

Nashoba Valley Technical High School

(Ayer, Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend & Westford)

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**Nashoba Valley Technical High School
Coaches' Handbook**

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NVTHS Athletics Mission

Athletics at Nashoba Valley Technical High School (NVTHS) is governed by the rules of the Massachusetts Interscholastic Athletic Association (MIAA) as well as the rules and policies set forth by NVTHS as referenced in the *student handbook*. It is important for each coach to understand these rules and also to know what is expected of them. Athletics at NVTHS is seen as a vital component of high school life, not just for the students who participate but for the families, staff and community.

NVTHS takes pride in the athletic efforts and accomplishments of its student athletes. NVTHS believes that educational athletics is an extension of the classroom. Athletics makes our athletes better physically, mentally and morally. Success, whether in studies, or athletics does not just happen. It is the culmination of hours of dedicated work. As coaches, you interact most closely with the student athlete, playing a key role in shaping our student athletes and by association, the culture of NVTHS. The coaches' actions, decisions and leadership help to determine whether the athletic program has a positive or negative impact and whether it enhances or hinders a student's growth.

At NVTHS we believe it is important for coaches to recognize the importance of teamwork. At its core, teamwork is vital to all members of the team and essential to attaining the highest level of growth and success. At NVTHS coaches accomplish a successful, "team first" culture, by;

- creating a safe, caring and culturally responsive team;
- Establishing an inclusive environment that engages all team members regardless of level of skill or time of play;
- Communicating effectively, problem solving creatively, working collaboratively and evaluating objectively;

Accordingly, all coaches at NVTHS are expected to take a developmental approach to athletics, recognizing that student-athletes are at a critical growth phase of their lives, not just physically, but mentally, emotionally and socially. A developmental approach to coaching accepts all student-athletes at their present level and then provides the skill training, encouragement and other support needed to progress to the next level with a goal of enabling each student-athlete the opportunity to continually improve his or her personal best performance.

The purpose of high school athletics is to prepare students for success outside of their high school walls, to become contributing citizens in a global society and not to merely win contests. With a coach's guidance, students can learn to persevere despite obstacles that may cause them to stumble, in order to achieve their goals. It takes a special kind of person to be successful, and it also takes more than mere talent. It takes hard work. Win or lose in a sport, student athletes should learn lessons of a lasting and positive nature.

MIAA Handbook

All coaches are subject to the rules included in the MIAA handbook in addition to the provisions of this Coaches' Handbook. A copy of the complete MIAA handbook can be found online at http://www.miaa.net/gen/miaa_generated_bin/documents/basic_module/MIAA_Handbook19_21.pdf.

It is the coach's responsibility to read the MIAA handbook and familiarize him- or herself with the rules and regulations. If you have any questions, please see the Director of Athletics.

MIAA Coaches' Code of Ethics

Each high school coach is first a TEACHER. The student-athlete is participating within the school's activity program because he or she desires to do so. Consequently, that student is often more attentive to a coach's lessons than those offered by teachers in required courses. The function of an interscholastic coach is to educate students in "LIFE LESSONS," through their participation in educational athletics. Every student athlete should be treated as though they are the coach's own child. His or her welfare must be uppermost at all times. The following abridged guidelines for coaches have been adopted by the NFHS Board of Directors.

1. The coach must be aware that he or she has a tremendous influence, either for good or bad, in the education 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. 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.
3. The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse, and under no circumstances should authorize their use.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of 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 actively use their influence to enhance sportsmanship in the broadest possible manner.
7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticisms of officials or players are unethical.
8. A coach shall not exert pressure on faculty members to give student athletes special consideration.

Coaches' Checklist

The following checklist is designed to help the coaching staff with planning and organization throughout the year.

Preseason:

- All forms to ArxEd (Fundamentals of coaching, First Aid/CPR/AED, Concussion)
- Complete CORI
- Confirm schedules with Director of Athletics
- Practice planning
- Schedule equipment & uniform distribution with Athletic Director
- Sign up meeting for all candidates for their program
- Submit preseason sign up list for eligibility review
- Meet with sub varsity coach
- Team planning meeting with captains
- Meet with parents of all candidates to review expectations, Team rules, Role of Parents, team selection criteria, schedules both game and practice.

Coaches Education:

- Attend MIAA Coaches Training sessions (if applicable)
- Concussion Training/Certificate completion (yearly renewal requirement)
- CPR/First Aid Training Session/Certificate completion
- CORI / Fingerprinting
- Prepare Fundraising plan
- Arxed Training

In Season:

- Practice Planning
- Supervise sub-varsity coaches
- Share rosters with NVTHS staff to assist with academic, behavior & attendance monitoring
- Report scores after every contest, (newspaper, AD office)
- Submit MIAA Tournament Forms and Vocational Form to NVTHS Director of Athletics
- Conduct Fundraisers (portion returned to school)

Post Season:

- Return of uniforms & issued equipment
- Attend League post season meeting
- Attend State/ Regional Meeting(s) (if applicable)
- Attend Awards Night
- Return keys & list of equipment needs
- Review evaluation from the Athletic Director

General:

Coaches should establish and communicate criteria for the following components for their program:

- Team Selection & Process
- Playing Time
- Election of Captains- Please submit this to the Athletic Director in Writing for approval.
- Review NVTHS/Team/MIAA rules with parents and players.

