

Randolph Public Schools



Coach's Handbook



Randolph High School Athletics

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To The Coaching Staff of Randolph High School:

The purpose of this handbook is to orient all coaches of Randolph Public School to the athletics programs. The purpose of the procedures, policies, and guidelines contained within is to assist you as a coach in the operation of an efficient and effective program.

I have attempted to include all forms and procedures for daily, seasonal, and yearly tasks. As you use this handbook, please communicate both its strengths and weaknesses to the Athletic Department; since the goal is to continually revise this manual to improve its value to the coaching staff.

The Randolph Public School's Athletics Program can make a difference in the current and future direction of school spirit and town pride. By meeting our basic goals of preparing the young people in our care for the next level through proper fundamentals, advising and encouragement, the success on the playing surfaces will soon manifest.

REPUTATION, RESPECT AND RELATIONSHIPS ARE EVERYTHING

Best of luck for a successful season,

Tony Price
Athletic Director

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I. Statement of Purpose

A. Philosophy

The Athletic Programs of the Randolph Public Schools are committed to the total physical, emotional, social and mental development of its participants. The program is an extension of the values and ideals developed in the instructional programs and constantly strive toward the development of a well-rounded individual. Our goal is to teach, through athletics, the ideals and values, which are consistent with the principles of sportsmanship. Randolph Public School athletes take pride in themselves, their team, school and community while learning to work together toward common goals. Every athlete should enjoy the experience of being a team member.

The Athletic Program must be flexible and reflect Randolph Public School's policies, values and culture in order to address the needs of its entire student population. Athletics teaches an appreciation of another's skills and contributions, commitment toward a common goal, and enjoyment in physical activity. Athletics promotes physical and mental health and contributes to the ability to interact socially. It nurtures friendship where one might not expect it and fosters a sense of pride in self and the community that lasts far beyond life in Randolph.

Tryouts for programs are open to all students providing they meet the standards of academic eligibility, school citizenship, parental permission and basic physical/health qualifications. Participation in the program, therefore, is a privilege earned by students who meet and maintain these standards. It is the policy of Randolph Public Schools not to discriminate on the basis of sex, race, color, sexual orientation, age, religion, national origin, handicap, disability or any other legally protected basis in any of its activities, including athletics. Students who require accommodation(s) to access a program are instructed to contact the Randolph Public Schools District Disability Coordinator.

Athletic programs are an extension of the academic day where our coaching staff is charged with the responsibility of challenging and developing players, both technically and emotionally, in a positive manner, using both praise and constructive evaluations.

As a member of the Randolph Public Schools Athletic Program, students are expected to demonstrate proper respect for all coaches, teammates, officials, spectators and equipment. Student athletes are expected to exhibit the highest level of conduct and conformity to school rules and policies either on or off the playing field, as they are, at all times, representatives of their team, school and community.

B. Goals of the Program

To have fun.

To prepare student-athletes through coaching, mentoring and guidance to move to the next level. To provide an opportunity for maximum athletic development of players across the spectrum of ability.

To promote the social, intellectual, emotional, and physical development of our students. To develop an understanding of the value of cooperation and competition.

To develop good citizenship and respect for rules and authority.

C. Objectives Pertaining to the School

To provide an athletic program that reflects a level of expertise comparable to school wide curriculum.

To provide all students with an opportunity to participate as competitors or as fans. To learn to respect our opponent teams and players.

To sponsor a sports program in accordance with the number of available student athletes, adequacy of facilities, equipment, and competent instruction.

To involve the student athlete and the student body in wholesome recreational and entertaining activity.

To develop a sense of school spirit, morale, and loyalty.

D. NATIONAL FEDERATION of HIGH SCHOOLS COACHES' CODE OF ETHICS

Whether or not a coach is a member of the school faculty, the coach is a teacher, often the most influential and important one to a student athlete. The student-athlete is participating within the school's activity program because that young person desires to do so. Consequently, such a student is often more attentive to a coach's lessons than to those offered by teachers in required courses. **Coaches must constantly be aware of this opportunity and responsibility.**

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Every young person should be treated as though they were the coach's own and their welfare must be uppermost at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation Interscholastic Coaches Association (NFICA) Board of Directors.

The coach must be aware that he or she has a tremendous influence, either 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.

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

The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should authorize their use.

