

*Mountain View Middle School
Coaches Handbook*



Effective March 18, 2019

***Mountain View Middle School
Interscholastic Athletic Programs***

FALL

***Boys & Girls Cross Country
A & B Field Hockey
Girls Volleyball
A & B Boys Soccer
A & B Girls Soccer***

WINTER

***Girls Basketball
Boys Basketball
Winter Spirit
Wrestling***

SPRING

***Baseball
Girls Lacrosse
Boys Lacrosse
Boys & Girls Track & Field
Softball***

INTRODUCTION

Mountain View Middle School sponsors and encourages student participation in extracurricular athletics as a means of providing opportunities for personal growth, skill development, socialization, creativity and competitive experience. The value of supplemental activities is recognized as important to the total educational process.

It is in the interest of the school and the community that equitable standards for participation be established and administered.

These standards are established and carefully defined in this Handbook. It is expected that Goffstown School District coaches, non-faculty and volunteers alike, take the time to read this Handbook so that they are familiar with all of the rules and expectations of our athletic program.

GOAL OF ATHLETICS

The purpose of the Mountain View Middle School Coaches Handbook is to assist, coordinate and facilitate the efforts of all members of the MVMS interscholastic athletic coaching staff toward the objectives of the athletic program. The following are indicated as major objectives in the interscholastic program:

- I. To create a positive image of Goffstown School District students and programs.
- II. To produce winning teams within the bounds of good sportsmanship and fair play.
- III. To increase the number of individual participants in the interscholastic program and to encourage and increase spectator attendance by expanding opportunities in different areas.
- IV. To provide opportunities, under the guidance of qualified coaches, where students cope with challenging situations similar to those encountered in the contemporary world. These situations should provide adequate and natural opportunities for:
 - A. Physical, mental and emotional growth and development.
 - B. The acquisition and development of special skills in activities of the student's choice.
 - C. Team play that emphasizes commitments such as: loyalty, cooperation, fair play and other desirable social traits.
 - D. Stressing self-discipline, self-motivation, excellence, and the ideals of good sportsmanship.
 - E. Generating a feeling of unity.
 - F. Achieving individual, team, and school goals.
 - G. Developing worthy use of leisure time.
 - H. Individuals to explore future vocational opportunities.

- V. To provide an exemplary interscholastic program that includes appropriate opportunities for every boy and girl.
- VI. To provide opportunities for a student to experience success in an activity he or she selects.
- VII. To provide sufficient activities for a wide variety of student interests and abilities.
- VIII. To provide student activities which offer the greatest benefits for the greatest number of students,
- IX. To foster a desire within the program to succeed and excel.
- X. To develop high standards and ideals in all human relationships.
- XI. To develop self-discipline and emotional maturity in the decision-making process.
- XII. To create an understanding of working within a prescribed set of rules, thus gaining a respect for the rights of others.
- XIII. To develop an understanding of the value of activities in a balanced educational program.

MISSION OF ATHLETICS

MVMS is committed to excellence in athletics while supporting the educational mission of Mountain View Middle School. We believe that impassioned student-athlete learners contribute positively to the school community through their active participation both within and beyond the classroom. We believe that students' participation in MVMS athletics better prepares them for the future by providing opportunities for personal growth, skill development, socialization, creativity, and competitive experience. To this end, we value the contribution that athletics provide our student-athletes in providing a well-rounded educational experience.

COACHES CODE OF ETHICS

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each athlete should be treated as though they were the coach's own and their welfare shall be uppermost at all times. In recognition of this, the following are some of the guidelines for coaches.

