

**NANTUCKET  
PUBLIC SCHOOLS  
ATHLETICS  
WHALERS  
2018-2019  
ATHLETIC HANDBOOK  
FOR COACHES**

**CHRIS MAURY  
ATHLETIC DIRECTOR  
NANTUCKET PUBLIC SCHOOLS  
ADDRESS: 10 SURFSIDE ROAD , NANTUCKET MA 02554  
PHONE: 508-228-7280 X1350  
FAX: 508-825-7518  
E-MAIL: [mauryc@npsk.org](mailto:mauryc@npsk.org)**

**WELCOME TO ALL NANTUCKET PUBLIC SCHOOL COACHES**

Welcome to the Nantucket Public Schools Athletic Program. At Nantucket Public Schools we believe that co-curricular and extracurricular activities play an important role in the academic and physical development of every student. We believe that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship, and promote the development of good character and other important life skills.

The Nantucket Public School Coaches Handbook is designed to provide coaches with information pertaining to MIAA and Nantucket Public Schools standards, policies, procedures and coaching responsibilities. All Nantucket Public School coaches are required to read the Nantucket Public School Coaches Handbook and to utilize the Nantucket Public School Coaches Handbook as the guide for performing their duties as a coach contracted by the Nantucket Public School Athletic Department.

The Nantucket Public School Student-Athlete Handbook is designed to guide student-athletes and parents as to what they can expect when participating in the Nantucket Public School Athletic Program, as well as what will be expected of them as participants in the Nantucket Public School Athletic Program. All Nantucket Public School coaches are required to read, understand and guide their student-athletes according to the guidelines as defined in the Nantucket Public School Student-Athlete Handbook.

### **NANTUCKET PUBLIC SCHOOL'S ATHLETIC MISSION STATEMENT**

The athletic program at the Nantucket Public Schools dynamically supports the academic mission of the school. The Nantucket Public School sets high expectations for its coaches and student-athletes. The athletic program at the Nantucket Public Schools will promote interscholastic athletics that provide lifelong learning experiences to student-athletes while enhancing their achievement of educational goals. Our goal is to teach the values of teamwork, pride, respect, commitment, good work ethics, sportsmanship and development of the proper winning attitude. It is our hope that through our athletic program participating student athletes will adopt these guidelines and develop a positive winning attitude that will carry over into all aspects of their lives.

### **NANTUCKET PUBLIC SCHOOL'S ATHLETIC PHILOSOPHY**

Nantucket Public School considers participation in athletics to be an integral part of the overall educational experience. Athletics provides opportunities for physical, mental, emotional, and social development. The competition of athletics is viewed as a valuable experience because it challenges each student-athlete to strive for excellence, helps each student-athlete discover their physical limits, and requires each student-athlete to work cooperatively as a member of a team. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and enjoyment of competition take precedence at all times and enhance the educational value of all contests.

### **NANTUCKET PUBLIC SCHOOL'S ATHLETIC PROGRAM OBJECTIVES**

- To provide the opportunity for student-athletes to develop wholeness through learning experiences that contributes to their physical, mental, emotional, and social growth.
- To provide each student-athlete with the opportunity to develop their individual skill and potential.
- To provide the opportunity for each student-athlete to learn how to function as a member of a team.
- To develop the qualities of good sportsmanship, respect, responsibility, and moral integrity within each student-athlete.
- To develop an appreciation of the value of physical fitness and conditioning within each student-athlete.
- To teach the student-athlete to accept victory or defeat in a gracious manner.
- To teach the student-athlete the value of hard work and commitment.
- To provide opportunities for growth and development through athletic competition that will contribute to a successful adult life for each student-athlete.
- To develop a sense of school and community spirit within each student-athlete.

### **MIAA MISSION STATEMENT**

The mission of the Massachusetts Interscholastic Athletic Association is to serve member schools and the maximum number of their students by providing leadership and support for the conduct of interscholastic athletics which will enrich the educational experiences of all participants. The MIAA will promote interschool athletics that provide *lifelong* and *life quality* learning experiences to students while enhancing their achievement of educational goals.

## **MIAA PHILOSOPHY**

Within school sport programs, young people learn the values associated with discipline, performing under stress, teamwork, sacrifice, commitment, effort, accountability, citizenship, sportsmanship, confidence, leadership and organizational skills, participating within rules, physical well-being and healthy lifestyles, striving towards excellence, and many other characteristics that come quickly to the mind of any educator. If interscholastic athletics are to be justified as school activities, then values such as these must be the priorities of every program. Ethics, playing within the spirit of rules, and good sportsmanship (which is good citizenship) must be woven into the fabric of the high school athletic program.