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

The coach shall 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.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

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.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

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

It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

E. GENDER NONDISCRIMINATION IN ATHLETICS

WHEREAS, Randolph Public Schools believes athletics are vital to the total educational development of all students, and

WHEREAS, it is the privilege of every student to have an equal opportunity to develop his/her full athletic potential, and

WHEREAS, maximum opportunities to participate are best accomplished through separate but comparable programs for males and females, and

WHEREAS, separate but comparable programs under the Title IX law require such items as similar facilities, equipment, transportation, coaching, game and practice schedules, training rules, awards, and publicity,

THEREFORE, BE IT RESOLVED Randolph Public Schools are committed to a comprehensive athletic program for all students, which can best be accomplished through separate but comparable programs for males and females, and

BE IT FURTHER RESOLVED Randolph Public Schools will support and conform to the spirit of the law as enacted by Congress and reinforced by the courts.

It is the policy of the Randolph Public Schools to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on gender in the district's educational programs and activities. Title IX also prohibits retaliation for asserting claims of sex discrimination. Randolph Public School has designated a Title IX Coordinator who may be contacted through the Principal's Office. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting

www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481.

You may also contact the Randolph Public Schools Title IX Coordinator, Maria Lopes, at (781) 961-6237.

II. Governing Bodies

A. Massachusetts Interscholastic Athletic Association (MIAA)

The Randolph High School Athletic Department is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and is therefore governed by Association Rules and Regulations. Additional policies, regulations and rules are set by the Randolph High School (RHS) School Committee and school administration. Under the MIAA guidelines, local communities are allowed to set their own policy, rules and/or regulations as long as they are more restrictive than stipulated by the MIAA. Rules governing individual sports vary depending upon the sport. For example, rules are as stipulated by the National Collegiate Athletic Association (with the MIAA modification) for football, for basketball by the National Federation of State High School Associations, and for baseball by the Sporting News Rules of Baseball. Copies of the completed set of MIAA rules and regulations are available in the Athletic Office or online at www.miaa.net.

One of the primary functions of the MIAA is to sponsor and conduct post-season tournaments leading to the determination of geographical district and state champions. When our varsity teams qualify for them and enter such tournaments, we are completely subject to specific rules and regulations that govern each tournament, as set by the MIAA. Tournament qualification, divisional placement and geographical district criteria are sport specific.

Some of our teams may qualify for regional tournaments, beyond the MIAA tournaments, that are sponsored and conducted by the combined state associations that make up the region of competition.

Some of our varsity teams may host and/or play in seasonal tournaments that are sponsored by local school districts or other qualified agencies. MIAA regulations specify that such tournaments be sanctioned by the Association and be conducted totally under their policies, rules and regulations. The MIAA does not sanction nor sponsor any sub-varsity tournament competition.

The MIAA is a member of the National Federations of State High School Association and is bound by its set of rules, policies and regulations.

B. The Massachusetts Secondary School Administrators' Association (MSSAA)

The Randolph High School Athletic Department is a member of the Massachusetts Secondary School Administrators' Association (MSSAA) and is therefore governed by Association Rules and Regulations for Cheer and Dance. Additional policies, regulations and rules are set by the Randolph High School (RHS) School Committee. Under the MSSAA guidelines, local communities are allowed to set their own policy, rules and/or regulations as long as they are more restrictive than stipulated by the MSSAA. Rules governing individual sports vary depending upon the sport. Copies of the completed set of MSSAA rules and regulations for Cheer and Dance are available in the Athletic Office or online at www.mssaa.org.

C. South Shore league

The Randolph High School Athletic Department is a member of the South Shore League conference which is a part of the Massachusetts Interscholastic Athletic Association (MIAA).

III. Sports at Randolph High School

The Randolph High School Athletic Program is comprised of 33 teams in 22 sports. Sports teams compete at any of three levels – freshmen, Junior Varsity, and Varsity. Randolph High School's Athletic Program is under the jurisdiction of the Massachusetts Interscholastic Athletic Association and the School Committee of the district. The athlete must be a student and comply with the rules and regulations of these organizations to maintain his or her eligibility. The Athletic Program at Randolph High School offers a diversified choice of sports to each student for his or her participation.