Coaches Obligation:

Fourteen (14) duties have been identified as absolute requirements for interscholastic coaches. Please note that these standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts

1. *Duty to plan:*

- Develop a season plan using progression appropriate for your athletes
- Develop written practice plans
- Test/ evaluate players to determine their physical capacity and skill level for your sport
- Keep all records of your planning & testing

2. *Duty to supervise:*

- MIAA Policy # 3 Adult Representation /Coach

The principal, headmaster, or director of the school in all cases is responsible to the Association for the acts of school teams and other school organizations. All teams and individual participants must have adult representation present and responsible for them at all times. Such adult representation must be an employee or a designated representative of the school district. If the representative is not the coach of record, then the designee must provide written introduction on school letterhead, signed by the principal, or the student(s) will not be permitted to participate.

- Maintain supervision of your athletes at all times, (before, during , & after) all practices & games.
- Know your sport well enough that you can anticipate potentially dangerous situations and be in a position to prevent them from occurring.

3. *Duty to provide a safe environment:*

- Check playing & practices areas for potential dangers
- Follow and enforce specific rules for using facilities
- Lock and unlock team locker rooms and monitor to ensure athletes are present only when allowed
- Be aware of behaviors of team members towards each other, supervise teams locker room activity
- Make sure students have been picked up before leaving. (Call local police if they need a ride)

4. *Duty to evaluate Injury/ Incapacity:*

- Provide evidence that athletes have a current up to date pre-participation physical
- Determine if an illness or injury during practice or competition is sufficiently threatening that participation should stop
 - Must insure that an injured athlete is ready to return to play before returning to Competition
 - Duty to locate on site athletic trainer when present in any case of injury if not present locate and notify the athletic director

5. *Duty to provide safe equipment:*

- Inspect equipment regularly
- Warn players of potential dangers
- Ensure proper fitting of equipment
- Ensure students are using equipment provided or approved

6. *Duty to teach properly:*

- Keep abreast of current instructional standards for your sport
- Teach skills, strategies and rules in accordance with customary methods of your sport and the developmental level of your athletes
- Make instructions clear, complete, and consistent. Provide feedback
- Coaches are not to participate in contact drills

7. *Duty to Condition Properly:*

- Use appropriate conditioning and training methods
- Take into consideration climate conditions, practice plan, seasonal goals, pace & tempo
- Consider readiness to progress
- Consider what system needs to be conditioned for the sport you are coaching.
- Build rest and recovery into the conditioning program

8. *Duty to Warn:*

- Warn your athletes of the inherent risks of the sport so they know, understand, and appreciate them.
- Use written notices, releases, videos, and repeated warnings to make certain your athletes understand the risk and are mindful of them.

9. *Duty to provide emergency care:* (locate on site athletic trainer or athletic director when present in any case of injury)

- Activate emergency plan
- Protect athlete from further harm
- Provide appropriate first aid
- Be current in CPR & AED training
-

10. *Duty to follow school's emergency response plan:* (locate athletic trainer or athletic director when present in any case of injury)

- Important phone numbers, EMS, Police, Fire, Athletic Trainer
- Access to venue
- Who will do what
- Parent contact info

11. *Duty to select, train and supervise coaches*(Applies to assistant coaches in certain sports):

- Preseason planning
- Staff Members Roles & Responsibilities
- Coach the coaches on skills & teaching techniques
- Attend instruction clinics

12. *Duty to match/equate athletes:*

- Match players in size, maturity, skill and experience, as well as age
- Modify drills or practice structure when mismatches in ability cannot be easily corrected
- Minimize situations where your athletes may be at such a disadvantage that their risk of injury is increased.

13. Duty to provide safe transportation:

- Players & staff travel to and from contests on transportation provided by the school district. NT Coaches and AD need 24 hours prior notice if a player is traveling home with family.
- With prior approval of school administration and under extremely unusual circumstance student athletes may be transported by their parent or guardian with documented permission

14. DUTY TO SELECT, TRAIN AND SUPERVISE COACHES

- Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

PARENT AND COACH COMMUNICATION GUIDE

Parents/Guardians entrust their children to the guidance of the coaches for many out-of-school hours, month after month and year after year. These Parents/Guardians have the right to expect that all coaches have the students’ best interest at heart and that the coaches’ decisions place students’ welfare above any emphasis on competition or winning.