In the education of 65% of young people attending MIAA member schools, athletic participation is a critical component. What should drive those responsible for student-athletes and their programs is the educational mission of school activities. Often the best opportunities for crisis intervention, drug prevention, "day care" programs, and the like are school activity programs. The cost is minimal, while the worth is maximal.

While winning contests, rather than losing them, is a laudable goal, it should not supersede the primary priorities of school sport programs. What should be the rationale behind school activities is preparing students to succeed rather than merely to win games. Win or lose, students should learn lessons of a lasting and positive nature. If the success of any school athletic program is measured by an undefeated season, then 99% of the thousands of school teams, which participate annually in Massachusetts, have failed. If a league championship is the measure of success, then 85% of our programs are failures. If success was measured merely by qualification for MIAA end-of-season tournaments, then 50% of our students would be "losers". What should be encouraged is participation in varied activities under different teacher/coach role models. The percentage of student-athletes who complete their formal athletic experiences at the school level is overwhelming (well in excess of 90%). Schools should focus their attention upon goals other than championships or the development of "blue chip" athletics. Young people need varied activities; time at the beach, time to study and simply to grow up. Schools should guide them, through athletics, to allow that to happen as comfortably as possible.

## **MIAA COACHES' CODE OF ETHICS**

Each interscholastic 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 to 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 were the coach's own child. The welfare of the student-athlete must be uppermost at all times.

- The coach must be aware that he or she has a tremendous influence in the education of the student athlete and, instilling the highest desirable ideals of character
- In all personal contact with student athletes, officials, athletic directors, school administrators, the MIAA, 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, and under no circumstances should authorize their use. In addition, the coach shall report any knowledge of the use of the same by a student-athlete to the Athletic Director
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the Nantucket Public Schools philosophy and objectives.
- 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 of circumvention of the spirit or letter of the rules.

- Coaches shall actively use their influence to enhance sportsmanship in the broadest possible manner.
- 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 criticism of officials or players is unethical and unacceptable.
- A coach shall not exert pressure on faculty members to give student athletes any special consideration.

### **NPS ATHLETICS EXPECTED CODE OF CONDUCT FOR COACHES**

The Nantucket Public Schools fully endorses, promotes, and strives to follow the MIAA Coaches Code of Ethics as defined above. All NPS Coaches must read, understand and embrace these same philosophies.

The Nantucket Public Schools view all interscholastic athletic coaches as educators and teachers first. Each and every coach must be aware and take responsibility for the tremendous influence that they will have in the education of each participating student athlete.

All NPS coaches are highly visible role models for our students and student-athletes. All NPS coaches are also recognized representatives of our school in and outside of our community. As such, the conduct of all NPS coaches must at all times, both on and off the field of play and / or playing courts, be of the highest standard as to proper behavior, proper appearance, display of respect for others, display of good sportsmanship, and modeling of proper values.

All NPS coaches shall take an active role in the prevention of drug, alcohol, and tobacco abuse, and under no circumstances should authorize or approve of any use by a student-athlete. It should be noted that all NPS coaches are mandated to report any and all knowledge of the use of the same by a student-athlete to the school administration.

### **GENERAL INFORMATION PERTAINING TO COACHES**

- All coaches are appointed for a term of one year upon the nomination and recommendation of the Athletic Director to the Principal and Superintendent. Final appointment approval and hiring rests with the Superintendent. In accordance with Education Reform, athletic coaching contracts, as covered by the NTA Collective Bargaining Agreement, are for one year in duration. Contracts will be signed at least two weeks prior to the beginning of the sport season. It is the Athletic Director's responsibility to recommend continuation of a contract from year to year. All Nantucket Public Schools coaches must meet the approved CORI check. All coaches are responsible for adhering to all Nantucket Public Schools' policies, procedures, and practice the directives of the Athletic Director, Principal and/or Superintendent.
- Coaching salaries shall be fixed by the official wage scale approved by the School Committee for coaching responsibilities as delineated in the current NTA Collective Bargaining Agreement as Exhibit C. Booster Clubs may not pay a coaching stipend. However, the Booster Club may reimburse the Nantucket Public Schools for a coach's stipend. All stipend coaches or assistant coaches must be recommended by the Athletic Director and approved by the Principal and Superintendent.
- Post season evaluations of coaches shall be the responsibility of the Athletic Director. A conference shall be scheduled in which the coach's evaluation will be collectively reviewed. At this conference any matters of concern or continuation of contracts for the following year will be discussed.
- Volunteer Coaches are coaches who volunteer without pay (receive no compensation from the school district or the boosters club). All volunteer coaches must be

