care of injury situations. For away contests, medical kits and ice will be transported with your team. Most schools in the area have certified athletic trainers on staff for injury situations.

D. Emergency Protocol

The following procedures are to be carried out by an appropriately trained certified athletic trainer (ATC) or athletic training student(s) in the event of injury or illness to a student-athlete. In the event that an ATC or athletic training student is not available on-site at a specific practice or event, the head coach and/or designee shall perform the duties listed below.

1. Contests and practices hosted at the Yarmouth High School or "home" sites:

1. **MEDICAL EMERGENCIES** (breathing cessation, severe bleeding, concussion with loss of consciousness, suspected neck or spinal injury, fracture, dislocation, eye or face injury, heat related illness, any other injury, or illness resulting in poor vital signs such as decreased blood pressure, weak pulse, or signs of shock).

- a. Follow the Emergency Action Principles (first aid principles) and provide appropriate care.
- b. Activate the emergency medical system (EMS) by calling Yarmouth Dispatch by dialing 911 from a campus telephone (land line). If using a cell phone, dial 911 or 846-3112. Provide EMS with the following information:
 1. Identify yourself and your role in the emergency
 2. Specify your location and telephone number (if calling by phone)
 3. Give name(s) of injured/ill athlete(s)
 4. Give condition of injured/ill athlete(s)
 5. Give time of accident
 6. Give care being provided
 7. Give specific directions to the scene of the emergency
 8. Do not hang up until directed to do so by the EMS dispatcher
- c. Monitor vital signs.
- d. Calm and reassure the athlete.
- e. Notify an ATC as soon as possible.
- f. Contact parents as soon as possible.
- g. Complete an Injury/Illness Report.
- h. Provide follow-up care as necessary.

2. **NON-EMERGENCIES** (sprains, strains, concussion [with no loss of consciousness], illness, abrasions, minor cuts, contusions, etc.).

- a. Provide appropriate first aid care.
- b. Notify the athletic trainer.
- c. Send the athlete to the appropriate medical care facility (if unable to contact an ATC and/or unsure of the severity of the injury).
- d. Contact parents as soon as possible.
- e. Complete an Injury/Illness Report.
- f. Provide follow-up care as necessary.

3. **OFF SITE MEDICAL INCIDENTS:** When a team/program practices or host's contests at "**HOME**" **SITES** which are **LOCATED OFF-CAMPUS** (e.g. golf, cross country, swimming, Nordic/ alpine skiing, ice hockey, and other sports on

occasion) the same guidelines as outlined above should be followed. It is imperative that the ATC, or in the absence of the ATC, the head coach locate the nearest accessible telephone on-site prior to beginning the practice or contest. In the event of a medical emergency, dial 911 (or appropriate emergency telephone number) to summon EMS personnel and follow Section A1 Medical Emergency guidelines above. If the incident is not an emergency, make arrangements to have the athlete transported back to the athletic training room for further assessment and treatment as soon as possible and provide necessary first aid immediately on-site.

2. For contests and practice occurring at other school sites:

1. MEDICAL EMERGENCIES

- a. Follow the Emergency Action Principles (first aid principles) and provide appropriate care.
- b. Ask for the host ATC and follow the host institution's emergency action plan.
- c. If athlete must be transported to an emergency facility, find out what facility they will be going to and then contact parents.
- d. Do not travel via EMS transport to the emergency facility with the athlete. Staying with the rest of the team is the priority. In the event that there is more than one assistant coach or designee, it is permissible to accompany the injured/ill athlete to the emergency facility if the parent/guardian can not be contacted, or it is requested by the parent, athlete or head coach.
- e. Notify the athletic director (AD) and ATC at Yarmouth High School as soon as possible.
- f. Complete an Injury/Illness Report and Medical Referral Form as necessary.

2. NON-EMERGENCIES (able to return to Yarmouth High School without immediate medical care)

- a. Provide appropriate first aid care.
- b. Return to Yarmouth High School and follow non-emergency management protocols established for home events.
- c. Notify athletic trainer at Yarmouth High School upon returning.
- d. Complete Injury/Illness Report.

3. AED Procedure

The AED is to be used only on patients in cardiopulmonary arrest. The patient must be unconscious, with out a pulse, and not breathing before the device can analyze the patient's cardiac rhythm.

INDICATIONS FOR USE

Use the AED when a suspected cardiac arrest victim:

- o Is unconscious and unresponsive; and
- o Is not breathing; and

- Has no pulse

CONTRAINDICATIONS FOR USE

Do NOT use the AED if the patient:

- Is conscious and responsive; or
- Is breathing; or
- Has a detectable pulse

DO NOT use this unit in or near puddles of water.

DO NOT use cell phones or two-way radios near the use of an AED.

DO NOT use near flammable agents such as gasoline.

Ensure patient's skin is dry before applying electrodes.

OPERATING PROCEDURES

The Defibtech DDU-100 is an automated external defibrillator that uses voice prompts and visual graphics to guide the rescuer through a resuscitation sequence that may include defibrillation and/or cardiopulmonary resuscitation. Following attachment of electrodes to a victim's chest, the defibrillator monitors the electrocardiographic (ECG) rhythm of the victim's heart, analyzes the rhythm, and determines whether the rhythm is shockable or not. When needed, defibrillation energy is also delivered through these same electrodes. When the unit detects a shockable rhythm, it issues the warning "SHOCK ADVISED", charges the unit and prompts; "PRESS FLASHING SHOCK BUTTON". The rescuer presses the Shock Button to deliver the shock. The rescuer may be prompted to perform CPR if the defibrillation attempt is unsuccessful.

LOCATION OF AED

Currently there are three AED units available for use.

- One AED shall be kept in the Yarmouth High School lobby, between the auditorium and cafeteria.
- One AED shall be kept in the Harrison Middle School cafeteria.
- One AED shall be kept in the Utility Shed at the Turf Field during the fall and spring sports seasons. During the summer and winter seasons the AED will be kept in the Athletic Training Room.
 - Each varsity and junior varsity coach will be issued a key to the shed
 - The shed should remain unlocked for the duration of practices, scrimmages and contests to assure accessibility of the AED.