EXPECTATIONS FOR COMMUNICATION WITH PARENTS/GUARDIANS

- ◆ Philosophy of the coach.
- ◆ Expectations the coach has for individual athletes as well as other players on the squad.
- ◆ Locations and times of all practices and contests.
- ◆ Team requirements (fundraising, community service, equipment, conditioning, etc)
- ◆ Procedure should a child be injured during participation.
- ◆ Discipline that results in the denial of a child’s participation

COMMUNICATION COACHES SHOULD EXPECT FROM PARENTS

- ◆ Concerns expressed directly to the coach.
- ◆ Notification of any schedule conflicts well in advance.
- ◆ Specific concerns in regard to a coach’s philosophy and/or expectations.

APPROPRIATE CONCERNS FOR PARENTS TO DISCUSS WITH COACHES

- ◆ The treatment of their child, mentally and physically.
- ◆ Ways to help their child improve.
- ◆ Concerns about their child’s behavior.

It can be difficult for parents to accept when their child is not playing as much as they may have hoped. As a coach, it is your responsibility to make decisions based on what you believe to be the best for all students involved. As you have seen from the list above, certain concerns can and should be discussed with parents. Other matters listed below are not appropriate. If a parent insists on discussing these matters, please refer him/her to the Athletic Director.

ISSUES PARENTS SHOULD NOT DISCUSS WITH COACHES

- ◆ Playing time / Team strategy. Play calling. / Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others' position. When these conferences are necessary, the procedure outlined below should be followed to help promote a resolution to the issue of concern.

STUDENT-ATHLETE PROCESS FOR COMMUNICATING WITH COACHES

For the vast majority of student-athletes, participation on a team at NVTHS is a fun and rewarding experience throughout their involvement. However, students also invest significant time and emotion, and this may result in conflicts between players and their coaches. Student-Athletes are given the following guidelines for communication with their coach:

Step 1: Student athlete contacts coach

The student athlete should meet individually with the coach at an appropriate time agreed upon by both parties in order to resolve the conflict.

Inappropriate times are as follows:

- Immediately before or after a contest
- During a practice session or contest
- When others are readily able to observe the discussion

Step 2: Parent/Guardian contacts Coach

If the conflict is not resolved by a meeting between student athlete and coach, the parent/ guardian and student athlete should schedule a meeting with the coach. The player should take part in this meeting.

Step 3: Parent/ Guardian contacts Athletic Director

If the meeting between parent/guardian and coach does not result in a satisfactory resolution, the parent/ guardian should inform the coach that he/she plans to contact the Athletic Director for a higher level meeting. The parent/ guardian should call or email the Athletic Director to schedule a meeting.

Step 4: Parent/ Guardian contacts Dean of Students

If the parent/ guardian does not feel his/her concerns have been properly addressed after meeting with the Athletic Director, he/she should indicate this to the Athletic Director and contact the Dean of Students via telephone or email to schedule a meeting.

Step 5: Parent/Guardian contacts Principal

If existing concerns remain following the meeting with the Dean of Students, the student athlete and parent/ guardian should acknowledge such and initiate contact with the High School Principal.

*Please note: If a student athlete and/or parent/guardian believes that due to the seriousness and/or nature of their concerns, they are unable to follow these procedures, they may express their concerns directly to the Athletic Director and/or Principal.

CHEMICAL HEALTH POLICY

It is the policy of the Nashoba Valley Technical High School to enforce the MIAA policy regarding the use of substances that are deemed harmful to the student-athlete. It is also the policy of NVTHS to

reserve the right to impose more stringent penalties in an effort to ensure the welfare of the student-athlete.

At the beginning of the school year and/or orientation of new students, and/or the beginning of the sport season, all student-athletes will review with their coaches and/or Athletic Director and/or Principal, the NVTHS Chemical Health Policy.

A student who has not attended an orientation or preseason meeting and signed a contract attesting to their knowledge of this policy will not be permitted to participate in any athletic contest until it is signed and in possession of the athletic director or coach. In addition, the signature of the parent or guardian of the student-athlete and the coach must be in hand prior to participation in any athletic event. All contracts will be kept in a central location (i.e. Athletic Office).

Beginning with the first day of preseason and extending until the last calendar day of school/or last contest/competition if it goes beyond the last calendar day, a student shall not, regardless of the quantity, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids or any other controlled substance. Controlled substances and steroids prescribed for the student-athlete for a specific documented condition will be permitted with a note from a medical practitioner and will be reviewed as requested with documentation provided to the school by the student-athlete.

This policy includes products such as “NA or near beer” and any tobacco product.

It is imperative to note that a violation constitutes any one of the substances in this policy. For example, the first violation may be a tobacco product and the second may be alcohol. All of the substances carry the same penalty.

*If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

*Any captain found in violation of the Chemical Health Policy shall lose their captaincy for three consecutive seasons. If he/she is caught in season, he/she will lose their captaincy for that season and the next two consecutive seasons.