recommended by the Head Coach and the Athletic Director and approved by the Principal and the Superintendent. All coaches must have an approved CORI check. No volunteer is to work with any student-athlete(s) until approved and a CORI check is on file. In addition, volunteer assistants and parent volunteers must have an approved CORI check before they are allowed to chaperone buses with students or athletes. No individual can serve as a volunteer to provide direct or indirect service to students unless authorized by the Superintendent.

- The MIAA Code of Conduct shall be the standard for all coaching behavior.
- The Coach shall refrain from imposing his/her personal religious beliefs through any activity. Religious ceremonies of any kind, including prayer before contests are a matter of individual conscience. The coach, as an agent of the school, should refrain from any leadership in a specific religious activity or prayer. In all cases, the individual moral rights of each individual student will be respected.

### **GENERAL INFORMATION PERTAINING TO COACHES CONTINUED**

- MIAA Rule #33 indicates that all coaches' first serving as an interscholastic coach after July 1, 2005 must complete an MIAA sponsored or approved coaches education course of study. The approved course will consist of the NFHS Coaches' Principles Course (must be passed prior to coaching a second year) and the NFHS Sports First Aid course (must be passed prior to coaching a third year). First Aid is offered as an online course. Coaches hired prior to July 1, 2005 yet first serving as an interscholastic athletic coach after August 1, 1998 must complete an MIAA sponsored or approved coaches' education course within one year in order to coach for a second year. Any teacher certified prior to August 1, 1998, as well as coaches who began their coaching prior to that date are not bound by this requirement.
- The following protocol will be utilized for coaches who do not follow the expectations and guidelines as set forth by the Coaching Handbook:
  1. A documented verbal warning will be issued by the athletic director.
  2. A written warning to be placed in the coach's file and a conference with the Athletic Director and/or Principal will be held.
  3. Suspension from the team as determined by the Athletic Director and/or Principal.
  4. Dismissal from the coaching assignment.

**In the event this protocol is to be utilized, the behavior of the coach will determine what consequence he/she will receive. In addition, the coach will receive due process in order to determine the appropriate disciplinary consequence. In the event that dismissal occurs, the Superintendent will determine the stipend for the coach.**

## **HEAD COACH DUTIES AND RESPONSIBILITIES**

- Plan, organize and supervise all team meetings, functions, and practices.
- Compile and submit complete team rosters to the Athletic Director at least one week in advance of the first regular season game.
- Maintain daily attendance records to be provided at the request of the Athletic Director.
- Work with the Athletic Office to maintain proper inventories for any/all uniforms and equipment.
- Submit proper equipment inventories to the Athletic Office at the conclusion of each season.
- Submit all requests for purchase of any new equipment and uniforms to the Athletic Director at the conclusion of each season.
- Responsibility for and supervising of, all team members; ( 1 ) in the locker rooms for practice, home games and away games; ( 2 ) during all practice sessions; ( 3 ) during game and scrimmage competitions both home and away; and ( 4 ) during any and all team travel.
- Responsibility for the proper care of team locker rooms and any / all facilities. Follow and enforce the locker room policies that have been established.
- Assist the Athletic Department in the storage of all equipment in a safe and proper fashion.
- Responsibility for communicating with the Athletic Office regarding weather cancellations / postponements for any team events including games, practices, etc.
- Helping with pre-game preparation of field / gym; including adhering to the Music Policy for team pre-game warm ups.
- Reporting game results to media including but not limited to The Inquirer and Mirror, the Cape Cod Times, the Boston Herald and the Boston Globe.
- Scheduling and conducting a pre-season coaches meeting for the parents of participating student-athletes. These meetings should focus on and include the coaches expectations and policies, game schedules, practice schedules, communication expectation for parents, team travel procedures, etc.

