

Poland Regional **Knights**



Coaches Handbook (Updated July 2026)

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ATHLETIC COACHES MANUAL

Poland Regional High School

Philosophy of Athletics- (Policy)

The RSU #16 School Board recognizes the value of athletics as an integral part of the Educational program. The RSU #16 School Board believes participation in sports programs provide a significant learning experience and opportunity for personal growth. Learning in sports is closely related to learning in the classroom, supporting the Guiding Principles of Maine's System of Learning Results. In competition and practice, student athletes learn skills, strategies, relationships, leadership, self-discipline and responsibility. They also learn the importance of setting goals for themselves and the team, and planning how to achieve those goals.

The RSU #16 School Board also believes that participation in sports is related to physical and emotional health and fitness. Sports provide the incentive for developing and maintaining healthy bodies and active minds. Sports promote habits of exercise and good nutrition that can last a lifetime. Participation in sports builds self-confidence and a sense of personal responsibility for making healthy lifestyle choices. Being part of a team also creates a feeling of belonging and offers a supportive network that contributes to emotional well-being.

Based on these beliefs, it is the RSU #16 School Board's intent to offer students the opportunity to experience developmentally sound athletic programs. At the high school level, interscholastic athletic programs will be designed to serve the needs of students who have shown that they are developmentally ready for intense competitive experiences. At this level, the purpose of athletic programs is to promote healthy competition, sportsmanship, cooperation, integrity and citizenship. Whenever feasible, junior varsity and first team programs will be available.

At the middle school level, the school's athletic programs will be designed to meet developmental needs of students through appropriate interscholastic activities, fundamental skills, teamwork, sportsmanship, and health and safety.

Additional comments on Philosophy

The athletic program is a great source of pride for our school. All members in attendance are subject to good sportsmanship expectations. We pride ourselves on our educational athletics program approach. This includes holding our athletes to academic standards as well as behavior standards. We want to win and demonstrate great character. The purpose of the athletic program is to ensure a positive atmosphere that is conducive to learning. The role of the Coach is to provide student-athletes with the opportunity to learn from their experiences in athletics regardless of the win/loss record. Coaches will strive to develop a winning spirit but must always keep the welfare of the student-athletes first and foremost.

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

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

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

Junior Varsity student-athletes are those participants that are working to possess the necessary skill to compete at the Varsity level. J.V. student-athletes will compete against schools with similar athletic ability, for their respective sports. The main objective of the J.V. program is to provide student-athletes with a positive experience and prepare student-athletes with the necessary skills and experiences to move onto the next level.

COACHING STAFF DESCRIPTION AND RESPONSIBILITIES

(See job description for appendix F & G)

Coaches serve as important role models for our youth. Coaches must be aware of their demeanor and actions. To be effective, Coaches must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the Coach. Being respected is much more important than being well liked. Treat the faculty, staff, players and general students with the same honor and respect that you desire to be shown to you. Private, firm, fair and consistent discipline must be maintained. The work of the Coach is an integral part of the educational program of the school.

Coaches at Poland Regional High School are responsible for their designated program. In addition to the responsibilities listed in the job description please understand and adhere to the following responsibilities:

Communication-provide timely communication to players and parents. Last minute changes should be avoided. Advance notice for practice schedules and game schedules should be provided. Use of an RSU16 email will allow coaches to post on Google Classroom. Text messaging during school hours will not be allowed. New State of Maine policy prohibits the use of cell phones during the school hours.

Hazing -Poland Regional is committed to the personal development of each student in our athletic program. The Poland Regional Athletic Department is committed to providing a safe learning environment for all participants, coaches, and supporters. As a result, we unequivocally oppose any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person.

Our athletic department will interpret hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his or her dignity as a person.

Reported incidents will be investigated promptly and in a manner that protects the rights of the persons filing the complaint, the person complained against, and the school. Student-athletes who participate in such actions will be subject to discipline by the coach and/or athletic administrator.