E. Return to Play Protocol

If a student-athlete is injured during a game and, or practice and is taken to see a doctor (physician or physical therapist), a note from the doctor approving the students' return to play must be provided to the school. The note should be directed to the athletic director and nurse at YHS or HMS. Return to play will be granted when the athlete completes the following guidelines as determined by the certified athletic trainer and/or team physician:

- a. The athlete has regained range of motion to within normal limits, no outstanding neurological deficits are noted, movement has been regained, and he/she has successfully completed a series of functional tests and strength measures. These requirements are to be determined by the certified athletic trainer and/or the team physician.
- b. The athlete must demonstrate that all appropriate medical protective and/or prophylactic equipment/devices are easily accessible during activity before being cleared.
- c. The athlete must seek a follow-up with the certified athletic trainer before returning to play.
- d. Full return to play will only be allowed after the athlete has successfully participated in a modified practice, to be followed by a full practice.

F. Confidentiality:

Medical confidentiality will and must be maintained in all cases in accordance with HIPPA laws.

IV. YARMOUTH SCHOOLS' POLICIES RELATED TO ATHLETICS

A. Yarmouth High School Academic Eligibility

Revised 2011

Any student at Yarmouth High School is eligible to participate in co-curricular activities, including interscholastic athletics if (s)he meets the eligibility requirements as established by the MPA and Yarmouth High School.

The student must:

- Be enrolled in at least five full courses; and
- Pass all courses in which (s)he is enrolled during the quarter. An incomplete grade will be considered as a failure until it is made up and a grade is given.

It should be noted that a student failing one course or receiving one incomplete grade may not participate in games/performances, but is still expected to practice and abide by existing team/club/organization rules and regulations. Students failing two courses or having two incompletes, or any combination which equals two or more cannot participate in games/performances or practices. Ineligibility begins the day that quarter grades become officially posted. Eligibility will be reinstated on the published date for mid-term progress reports.

To regain eligibility:

1. The length of ineligibility shall be until the published date of the mid-term progress report of the quarter following the failing grade. If a student is passing all the courses in which (s)he is enrolled at the mid-term progress report date, (s)he may fully participate in co-curricular activities.
2. For an incomplete grade, the length of ineligibility shall be until the work is made up and the grade has officially been turned in.
3. For a student failing one course for the fourth quarter, (s)he may begin the fall pre-season by practicing with the team/club/organization, but will remain ineligible to play/perform for the first two weeks of school. If, at the end of those first two weeks, the student is passing all of his/her classes, (s)he will be eligible to play/perform until the mid-term progress report date. If, at that time, (s)he is still passing all of his/her classes, the student will be eligible to fully participate for the remainder of the quarter. If, at that time, (s)he is failing one or more classes, the student may continue to practice but may not play in any games until the end of first quarter when eligibility will be determined again.
4. For a student failing two or more courses for fourth quarter, (s)he will be ineligible to participate in practices, games or performances until the mid-term progress report date.

B. Harrison Middle School Academic Eligibility:

1. All classes must have a minimum passing grade of a 70%.
2. When a student drops below the minimum in any course/s, the student will be placed on a two-week probationary period.
3. During the probationary period, the student can continue full participation [practice, play, perform, etc.]

4. During the probationary period all other courses must remain at a minimum of 70% or the student will forfeit all participation until all courses have returned to a minimum grade of 70%.
5. At the end of the probationary period, a student must have a minimum of 70% in all courses.
6. If a student has not met the minimum requirement, the student will be suspended [no practice, play, performance, etc.] from the extracurricular activity until the minimum is met.

C. Extra Curricular Honor Code

Yarmouth Extra Curricular Honor Code

The **Extracurricular Code of Conduct** is designed to reinforce Yarmouth's Core Values both in school and outside of school. It should be noted, however, that violations occurring at the school or at school-sponsored activities are subject to the added consequences as outlined by policies JICH and JICH-R, available in the Yarmouth School Committee Policy Handbook and in the school handbooks.

Yarmouth's Core Values are as follows:

Honesty	Integrity	Trustworthiness
Loyalty	Fairness	Caring
Respect	Citizenship	Pursuit of Quality
Responsibility	Positive Self-Esteem.	

The **Extracurricular Code of Conduct** supports the social, emotional and physical well being of students. Participation in extracurricular activities and holding leadership positions in school activities and student government are privileges, not rights.

The purposes of the **Extracurricular Code of Conduct** are as follows:

- To build a sense of ownership, pride, and collaboration among those who participate in extracurricular activities;
- To discourage students from using tobacco, alcohol, and illegal drugs;
- To encourage students who have made the choice to use illegal substances to take personal responsibility for their actions and get help in making better choices;
- To maintain a positive public view of the school district, its activities and teams.

Students participating in extracurricular activities are expected to refrain from using or possessing tobacco, alcohol, other illegal substance/drugs, or illegal paraphernalia associated with these substances/drugs. Consequences for violating the **Extracurricular Code of Conduct** are outlined below.

Students participating in extracurricular activities are also expected to refrain from illegal activities that demonstrate a serious disregard of the Yarmouth Core Values including but not limited to theft, burglary, assault, vandalism, and lewd/indecent acts. Minimum consequences for these violations of the **Extracurricular Code of Conduct** are outlined below and may include additional consequences determined on a case-by-case basis by the coach or advisor and school administrators.

Self-Reporting Rationale: In order to encourage personal responsibility; promote communication among students, parents, and the school; and further educate students about the health consequences of the use of

alcohol, tobacco and illegal substances; there are reduced consequences for violations that are self-reported.

Definition of a Self-Report: If a student or his or her parent/guardian initiates the report of that student's violation to a school official (administrator, teacher, coach, advisor) prior to school officials initiating an inquiry into the matter and does so in not more than seven days after the actual violation, this will be considered a self-report.

Meeting with Substance Abuse Counselor: For any violation of the **Extracurricular Code of Conduct** involving drugs, alcohol or tobacco, the student must complete a non-clinical substance abuse assessment and education process with the school's substance abuse counselor. Parents must participate in one session of this assessment and education process. The school's substance abuse counselor must verify the student's active participation in the process before participation in extracurricular activities may be resumed.