## **HEAD COACH DUTIES AND RESPONSIBILITIES CONTINUED**

- Responsibility for communicating with the Athletic Director regarding any student-athlete that maybe interested in playing collegiate athletics.
- Responsibility for adhering to the 2:20 to 2:50 “Academic Extra Help Time”. No scheduled practice to start before 3:00 PM on a school day.
- Following the Parent & Coach Communication protocol as defined in this handbook.
- Following the proper procedures for injuries and accidents as defined in this handbook.
- Attending all pre-season and postseason league coaches meetings.
- Informing the Athletic Director about any concerns or problems that the coach may have with regards to a student-athlete, an assistant coach, a parent, an official or the athletic program.
- Maintaining and bringing a stocked medical kit to all practices and games. The head coach is responsible for communicating with the school’s Athletic Trainer for the purpose of restocking of the medical kit and/or needed medical supplies.
- Completing of the end of the season report, including equipment and uniform inventories, and turning all required paperwork into the athletic department in a legible fashion and timely manner.
- Other duties as assigned by the Athletic Director and / or school principal.

## **ASSISTANT COACHES DUTIES AND RESPONSIBILITIES**

- Assist the head coach with planning, organizing and supervising of all team meetings, functions, and practices.
- Assist the head coach with compiling and submitting complete team rosters to the Athletic Director at least one week in advance of the first regular season game.
- Assist the head coach with daily attendance records to be provided at the request of the Athletic Director.
- Assist the head coach with inventories for any/all uniforms and equipment.
- Assist the head coach in compiling requests for purchase of equipment and uniforms.

## **ASSISTANT COACH DUTIES AND RESPONSIBILITIES CONTINUED**

- Assist the head coach in supervising all team members; ( 1 ) in the locker rooms for practice, home games and away games; ( 2 ) during all practice sessions; ( 3 ) during game and scrimmage competitions both home and away; and ( 4 ) during any and all team travel.
- Assist the head coach with proper care of locker room and facilities. Help all team members to follow and enforce the locker room policies that have been established.
- Assist the head coach in the storage of all equipment in a safe and proper fashion.
- Communicate with the head coach regarding weather cancellations/postponements.
- Assist the head coach with pre-game preparation of field / gym.
- Assist the head coach in reporting game results to media..
- Assist the head coach in conducting the pre-season Coaches Night for parents.
- Assist the head coach in adhering to the 2:20 to 2:50 "Academic Extra Help Time". No scheduled practice to start before 3:00 PM on a school day.
- Assist the head coach in following the Parent & Coach Communication protocol as defined in this handbook.
- Assist the head coach in following the proper procedures for injuries and accidents as defined by this handbook.
- Assist the head coach by informing him about any concerns or problems that may occur regarding a student-athlete, an assistant coach, a parent, an official or the athletic program.
- Assist the head coach in providing a stocked medical kit to all practices and games.
- Assist the head coach in completing the end of the season report, including equipment and uniform inventories.
- Assist the head coach with any other duties as assigned by the head coach.

## **COMMUNICATION**

Communication between coaches, student-athletes, and parents is critical to the overall success of the athletic program at the Nantucket Public Schools. The following outline should be used as a guide to facilitate effective communication between everyone involved with the athletic program at Nantucket High School.

### ***Communication Student-Athletes and Parents Should Expect from the Coach***

- The philosophy of the coach.

- The expectations the coach has for his/her student-athletes.
- The locations and times of all practices and contests.
- The travel plan and schedule away contests.
- Team requirements, i.e., practices, equipment, conditioning, etc.
- Immediate notification regarding any Injury.
- Direct communication regarding any disciplinary decisions and/or suspensions.

***Communication Coaches Should Expect from Student-Athletes and Parents***

- Notification of any prior injury or illness regarding the student-athlete.
- Notification of any schedule conflicts well in advance.
- Direct communication of any questions and/or concerns.

***Issues that are Appropriate to Discuss with Coaches***

- The treatment of your child.
- Means and methods by which a parent can help their child improve.
- Any concerns regarding a child's behavior.

***Issues that are NOT Appropriate to Discuss with Coaches***

- Team positional play and/or the playing time of a student-athlete.
- The coaches team strategy and play calling.
- Other student-athletes.

Direct communication between the coach and the student-athlete is the preferable method for answering questions and resolving problems with regards to any student-athlete. It is our hope that this form of communication will create an opportunity for our student-athletes to learn and develop communication skills to deal with authority figures in an open, honest and respectful fashion.

**Coach / Parent Communication**

There may be situations where a coach and/or parent need to communicate with or without the student-athlete present. When a coach/parent deems that a conference is necessary the following procedure should be followed to help promote a resolution to the situation.