PENALTIES:

First violation: *When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. A student must attend an educational session with a member of the health care team prior to reinstatement. A reinstatement slip signed by the principal or health care member must be presented to the coach prior to participation in a game.*

Second and subsequent violations: *When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport.*

If after the second or subsequent violations the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Chemical Health Violation Penalties

1st Offense

# Of Events / Season	#Of Events / Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 +	5

2nd Offense

# Of Events / Season	# Of Events / Penalty
1-7	3
8-11	4
12-15	7-8
16-19	9-11
20+	12+

**2nd Offense
w/Dependency Program**

# Of Events / Season	# Of Events / Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 +	8

The expectation of our coaching staff is that they will adhere to the chemical health policy during practice and competition. Any coach, including assistants and volunteers, that violate this policy will be subject to disciplinary action as determined by the principal and/or athletic director. During practice or competition, a coach shall not use any tobacco product.

Good Citizen Rule

Student-athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility.

Practice Schedules, Scrimmages, Bus Policy

1. Head coaches must give time information to the Director of Athletics before schedules are made. Where facilities are shared by different programs, the Director of Athletics will work with Head coaches to devise a fair and equitable facilities usage schedule for all programs. The Director of Athletics will have the final say on any proposed facilities schedule.
2. When school is canceled or there is an unscheduled early dismissal, no contests or practice will take place.
3. It is recommended that practices not exceed 90 minutes of physical activity per session.
4. Practices should be scheduled Monday thru Friday. Saturday and Sunday practices need prior approval of the Director of Athletics and are not the norm.
5. Scrimmage information needs to be submitted to the Director of Athletics prior to the start date of each season.
6. Overnight travel requires School Committee & Superintendent approval and must be done in accordance with School District policy and the time frame outlined for such.

Crime of Hazing, Definition, Penalty **Mass General Law Chapter 269, section 17-19**

The term hazing refers to any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Massachusetts General Laws, Chapter 269,ss. 17 – 19 are reprinted below.

Chapter 269, Section 17 – Crime of Hazing, Definition, Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing," as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, beverage, drug, liquor or other substance, or any other brutal treatment or forced physical activity which is likely to affect adversely the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269, Section 18 – Failure to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269, Section 19 – Hazing Statutes to be Provided, Statement of Compliance, and Discipline Policy Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations. Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such as policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution which fails to make such report.

Nashoba Valley Technical High School Policy on Hazing:

In addition to the above cited penalties, students engaged in the act of hazing will be subject to detention, suspension and/or expulsion.

***Each Head Coach needs to have their team complete the Anti-Hazing Form/Agreement within the first week of season. (see Page 30 for Form)**

MIAA Out-of-Season Coach-Athlete Contact Limitations

All out of season contact requires permission from the Athletic Director

Previous Years

Unless otherwise permitted in this rule, between seasons a coach may conduct a meeting(s) with team candidates only to elect captains, collect equipment, issue equipment, to provide for physical examinations, to conduct legitimate fundraising events, or to offer wellness workshops or activities.

40.2 A coach is defined as any paid or volunteer member of the athletic staff.

40.3 The MIAA considers the last coach of record as holding that position until replaced by the principal.

40.4 A coach may not directly or indirectly require an athlete to participate in a sport or a training program outside of the MIAA defined sport season. Voluntary conditioning sessions open equally to all students in a school which are entirely devoid of sport-specific activity may be conducted between seasons provided no candidate is either required to participate or penalized for not doing so.

A "candidate" is defined as:

40.4.1 A varsity or sub-varsity athlete who participated in a high school program at some interscholastic level the previous year and has eligibility remaining; or

40.4.2 A middle school student "selected" to participate in an out-of-season program.

40.4.3 A sixth grade student in a 7-12 high school or an eighth grade student in a 9-12 high school.

40.5 A high school coach may be employed by a park or recreation department or other organization or may volunteer for such a group to teach his/her sport out-of-season provided the following conditions exist:

40.5.1 No candidate may either be required to attend or be penalized for not attending.

40.5.2 school funds are not used.

40.5.3 A coach's high school candidates must constitute the minority of those taking part in any

out-of-season sport's program, and competing on any team at any moment (e.g. no more than two basketball candidates could be on the court, on the same team, at any point during a game). In sports that are individual in nature, or where competition involves a series of scoring events, candidates of that high school coach must be fewer than 50% of those participating in the overall competition or program.

40.5.4 High School Coaches (paid or volunteer) of one sport may be involved in out-of-season activity of another sport during the summer only.

40.6 A program is deemed to be an intramural rather than an out-of season program provided that:

40.6.1 The program is available to all high school students on an indiscriminate basis, and a representative number of non candidates are regular participants.

40.6.2 No participants may receive any attention not offered to all other participants.

40.6.3 Candidates in that intramural sport must constitute a minority of those taking part in the program and of any team actually playing or competing at any one time. (Example: Basketball Is made up of five members; therefore two would be a minority.)

40.6.4 The program must be a direct offering of the high school involved.

40.7 Fall coaches may address eighth grade students once after June 1st during an advertised meeting for the singular purpose of providing organizational information about physicals and practice schedules for their fall season.