Meeting with School Social Worker: For all other violations of the **Extracurricular Code of Conduct**, the student must meet with the school's social worker to review the violation and determine if additional counseling/social work is recommended. The school's social worker must verify the student's active participation in the process before participation in extracurricular activities may be resumed.

Violation	Consequences	Self-report consequences
1st offense	14 calendar days suspension from all extracurricular activities. After 7 days, the student may return to practices, rehearsals, and meetings but may not compete or perform official duties until the 14 days is completed. - Students will meet with substance abuse counselor or social worker as outlined above.	No restriction from participation provided the student meets with substance abuse counselor or social worker as outlined above.
2nd offense	28 calendar days suspension from all extracurricular activities. After 14 days, the student may return to practices, rehearsals, and meetings but may not compete or perform official duties until the 28 days is completed. - Students will meet with substance abuse counselor or social worker as outlined above.	14 calendar days suspension from all extracurricular activities. After 7 days, the student may return to practices, rehearsals, and meetings but may not compete or perform official duties until the 14 days is completed. - Students will meet with substance abuse counselor or social worker as outlined above.
3rd and subsequent offenses	- Twelve-month suspension from all extracurricular activities. - Students will meet with substance abuse counselor or social worker as outlined above.	- Six-month suspension from all extracurricular activities. - Students will meet with substance abuse counselor or social worker as outlined above.

Captain/Leadership Positions: For any violation of the **Extracurricular Code of Conduct**, elected or appointed leaders will lose the leadership position for the remainder of the sports season or term of the office. Prior code violations will be considered by coaches and advisors together with school administrators in

selecting future leadership positions.

The policy will be in effect from the first official day of preseason in the fall (determined by the Maine Principals' Association and usually 2 weeks prior to the opening of school) until either the last day of school or last day of spring sports or activities, whichever is later.

If a student violates the **Extracurricular Code of Conduct** close to the end of the school year and does not serve all of the days of suspension from extracurricular activities before the last day of school, the remaining days will be served in the next school year, beginning on the first day of preseason in the fall.

Violations are cumulative during a student's middle school years but do not carry over to high school. Violations during high school are cumulative.

Cross Reference: JICH: Drug Free Schools: Chemical Use Student Policy Grades K-12
JICH-R: Drug Free Schools: Chemical Use Student Procedure Grades K-12

Adopted: June 8, 1992

Revised: July 11, 1996, March 28, 2002, May 13, 2004, May 22, 2008, September 9, 2010

D. Athletic Department Organization and Communications Policy

The Yarmouth School Committee's Public Complaints Policy (KL) is designed to secure solutions to complaints, disagreements or disputes at the level closest to the original problem. Accordingly, if an athlete or parent has a concern regarding the athletic program, the concern should be communicated directly to the respective coach. If the complaint is not satisfactorily resolved with the coach, the athlete OR parent should then proceed to the next level in the organization as shown below:

1. **The Assistant Coach or Sub-Varsity Coach:** The assistant coach or sub-varsity coach is responsible for the sub-varsity team and aids the head coach in the operation of the particular sports program.
2. **The Head Coach:** The head coach is responsible for the total operation of his/her respective sports program.
3. **The Athletic Director:** The athletic director is responsible for the administration and supervision of the interscholastic athletic programs. He/She provides the leadership necessary for the day-to-day operation of the athletic department.
4. **The Principal and/or Assistant Principal:** The principal is the official representative of the school and in that capacity is responsible for all programs in his/her school. The principal is the official school representative with the Maine Principals' Association.
5. **The Superintendent of Schools or his designee:** The superintendent is responsible for the administration of the total educational program in accordance with school committee policy.
6. **The School Committee:** The school committee is the ruling agency for the Yarmouth School District. The committee develops policies, which govern the interscholastic program.

D. Athletic Department Organization and Communications Policy

The booster clubs at Yarmouth high and middle schools exist as organizations of parents and community persons dedicated to:

1. Supporting, encouraging and advancing the athletic programs and related activities of the Yarmouth School District.
2. Promoting projects to improve facilities and equipment necessary to help provide a quality athletic program for the school district.

a. **Financial:** Each year the booster clubs contribute many thousands of dollars to the athletic department for the needs of each of their sport interests that otherwise would not be available for the Yarmouth high school athletes. However, it is the policy of the school committee to provide the essential services and equipment, which are necessary for the success of each sport program.

b. **Relationships with Coaches:** Coaches are encouraged to take advantage of every opportunity to work with the booster clubs. The more coaches become involved in booster projects, the more it will strengthen goodwill between the clubs and the athletic department. In the event a booster club member asks you about your athletic needs, go ahead and discuss it in general with the member, but remind him/her that you also need to make the request officially through the athletic department if it is a budgetary item

c. **Relationships with the Athletic Director:** The high school athletic director will attend as many booster meetings as his/her schedule will allow and will act as liaison between the school district and the separate booster clubs.

d. **Purchased Items:** Items that will be purchased by booster organizations and that will become the property of the school system should be purchased through the athletic department with a Yarmouth School Department purchase order. Items that will be provided as the property of individual team members need to be purchased directly from vendors without a school voucher.

E. Role of the Booster Club

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F. Hiring Procedure Policy

Available coaching positions will be advertised to the current faculty in search of worthy candidates. A candidate at this level may be carried over into any of the following levels for consideration should the administration so desire.

The second level of advertising is to all school related employees (out-of school coaches, ETEPS, etc.). Candidates in this level may be passed over and their application placed in the pool of applicants from outside the school should the administration so desire.

The third level of advertising will be such that any interested individual can make application after its appearance in newspapers, bulletins, etc.

If more than one candidate is to be considered, a committee will be formed to interview the candidates. For a head coach vacancy, the committee will be made up of at least: 1 administrator; the Athletic Director; the booster representative (if one exists), 1; a parent; 2 players; and a coach of another varsity non-related sport. Selection of the booster representative and the parent will be the responsibility of the booster club's president.

For a sub-varsity position, a smaller committee will be put together that will include at least the head coach, an administrator and the Athletic Director.

G. Wellness Policy

The Yarmouth Schools are committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activity.