FERPA-Federal Educational Records Protection Act. This is a Federal law that protects the privacy of student education records (records that are maintained by a school district). Schools are allowed to disclose 'directory' information without consent. This includes Student name, address, Telephone number, date and place of birth, honors and awards and attendance.

What does this mean for coaches?

- Do not reveal names of ineligible students
 - Do not discuss individual student discipline publicly
 - Only talk with a parent about their child
 - Shred personal documents, do not leave sitting out
 - Delete electronic copies containing personal information at the end of the season
 - Student managers should not be filing other students personal information
- FERPA often comes into play in parent meetings. It is critical that when meeting with the parent of a player that we talk only about their child and not others.

A summary of the critical responsibilities are listed in the 14 legal duties of coaches.

14 Legal Duties for Coaches

These are vetted through the legislature. Failure to adhere is considered negligent behavior. Coaches have the following duties:

- Duty to Plan
- Duty to Supervise
- Duty to Assess an Athletes Readiness for practice and competition

- Duty to maintain safe playing conditions
- Duty to provide proper equipment
- Duty to instruct properly
- Duty to match athletes during practice
- Duty to condition properly
- Duty to warn
- Duty to ensure athletes are covered by insurance
- Duty to provide emergency care
- Duty to develop/follow and emergency care plan
- Duty to provide proper transportation
- Duty to select, train and supervise coaches

Coaches Code of Ethics-NFHS

The function of a coach is to educate students through participation in Interscholastic competitions. 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 were the coach's own, and his or her welfare should always be uppermost. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

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, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The Coach shall uphold integrity and respect 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 (& vape).

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 the 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 association.

SPORTSMANSHIP/GAME CONDUCT

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

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

1. Always set a good example for others to follow by exercising emotional control when under stress.
2. Instruct the players in their sportsmanship responsibilities.
3. Discipline those students, who display unsportsmanlike behavior, and if necessary, forfeit their privileges of representing the school.
4. Be a good host to opponents; treat them as guests.
5. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.
6. Respect the official's judgment and interpretation of the rules. (Coach our players, not the officials)
7. Publicly shake hands with the officials and opposing coach before and after the contest.
8. Be sensitive to explosive situations; remove a player from a contest before serious difficulty arises.

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

1. Show respect for the opponent at all times. The opponent should be treated as a guest. Good Sportsmanship is the Golden Rule in action.
2. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good Sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. Know, understand and appreciate the rules. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

4. Maintain self-control at all times; fighting will not be tolerated. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and have the ability to recognize that rational behavior is more important than the desire to win. Good sportsmanship is concerned with the behavior of all involved in the game.
5. Recognize and appreciate the skill in performance regardless of affiliation. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.
6. Students-athletes are subject to team rules. Major infractions may be subject to administrative action such as suspension or even dismissal.

STUDENT ELIGIBILITY POLICY (Revised June 2012)

All players must be in good standing in order to be eligible. This includes behavior and academic standards. Any student that has not made arrangements or fails to meet disciplinary requirements of the school may be determined to be ineligible by a school administrator.

Grades will be checked for eligibility at each of the 6 grade reporting periods throughout the school year. This includes 2 progress reports and a semester grade each semester. Students who have earned their eligibility at the grade-reporting period will remain eligible until the next grade-reporting period. Students who lose their eligibility will have several opportunities to earn it back.

If a student fails to meet the eligibility guidelines at the beginning of either first semester or second semester, he/she will have his/her grades reviewed three weeks into the semester to check academic status. If the student meets the eligibility guidelines, he/she will be deemed eligible until the next grade-reporting period. If the student does not meet the eligibility guidelines, he/she will remain ineligible until the next grade-reporting period.

If a student fails to meet the eligibility guidelines after a progress report grade, the student will lose his/her eligibility for one week. After one week, grades will be checked again. A student who meets the eligibility guidelines after one week will earn his/her eligibility until the next grade reporting period. A student who fails to meet the eligibility guidelines after one week will remain ineligible for a second week. After one more grade check, the student can earn his/her eligibility or will remain ineligible until the next grade-reporting period.