**Coach / Parent Conference Procedure**

- The coach and/or parent should contact the parent and/or coach (preferably by E-mail or phone) to request and schedule a meeting date and time.
- If the coach and/or parent has difficulty contacting the parent and/or coach, the coach and/or parent should contact the Athletic Director for assistance in scheduling a meeting.
- Coaches and/or parents should not confront a parent and/or coach before, during, or after a practice or game for any purpose other than to schedule a meeting date and time.
- Coaches and/or parents are asked to be respectful in addressing parents and/or coaches.

If the scheduled conference between the coach, parent and student-athlete does not yield a satisfactory resolution, the coach and/or parent should contact the Athletic Director to schedule an appointment. The Athletic Director will schedule a collective meeting of all parties. The Athletic Director will listen to the concerns of all parties and then attempt to mediate a resolution.

If the scheduled conference between the coach, parent, student-athlete, and the Athletic Director does not yield a satisfactory resolution, the coach and/or parent should contact the the building Principal to schedule an appointment. The building Principal will schedule a collective meeting of all parties. The building Principal will listen to the concerns of all parties and then attempt to mediate a resolution.

**Student-athletes and parents must be confident that the voicing of a concern, using the proper forum and procedure, is not only free from penalty or retribution, but is strongly encouraged.**

### **NPS LOCKER ROOM RULES**

- The intended use of all NPS team locker rooms is to provide storage and changing space for in-season student-athletes before and after practices and games.
- Locker rooms and all team areas shall be supervised by a coach at all times when any members of their team are present before, during or after a scheduled practice, game or team meeting.
- Within the locker room all equipment, team apparel, clothing and personal belongings shall be stored inside the student-athletes locker and appropriately locked at all times. The Nantucket Public School will take no responsibility for items left in any open areas including but not limited to the locker rooms.
- Locker rooms will be inspected daily. Any equipment, team apparel, clothing and personal belongings left unattended outside of a secured locker will be removed from the locker room by the supervising coach, the custodial staff or the athletic department. All items removed will be taken to the Athletic Office and / or school lost and found.school's lost and found.
- Any lost or damaged equipment, uniforms, clothing, books, and personal belongings are the sole responsibility of the individual student-athlete with regards to relocating and / or the replacement costs of the same.
- All trash in the locker room area shall be disposed of in the proper fashion on a daily basis.
- The locker room shall be checked by a coach on a daily basis to make sure that these rules are being followed and that the room is in proper order.
- Any damage to the locker room shall be reported to the Athletic Office immediately.
- **Damaging or defacing of any part of the locker room in an intentional or malicious manner will lead to immediate suspension from participation in NPS Athletics for a period of one year.**

### **CARE OF INJURIES**

All personnel connected with Nantucket Public Schools Athletic Department will adhere to the following guidelines regarding the care of injuries:

- All NPS coaches are mandated by state law to complete a standard first aid and CPR course. It is the responsibility of each coach to make sure that this requirement is completed and kept up to date.
- All NPS coaches should read and familiarize themselves with NPS policy JJIF – R & P. This policy is the Nantucket Public Schools Protocol and Procedures for Management of Sports-Related Head Injuries / Concussions.
- All NPS teams will be supplied with a basic medical / first aid kit. This medical kit should be kept with the team at all times and checked / restocked on a regular basis. NPS coaches are responsible for contacting the NPS Athletic Trainer regarding any restocking or supplies for their medical kit.

- A copy of the student-athlete Emergency Medical Authorization and Health History Forms will be provided to all coaches and the Athletic Trainer. These records should be on site and available at all practices and games so that when an injury/emergency occurs, those involved can function as an informed and efficient team.
- All NPS coaches should only treat injuries that are of a level where they feel comfortable and confident in doing so.
- The parent / guardian, student-athlete, coach, staff person, and attending medical staff will work together to make decisions regarding appropriate action when an injury occurs.
- All injuries should be reported to the school's Athletic Trainer immediately, and the school's Athletic Director as soon as possible.
- After all athletic practices and games, coaches should check for any individual injuries that have not been reported.
- The school's Athletic Trainer is responsible for the supervision of all athletic training facilities, supplies, and equipment.
- No student-athletes should be allowed in the athletic training room unsupervised.
- AEDs (defibrillators) are located next to the training room and in the lobby at the main entrance of the high school. While on duty the Athletic Trainer will carry an AED with them at all times.