PENALTY: Because these standards are designed to protect young people from unfair and inequitable scenarios, any coach who violates, or does not prevent violations of these standards will be rendered ineligible to participate or be present at any MIAA approved or sponsored interscholastic competition in that sport for one year from the date of determination of a rule violation. If a violation is inadvertent or relatively minor, this penalty may be reduced by the Board of Directors, or its designee.

Subsidizing Out-of-Season Activities:

A school or a member of that school's coaching staff may not subsidize or support students who might attend any sports-related activity outside of the authorized seasonal limits for that sport. In addition, a coach may not provide transportation for candidates of his/her team to an out-of-season athletic activity/camp. Student participation in out-of-season activities may not be funded in any way by booster clubs or organizations. Schools may issue equipment (but not uniforms) during the out-of-season period, but school districts should review any liability issues that could arise from such issuance. Students may not wear school uniforms, or be identified as a school team, out of season and/or during non-school events.

Reporting of Scores:

It is the duty of the coach to promote their athletes as much as possible. This is not only good for the student but also for the program, school & community. All results of both Home & Away should be called into the local press (Lowell Sun and Worcester Telegram).

Game reports for all levels should be submitted to the Director of Athletics no later than the following morning of each contest.

Nashoba Tech Concussion Protocol

The Nashoba Valley Technical High School District has designated its Athletic Director to oversee the implementation of policies and protocols governing the prevention and management of sports-related head injuries. In addition, the AD will be responsible for:

- (1) Supporting and enforcing the protocols, documentation, required training and reporting
- (2) Assuring that all documentation is in place
- (3) Reviewing, updating and implementing policy every two years and including updates in annual training and student and coach's handbooks.

Annual Training Policy

The Commonwealth of Massachusetts requires annual safety training on sports-related concussion, including second impact syndrome, for coaches, certified athletic trainers, trainers, volunteers, school nurses, school and team physicians, athletic directors, directors responsible for a school marching band whether employed by a school or school district or serving as a volunteer, parent or legal guardian of a child who participates in an extracurricular athletic activity and student who participates in an extracurricular athletic activity. At NVTHS, coaches are required to complete a free, online training (either the National Federation of High Schools or the CDC's Heads Up Concussion training) or attend a training event organized by the athletic department and approved by the Department of Public Health.

Concussion History Form Submission and Review

The Massachusetts concussion law requires athletes and their parents to inform coaches about prior head injuries at the beginning of each sports season. This reporting is done via the **Pre-participation Head Injury/Concussion Reporting Form** and should be completed by the student's parent(s) or legal guardian(s) and the student. It must be submitted to the Athletic Director, **prior to the start of each season a student plans to participate in an extracurricular athletic activity**. This form provides a comprehensive history with up-to-date information relative to concussion history. This form is designed to ensure that particular attention is paid to identifying athletes with a history of brain or spinal injuries. For example, it asks such questions as:

- Has a student ever experienced a traumatic head injury (a blow to the head)? (If yes, when?)
- Has a student ever received medical attention for a head injury? (If yes, when?)
- Was the student diagnosed with a concussion? (If yes, when?)
- Durations of symptoms for most recent concussion.

Until the pre-participation form (or school-based equivalent) is completed and signed by the parent/guardian and student and returned to the school prior to the start of every sports season, the student cannot participate in extracurricular sports activity.

History of Multiple Concussions on Pre-participation Form:

The decision to allow a player who reported a history of multiple concussions on her/his pre-participation form should be made only after consultation with the student's physician or primary care provider; the

sports medicine or concussion specialist, if involved; the neuropsychologist, if involved, and the appropriate school athletic staff and the parent. Current evidence indicates that youth who have suffered one or more concussions are more likely to suffer a subsequent one. Options may include switching positions, limiting contact in practices, or changing sports altogether to minimize the risk of reinjury. The focus of NVTHS will always be on protecting the health and safety of the student and avoiding long-term consequences that can occur from repeated concussions.

Medical Review of Pre-Participation Form

At the start of each sports season, the Athletic Director will review all pre-participation forms and forward to the school nurse those forms indicating a history of head injury. The school nurse will be responsible for: Reviewing or having the school physician review completed pre-participation forms

- Addressing any questions raised by the Athletic Director
- Communicating with the coach regarding the student's concussion history and discussing concerns
- Following up with parents and students as needed prior to the student's participation in extracurricular athletic activities.

Medical / Nursing Review Policy

The following procedures will be followed when an athlete receives a head injury:

- Athletes are removed from the contest or practice.
- The certified athletic EMT conducts a Standardized Assessment of Concussion and completes the "Report of Head Injury During Sports Season Form".
- If certified athletic EMT is not available, coach completes the "Report of Head Injury During Sports Season Form"
- The certified athletic EMT/coach will give "Report of Head Injury During Sports Season Form" to the Director of Athletics.
- The Director of Athletics will notify the school nurse and/or school physician (if appropriate) who will review the Report of Head Injury form.
- School nurse will contact the athlete's teachers and guidance counselor.