FALL ELIGIBILITY:

Students who are deemed ineligible at the last reporting date in June may utilize summer school at Poland Regional High School to make-up standards. All incoming freshmen are eligible to begin the school year.

TRANSFER STUDENTS:

Eligibility for a transfer student shall be based on their last reported grades from his/her sending school. Transfer students must be processed through the athletic office before they are eligible. Transfer students must be enrolled in RSU-16 prior to beginning participation.

SUMMER PARTICIPATION:

Students in grades 9-12, or entering grade 9 are eligible to participate in Summer Leagues and schedules. Students that will be in middle school in the upcoming year are not eligible to participate with high school. The first two weeks of August is the "MPA Hands Off Period". There will be no summer activities during this time.

Coaches/Parent/Players are to attend the kick off meeting scheduled for the Sunday evening prior to the first Fall practice in August.

SUBSTANCE (DRUG AND ALCOHOL) USE BY STUDENTS

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

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

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

INTERVENTION:

The school unit will establish a team approach to intervene with students with tobacco, drug or alcohol problems. All students who violate the substance abuse policy will be referred to our substance abuse counselor. All students will be assisted in addressing their tobacco, drug or alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

PROHIBITED CONDUCT:

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

laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

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

DISCIPLINARY ACTION WITH REGARD TO SUBSTANCE USE:

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

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

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

If a student self-reports this type of behavior to a coach, teacher, co-curricular director or dean of students in a manner to seek help rather than avoid punishment, the consequence will be less for following the school's honor code. The 'self-report' shall not be used to circumvent consequences after a violation has been discovered. If it is felt that the self-report is an effort to avoid penalty, the consequences listed below will be enforced.

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

First Offense for verified substance use: Any student participating in co-curricular activity(s) found to have engaged in any prohibited conduct, may not participate in practice, game or the activity for a period of two weeks (10 school days) or a three (3) games, at the discretion of the administrative team. A conference will be held to develop an intervention plan. The school will help in discussing options of resources for the student. If the participant opts not to accept the assistance from the school or outside resources, the student will be ineligible for the remainder of the season.

Second Offense for verified substance use: If a second verified observation/report occurs (during the same season), the participant will be immediately dismissed from the team/activity for the remainder of the season and will forfeit any

co-curricular credit. If the second verified observation occurs during a different season, they will be immediately removed from that team/activity as well.

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

MEDICAL PROCEDURES

-Currently all RSU-16 athletes must register with their parents on the Arbitersports.com website in order to participate in athletics. On this site, they will enter insurance information along with parental permission, assumption of risk and emergency contacts. The athlete's coach and the school nurse will have access to this information. **Coaches must make sure athletes are "Approved" for participation.**

-Every effort will be made to ensure a certified athletic trainer/athletic director will be on site for all high school 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.

-At this time, PRHS is utilizing Per Diem Athletic Trainers. Every effort to have an AT on site for game days will be made. Coaches are issued a med-kit and are responsible for basic first aid. Ice is available in the AT room in the high school.

-In case of a minor emergency (sprains, strains, or dislocations) please contact the Parents, Athletic Trainer, and Athletic Director immediately. Use your best judgment with injuries, however when in doubt, over treat.

-In case of a major emergency, call 911 immediately and contact the Athletic Director as soon as possible.

*Use your best judgment in emergency situations. Remember when in doubt dial 911, it is better to err on the safe side.

NOTE: Utilize the parents at our contests; they can be very helpful! Be sure to send a representative to direct emergency personnel.

Medical Procedure Guidelines:

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

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

Coaches must familiarize themselves with the emergency action plan for their specific sport and communicate with staff and students. (Appendix E)

LOCKER ROOM PROCEDURES

Rules for the student-athlete

1. All student-athletes are required to act appropriately at all times. (See PRHS Hazing Statement)
2. Locker rooms should be kept as clean as possible. All items left out of lockers may be removed.
3. Athletes should launder their clothing at least weekly.
4. No one other than team personnel are allowed in the locker room or on the sideline.
5. No spiked shoes are allowed in the building. (With the exception of the red hallway)
6. Locker rooms are for changing and preparing for practices and games. They are not hang outs.
7. Sport specific items should be removed at the end of the season. All pads, pinnies, cleats shall be removed by the player or risk being discarded or placed in lost and found.