A. Sports Available:

Fall	Winter	Spring
Football Varsity / JV / Freshman	Boys' Basketball Varsity / JV / Fr	Boys' Baseball Varsity / JV
Boys' Soccer Varsity / JV	Girls' Basketball Varsity / JV / Fr	Girls' Softball Varsity / JV
Girls' Soccer Varsity / JV	Wrestling Varsity	Boys' Tennis Varsity
Girls Volleyball Varsity / JV	Boys' Track (Indoor) Varsity	Girls' Tennis Varsity
Boys' Cross Country Varsity	Girls' Track (Indoor) Varsity	Boys' Track (Outdoor) Varsity
Girls' Cross Country Varsity	Cheerleading Varsity	Girls' Track (Outdoor) Varsity
Cheerleading Varsity	Boys Swim Varsity	Boys' Volleyball Varsity / JV
	Girls Swim Varsity	

B. Administration of Randolph High School Interscholastic Athletic Program

The School Committee recognizes and supports the interscholastic athletic program in the Randolph Public Schools. The School Committee must approve all interscholastic athletic programs. The Principal of the high school shall have jurisdiction over the interscholastic athletic program and shall be responsible to the Superintendent of Schools. No team shall engage in interscholastic activity without the sanction of the Principal. The Principal and Director of Athletics in all cases are responsible to the Massachusetts Interscholastic Athletic Association (MIAA) for the acts of school teams or other school organizations. The Principal is responsible for attesting to the eligibility of each contestant for his/her school. The Director of Athletics works cooperatively with the High School Principal in the administration of the interscholastic athletic program.

a. Certification of Coaches

The Randolph Public School System believes that each athletic coaching assignment should be under the supervision of a qualified and duly appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty member may be employed subject to district hiring policies and practices and any applicable collective bargaining agreement, including the completion and successful passage of a Criminal Offender Record Information (CORI) with fingerprinting. Completion and successful passage of a CORI shall also apply to all Athletic Department/extracurricular athletics volunteers.

b. Coaching Qualifications

To qualify for employment as a coach, the applicant must have preparation in each of the following areas:

- Adequate knowledge of Emergency Response Procedures (First Aid and C.P.R. certification preferred). Knowledge and experience in the specific sport.
- Be a certified teacher or have completed the Coaches Education program within one (1) year of their first coaching assignment in the Randolph Public Schools
- State coaching certification (MIAA/ NFHCA).
- Complete and successfully pass a Criminal Offender Record Information (CORI) with fingerprinting.

c. Head Coach Job Responsibilities

Reports To: The Athletic Director, who provides overall objectives and final evaluation in conjunction with the high school principal.

Supervises: A staff of high school assistant coaches and middle school coaches in conjunction with the Athletic Administrator and the respective Principal.

Job Goal: To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

Duties and Responsibilities:

Organizational and Communication

- a. Send information/correspondence to players/parents
- b. Conduct orientation programs for parents, athletes and coaches
- c. Assume responsibility for schedule development or schedule validation
- d. Develop procedures for open communication with parents and athletes
- e. Establish dialogue with parents and players to address issues or concerns

Administrative

- a. Budget preparation
- b. Equipment inventory/ordering/management
- c. Repair and Cleaning
- d. Select contest officials where necessary
- e. Make travel arrangements
- f. Implement school athletic code
- g. Ensure completion of health exam by athletes
- h. Distribute team rosters, contest schedules and descriptions of contest locations to all players and parents
- i. Monitor athlete attendance/behavior/academic status
- j. Appropriate development of positive sportsmanship
- k. Sequential conditioning
- l. Appropriate skill training

- m. Appropriate tactical training
- n. Appropriate positive motivation
- o. Appropriate attention to maturity, readiness, and pairing of athletes

d. Assistant Coach Job Responsibilities

Reports To: Head Coach, Athletic Director and \Principal

Supervises: Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed.

Job Goal: To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success.

Program Responsibilities:

- a. Assists the Head Coach in carrying out his responsibilities
- b. Issues press releases and school announcements
- c. Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach
- d. Maintains a record of team statistics and requirements for lettering
- e. Works within the basic framework and philosophy of the Head Coach of that sport
- f. Attends all staff meetings and carries out scouting assignments as outlined by the head coach
- g. Supervises players before and after practice. Adequately prepare and help players
- h. Helps in planning and implementation of both in season and out of season conditioning and weight programs
- i. Conducts discussions with other coaches in private
- j. Strives to improve skills by attending clinics and using resources made available by the Head Coach
- k. Attends contests of other teams in the program when possible
- l. Performs other duties that are consistent with the nature of the position and that may be required by the Head Coach

e. Cheering Coach Job Responsibilities

Reports to: Athletic Director

Job Goal: To advise and lead the cheerleaders so that they function as effectively as possible to instill school spirit at athletic events.