1. Coaches must be aware that they have a tremendous influence, either good or bad, on the education, health and character of the student athlete and thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
2. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, Director of Athletics, school administrators, the state high school association (NHIAA), the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. Coaches shall be positive role models for their athletes throughout all practice sessions and games. This would include providing proper examples of sportsmanlike attitudes toward the opposing team, coaches, and officials.
4. Coaches shall respect and support contest officials. Coaches must respect the motives of the game officials and recognize their own responsibility in the character of the contest.
5. The spirit and letter of the contest rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
6. Coaches shall promote the **entire** interscholastic program of the school and direct their program in harmony with the total school program. Athletes shall enjoy as many sport seasons as the student athlete and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.¹

¹ Adapted from the National Federation of State High School Associations accessed at <https://www.nfhs.org/nfhs-for-you/coaches/coaches-code-of-ethics/>

COACHES RESPONSIBILITIES

A. *Squad selection*

1. Philosophy

In accordance with Goffstown's philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Goffstown, we encourage coaches to keep as many athletes as they can without compromising the integrity of their sport. Obviously, playing and practice time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport. However, when finalizing your squad in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

Participation: MVMS students in grades 5-8 may try out for all cut sports or join a non-cut athletic team. Student-athletes who try out for a cut sport and do not make a team may join a non-cut team within five days of the last tryout they attended.

Academic Eligibility: A student who wishes to participate in athletics must be passing (above 70%) all academic classes. An incomplete grade for a class counts as a failed class. If the student has one grade below 70%, he/she may apply for a waiver with the school principal, or designee. Students who have two or more grades below 70% may not apply for a waiver to participate. During a student's middle school athletic involvement, one waiver may be granted. However, under extenuating circumstances, the Principal may consider one additional waiver request per student. The Principal's decision shall be final. In no instances shall a student be granted more than two waivers for middle school athletics.

2. Team selection – responsibility

- a. The head coach should make final team selection.
- b. Prior to trying out, the coach shall provide the following information to all candidates for the team:
 - i. Extent of the try-out period (No less than 3 DAYS)
 - ii. Criteria used to select the team
 - iii. Practice commitment
 - iv. Game commitments
- c. Athletes who are not available during the try-out period or who enter school after the try-out period should contact the Director of Athletics directly.

3. Cutting policies – procedure

- a. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - i. Have competed in a minimum number of practice sessions
 - ii. Have performed in at least one intra-squad scrimmage

- iii. Be personally informed of the cut by the coach and the reason for the action
- b. Any coach who decides to cut an athlete entering or in the eighth grade, who has played one or more years on the team, must have the approval of the Director of Athletics before making that decision.
- c. All cuts are to be done privately and confidentially. Cut athletes are to be invited to meet individually with the coach where reasons for the cut or alternative possibilities for athletic participation may be addressed.
- d. If coaches foresee difficulties arising as a result of squad cuts, they should discuss the situation with the Director of Athletics.

B. Practice policies

1. Before an athlete may participate in team practice, the coach must verify receipt of the signed Student Athlete—Parent Handbook and Athletic Code of Conduct Sign Off Form confirming that all eligibility requirements are met and on file with the Director of Athletics.
2. As soon as teams are set, each coach shall submit a squad roster of all team members to the Director of Athletics.
3. Practice sessions shall be flexibly scheduled so as to create the minimum amount of conflict with family activities of the participants.
4. Practice sessions should be well planned, and well structured. In sports where it is necessary to schedule separate back-to-back practices due to a lack of facilities, the last practice session must be concluded by 8:30 PM.
5. Coaches who wish to continue practice beyond the completion of their scheduled practice time must confirm facility availability with the Director of Athletics.
6. Coaches should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice by themselves.
7. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be supervised and the storage area must be secured.
8. Athletes who are absent from school are ineligible to compete or practice on that day. Student athletes must be in attendance *no less than* half the school day, unless prior approval is given by the school administration for the student to be absent. The Director of Athletics must be notified of deviations from this rule. Athletes are expected to be in school and on time the day following an athletic event. Any student who serves an out of school suspension may not participate in the practice session or the game/meet on the day(s) in which the suspension occurred.
9. Inclement weather conditions may result in an early dismissal or an extended period of school closing. Co-curricular group members and athletes may meet or practice during this period with permission of the Superintendent of Schools.
10. Requests by home educated students to participate in interscholastic activities and/or intramural sports and games, and/or other co-curricular activities shall generally be granted. In activities where the number of interested students is greater than available positions, home educated students shall be eligible to try

out for a position. See <http://goffstown.k12.nh.us/index.php/policies> with particular attention to IHBG.

11. Charter and non-public students will be immediately eligible to try out for a team to participate in interscholastic athletics after the Principal certifies residence.