Nutrition Education:

All students K-12 shall receive nutrition education that teaches the knowledge and skills needed to adopt healthy eating behaviors and is aligned with the federal statutes and the State of Maine laws. Nutrition education shall remain integrated into the curriculum. Nutrition information and education

shall be offered throughout the schools including but not limited to school dining areas and classrooms.

Nutrition Standards:

The district shall ensure that reimbursable school meals meet The National School Lunch Program requirements and nutrition standards found in federal regulations. The district shall encourage students to make nutritious food choices. The School Nutrition Program meals are accessible to all students.

The Director of the School Nutrition Program will continually strive for improved quality of nutritional value, variety and marketing of healthy food products.

Community and school events held on school property outside of school hours, such as fundraisers, concession stands, public activities, and teachers' rooms are exempt from adhering to the federal statutes and the State of Maine law as they pertain to foods in competition with the School Nutrition Program. These organizations will be allowed to accrue benefits from the sales of food and beverage. The district shall encourage these organizations to include the sale of healthy food choices at such events, and will make available a list of recommended healthy food choices.

Fundraisers on school property during school hours shall not include food items.

The district shall encourage serving healthy food at school and classroom celebrations. Information shall be sent to parents/guardians, either separately or as part of a school newsletter, reminding everyone of the importance of providing healthy treats for students and/or encouraging the use of non-food treats for classroom celebrations. A list of recommended healthy food choices and non-food celebration suggestions will be made available.

To reinforce nutrition education and establish healthy attitudes towards eating, food, desserts and candy will not be used as a reward, incentive or punishment with students in the Yarmouth Schools. School personnel will not make candy available to students. An exemption may be made by a student's Individual Education Plan.

V.IMPORTANT INFORMATION/FORMS

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

1. Important information about fingerprinting

The State of Maine requires that all public school personnel, including substitutes and coaches be fingerprinted prior to the commencement of school or within 40 days from the date of hire.

Proper documentation (a copy of your certificate from the Department of Education) must be on file at the Office of the Superintendent before you will be eligible to work at Yarmouth Schools.

If you have been fingerprinted by the State of Maine and have your certificate, please provide us with a copy. If you have been fingerprinted but did not receive a certificate, you must contact the State at: 624-6603.

You must register with the Department of Education prior to being fingerprinted at one of the sites held around the State each Saturday. You may register on-line at: www.informe.org/cgi-bin/doe/fingerprint.pl OR, you may call the State at: 624-6603. In approximately 3 weeks you should receive your certificate from the Department of Education; **please provide us with a copy of that certificate.**

Thank you in advance for your cooperation.

1. YHS and HMS Coaches' eligibility confirmation form

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

1. I have been approved by the local educational agency.
2. I am at least 20 years of age and a high school graduate.
3. I acknowledge that I have read, understand, and agree to comply with the MPA's By-laws, policies and Code of Ethics.
4. I have successfully completed the ASEP "Coaching Principles" program or an equivalent which has been approved by the principal of the school where I coach.
5. I have successfully completed the "Sport First Aid" program or an equivalent, which has been approved by the principal of the school where I coach (after January 2005).
6. I have successfully completed a basic CPR Program and hold a current CPR/AED card (after January 2005).
7. I have been fingerprinted and approved by the state to work in a school.

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

Name (please print): _____

Address: _____

Phone Number: (home) _____ (cell) _____ (work) _____

E-mail: _____

Social Security Number: _____

Date: _____

Assignment: _____

Signature: _____

2. MPA code of ethics for coaches

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members.

The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials.

The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration.

A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

3. Coaches Goal Sheet

*The goals you set should be your guide this season. Please spend some time assessing your needs and the needs of your team. Be sure that each goal is both realistic and measurable!

Please list two goals that you would like to personally achieve this athletic season.

1. _____

2. _____

Please list two goals that you would like your team to accomplish this year!

3. _____

4. _____

Please list one goal for the entire program 7-12!

5. _____

4. YHS & HMS coaches self-evaluation

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

a.

b.

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

Strengths:

a.

b.

Weaknesses:

a.

b.

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

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

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

5. YHS and HMS Formal Season Coaching Evaluation

Coach:

Athletic Administrator:

Team Assignment:

Date:

General Summary of Season:

Suggestions:

1)

2)

3)

Commendations:

1)

2)

3)

Additional Comments:

Signature of Coach: _____ Date: _____

Signature of Athletic Administrator: _____ Date: _____

6. YHS Student-athlete Sample Survey Questions

Coach: _____ Date distributed: _____

Please return to: _____ Please return by: _____

We are requesting that you take a few moments to provide feedback about your coach, whose name appears above. Please submit your comments anonymously. Although the form will not be shared with the coach, the collective comments of all athletes will be used to assist the coach in identifying areas for professional growth. Thank you in advance for your time.

To complete the form, circle the response that best describes the coach's performance for each descriptor. In the space below each descriptor, labeled "Observations," feel free to write a brief description of the specific performance that led you to circle your response.

1. I feel comfortable approaching my coach with a question or idea.

Strongly agree Agree Strongly disagree Disagree

Observations:

2. I know what my coach's goals for the season are.

Strongly agree Agree Strongly disagree Disagree

Observations:

3. My coach is enthusiastic.

Strongly agree Agree Strongly disagree Disagree

Observations:

4. My coach communicates well with me personally.

Strongly agree Agree Strongly disagree Disagree

Observations:

5. My coach communicates well to the whole team.

Strongly agree Agree Strongly disagree Disagree

Observations:

6. My coach provides equal opportunities for all athletes to succeed.

Strongly agree Agree Strongly disagree Disagree

Observations:

7. My coach focuses more on skill improvement than on winning.

Strongly agree Agree Strongly disagree Disagree

Observations:

8. My coach models principles of good sport conduct.

Strongly agree Agree Strongly disagree Disagree

Observations:

9. My coach enforces policies consistently.

Strongly agree Agree Strongly disagree Disagree

Observations:

10. My coach encourages me to develop academic skills.

Strongly agree Agree Strongly disagree Disagree

Observations:

11. My coach makes participating in this sport a rewarding experience.

Strongly agree Agree Strongly disagree Disagree

Observations:

12. My coach helps me feel motivated to improve my sport skills and physical fitness.

Strongly agree

Agree

Strongly disagree

Disagree

Observations:

13. My coach provides me with opportunities to take a leadership role.

Strongly agree

Agree

Strongly disagree

Disagree

Observations:

14. My coach emphasizes safety during practice and contests.

Strongly agree

Agree

Strongly disagree

Disagree

Observations:

15. My coach is well organized.

Strongly agree

Agree

Strongly disagree

Disagree

Observations:

16. My coach provides individual attention to athletes who are having trouble.

Strongly agree

Agree

Strongly disagree

Disagree

Observations:

17. My coach knows a great deal about this sport.

Strongly agree

Agree

Strongly disagree

Disagree

Observations:

18. I plan to participate next year.

Yes

No

Doesn't apply

Use the space on the back of this form to provide any additional feedback that might help your

coach improve.