Duties and Responsibilities:

- a. Responsible for the directing, supervising and sequential training of the cheerleaders
- b. Responsible for the conduct of the cheerleaders at practice sessions and at all contests
- c. Leads and directs the cheerleaders in such a way as to encourage good sportsmanship by example and leadership
- d. Conducts his or herself before the students and the community so as to instill respect and good sportsmanship
- e. Assumes responsibilities for an energetic public relations program for the cheerleaders and their activities
- f. Responsible for uniforms and supplies
- g. Sees that the cheerleaders carry out all the duties set forth in their constitution
- h. Conducts a two-week clinic for tryouts of cheerleaders in the spring of the year and

- arranges for all judges for the tryouts
- i. Responsible for ordering and issuing awards to deserving cheerleaders
 - j. Responsible for any other duties relating to cheerleaders as may be directed by the athletic administrator and/or principal

f. Coaches Education

All coaches (stipend or volunteer) first serving as an interscholastic coach after July 1, 2005 must complete an MIAA sponsored or approved coaches' education course of study and either the National Federation of High Schools (NFHS) or the Center for Disease and Control concussion certification. Coaches are required to have current First Aid and C.P.R certification.

As a reminder all coaches (head, assistant, volunteer) that are associated with Randolph Athletic teams are required to be certified as part of their employment or service. This requirement is mandated by the MIAA failure to obtain certification may result in termination. All certification must be completed prior to the start of your respective season.

As of July 1, 2012 The Randolph Public Schools and Athletics Department will reimburse up to 50% of the cost for MIAA coaches education course currently \$95 required for certification (C.P.R and First Aid excluded)

g. Coaching Assignment Procedure

Prior to each athletic season, the Director of Athletics will notify Human Resources to post all coaching positions for that season in accordance with the usual practices. Once interested candidates are identified, the Director of Athletics, in consultation with the Principal, shall determine whether or not the interested applicants possess the minimum qualifications to perform the responsibilities of the position.

If the Director of Athletics and Principal are satisfied with the past performance of a coach who is re-applying for the position he or she held the previous year, that coach may be recommended for appointment and rehire.

If the Director of Athletics and Principal wish to gauge the qualifications of all applicants for a position, the following actions will be taken:

For Head Coaches, the Director of Athletics will create an interview committee to interview all qualified prospective candidates and make a recommendation to the Principal. The Principal will then interview the committee recommended candidate(s) and forward a recommendation for hire to the Superintendent of Schools.

For Assistant Coaches, the Head Coach of that sport and the Athletic Director will interview all qualified prospective candidates. The Athletic Director will make a recommendation to the Principal. The Principal will make a recommendation for hire to the Superintendent of Schools.

If a teacher at one building level is assigned to a coaching position in another, every effort will be made to assist the coach in performing his or her athletic responsibilities, including locker room and practice facility supervision. However, the individual's teaching assignment shall not be (unduly) impaired by such arrangements. It must be understood that such arrangements can be made only in isolated situations.

When a coach is assigned to a position in a building other than the level of the teaching assignment, the Director of Athletics and both building principals involved will review the coaching assignment on an annual basis. The purpose of this reconsideration will be to determine whether or not it is desirable to continue the coaching assignment that causes scheduling difficulties at both levels. Factors to consider in this matter are:

- the level of competition being coached
- normal practice and game time's availability of other candidates

h. Terms of Coaching Contract

All coaching assignments shall be for one school year.

Each coach shall schedule an end of the year conference with the Director of Athletics as soon as all duties are completed.

The head coach shall evaluate assistant coaches and forward to the Director of Athletics.