C. *Locker room, team room and related facilities*

1. Each coach is responsible for the action of members of their squad from the time they report to the team/locker room for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time the athletes are to report for practices, games, meets – home or away – and stay until the last athlete has left.
3. Coaches are responsible for the supervision of and condition of the locker/team room.
4. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.

D. *Release from class*

1. All interscholastic athletic contests should be scheduled so students miss a minimum of classes for travel to away games.
2. Rosters must be submitted to the Director of Athletics so students who are dismissed can be accounted for.
3. Attendance must be taken on the bus prior to departure and the office must be notified of any students who are not present.
4. It is the responsibility of the student athletes to see their teacher the day before any class he/she is to miss because of an athletic event. All work shall be made up at the convenience of the teacher.

E. *Transportation*

1. A student who travels to an out of town activity with a school team must return with the team. The only exception to this rule is if parents are present at the out of town site they may request that the student return with his/her parents for family reasons. This request should be handled ahead of time in writing. All requests for a student athlete to leave with a parent must be in writing, dated and signed. The parent must identify him/herself to the coach prior to leaving with the student athlete and have a permission slip signed and dated at the event.
2. Goffstown Truck Center requests that you keep your team under control during the bus trips. There will be no standing or moving around while the bus is in motion. The noise level must also be kept under control and the bus must be cleaned before the team exits.

F. *Scheduling scrimmages*

1. All scrimmages are arranged through the office of the Director of Athletics.

G. *Undue influence for participation*

1. It shall be the philosophy of the Goffstown School District that athletes shall enjoy as many sport seasons as the student athletes and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.

H. *End of Season Gatherings and Banquets*

1. Following each season, the head coach of each sport will be responsible for scheduling their team sports awards night, to hand out team awards and give a brief overview of the season.
2. The head coaches of each sport shall be responsible for coordinating the awards format for their program at the end of each season. The coach may choose to work with a support club, booster club, or a group of selected parents in planning the type of awards ceremony.
3. The dates of all awards presentations shall be established by the coach and placed on the school calendar through the facilities secretary in the main office. The date may not conflict with another school-wide event or other sports award banquet.
4. Two weeks prior to the banquet the head coach shall confer with the Assistant Director of Athletics regarding all athletes who have earned awards.
5. It will be the responsibility of the head coaches to inform coaches and team personnel in their sports program of all details concerning the awards presentation.
6. No athletic funds will be expended for any award banquet except for the authorized school awards presented including: certificates, three team awards, and Sportsmanship awards.

I. *Use of Facility*

Any team or group, other than regularly scheduled practices and games, wishing to use the gym or any other school facility must request permission from the Director of Athletics and must complete a Facility Use form.

J. *Complaints, problems or concerns, dismissal from teams for disciplinary reasons*

There is a chain of command that coaches must follow when they are experiencing problems in their programs. If a conflict occurs between the student and coach that can be resolved by the coach and persons involved it should be handled in the following manner:

1. Notify the parents/guardian.
2. Identify the problem with the student and how long it has been in existence.
3. Identify the mediation used to resolve the problem.
4. Keep track of conversations that took place between the player and coach.

Problems that persist or cannot be resolved between coach and athlete or that could result in dismissal should be addressed using the following procedure before dismissal occurs:

1. Document the reasons for dismissal as they occur (e.g. breaking the athletic contract or school rules, missing practices/games, being insubordinate or unsportsmanlike, etc.).
2. MVMS to notify the Assistant Athletic Director
3. Assistant Athletic Director to notify the Director of Athletics
4. The Director of Athletics will notify the Principal
5. The Principal will contact the Superintendent
6. The Superintendent will notify the School Board

K. *Budgets*

Any budget request by a coach must be done well in advance of the start of the school year as budget preparation happens in September for the next school year. Realistically, everything the coach wants cannot be ordered and purchased. The Director of Athletics will review and consider your budget request prior to the ordering of equipment and supplies for the following year. Do not assume it will be in the budget if you do not request it.