Reporting Head Injuries

When a student athlete obtains a head injury during an extracurricular athletic activity, the following steps must be followed:

- Physician or certified athletic EMT evaluates the student.
- Coach completes a Report of Head Injury Form and sends a copy to the school nurse.
- School nurse notifies athletic director, guidance, and student's teachers of injury and any modifications ordered by MD.
- See below for contacting parent/ guardian
- Coaches assure that student athletes adhere to the protocol.
- Physician notifies the school nurse of the student's progression.
- School nurse notifies all necessary staff of progression, recovery and return-to-play.

Identifying Head Injury or Suspected Head Injury and Removing from Play

In the event that a student athlete receives a head injury, or is suspected of having a head injury, the student will be removed from play and will not be returned to play or practice that day. The coach should report the head injury to the certified athletic EMT or school nurse/physician as soon as possible, for medical assessment and management and for coordination of home instructions and follow-up care. The certified athletic EMT or school nurse/physician will be responsible for contacting the athlete's parents and providing follow-up instructions. If the athlete is injured at an away event or if the certified athletic EMT is unavailable, the coaching staff are responsible for notifying the athlete's parents of the injury and, if warranted, calling for emergency care. Coaches should seek assistance from the host site athletic trainer or EMT, coach or school nurse if at an away event. If the athlete is able to be sent home (rather than directly to MD): a) the coach or athletic EMT will ensure that the athlete will be with a responsible adult, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home; b) the coach or athletic EMT will continue efforts to reach the parents; c) if there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete will be referred to the emergency department for evaluation. A coach or athletic EMT will accompany the athlete and remain with the athlete until the parents arrive and d) athletes with suspected head injuries will not be permitted to drive home.

Return To Play Policy

Following a diagnosed concussion made by a healthcare provider, the student athlete will take a post-injury test within 24 to 48 hours following the head injury. **STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ONTO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND THEY ARE ASYMPTOMATIC.** After a student athlete takes their first post injury test, they will not be re-tested again for 5 days. If after the first post-injury ImpACT test the athlete is not back to his/her baseline, the parent(s) or legal guardian(s) will be notified, and the student athlete will be referred back to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, licensed neuropsychologist, nurse practitioner or certified athletic EMT stating when the athlete is allowed to return play. Following a post-injury test, the certified athletic EMT will take the Concussion Information and Gradual Return to Play form signed by the parent(s) or legal guardian(s) and fill in the date of all post-injury tests taken by each student athlete. The certified athletic EMT will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate. Once the athlete completes the exertional post concussions tests, the parent(s) or legal guardian will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent(s) or legal guardian must bring the student athlete to a licensed physician, licensed neuropsychologist, nurse practitioner, or certified athletic EMT to be medically cleared for participation in extracurricular athletic activities. Once a student athlete's post-injury test is back at the student athlete's baseline score they will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic EMT.

Graduated Reentry Plan Policy

Nashoba Valley Technical High School requires that all students returning to school and athletics after a concussion have a written plan for reentry. School staff, such as teachers, school nurses, counselors, administrators, speech-language pathologists, coaches and others should work together to develop and implement this plan in coordination with the student, their parent/guardian and the primary care provider. Graduated return to academic plans are based on the stages of the recovery framework that takes a student from rest to gradual return to full participation in academic activities.

Stages of Recovery: The stages of recovery are a framework designed through a collaborative effort by local health care professionals. The purpose of this framework is to create a common language that will help guide students, families, school personnel and health professionals through the recuperation process. Placement in stages is based on assessment of the student's medical condition by a licensed medical professional and accompanied by written orders.

Red Stage (Usually 2 – 4 days, but could last weeks)

- Rest
- Students typically do not attend school

Orange Stage

- Rest
- Attend school half to full days
- Avoid school bus and heavy backpacks
- Work with designated educational personnel regarding school accommodations
- No tests in school
- No sports, band, chorus, physical education or outdoor recess

Yellow Stage

- Attend school full-time if possible
- Students and families work with teachers regarding homework deadlines (complete as much as possible)
- See school nurse for pain management and/or rest if needed
- Limit one quiz/test per day (untimed testing is recommended)
- Work in 15 minute blocks
- No sports
- Licensed medical professional will make decisions regarding band, chorus, physical education and outdoor recess (elementary level) based on medical assessment

Green Stage

- Attend school full-time
- Resume normal activities
- Resume sports once school work is back on track, student is symptom-free, and has been cleared by a licensed medical professional

Graduated return to athletic plans will begin only after a student has returned to full participation in academics and is completely symptom-free at rest.

Return to Play Schedule

When a student athlete is completely symptom-free at rest and has the approval of a medical professional, she/he may begin a graduated return to play protocol. The return to play schedule for the student should proceed as follows and should be monitored by the athletic EMT:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Aerobic exercise such as running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full-contact controlled training followed by practice or training.