Thank you for your time!

7. YHS Parent Sample Survey Questions

Coach: _____ Date distributed: _____

Please return to: _____ Please return by: _____

We are requesting that you take a few moments to provide feedback about your son/daughter's coach, whose name appears above. Please submit your comments anonymously. Although the form will not be shared with the coach, the collective comments of all parents will be used to assist the coach in identifying areas for professional growth. Thank you in advance for your time.

To complete the form, circle the response that best describes the coach's performance for each descriptor. In the space below each descriptor, labeled "Observations," feel free to write a brief description of the specific performance that led you to circle your response.

1. My son/daughter participates on the _____ team.

2. My son/daughter is on a Freshman team JV team Varsity team

3. My son/daughter is in the 9th grade 10th grade 11th grade 12th grade

4. I feel comfortable approaching my son/daughter's coach with a question or idea.

Strongly agree Agree Strongly disagree Disagree

Observations:

5. I feel the coach communicates well with the parents.

Strongly agree Agree Strongly disagree Disagree

Observations:

6. I know what the coach's goals are for the season.

Strongly agree Agree Strongly disagree Disagree

Observations:

7. The coach is enthusiastic.

Strongly agree Agree Strongly disagree Disagree

Observations:

8. The coach provides equal opportunities for all athletes to succeed.

Strongly agree Agree Strongly disagree Disagree

Observations:

9. The coach focuses more on skill improvement than on winning.

Strongly agree Agree Strongly disagree Disagree

Observations:

10. The coach models principles of good sport conduct.

Strongly agree Agree Strongly disagree Disagree

Observations:

11. The coach enforces policies consistently.

Strongly agree Agree Strongly disagree Disagree

Observations:

12. The coach encourages my son/daughter to develop academic skills.

Strongly agree Agree Strongly disagree Disagree

Observations:

13. The coach makes participating in this sport a rewarding experience.

Strongly agree Agree Strongly disagree Disagree

Observations:

14. The coach helps my son/daughter feel motivated to improve their sport skills and physical fitness.

Strongly agree Agree Strongly disagree Disagree

Observations:

15. The coach provides my son/daughter with opportunities to take a leadership role.

Strongly agree Agree Strongly disagree Disagree

Observations:

16. The coach emphasizes safety during practices and contests.

Strongly agree Agree Strongly disagree Disagree

Observations:

17. The coach appears well organized.

Strongly agree Agree Strongly disagree Disagree

Observations:

18. My son/daughter's improved their skills during this season.

Strongly agree Agree Strongly disagree Disagree

Observations:

19. The coach knows a great deal about this sport.

Strongly agree Agree Strongly disagree Disagree

Observations:

20. My son/daughter plans to participate next year. Yes No Doesn't apply

Observations:

Use the space below to provide any additional feedback that might help your coach improve.

Thank you for your time

8. YHS Captain Selection Protocol/Guidelines

Rationale:

Captains are leaders within our school and community. We want our captains to exhibit leadership qualities while participating in practices and contests, as well as in the context of the school community. The purpose of creating this protocol is to create greater consistency between all Yarmouth athletic teams with regard to the expectations set forth for captains, and to set a high standard for student leadership at Yarmouth High School.

Leadership Expectations:

Yarmouth Captains will:

- Exhibit high academic standards.
- Uphold and adhere to our school's honor code.
- Not have any infractions of the honor code during the year preceding being named a captain.
- Be removed from the position of being a captain should they incur any infraction of the honor code during the season for which the captain has been selected.
- Lead by example, both verbally and physically.
- Be able to responsibly lead peers.
- Are committed to being a quality role model.
- Demonstrate enthusiasm for the sport.
- Show a quality work ethic.
- Exhibit good sportsmanship.
- Maintain a positive outlook.
- Be easily approachable by coaches and peers.
- Be good listeners to both coaches and peers.
- Support the coach and assist with team communications.

Coaches Expectations:

- Prior to beginning the captain selection process, coaches review and document their process for selecting captains to be shared with the athletic director.
- Prior to any announcement of captains, including to the team, the names of proposed captains are submitted to the athletic director.
- Prior to the beginning of the season the coach shares with both student-athletes and parents the captain and leadership expectations. It is essential that coaches are clear about their expectations for captains and conditions where the captains would be removed.
- Coaches strongly consider naming captains at the beginning of the season, rather than at the end of the prior season. Naming captains a year in advance does not take into account the growth and maturity of some student athletes and the potential for others (not chosen) to lose, at least, some level of interest for the sport.
- Coaches support and help the Captains to become great leaders

Captain Duties & Responsibilities:

- Act as a liaison between student-athletes and coaches.
- Lead drills, warm-ups, etc.
- Set the mental and emotional tone for the team.
- Keep the coaches informed about team issues.
- Provide input on team decisions.

- Talk and provide support for struggling teammates.
- Help in handling conflicts within the team.
- Plan team activities.
- Be loyal to the coaches and support their decisions.
- Other duties as assigned by the coach.

9. Pre-Season Parents' Meeting

*Promoting good coach-parent relationships are integral part of your team's success; coaches need to understand that it is important to interact with parents on a regular basis throughout the season.

1. All Coaches are **REQUIRED** to address the following:
 - a. Team Rules
 - b. Criteria for making the squad
 - c. Criteria for earning a letter
 - d. Sportsmanship expectations for athletes, parents and fans
 - e. The extra-curricular honor code and the expectations of the coach regarding adherence to the code

2. Have your parents sign and return the code forms which indicate that they have received a copy and have read the policies.
 - a. Return original code form copies to the Athletic Office ASAP.