If the performance is evaluated less than satisfactory, the Director of Athletics has the responsibility of recommending to the Principal and Superintendent a non-renewal of contract for the next year.

i. Non-Faculty Coaches Guidelines

Meets all coaches certification requirements

Attend meeting with Director of Athletics prior to the start of the season for indoctrination in athletic policies and regulations. (Material in Coaches and Student Handbook)

Contact the Director of Athletics on a prearranged basis to obtain mail and other materials attend all program staff meetings with head coach

Follow all procedures according to job description

Comply with district, school and MIAA policies, procedures and guidelines

Set times to meet with individual players

Establish time frame for end of the year duties and expectations

Be loyal to the school, its traditions, and support all of the programs by attending as many athletic contests as possible

Meet with Administrators and Guidance personnel to establish a means of communicating any problems or concerns that might arise during the season with your student-athletes

IV. COACHES EXPECTATIONS

Coaches Responsibilities

A coach in the Randolph Public School District should continue professional growth in both promoting academics and the athletic coaching area. To best accomplish this, a coach should participate in professional growth opportunities whenever possible.

The following information should be reviewed by the coach prior to each athletic season.

A. Academic Eligibility

As a member school of the Massachusetts Interscholastic Athletic Association (MIAA), specific eligibility policies of this association are followed, as well as those adopted by the Randolph School Committee:

Academic Requirements – *The following policies prevail for Randolph High School Student Athletes:*

During the last marking period prior to the start of an athletic season, a student- athlete must have passed five (5) of seven (7) courses. Eligibility for fall sports is determined by the final grades for the previous academic year.

Athletic/Club/Student Government Eligibility

In order to be eligible to participate in Athletic/Club/Student Government, a student must be both enrolled in and currently passing four (4) major credits, and may not be failing more than two (2) . In addition, a student's conduct must be in good standing.

Grading System

The grading procedure used at Randolph High School is based on the letter grading system. Students who have received numeric grades from other schools will have their grades translated to letter grades using the following scale:

A+ = 97-100 B+ = 87-89 C+ = 77-79 D+ = 67-69
 A = 94-96 B = 84-86 C = 74-76 D = 64-66
 A- = 90-93 B- = 80-83 C- = 70-73 D- = 60-63

Letter Grade	Equivalent %	Weighted Quality Point Index		College Prep
		AP	Honors	
A+	100	5.5	5.0	4.5
	99	5.4	4.9	4.4
	98	5.3	4.8	4.3
	97	5.2	4.7	4.2
A	96	5.1	4.6	4.1
	95	5.0	4.5	4.0
	94	4.9	4.4	3.9
A-	93	4.8	4.3	3.8
	92	4.7	4.2	3.7
	91	4.6	4.1	3.6
	90	4.5	4.0	3.5
B+	89	4.4	3.9	3.4
	88	4.3	3.8	3.3
	87	4.2	3.7	3.2
B	86	4.1	3.6	3.1
	85	4.0	3.5	3.0
	84	3.9	3.4	2.9
B-	83	3.8	3.3	2.8
	82	3.7	3.2	2.7
	81	3.6	3.1	2.6
	80	3.5	3.0	2.5
C+	79	3.4	2.9	2.4
	78	3.3	2.8	2.3
	77	3.2	2.7	2.2
C	76	3.1	2.6	2.1
	75	3.0	2.5	2.0
	74	2.9	2.4	1.9
C-	73	2.8	2.3	1.8
	72	2.7	2.2	1.7
	71	2.6	2.1	1.6

	70	2.5	2.0	1.5
D+	69	2.4	1.9	1.4
	68	2.3	1.8	1.3
	67	2.2	1.7	1.2
D	66	2.1	1.6	1.1
	65	2.0	1.5	1.0
	64	1.9	1.4	0.9
D-	63	1.8	1.3	0.8
	62	1.7	1.2	0.7
	61	1.6	1.1	0.6
	60	1.5	1.0	0.5
F	0-59	0.0	0.0	0.0

Promotion and Graduation Requirements

Freshman	Sophomore	Junior	Senior
English	English	English	English
Math	Math	Math	Math Elective <i>recommended</i>
Social Studies	Social Studies	Social Studies	Social Studies elective <i>recommended</i>
Science	Science	Science	Science elective <i>recommended</i>
Composition and Wellness 9	Intro to Computers and Wellness 10	Elective	Elective
Elective or World Language	Elective or World Language	Elective	World Language elective <i>recommended</i>
Elective	Elective	Elective	Elective

Promotion Requirements for the Class of 2016, 2017 and 2018

The requirements for the Classes of 2016, 2017 and 2018 are 6.0 credits to become a sophomore; 12.0 to become a junior and 19.0 to become a senior. Individual cases will be reviewed by the Guidance Department and School Administration, with input from teachers and department chairs as necessary due to any extenuating circumstances.