Budget requests should include the following:

1. Uniforms (check 5 yr. uniform rotation)
2. Equipment needed for your sport(s)
3. Special items (scoreboards, kickboards, etc.)
4. Repairs to equipment already in inventory
5. Game balls, practice balls, scorebooks, and all other items necessary for the sport

You do not have to include the following:

1. Salaries
2. Officials' fees
3. Transportation costs
4. Reconditioning

L. *Sportsmanship*

Athletes should be taught to avoid physical and verbal confrontations with officials or members of the other team. Coaches are expected to review the rules of sportsmanship with the members of their team.

M. *Media Relations*

To ensure a relationship between coaches, players and other school officials and the media that will reflect and promote the highest standards of sportsmanship, integrity and ethics, it is expected that:

1. Coaches, players and other school officials should make an effort in their communications with the media to stress the positive displays of sportsmanship demonstrated by the student athletes, coaches, spectators and schools involved in the contest.
2. Additionally, coaches and school officials:

- a. Will not permit anyone under their supervision to criticize athletic contest officials.
 - b. Will cooperate with the media in the interpretation and clarification of rules and other aspects of the athletic contest.
 - c. Will not comment about specific decisions of game officials.
3. Any coach or player found in non-compliance with this provision of the Coaches Handbook shall not participate in the next scheduled interscholastic athletic event, including Tournament Contests. A second violation of this rule shall cause disqualification from coaching or playing in that sport for the balance of that season. The Principal and Director of Athletics are to monitor this.

N. *Miscellaneous*

1. In order to avoid equipment being turned in late, coaches are encouraged to collect uniforms and equipment at the end of your last contest. Be sure to check off the equipment carefully and make sure everything is returned. Submit a list of missing equipment and names to the Assistant Director of Athletics. All uniforms and equipment to be reconditioned should be sorted and bagged separately. All uniforms should be turned in right side out.
2. Team photo day will be scheduled by the Assistant Director of Athletics and coaches and athletes will be notified in advance. All teams should be assembled at the appointed time in uniform.
3. Students who are too ill to attend school may not practice or play on that day.
4. All photos, video recordings, and audio recordings of student athletes must be made using district owned and/or district approved equipment. Coaches should be familiar with the contents of the district's Video/Audio/Photography/Display and Use of Student Work Release form.
5. In season coaches should check in at the athletic office daily for messages.
6. Coaching stipends will be distributed at the end of the season after equipment is collected and a coach's self-assessment form has been handed in to the Assistant Director of Athletics.

In addition to the above, coaches are responsible to know and follow all Goffstown School Board policies, including but not limited to, the following:

EEAEC	Student Conduct on School Buses
EEAEC-R	Student Conduct on School Buses – Regulation
EEAG	Use of Private Vehicles to Transport Students
GBEA	Staff Ethics
GBEB	Staff Conduct
GBEBB	Employee – Student Relations
GBGBA	Use of Automated External Defibrillators
GBI	Staff Community Relations
GEA	Athletic Team Coaches
IHBG	Home Education Instruction
JICC	Student Conduct on School Buses
JICFA	Hazing

JICK	Pupil Safety and Violence Prevention – Bullying
JJE	Student Fund Raising Activities
JJIB	Interscholastic Athletics
JJIF	Guidelines for Proper Sportsmanship
JJ	Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils
JLCJ	Concussions and Head Injuries

Policies may be accessed at <http://goffstown.k12.nh.us/index.php/policies>.

Athletic Coaches Evaluation Procedure

Coaches will be evaluated within a four-week period after the conclusion of the season. The basic purpose of evaluation is to improve the instruction athletes receive. In addition, other considerations are:

1. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system.
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective assessment of the performance of a coach.
5. To identify those factors which interfere with a coach's overall contribution to the athletic program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff and the Athletic Director.
7. To ensure that all coaches retain necessary certifications and to identify professional development needs.

The process to evaluate coaches and assistant coaches uses objective criteria and examines data from three sources: the supervisor's observations, the coach's self-assessment, and student athletes' survey results. (See attached forms.)