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

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

10. YHS & HMS End of Season Coaching Responsibilities

1. Please write up an end of the season report of your team and the season. You should bring this with you at our end of the season meeting. The report should include the following;
 - a. Season Summary and suggestions for program improvement
 - b. Complete inventory of equipment and supplies (form attached).
 - c. Team Roster; which indicates letter winners, captains, managers.
 - d. Team Record Form (form attached)
 - e. Special honors received by team members (all-conference, all-state).
 - f. New records set for the season, individual performances as well as team scoring etc.
 - g. Budget requests for next season (form attached). Please note that the school budget covers the “need to haves” vs. the “nice to haves” that should be covered by the boosters.
*Items to consider for budget requests are as follows; equipment, uniforms, dues / fees, professional development.
2. Please set a date and time to collect uniforms. Relay the message that if the uniform is not returned they will be charged. Additionally, they will not be given another uniform for any other season until the uniform has been returned.
3. Please make an appointment after your season to see me regarding your Coaching Evaluation. Before we meet you should complete the coach’s self-evaluation (form attached).
4. Please return your coaches handbook.
5. I would like all of this information by October 30th. You will be paid in the next cycle unless I do not receive this information.

*Please call or e-mail me with questions or concerns.

11. End of Season Report

Name:

Team coached, season/year:

Season summary:

Suggestions for program improvement:

Special honors received by team:

New records set for the season:

Individual records:

Team records:

Budget requests for next year:

**YARMOUTH HIGH SCHOOL
&
HARRISON MIDDLE SCHOOL**

Activity/Team:**Advisor/Coach:**[illegible]

13. Team Record Form

**Yarmouth High School
&
Harrison Middle School**

Team: _____ Record: W _____ L _____

[illegible]

14. Accident Report Form

Yarmouth School Department

To be filled in at the time of the accident by the person caring for the injured student.

Student name: _____ Phone: _____

Address: _____ Age: _____ Sex: _____

Date: _____ Time: _____

Insurance: _____

Grade: _____ Teacher: _____

School: _____

Location of accident: _____

Person in attendance: _____

Nature of accident		Part of body injured	
Abrasion	Fracture	Abdomen	Eye*
Bruise/Bump	Laceration	Ankle*	Face
Burn	Puncture	Arm*	Foot*
Convulsion	Sprain	Chest	Hand*
Dislocation	Head injury	Elbow*	Wrist*
Other _____		Other _____	

*Left, Right, Both

How did it happen?

Were parents notified? Yes _____ No _____

Treatment and disposition:

Follow up: _____

Amount of time lost from school: _____

(Signature) _____

Principal, Teacher, Coach, Nurse

**Yarmouth High School
&
Harrison Middle School**

By signing below, I, as parent/guardian of this child, take full responsibility for his/her return from the athletic event listed below by a means other than school conveyance.

Date: _____

Team: _____

Location: _____

Student:

Parent Signature:

16. Expectations – Sportsmanship

**Expectations for Student and Adult Spectator Behavior
At Western Maine Conference Venues**

**The Western Maine Conference strongly advocates
SPORTSMANSHIP**

Spectators should:

- A. Treat everyone with courtesy
- B. Cheer for your team
- C. Treat officials with respect
- D. Use appropriate language and behavior

Spectators should NOT:

- E. Cheer against the other team or the other team's spectators (Do not use opponent's names and numbers)
- F. Throw objects on the playing surface (cause for immediate removal).
- G. Be bare-chested.
- H. Be on the playing surface.

Additional rules:

- I. WMC Indoor Venues – **Noisemakers of any kind are prohibited** including horns, voice amplification devices, and musical instruments (unless the individual is part of an approved band).
- J. WMC Outdoor Venues - **Noisemakers that interfere with the administration of the game are prohibited** including air horns, whistles, and voice amplification devices (unless the individual is part of an approved cheering squad).
- K. WMC Indoor and Outdoor Venues: Placards, signs, and pennants that restrict the view of other spectators are prohibited. Signs or banners may be attached to the facility walls or other designated places provided that their content is not obscene or inappropriate, and does not contain profane language or derogatory comments towards others. The parading of banners on or around the playing area or in the stands is prohibited.

17. Yarmouth's Core Values

- **Honesty** - the quality, condition, or characteristic of being fair, just, truthful, and morally upright truthfulness, candor, or sincerity
- **Integrity** - the quality of possessing and steadfastly adhering to high moral principles or professional standards
- **Trustworthiness** – deserving of trust (confidence in and reliance on good qualities, especially fairness, truth, honor, or ability)
- **Loyalty** - the quality or state of being loyal (remaining faithful to a country, person, ruler, government, or ideal)
- **Fairness** - the condition of being just or impartial
- **Caring** - compassionate or showing concern for others
- **Respect** - a feeling or attitude of admiration and deference toward somebody or something (consideration or thoughtfulness)
- **Citizenship** - the duties and responsibilities that come with being a member of a community
- **Pursuit of Quality** - the highest or finest standard
- **Responsibility** - the state, fact, or position of being accountable to somebody or for something
- **Positive Self-Esteem** - confidence in your own merit as an individual

18. Extracurricular Code of Conduct Packet

Dear High School/Middle School Parents and Student Athletes:

We are looking forward to another great season in sport at Yarmouth High School. Please carefully read the information listed below in order to complete the form needed for your child to be eligible for participation.

Attached or on our school's web site you will find the form your son/daughter will need to have filled out before he/she may try out or participate in any sport at Yarmouth Schools.

Please fill out both sides of the Medical History and Information sheet.

Physical Information: Please check to make sure that your child has had a physical within the last two years and that the Athletic Office has a verification of the date. The most current information on your child's status can be accessed utilizing Powerschool.

Please return the information form to your **coaches** at sports information night or before your child arrives at tryouts.

For your information the complete athletic manual can be accessed on the YHS/HMS athletic web pages. If you have any questions, please feel free to contact the Athletic Office directly at Yarmouth High School at 846-2329.