Coaches Responsibilities

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

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

TRANSPORTATION

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

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

****Note-Coaches should not transport team members in their personal vehicles.**

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

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

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

FUNDRAISING

Each athletic program is allowed to complete 2 in-season, fundraisers. All fundraisers must be pre-approved by administration and comply with all RSU and MPA guidelines. Complete the 'Fundraising Approval Form' located in the main office, prior to the start of the fundraiser and return it to the athletic office.

Additional funding for tangible goods can be requested from the Knights Pride Booster Club. Support for their efforts by parents in your program helps with the approval process. Coaches are asked to encourage parents to volunteer with the booster club in the concession stand.

Team funds can be used to buy additional supplies, team shirts/gear, pay for tournaments, etc.

KEY DISTRIBUTION

- Coaches' keys shall not be given to athletes.
- Keys are returned at the conclusion of the season.
- Keys are not to be duplicated.

UNIFORM DISTRIBUTION

The Coach will distribute uniforms before the start of the season and collect them at the end. Uniforms may only be worn for game situations. Athletes may not wear uniforms to practice. Coaches are asked to ensure the safe handling and care of the uniforms and equipment that is distributed. Upon the conclusion of the season coaches will provide a list of missing uniforms to the Athletic Director as part of the end of season meeting. Uniforms will be laundered and neatly returned to the athletic storage room. Uniforms are purchased on a rotation/need basis for all programs.

COACHES ATTENDANCE

It is the expectation of the Athletic Director that all coaches be at each and every practice and game. If there is an extenuating circumstance, the Athletic Director may excuse you from the practice or game, arrangements must be made in advance for any needed coverage. A contracted coach must be present for practice to occur. student-athletes must be supervised at all times. If you know that you are unable to attend a practice or game, you must notify the Athletic Director as soon as possible. Any missed practices or games without proper notification will be seen as a failure to honor your commitment to the job.

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

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

STUDENT-ATHLETE ATTENDANCE

- Academics are a priority.
- Students are expected to be in school in order to participate in athletics.
- When students have a planned absence, every effort shall be made to notify the coach prior to the absence.
- Students not in school should not be allowed to participate in practice or games on that day unless prior approval from the administration has been arranged. (i.e. a funeral, doctor's appointment, etc.)
- Students are expected to be on time for school. Students that are assigned a school detention must serve it on the assigned date, regardless of practices or games or they may be deemed ineligible.

COACHING ATTIRE

All Coaches must remember that they are professionals representing Poland Regional High School. Coaches are an extension of the school and should dress accordingly. Game attire should be appropriate and consistent with general expectations of your sport.

STUDENT-ATHLETE PRACTICE ATTIRE

- Student athletes should be properly attired for practice.
- **No skins.** Practice pinnies shall be used rather than shirts vs. skins.
- Coaches should notify students what proper attire means.

REPORTING SCORES

All scores (Varsity, JV) shall be reported to the Sun Journal. Home games shall also be reported to the Portland Press Herald.

Sun Journal: 1-800-482-0935

Lewiston Sun, Sports@sunjournal.com

Portland Press Herald: 1-800-442-6036

Sports@pressherald.com

INCLEMENT WEATHER POLICY

The Athletic Directors of both schools will make every effort to make a game decision by 1:00 on game day, and as early as possible for Saturday contests. Games that have been postponed should be rescheduled to the next mutually playable date by MPA rule. If thunder is heard or lightning is seen, the field should be evacuated immediately to the nearest safe space. Players and coaches should not return to the field for 30 minutes after the last clap or strike.

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 early on in the season. If no one is available to do the scorebook it is the responsibility of someone on the bench to complete this task.