### **CARE OF INJURIES CONTINUED**

- The NPS Athletic Training Department will have a radio communication system in place at all practice and game fields and / or facilities.
- All NPS coaches are required to carry a proper communication device that will allow emergency calls for EMT or ambulance services as needed.
- Every effort will be made to care for and transport injured athletes as soon as possible to receive qualified medical attention.
- The following protocol must be followed with regards to all student-athlete injuries:
  1. In the case of an injury to a student-athlete, the coach in charge needs to assess the severity of the injury; seek additional medical attention if deemed necessary; contact the NPS Athletic Trainer if the injury occurs on campus; contact the parent and / or guardian; and contact the NPS Director of Athletics as quickly as possible.
  2. If it is deemed necessary to transport a student-athlete to an emergency room and /or hospital, only the parent / guardian and / or licensed ambulance detail may provide such transportation. Coaches and other student-athletes should never transport an injured student-athlete.
  3. Always follow this simple rule: "When in doubt, call for an ambulance". It is better to be safe than sorry.
    4. The coach in charge is responsible for completing an injury / accident report immediately following any incident. The school's Athletic Trainer will work with the coach to see that the report is complete and accurate.
    5. The school's Athletic Trainer will submit a copy of the Accident Report Form following any injury to both the Athletic Director and the school nurse.

6. Coaches should have follow up communication with the parents of any injured student-athlete.

7. All coaches should note that any student-athlete who is treated by a physician and / or emergency room visit must provide written return to play documentation to the NPS Athletic Trainer and the Athletic Director prior to any return to play.

### **PHYSICAL EXAMINATIONS FOR ATHLETES**

- All student-athletes who plan to participate in any interscholastic sport must complete and pass a doctor's physical prior to any participation in a sport.
- A physical examination is good for 13 months from the date of issue.
- The physical examination form for each student-athlete must be current for the entire season of play. No student-athlete may try out, practice, participate, or continue to participate in any interscholastic athletic event without a current doctor's physical on file.
  
- A copy of the doctor's physical shall be on file with the Athletic Department, the school Athletic trainer, the school nurse and the head coach of the sport.
- If any injury requires transport to the emergency room and/or a follow up visit with a physician, a written medical release form, signed by the primary care physician, must be filed with the Athletic Office prior to any return to play.

### **FACILITIES**

- The Nantucket Public Schools Grounds Department is responsible for the following:
  1. Gates, press box and concession booth, restrooms and ticket booths, field preparation, field lights, sound system, scoreboard, and benches on field.
  2. Assisting all personnel in locking up and cleaning up after the contest.
  3. Assisting all personnel in game preparation and clean up.
  
- Coaches are responsible for assisting in the maintenance and care of any and all facilities used for practice, games, meetings and functions.
  
- Coaches will make sure that a member of the coaching staff, ground crew staff and/or athletic staff will be available and responsible for storing of equipment, removal of all trash and lock up of facilities following all practices, games, and / or team meetings and functions.
  
- Coaches shall report any damage and / or condition deemed to be unsafe regarding any facilities being used immediately to the Athletic Director.

### **ATHLETIC TRAVEL**

- The head coach of each sport should check with the Athletic Department no less than 24 hours prior to any scheduled travel for dismissal times and travel arrangements.
- Coaches are responsible for picking up any and all travel vouchers necessary from the Athletic Director's office on the day of the game travel.
- In cases of inclement or questionable weather, coaches need to communicate with the Athletic Department regarding postponements and rescheduled games.

- Coaches will be responsible for assisting in the relaying of postponement and reschedule information to student-athletes and parents.
- Coaches are responsible for relaying dismissal times and travel arrangements to the participating student-athletes and their parents as far in advance as possible.
- Student-athletes are responsible for reminding faculty of any early dismissal in advance of and on the day of any athletic travel. Coaches are responsible for reminding participating student-athletes to speak to their respective teachers.
- All coaches must submit a travel roster to the Athletic Director no later than 24 hours prior to the scheduled travel.
  
- Upon receiving the travel roster, the Athletic Director will check to make sure all student-athletes listed are eligible for travel. The Athletic Director shall notify the coach immediately if there are student-athletes on the dismissal list who are ineligible for academic, disciplinary or any other reasons.
- Only senior student-athletes are permitted to drive their cars from the school to the boat and/or airport. All other student-athletes must travel on the bus provided by the school.
- Student-athletes must be under the direct supervision of the coach/s at all times during travel.
  