The following procedures are to be observed in the use of these forms:

1. The Athletic Director and head coach will conduct evaluations of assistant coaches.
2. The Athletic Director and Assistant Athletic Director will conduct evaluation of head coaches.
3. The Athletic Director and Assistant Athletic Director for the middle school will conduct evaluation of middle school athletic staff.
4. The Athletic Director and Assistant Athletic Director for the middle school will be responsible for contract recommendations for middle school coaches.
5. This evaluation is to be completed within a four-week period after the conclusion of the season.
6. The next step is a written evaluation based on input provided by personnel named in items 1, 2, 3, and 4.
7. The final step is a conference with the coach and Athletic Director to review the written evaluations.
8. In addition to the coach's self-assessment, written comments are encouraged.

MOUNTAIN VIEW MIDDLE SCHOOL

Coaches Evaluation – Interscholastic Athletics

Coach: _____ Sport: _____ Date: _____

The Athletic Director will review this evaluation with the coach.

Code:

O = Outstanding, S = Satisfactory, NI = Needs Improvement, NA = Not Applicable,

US = Unsatisfactory

A. ADMINISTRATION

- | | |
|---|--------------|
| 1. Care of equipment | O S NI NA US |
| 2. Organization of staff | O S NI NA US |
| 3. Organization of practices | O S NI NA US |
| 4. Communication with coaches and faculty | O S NI NA US |
| 5. Adherence to school policies(forms, game reports
Reporting problems) | O S NI NA US |
| 6. Public relations | O S NI NA US |
| 7. Supervision of Players | O S NI NA US |

B. SKILLS

- | | |
|------------------------------------|--------------|
| 1. Knowledge of fundamentals | O S NI NA US |
| 2. Presentation of fundamentals | O S NI NA US |
| 3. Conditioning | O S NI NA US |
| 4. Prevention and care of injuries | O S NI NA US |

C. RELATIONSHIPS

- | | |
|------------------------------------|--------------|
| 1. Enthusiasm | |
| a. for working with students | O S NI NA US |
| b. for working with other programs | O S NI NA US |
| c. for working with academic staff | O S NI NA US |
| d. for the sport itself | O S NI NA US |
| 2. Discipline | |
| a. consistent | O S NI NA US |
| 3. Communications | |
| a. with athletic director | O S NI NA US |
| b. team | O S NI NA US |
| c. individual athletes | O S NI NA US |

D. PERFORMANCE

- | | |
|---------------------------|--------------|
| 1. Appearance of the team | O S NI NA US |
| 2. Execution of the team | O S NI NA US |
| 3. Attitude of the team | O S NI NA US |
| 4. Conduct of the coach | O S NI NA US |

ADMINISTRATIVE COMMENTS, SUGGESTIONS, RECOMMENDATIONS, IF NECESSARY ADDITIONAL COMMENTS WILL BE ATTACHED

COACH'S COMMENTS, IF NECESSARY ADDITIONAL COMMENTS CAN BE ATTACHED

COACH _____ ATHLETIC DIRECTOR _____

(Signature indicates only that the coach has read this evaluation)

Coach's Self-Assessment and Improvement Plan

**Goffstown Athletic Program
Coach Self-Assessment**

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

Name _____ **Team:** _____ **Season:** _____

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

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

<i>Are your coaching certifications current?</i>	<i>Date Completed</i>
NHIAA Coach Certification	
CPR & AED Certification	
First Aid Certification	
Concussion Course	
Rules Review	

<i>List planned professional coaching development or certifications to be completed prior to next season.</i>	<i>Date Scheduled</i>
Cont. to work with outside coach w/ 3 thru 8 th grade camps, will cont. to observe strategy	

Continued on the reverse side

Goffstown Athletic Program Coach Self-Assessment

To be completed by the Coach:

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

(To be completed by the Athletic Director):

Coach Overall Rating:

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

Head Coach Feedback: *(If applicable)*

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

To be completed by the Athletic Director as required:

Coach Improvement Plan:

Recommended Improvement

Date to be Re-Evaluated

Mountain View Middle School Coaches Handbook Sign Off Form

I have read, understand and agree to the terms and conditions as stated in the Mountain View Middle School Coaches Handbook.

My signature indicates that I understand and will follow all Mountain View Middle School rules, regulations and procedures, and Goffstown School Board policies.

Printed Coach's Name

Coach's Signature Date