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

Team Captains

Team Captains may be chosen by the coach, voted upon by the team or selected in a manner discussed with the athletic director prior to the selection. Coaches should consider consistency in selection methods. Student athletes will need to complete the two Leadership Training classes on the [NFHSLearn.com](https://www.nfhslearn.com) platform and submit certificates to the athletic director. They will also have a follow up meeting with the AD.

Coaches will discuss with the captains, the leadership expectation and utilize the opportunity to teach about leadership. As an introduction, there is a handout titled Keepers of the Chalice (Appendix H, or [Keepers of the Chalice](#)).

ASSESSMENT OF COACHES

- Head Coaches will be reviewed seasonally.
- Assistant coaches will be reviewed (evaluated) by the head coach at the conclusion of the season. **A written review will be given to the Athletic Director** at the time of postseason review.

VOLUNTEER COACHES

All volunteer coaches must be vetted through the Athletic Director and Superintendent's Office. This requires a Volunteer Application and completion of MPA and RSU16 coaching requirements. Coaches should weigh the pros and cons of placing parents on the bench. Please consult the Athletic Director in this process.

COACHING EDUCATION-NFHS

The following courses must be completed, either at [NFHSLearn.com](https://www.nfhslearn.com) or another means. There are other beneficial courses at [NFHSLearn.com](https://www.nfhslearn.com). If you are interested in taking any of those courses, please check with your athletic director.

- Fundamentals of Coaching
- Sport First Aid
- CPR/AED
- Heat Illness Prevention
- Concussion in Sports
- Suicide Prevention
- Adolescent Sexual Assault Prevention
- Sudden Cardiac Arrest

Appendix A

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

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

1. All Coaches are **REQUIRED** to distribute copies and address the following:
 - a. Team Rules-written or electronic distribution
 - b. Criteria for making the squad
 - c. Criteria for earning a letter
 - d. Sportsmanship expectations for athletes, parents and fans
2. Other topics which you may want to address:
 - a. Your coaching philosophy
 - b. Expectations for team culture. Review hazing, bullying and social media expectations.
 - c. Team's style of play
 - d. Parental expectations regarding sportsmanship and fan behavior
 - e. How practice sessions are conducted, including times and length
 - f. Athlete's expectation of attending practices
 - g. Responsibility for issued uniforms and equipment
 - h. Determinants for the starting line-up and playing time
 - i. Eligibility requirements
 - j. Procedures for reporting and attending to injuries
 - k. How and when to contact coach with concerns or questions
 - l. Explain commonly misunderstood rules of your sport
 - m. Risk involved in playing your sport
 - n. End of season awards plans-recruit parent help at this time if you wish
 - o. Answer questions
3. Helpful hints:
 - a. Make your presentation as positive as possible.
 - b. If an issue arises that you can't answer or is problematic, be sure to seek the answer and get back to the parent.

- c. Be prepared. Plan what you want to say and how you want to approach the various topics. If you need help please see me.

Appendix B

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

1. Communicate to me your FINAL roster for each team (TYPED). From this list I give the students co-curricular credit for the season. You should include any awards such as varsity/JV, coaches' award, all conference, etc.
2. Set a date and time to collect uniforms (the last game day is helpful). Relay the message that if the uniform is not returned, the athlete will be charged. At our end of season meeting you will provide to me names of students with missing uniforms and equipment.
3. Inventory all of your equipment and return a typed list to me at our year-end meeting. Report specific needs of the program.
4. Select one "Coaches Award" winner for your team. This will be the athlete that best exemplifies a combination of Character, Citizenship and Community.
5. Closure to your season is important. Remember that this is not a time to dwell on shortcomings. This should be a time to celebrate the season and leave them wanting to return. Each head coach will hold a program wide recognition night at the end of the season.
6. Make an appointment after your season to see me regarding your Coaching Evaluation.
7. Write up an end of the season summary of your team and the season. You should bring this with you at our end of the season meeting. This should include a summary of your meetings with assistant coaches.
8. Turn in your score book at the year-end meeting.