- Any problems or concerns associated with athletic travel should be communicated immediately to the Athletic Director.
- It is the responsibility of the head coach of each sport to have all necessary phone numbers for communication during travel. The Athletic Director will be available by phone during all periods of athletic travel.

#### **ATHLETIC TRAVEL CONTINUED**

- All NPS Coaches needs to adhere to the following protocol with regards to any athletic travel:
  1. A minimum of two (2) adults must accompany any and all NPS athletic team travels. Under no circumstance should a team be traveling without the minimum supervision as noted above.
  
  2. Student-athletes must be supervised at all times while traveling. Please see that whenever possible your team sits / moves / stays together and within eye and ear contact of the adult coaches / chaperones with your team.
  
  3. In the case of an emergency, medical or otherwise, one adult will stay with the team and one adult is available to assist with the emergency situation.
    4. Proper conduct, appearance, and behavior is a must with regards to any team member representing our school. It is the responsibility of the coach in charge to see that all team members are in compliance.
  
    5. Any incidents of misbehavior and /or problems should be reported to the NPS Director of Athletics immediately.
  
    6. When a team arrives back on the island the coach in charge and / or a designated assistant coach / chaperone should remain at the arrival location to supervise any student-athlete until one and all have been picked up and are safely headed home.

## **EQUIPMENT, UNIFORMS, AND PURCHASE REQUESTS**

- All athletic equipment and uniforms are the property of the Nantucket Public Schools.
- All coaches must work with the Athletic Department to distribute, collect, repair, and care for all equipment and uniforms with regard to their sport.
  
- The purchase of any and all new equipment, uniforms, athletic clothing, etc. (including donation/reimbursed purchases by Booster' Club) must be approved by the Athletic Director prior to any purchase request.
  
- The design of any uniforms, coaches clothing and /or athletic equipment must be approved by the Athletic Director prior to any purchase request.
- The purchase of any and all equipment, uniforms, athletic clothing, etc. (including donation/reimbursed purchases by Booster' Club) must follow the purchase order process of Nantucket Public Schools.
  
- **The following procedures are to be utilized for all equipment and uniform purchases:**
  1. All requests for purchases shall be submitted to the Athletic Director by the Head Coach of the sport.
  
  2. Current inventories of uniforms and equipment must be on file with the athletic department and accompany any request for purchase.
  
  3. The Athletic Director and head coach will work together to check that all purchase requests have the proper catalog item number/s and description/s, have the proper quantity being ordered, are priced to work within budget limitations, and that the specifications meet all requirements for both the sport and Nantucket Public School regulations.
  
  4. The purchase of any uniforms, clothing and / or equipment without prior approval of the Athletic Director could result in the inability to wear or use the equipment while representing the team. No reimbursement will be made for purchases made without prior approval and a school generated purchase order.
  
  5. The Nantucket Public School reaffirms the long held tradition of utilizing the colors of navy blue and white as the official colors for uniforms, accessories, signs and other forms of outreach and school identity. If it is determined that an accent color is desired or required, the color gray is recognized as the color choice. Only the School Committee may waive this policy.

## **EQUIPMENT, UNIFORMS, AND PURCHASE REQUESTS CONTINUED**

- When equipment is stored at the conclusion of the season it should be cleaned with proper cleaning agent, remarked if necessary and stored in the proper storage area.
- Each student-athlete is responsible for the return of all issued uniforms and equipment in good condition. Each student-athlete will be responsible for the replacement costs of any uniforms and equipment that is lost and/or damaged.
- Any uniforms and equipment that can be washed should be taken home weekly by the athlete and washed in cold water (no bleach should be used). Game equipment can and should also

be washed at home. All athletes should receive a copy of laundry instructions for parents to follow.

- All coaches will work with the Athletic Department with regards to the issue of equipment and uniforms to insure proper fit for each student-athlete and proper record keeping for all items issued.
- All coaches are responsible for notifying athletes regarding the care of equipment and uniforms including washing instructions.
- At the conclusion of each sport season the head coach is responsible for organizing and completing an itemized inventory sheet for all items of equipment and uniforms returned. Any missing and/or damaged items should be noted on this inventory sheet.
- The head coach of each sport shall submit a copy of their inventory sheets to the Athletic Department at the conclusion of the season.
- Only the Athletic Department Personnel and designated coaches should be allowed in any NPS equipment rooms. Student-athletes are not allowed access to these rooms.
- Any equipment and/or uniforms needing repair should be set aside. All items for repair should be brought to the Athletic Office at the earliest possible date.
- Please note the following with regards to the disposal of any athletic uniforms and equipment.
- Equipment is generally used until it is worn out or until it is not serviceable, or until it is not safe. No equipment is to be disposed of unless authorized by the Athletic Department. No equipment may be given to student-athletes.\
- Team uniforms will be replaced on a rotating basis. The average life of team game uniforms is 4 to 6 years. No uniform is to be disposed of unless authorized by the Athletic Department. No uniform may be given to student-athletes.