Step 5: Full-contact game play.

The written reentry plans will be signed by the student, their parent/guardian, the school nurse, the lead teacher/guidance counselor, athletic EMT and coach so that all parties are in agreement as to the plan for reentry. Frequent or periodic assessments by the school personnel including the nurse, athletic EMT,, school physician or team physician as appropriate may be necessary until full return to classroom activities and extracurricular athletic activities are authorized by medical staff. A copy of the plan will be kept in the student's medical record.

Parent Notification of Head Injury

The athletic trainer, coach, school nurse and/or volunteers (EMT, sports physicians) should promptly inform the athlete's parents or guardians about the possible concussion during the day of the injury via telephone and/or email and give them the fact sheet on concussions. Give the parents the "Report of Head Injury During Sports Season Form" (or school-based equivalent) and explain to them they will need to complete it and return it to the school. Inform the parents that the student will have to be medically cleared by a medical professional before returning to play and the Post Sports-Related Head Injury Medical Clearance and Authorization Form will need to be completed and returned to the school before the student can resume play.

Teaching Forms and Techniques

Coaches, Athletic Directors and Athletic EMT of Nashoba Valley Technical High School should:

- Insist that safety comes first; develop, teach, implement and enforce safety rules
- Promote good officiating of the existing rules
- Emphasize to athletes and parents that playing with a concussion is dangerous
- Promote safe use of equipment all year; require that sports participants use the right protective equipment during all practices and games and that all equipment, particularly helmets, are properly fitted
- Maintain and improve the surfaces of playing fields; routinely conduct hazard assessments of the playground; walk the field before each practice or game to check for divots, uneven surfaces, loose goal posts or other conditions that could affect play; ensure that spaces and facilities for physical activity meet or exceed recommended safety standards for design, installation and maintenance
- Check all equipment to ensure it is up to manufacturer standards of quality and care and does not exceed expiration date
- Make sure athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, mouth protectors and eye and mouth guards); protective equipment should fit properly, be well maintained and certified, not be expired and be worn consistently and correctly
- Discourage others from pressuring injured athletes to play

Prohibiting Athletes from Dangerous Techniques

Athletic directors and coaches at NVTHS should enforce rules prohibiting dangerous moves (e.g., "spearing" or "horse collaring," clothes-lining or helmet-to-helmet contact in football, or free-falling flips or swan dives from any type of toss, partner stunt or pyramid in cheerleading). In addition, coaches must ensure that student athletes learn proper checking/tackling techniques that are safe and minimize the risk of head injury. Athletic department staff should encourage students to follow the rules of play and to practice good sportsmanship at all times.

Penalties

NVTHS takes the safety of student athletes seriously. All members of the school staff are expected to follow these policies and protocols to support the health and safety of student athletes. The underlying philosophy of these policies is “when in doubt, sit them out.” Failure to comply with the letter or spirit of these policies could result in progressive discipline for staff and/or forfeiture of games. If students or parents have concerns that the policies are being violated, they should contact the Superintendent and also place their complaint in writing with a request for resolution.

Required Concussion Training Program

According to the law, An Act Relative to Safety Regulations for School Athletic Programs, all coaches are required to participate in concussion training. Please review the attached information regarding the law and resources for coaches.

In order to expedite your coaching contract and for you to be eligible to begin your season you are required to complete the online Sports Head Injury and Concussion Awareness course which can be found at the link below.

<https://nfhslearn.com/courses/concussion-in-sports-2>

Once you have completed the online course, please email your certificate to the Athletic Director (mdawson@nashobatech.net) so it can be attached to your contract.

In addition, you are required to review the information regarding sports and concussions on the Center for Disease Control website. Please see the link below.

www.cdc.gov/Concussion

Completing the online training course, reviewing the attachments, and reviewing the information on the CDC website are coaches requirements.

Fundraising Expectations and Ordering Procedures

Coaches should review procedures and protocols outlined in the NVTHS Employee Handbook and District Policy Manual pertaining to fundraising and ordering procedures and to review procedures and expectations of NVTHS coaches. Guidelines available here: [NT Student Activities Guidelines](#)

Fundraising:

As you know, it is an expectation that all NVTHS coaches organize and promote fundraising efforts during each athletic season. The purpose of fundraising is to raise funds to offset the cost of the athletic program, maintain the current no user fee policy, and to teach students how to support a cause they believe in.

During each season, a fundraising goal for each team will be set. Together, the team will propose and implement fundraising activities to meet the goal. Funds raised will be utilized to offset the cost of the athletic program. Funds raised beyond the annual goal may be utilized for other purposes such as purchase of team sweatshirts etc.