Appendix C

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

Date: _____ Time of Accident: _____

Name: _____ Phone Number: _____

Address: _____

Place of Accident: _____

Nature of Injury: _____

Part of Body Injured: _____

Description of the Injury: _____

What was the source of the injury? _____

What protective equipment was worn? _____

Immediate action taken: _____

Call parent. Time of call: _____

Call Athletic Director: Time of call _____

Corrective action taken or recommended to prevent future incidents: _____

Comments/Remarks: Please use reverse side of paper

Signature of Coach: _____ Date: _____

Appendix D

Knight's Pride Booster Club

Policy for Allocation of Funds

I. Purpose and philosophy

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

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

We will give *priority* for funding requests that:

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

III. Procedure for requesting and approving booster funds

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

Knight's Pride Booster Club Poland Regional High School

Request for Funds

1 Coach/Leader

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

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

Please rank this request for the booster club

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

Please forward to Allocations Chair

3. Booster Club

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

/Users/teacher/Documents/Preseason Folder 12/Coaches Handbook-'12.doc Sept 2002

Appendix E

PRHS/WMS Emergency Action Plan Outdoor Venues

Medical-In the event of a significant medical issue:

- Secure the athlete or subject-do not move
- Clear the area of people-send teams to their benches or move people away
- Defer to the athletic trainer if available
- An AED can be found with the athletic trainer or on the golf cart
- Call for emergency service 911.

Poland Regional High School
1457 Maine Street
Poland, ME 04274
998-5400

Poland Spring Golf
37 Robbins Road
Poland, Maine 04274
998-6002

Gray New Gloucester H.S.
10 Libby Hill Rd.
Gray, ME 04239

Norway Savings Bank Arena
985 Turner St.
Auburn, ME 04210

-Indicate which entrance to use:

Route 11
Main Entrance
Middle School parking lot
Pro Shop

- Send an athlete or parent to greet and guide the rescue personnel
- Call the parent phone # indicated on the student Emergency Contact sheet
- Call the Athletic Director 740-7749
- Parents must be contacted
- Accident Form must be completed

Weather-

- Lightning or thunder will be reason to halt a practice or contest
- Notify coaches and officials
- Make an announcement to clear the field and seek shelter. Keep your team together until the practice or contest is called off.
- Shelter options include:
 - The school building
 - The Field House
- Make an announcement to spectators to clear the facilities and proceed to
- Students may return to the field **no sooner than 30 minutes** after the last

lightning strike or thunder

PRHS/WMS Emergency Action Plan Indoor Venues

Medical-

- Secure the athlete or subject-do not move
- Clear the area of people-send teams to their benches or move people away
- Defer to the athletic trainer if available
- An AED can be found with the athletic trainer or on the golf cart
- Call for emergency service 911.

Poland Regional High School
1457 Maine Street
Poland, ME 04274
998-5400

Norway Savings Bank Arena
985 Turner Street
Auburn, Maine 04210
333-6601

- Indicate which entrance to use:

Main Entrance

Side Gym Entrance

Norway Savings Bank Arena Front Entrance

- Send an athlete or parent to greet and guide the rescue personnel
- Call the parent phone # indicated on the student Emergency Contact sheet
- Call the Athletic Director 740-7749

Weather-

Games may be called, canceled or rescheduled due to hazardous weather.

Technical

- Make an announcement to direct crowd
- Remain seated and calm until further directions are given
- Venues must be evacuated in case of fire.
- Listen to PA announcements for directions.

Appendix F

Title: Varsity/Head Coach

Qualifications:

1. Has the ability to organize, direct, and supervise a total sport program.
2. Has previous experience as an effective coach in the assigned sport.
3. Has substantial knowledge of the technical aspects of the sport and is willing to examine new theories and procedures important to the field.
4. Has the ability, desire, and knowledge to be totally conscious of the sensitive nature of adolescent development. It is expected that this role will empower the coach with the ability to provide the student with an atmosphere in which each person is treated with respect and dignity, the opportunity is available to improve skill development, and there is a climate to accumulate knowledge through a cooperative learning experience. Through his/her conduct, the coach will provide for the expression of professional attributes, good sportsmanship, and will serve as a positive role model for our students.
5. Meets all School and Maine Principal Association prerequisites.