### **GAME OFFICIALS**

- All game officials will be assigned as far in advance as possible by the designated assignor for that sport by notification to the athletic department.
- During the contest, it is expected that officials are treated with respect by all NPS coaches, student-athletes, parents and fans.
- Disrespect of any game official/s will not be tolerated.
- If a coach has a concern/complaint regarding a game official, the coach is to communicate the concern to the Athletic Director.
- The Athletic Director will document any complaints in a written form if it is deemed necessary after meeting with the coach.

### **MIAA TOURNAMENT RULES**

- All information regarding postseason MIAA State Tournament qualification and participation will be sent directly to the Athletic Director. The Athletic Director will share all necessary information with the coach of a qualifying sport.
- The Tournament Director for each sport is assigned by the MIAA. The Tournament Director for each sport will communicate directly with the Athletic Director.
- The Tournament Director and/or Tournament Site Director or each sport shall be responsible for organizing the tournament, welcoming teams, preparing tournament personnel in accordance with MIAA tournament rules and regulations.

- Specific sport tournament information can be found on the MIAA website.

### **AWARDS CEREMONIES AND BANQUETS**

- Awards ceremonies and banquets are a means to recognize and show support for all participating student-athletes.
- All awards ceremonies and banquets are to be held on the NPS Campus unless otherwise permitted and approved by the Superintendent.
- All awards ceremonies and banquets will be set up and run by and/or with the NPS Athletic Department.
- The NPS Athletic Department is responsible for the equal treatment of all sports with regards to awards ceremonies and banquets.

### **FUNDRAISING**

- All fundraising activity requests must have the approval of the Athletic Director, Principal, and Superintendent of Schools before the actual activity may take place. All fundraising must follow the guidelines as set forth by Nantucket Public Schools and the School Committee. Any and all funds collected during fundraising must be deposited in one of the following accounts:
  - The Nantucket Public School Athletic Revolver account
  - The Nantucket Athletic Booster Club general account .
  - The records of any and all fund raising by any and all individual sports teams will be kept on file with the Athletic Department.

### **NANTUCKET ATHLETIC BOOSTER CLUB**

- The Nantucket Athletic Booster Club is inclusive of all NPS Athletic teams. The mission of the Nantucket Athletic Booster Club is:
  - To provide supplemental funding and support for all interscholastic athletics within the Nantucket Public Schools.
  - To work together with the Athletic Department to promote pride, good sportsmanship, a strong work ethic, fair play and strong moral character in an equitable manner.
  - The Nantucket Athletic Booster Club is a community and parent based organization under the guidance of the Nantucket Public School Athletic Department. Before going to the Booster Club for materials, equipment, support, etc., coaches should first discuss their needs with the Athletic Director. If the Athletic Director cannot meet the request through the school budget, the Athletic Director will work with the coach to make a presentation and funding request to the Nantucket Athletic booster Club.
- It is important for each and every NPS sport to work with and develop relations with the Nantucket Athletic Booster Club. The head coach of each sport is responsible for appointing at least two parents as Booster Club representatives for their sport. The head coach of each sport is also responsible for having a coaching representative from their sport attend as any as possible of the regular meetings of the Nantucket Athletic Booster Club during their season of play.

**2017-2018**  
**NANTUCKET HIGH SCHOOL ATHLETICS**  
**COACHES LETTER OF COMMITMENT**

I \_\_\_\_\_ employed by Nantucket Public Schools as the \_\_\_\_\_ coach for the Nantucket High School Athletic Program acknowledge and agree that I have read, reviewed and understand the documentation of both the Nantucket Public Schools Athletic Handbook for Coaches and the Nantucket Public Schools Athletic Handbook for Students.

Coach ( signature ) : \_\_\_\_\_

( print ) : \_\_\_\_\_

Sport ( print ) : \_\_\_\_\_

Date \_\_\_\_\_ :

\_\_\_\_\_