This year's goal is as follows

Football and Hockey \$3000

Boys Basketball, Girls Basketball, Baseball, Softball, Outdoor Track, Indoor Track, Boys Lacrosse, Girls Lacrosse, Girls Volleyball, Boys Volleyball, Boys Soccer, Girls Soccer, \$2000
Cross Country, Winter Cheer, Fall Cheer, Golf, Tennis, \$1000

The following procedures for fundraising will be enforced:

- Prior to any fundraising activity, a signed and fully approved Request for Fundraiser form must be completed (see NVTHS District Policy JJE).
- There will be no private accounts outside of NVTHS for any sport, club, or organization. funds raised must be deposited through the NVTHS Business Office into the proper student activities account.
- Money earned from all activities must be deposited into the proper student activities account on the same day it is received. If funds are to be collected when the Business Office is closed, stop by the Business Office at least 24 hours prior to the event to discuss the protocol for deposits. The funds (both cash and checks) are the property of the sport or club and, as such, should under no circumstances be taken home or held with anyone.
- There shall be no personal loans or personal advances made to anyone from Student Activities Funds.
- All items for fundraisers should be purchased only after seeking approval through the proper ordering procedures below and not purchased by staff members with personal funds.

Ordering:

Often athletic teams will raise funds beyond the required annual fundraising expectation for other team purposes. Please discuss ordering procedures with the athletic director and note the following:

- As an NVTHS Coach, you are not authorized to place an order or purchase an item for your team without a signed and fully approved Purchase Requisition Form prior to the order or purchase. Prior approval is required for all purchases and services rendered.
- All Purchase Requisition Forms for athletics must be originated by the coach, approved by the Athletic Director, approved by the Principal, and then approved by the Superintendent. Once all approvals are obtained, a Purchase Order will be generated.
- A Purchase Requisition Forms and Purchase Orders will not be approved after the fact. Staff members charging any goods or services to the school without an approved purchase order number will be personally responsible for payment of the order, and may be subject to further disciplinary action.
- Some items may require a coach to purchase the item, after receiving full approval of a Purchase Order Requisition Form. Receipts for items purchased must contain only charges for items purchased for the team. The receipt should not contain items purchased for personal use along with items purchased for the team.

Roster in Aspen Portal and Parent Communication Expectations

Coaches should use the Aspen Family Portal and their NVTHS gmail to establish effective and quick communication with all team members. All athletic rosters will be available in Aspen each season once coaches have turned in their roster report. The roster report can be found on Google Share. This will allow coaches to access Aspen to “email the team.” It is required that all electronic group communications are copied to the Athletic Director and the Principal. In addition, through the roster we will create an “all call list” so that phone master calls can be recorded by coaches and sent out through our phone system. All calls may be recorded by scheduling an appointment with the Principal. In addition, coaches will supply the athletic director with a practice schedule to be put on the school website. It is an expectation that all coaches will regularly utilize these tools to communicate with team parents. Please note, no other forms of mass communication may be utilized for athletics.

It is an expectation that the Coaches will continually update the Athletic Director who in turn will update the Principal’s office throughout the season on roster changes so that the list remains current at all times. Coaches should consider using the system as well to track student participation or other coaching documentation.

**NVTHS COACHES HANDBOOK ACKNOWLEDGEMENT
2024-2025 School Year**

I have reviewed and accept the Coaches Handbook and policies within:

Yes

I have completed the following training/Courses:

Concussion Protocol, Training and Certificate Completion *(Attach Certificate)

In order to expedite your coaching contract and for you to be eligible to begin your season you are required to complete the online Sports Head Injury and Concussion Awareness course which can be found at the link <https://nfhslearn.com/courses/concussion-in-sports-2>

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In addition, you are required to review the information regarding sports and concussions on the Center for Disease Control website. Please see the link www.cdc.gov/Concussion

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MIAA Certified Coach *(Attach Certificate)

CPR/First Aid Training *(Attach Certificate)

Name (Print Only): _____

Signature: _____

Date: _____

Your signature acknowledges that you have received, read , understand and accept the 2021-2022 Nashoba Valley Technical School District's Coaches' handbook and policies within.

Coaches Emergency Contact Form

Name: _____

Email: _____

Phone #: _____



Emergency Contact Name: _____

Relationship: _____

Emergency Contact Phone#: _____

Nashoba Valley Technical High School

**ANNUAL STATEMENT OF ACKNOWLEDGEMENT FOR STUDENT GROUPS,
ATHLETIC TEAMS AND ORGANIZATIONS**

ANTI-HAZING LAW, M.G.L. c. 269, ss 17-19

To: Secondary School Principal or Headmaster

On behalf of _____, I certify that the
(Name of student group, team, or organization)

_____, and its members, plebes, pledges, or
(Name of student group, team, or organization)

**applicants for membership have received a copy of An Act Prohibiting the Practice of Hazing,
M.G.L. c. 269, ss 17-19; and that the _____**
(Name of student group, team, or organization)

understands and agrees to comply with the law.

Date: _____

Designated Officer Signature

Advisor, Coach or Leader Signature

Designated Officer Printed Name

Date Received by Principal or Designee: _____

Cc: School Files