Job Goal:

To instruct athletes in the fundamental skills, strategies, and physical conditioning necessary for them to realize a degree of individual and team success.

The success of athletic programs has a strong influence on the community's image of the entire school system. The public exposure is a considerable responsibility, and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health for student participants.

It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgement.

Performance responsibilities:

1. Has a thorough knowledge of all the Athletic Policies approved by the RSU 16 School Committee and The Maine Principals' Association, and is responsible for their implementation by the entire staff of his/her sport program.
2. Conducts themselves in an appropriate professional manner, serving as a role model for the student athletes.
3. Has knowledge of existing systems, state and league regulations, implements the same consistently, and interprets them for his/her staff.
4. Understands the proper administrative line of command; refers all requests or grievances through proper channels; and is aware of all public/staff/departmental meetings that require his/her attendance.
5. Must be certain that each athlete has had a medical examination and a completed permission slip before participation on a team.
6. Must prepare a complete roster of players and necessary information for the Director of Athletics.
7. Must have first aid equipment and water/ice available at all times.
8. Sees that all athletes are checked for academic eligibility.
9. Is the first to arrive and the last to leave a practice or event.
10. Demonstrates the manner in which equipment is to be worn, how to take care of it, and how it should be laundered.
11. Have managers' and scorers' duties assigned and notify designees of what is expected of them.
12. The position includes other unusual aspects such as extended time, risk injury concerns, and late dinners.

Management Duties:

1. Assists the Director of Athletics in scheduling, providing transportation and requirements for tournaments.

2. Provides documentation to fulfill state and system requirements concerning physical examination, parental consent, and eligibility.
3. Advises the Director of Athletics and recommends policy, method, or procedural change.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to ensure staff awareness of overall program.
2. Trains and informs staff and encourages professional growth through clinic attendance according to local clinic policy.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness.
4. Maintains discipline, adjusts grievances, and works to increase morale and cooperation.
5. Performs such other duties which may be assigned by the Director of Athletics.

Program Responsibilities:

1. The Head Coach should work as a team member with assistant coaches, school administration, and the community.
2. Coaches should familiarize themselves with, and uphold, the school's vision and mission statements. Athletic activities should support these philosophical statements.
3. Is fully responsible for the overall supervision of the program.
4. Is in charge of assignments and duties of assistant coaches working in the sport.
5. Is responsible for keeping practice periods for the sport within the confines of the time specified by the Director of Athletics.

6. Is responsible for the general upkeep and protection of the equipment under his/her jurisdiction.
7. Is responsible for a complete inventory of equipment used for the sport.
8. Is responsible for submitting a summary of the yearly program with all necessary reports for the end of the season data.
9. Is responsible for communicating to the athletic director budgetary needs for the program.
10. Is responsible to be available to assist in preparing practice and game field/court for practice or games.

Student Responsibilities:

1. Have a special caring for the students of RSU 16.
2. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.
3. Gives constant attention to a student athlete's grades and conduct.
4. Directs student managers, assistants, and statisticians.

Supervises

Assistant coaches, managers, trainers, and players.

Reports to:

Director of Athletics and the Building Principal.

Evaluation:

Conducted annually by the Director of Athletics.

Appendix G

Title: Sub Varsity (JV/Assistant) Coach

Qualifications:

1. Previous coaching experience in the sport assigned is desirable.
2. Knowledge and background in the assigned sport.
3. Have the ability, desire, and knowledge to be totally conscious of the sensitive nature of adolescent development. It is expected that this role will empower the coach with the ability to provide the student with an atmosphere in which the person is treated with respect and dignity. This opportunity is available to improve skill development, and there is a climate conducive to accumulation of knowledge through a cooperative learning experience. Through his/her conduct, the coach will provide for the expression of professional attributes, good sportsmanship, and will serve as a positive role model for our students.