Sincerely,

Susan Robbins
Athletic Director

Yarmouth School Department **Athletic Medical Information**

Student's Name _____ Date of Birth _____ Grade _____

Home Address _____ Home Phone _____

Father's Name _____ Work Phone _____, cell _____

Father's email _____

Mother's Name _____ Work Phone _____, cell _____

Mother's email _____

Please list two phone numbers where relatives/neighbors can be reached, in case of emergency.

Name _____ Phones _____

Relationship _____

Name _____ Phones _____

Relationship _____

Primary Physician _____ Hospital Preference _____

- | | | |
|---|-----|----|
| 1. Has had injuries requiring medical attention within past year | Yes | No |
| If "yes" please explain . . . | | |
| 2. Has had illness lasting more than one week within past year | Yes | No |
| If "yes" please explain . . . | | |
| 3. Currently under a physician's care | Yes | No |
| If "yes" please explain . . . | | |
| 4. Currently taking medication | Yes | No |
| If "yes" please explain . . . | | |
| 5. Any history of epilepsy | Yes | No |
| If "yes" please explain . . . | | |
| 6. Any history of heart disease | Yes | No |
| If "yes" please explain . . . | | |
| 7. Wears contact lenses or glasses | Yes | No |
| If "yes" please explain . . . | | |
| 8. Wears removable dentures or bridgework | Yes | No |
| If "yes" please explain . . . | | |
| 9. Has had a surgical operation within past year | Yes | No |
| If "yes" please explain . . . | | |
| 10. Any significant allergies – asthma, food, bee stings, drugs, etc. | Yes | No |
| If "yes" please explain . . . | | |
| 11. Has been in the hospital within past year | Yes | No |
| If "yes" please explain . . . | | |
| 12. Any reason why this individual should not participate in sports | Yes | No |
| If "yes" please explain . . . | | |

Parent Signature _____ Date _____

INSURANCE

The Yarmouth School Committee requires that all students participating in athletics have ample accident insurance before they are able to tryout, participate and/or compete. You can purchase Insurance through the school, please contact either the school nurse or the Athletic Dept @ 846-2329.

I understand that my son/daughter must have ample insurance coverage before he/she is able to participate in any form of athletics at Harrison Middle School or Yarmouth High School. I also understand that should my son/daughter's coverage change during the school year, I must notify the Athletic Director immediately.

Policy Name and # _____ Group # _____

Signature Relationship Date

.....

Yarmouth High School Athletic Offerings

Please circle the sports your son/daughter will participate in during the school year

Fall:

Cross Country

Field Hockey

Football

Golf

Girls Soccer

Boys Soccer

Girls Volleyball

Winter:

Alpine Skiing

Nordic Skiing

Girls Basketball

Boys Basketball

Boys Ice Hockey

Girls Ice Hockey

Indoor Track

Swimming

Spring:

Baseball

Softball

Girls Lacrosse

Boys Lacrosse

Outdoor Track

Girls Tennis

Boys Tennis

Yarmouth High School Athletic Offerings:**Please circle the sports your son/daughter will participate in during the school year**

<u>Fall:</u>	<u>Winter:</u>	<u>Spring:</u>
<u>Cross Country</u>	<u>Alpine Skiing</u>	<u>Baseball</u>
<u>Field Hockey</u>	<u>Nordic Skiing</u>	<u>Softball</u>
<u>Football</u>	<u>Girls Basketball</u>	<u>Girls Lacrosse</u>
<u>Golf</u>	<u>Boys Basketball</u>	<u>Boys Lacrosse</u>
<u>Girls Soccer</u>	<u>Boys Ice Hockey</u>	<u>Outdoor Track</u>
<u>Boys Soccer</u>	<u>Girls Ice Hockey</u>	<u>Girls Tennis</u>
<u>Girls Volleyball</u>	<u>Indoor Track</u>	<u>Boys Tennis</u>
	<u>Swimming</u>	

Harrison Middle School Athletic Offerings:**Please circle the sports your son/daughter will participate in during the school year**

<u>Fall:</u>	<u>Winter:</u>	<u>Spring:</u>
Cross Country	Alpine Skiing	Baseball
Field Hockey	Nordic Skiing	Boys Lacrosse
Football	Girls Basketball	Girls Lacrosse
Girls Soccer	Boys Basketball	Softball
Boys Soccer	Swimming	Outdoor Track
Girls Tennis	Indoor Track	
Boys Tennis		

Yarmouth Extra Curricular Honor Code

Extracurricular Code of Conduct

The **Extracurricular Code of Conduct** is designed to reinforce Yarmouth's Core Values both in school and outside of school. It should be noted, however, that violations occurring at the school or at school-sponsored activities are subject to the added consequences as outlined by policies JICH and JICH-R, available in the Yarmouth School Committee Policy Handbook and in the school handbooks.

Yarmouth's Core Values are as follows:

Honesty	Integrity	Trustworthiness
Loyalty	Fairness	Caring
Respect	Citizenship	Pursuit of Quality
Responsibility	Positive Self-Esteem.	

The **Extracurricular Code of Conduct** supports the social, emotional and physical well being of students. Participation in extracurricular activities and holding leadership positions in school activities and student government are privileges, not rights.

The purposes of the **Extracurricular Code of Conduct** are as follows:

- To build a sense of ownership, pride, and collaboration among those who participate in extracurricular activities;
- To discourage students from using tobacco, alcohol, and illegal drugs;
- To encourage students who have made the choice to use illegal substances to take personal responsibility for their actions and get help in making better choices;
- To maintain a positive public view of the school district, its activities and teams.

Students participating in extracurricular activities are expected to refrain from using or possessing tobacco, alcohol, other illegal substance/drugs, or illegal paraphernalia associated with these substances/drugs. Consequences for violating the **Extracurricular Code of Conduct** are outlined below.

Students participating in extracurricular activities are also expected to refrain from illegal activities that demonstrate a serious disregard of the Yarmouth Core Values including but not limited to theft, burglary, assault, vandalism, and lewd/indecent acts. Minimum consequences for these violations of the **Extracurricular Code of Conduct** are outlined below and may include additional consequences determined on a case-by-case basis by the coach or advisor and school administrators.

Self-Reporting Rationale: In order to encourage personal responsibility; promote communication among students, parents, and the school; and further educate students about the health consequences of the use of alcohol, tobacco and illegal substances; there are reduced consequences for violations that are self-reported.

Definition of a Self-Report: If a student or his or her parent/guardian initiates the report of that student's violation to a school official (administrator, teacher, coach, advisor) prior to school officials initiating an

inquiry into the matter and does so in not more than seven days after the actual violation, this will be considered a self-report.

Meeting with Substance Abuse Counselor: For any violation of the **Extracurricular Code of Conduct** involving drugs, alcohol or tobacco, the student must complete a non-clinical substance abuse assessment and education process with the school's substance abuse counselor. Parents must participate in one session of this assessment and education process. The school's substance abuse counselor must verify the student's active participation in the process before participation in extracurricular activities may be resumed.

Meeting with School Social Worker: For all other violations of the **Extracurricular Code of Conduct**, the student must meet with the school's social worker to review the violation and determine if additional counseling/social work is recommended. The school's social worker must verify the student's active participation in the process before participation in extracurricular activities may be resumed.

Violation	Consequences	Self-report consequences
1st offense	14 calendar days suspension from all extracurricular activities. After 7 days, the student may return to practices, rehearsals, and meetings but may not compete or perform official duties until the 14 days is completed. - Students will meet with substance abuse counselor or social worker as outlined above.	No restriction from participation provided the student meets with substance abuse counselor or social worker as outlined above.
2nd offense	28 calendar days suspension from all extracurricular activities. After 14 days, the student may return to practices, rehearsals, and meetings but may not compete or perform official duties until the 28 days is completed. - Students will meet with substance abuse counselor or social worker as outlined above.	14 calendar days suspension from all extracurricular activities. After 7 days, the student may return to practices, rehearsals, and meetings but may not compete or perform official duties until the 14 days is completed. - Students will meet with substance abuse counselor or social worker as outlined above.
3rd and subsequent offenses	- Twelve-month suspension from all extracurricular activities. - Students will meet with substance abuse counselor or social worker as outlined above.	- Six-month suspension from all extracurricular activities. - Students will meet with substance abuse counselor or social worker as outlined above.

Captain/Leadership Positions: For any violation of the **Extracurricular Code of Conduct**, elected or appointed leaders will lose the leadership position for the remainder of the sports season or term of the office. Prior code violations will be considered by coaches and advisors together with school administrators in selecting future leadership positions.

The policy will be in effect from the first official day of preseason in the fall (determined by the Maine Principals' Association and usually 2 weeks prior to the opening of school) until either the last day of school

or last day of spring sports or activities, whichever is later.

If a student violates the **Extracurricular Code of Conduct** close to the end of the school year and does not serve all of the days of suspension from extracurricular activities before the last day of school, the remaining days will be served in the next school year, beginning on the first day of preseason in the fall.

Violations are cumulative during a student's middle school years but do not carry over to high school. Violations during high school are cumulative.

Cross Reference: JICH: Drug Free Schools: Chemical Use Student Policy Grades K-12
JICH-R: Drug Free Schools: Chemical Use Student Procedure Grades K-12

Adopted: June 8, 1992

Revised: July 11, 1996, March 28, 2002, May 13, 2004, May 22, 2008, September 9, 2010

Yarmouth High School Academic Eligibility Revised 2011

Any student at Yarmouth High School is eligible to participate in co-curricular activities, including interscholastic athletics if (s)he meets the eligibility requirements as established by the MPA and Yarmouth High School.

The student must:

- Be enrolled in at least five full courses; and
- Pass all courses in which (s)he is enrolled during the quarter. An incomplete grade will be considered as a failure until it is made up and a grade is given.

It should be noted that a student failing one course or receiving one incomplete grade may not participate in games/performances, but is still expected to practice and abide by existing team/club/organization rules and regulations. Students failing two courses or having two incompletes, or any combination which equals two or more cannot participate in games/performances or practices. Ineligibility begins the day that quarter grades become officially posted. Eligibility will be reinstated on the published date for mid-term progress reports.

To regain eligibility:

1. The length of ineligibility shall be until the published date of the mid-term progress report of the quarter following the failing grade. If a student is passing all the courses in which (s)he is enrolled at the mid-term progress report date, (s)he may fully participate in co-curricular activities.
2. For an incomplete grade, the length of ineligibility shall be until the work is made up and the grade has officially been turned in.
3. For a student failing one course for the fourth quarter, (s)he may begin the fall pre-season by practicing with the team/club/organization, but will remain ineligible to play/perform for the first two weeks of school. If, at the end of those first two weeks, the student is passing all of his/her classes, (s)he will be eligible

to play/perform until the mid-term progress report date. If, at that time, (s)he is still passing all of his/her classes, the student will be eligible to fully participate for the remainder of the quarter. If, at that time, (s)he is failing one or more classes, the student may continue to practice but may not play in any games until the end of first quarter when eligibility will be determined again.

4. For a student failing two or more courses for fourth quarter, (s)he will be ineligible to participate in practices, games or performances until the mid-term progress report date.

Harrison Middle School Academic Eligibility

1. All classes must have a minimum passing grade of a 70%.
2. When a student drops below the minimum in any course/s, the student will be placed on a two-week probationary period.
3. During the probationary period, the student can continue full participation [practice, play, perform, etc.]
4. During the probationary period all other courses must remain at a minimum of 70% or the student will forfeit all participation until all courses have returned to a minimum grade of 70%.
5. At the end of the probationary period, a student must have a minimum of 70% in all courses.
6. If a student has not met the minimum requirement, the student will be suspended [no practice, play, performance, etc.] from the extracurricular activity until the minimum is met.

Be responsible for all equipment, uniforms and any other school materials assigned to him/her and be expected to pay for any lost items.

Attend all practices/rehearsals, games/performances, meetings and other scheduled events unless permission is obtained in advance from the coach or activity advisor. Violation of this rule will result in the student being suspended from the next scheduled game or activity of the organization.

If participating in athletics, a student must obtain adequate insurance coverage and a physical examination prior to the first practice.

Adopted: June 8, 1992
REVISED: July 11, 1996, March 28, 2002, May 13, 2004, May 22, 2008, July 23, 2009,
September 9, 2010