Job Goal:

To carry out aims and objectives of the sport as outlined by the Head Coach. To Instruct Athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

Performance Responsibilities:

1. Has a thorough knowledge of all Athletic Policies approved by the RSU 16 School Committee and The Maine Principals Association, and is responsible for its implementation.
2. Conducts themselves in an appropriate professional manner, serving as a role model for the student athletes.
3. Has knowledge of existing system, state and league regulations and implements these regulations consistently.
4. Understands the proper administrative line of command and refers all students and parent requests of grievances through proper channels. Is aware of all public/staff and departmental meetings that require attendance.
5. Maintains discipline and works to increase morale and cooperation with the school athletic program.

Management Duties:

1. Assists the Head Coach with scheduling.
2. Assists on the necessary field preparation to hold scheduled sports events or practice and adhere to scheduled facility time.

Program Responsibilities:

1. The assistant coach should work as a team member with other assistant coaches, school administration, and the community.
2. Assistant coaches should familiarize themselves with and uphold the school's vision and mission statements. Athletic activities should support these philosophical statements.
3. Assists the Head Coach in carrying out his/her responsibilities.
4. Instructs team members as to changes in the rules and teaches fundamentals of the game as outlined by the Head Coach.
5. Works within the basic framework and philosophy of the Head Coach of that sport.
6. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
7. Arrives early enough before practice, contests, and meetings to adequately prepare, and remains long enough afterwards to help players with problems or become involved in staff discussions.
8. Never criticizes, admonishes, or argues with the Head Coach or any staff member within ears or eyes of players or parents.
9. Strives to improve skills by attending clinics and using resources made available by the Head Coach.

10. Performs such duties that are consistent with the nature of the position and that may be requested by the Head Coach.

Equipment and Facilities:

1. **Is** accountable to the Head Coach for all the equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment, and submits to the Head Coach for annual inventory.
2. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.

Student Responsibilities:

1. Demonstrates a caring for RSU 16 student athletes.
2. Provides training rules and other unique regulations of the sport to each athlete who is considered a participant.
3. By his/her presence at all practices, games, and while traveling, provides assistance and guidance to and safe-guards for each participant.

Supervises:

Managers, trainers, and players.

Reports to:

Head Coach and Director of Athletics.

Evaluation:

Conducted annually by the Head Coach.

Appendix H

PRHS Captains Knights Keeper of the Chalice

The history of “the Chalice” is quite interesting and has many legends. A chalice is often used in religious ceremonies such as for drinking wine while partaking in the eucharist. It has been the subject of many writings and movies. Its origins trace back to the writings of Christ. You may recall that Indiana Jones was searching for the Holy Grail (a Chalice) or that in the Pirates of the Caribbean, there was a quest for the Holy Grail. It was believed that drinking from the grail would give eternal life, that it could heal disease, provide abundance or unlimited youth. It has come to symbolize chivalry or an emotion that defines life’s path. It represents good.

By being chosen a captain, you have received both an honor and a responsibility. Your peers and coaches will look to you for leadership; both by word and by action. “The true test of a man’s (person’s) character is what he (she) does when no one is watching” John Wooden. If you don’t know who John Wooden was, it is great research. “The true test of character is not how much we know how to do, but how we behave when we don’t know what to do,” John Holt. Another great quote that is important in leadership.

You have been chosen captain. It carries responsibility to “do the right thing”, and to help be the keeper of the Chalice. This means on the playing fields, in the locker room, in the classroom and at games as a spectator. Your peers look to you for acceptable behavior.

You have been chosen to be a captain. Congratulations. You should be proud. In order to be recognized as a captain, please take this honor sincerely. You will need to complete the free and online classes developed by the National Federation for High School Sports:

Student Leadership: Becoming a Leader

Student Leadership: Leading Others

They can be found at NFHSlearn.com.

Please complete this class, print the certificate of completion and present it to the athletic director. You should be prepared to have conversations regularly with coaches and admin regarding leadership.

Know that to maintain your status as Captain, you will need to be a “Keeper of the Chalice”. At the conclusion of the season, you will earn a Captain’s pin so long as you have demonstrated leadership.

**Recommended for Coaches-Coaching Student Leadership
Building and Maintaining a Positive Culture**