For Graduation- seniors are required to:

- Earn twenty-six (26) cumulative credits including English IV (a research project is required)
- Complete sixty (60) hours of community service learning for which they will earn one (1.0) credit. Students are responsible for developing this plan with their guidance counselors
- Pass the State MCAS requirements for English Language Arts, Math and Science/Technology

Graduation Requirements Classes of 2016, 2017, and 2018 (Mass Core Requirements)

Course	Credits
English	4.0
Mathematics (Algebra I, Geometry, Algebra II, Senior Level Math)	4.0

Science (Lab based)	3.0
Early United States History	1.0
Modern World United States History	1.0
Modern World history	1.0
World Language (2 years of same language)	2.0
Fine or Performing Art	1.0
Wellness/Physical Education	2.0
Community Service	1.0
Electives	6.0
Total Credits:	26.0

Promotion Requirements for the Class of 2015

For promotion from grade 9 to grade 10 - All students must earn a total of five (5) credits which include English I credit and one (1) math credit

For promotion from grade 10 to grade 11 - All students must earn a cumulative total of ten and one half credits (10.5), including English II

For promotion from grade 11 to grade 12 - All students must earn a cumulative total of sixteen (16) credits, including English III credit

For Graduation - seniors are required to:

- Earn twenty-two (22) cumulative credits including English IV (a research project is required)
- Complete sixty (60) hours of community service learning for which they will earn one (1.0) credit.
- Students are responsible for developing this plan with their guidance counselors
- Pass the State MCAS requirements for English Language Arts, Math and Science/Technology

Graduation Requirements Class of 2015

Course	Credits
English	4.0
Mathematics	3.0
Science	3.0
Early United States History	1.0
Modern United States History	1.0
Modern World history	1.0
Composition	0.5
Computer	0.5
Wellness/Physical Education	1.0
Community Service	1.0
Electives	6.0
Total Credits:	22.0

1. If a student receives a No Credit (NC) or Incomplete (I) grade in a course the grade will be calculated as a “0” and may affect eligibility.

Please Note: Term II report cards determine eligibility for the conclusion of Winter Sports and the beginning of Spring Sports.

2. The academic eligibility of all students shall be considered as official and determined only on the

published date when the report cards for that ranking period are to be issued to the parents of all students within a particular class.

3. A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
4. A student cannot count for eligibility any subject taken during summer vacation, unless that subject has been previously pursued and failed.

Randolph High School follows all MIAA rules and regulations including those on academic eligibility:

Procedures to Determine Eligibility -

- I. Prior to the First Contest – Each Sport, Each Marking Term: No later than (5) days before the first contest:
 1. Each coach will forward FINAL rosters to the Director of Athletics. The Athletic Director will check the eligibility of each athlete, and forward any ineligible students to the Director of Guidance to be crosschecked with the list of ineligible students. All completed forms are maintained on file by the Director of Athletics.
- II. After Term I, II and III:
 1. The Athletic Director will check the eligibility of each athlete, and forward any ineligible students to the Director of Guidance to be crosschecked with the list of ineligible students. All completed forms are maintained on file by the Director of Athletics.
- III. Participation at any Time During the School Year:
 1. After the eligibility of all student athletes is determined by the sport by the season, team rosters will be distributed to the Director of Health Services, Athletic Director and the Administration.
- IV. Ineligible Students
 1. If, as a result of this policy, a student athlete no longer takes courses, which would provide twenty-two (22) credits, the student becomes ineligible. The student and the coach are notified of this action by the Athletic Director.

Freshmen - To be eligible for Fall Athletic Teams, pupils must have met middle school promotional requirements.

The violation of any eligibility rule may result in forfeiture of a game won. A mistake could spoil a good season's record. If, in your opinion, there is any doubt concerning your eligibility, consult your Athletic Director. The rules apply to all teams, Varsity, Junior Varsity, and Freshman teams, and to both boys' and girls' sports. The Committee on Athletics of the MIAA will resolve all questions on eligibility.

All students are required to participate in their regularly scheduled physical education classes. Students being medically excused from physical education may not be allowed to participate in their team practice or game for that day. Game or practice uniforms issued to student-athletes for contests and games may not be worn during physical education class. If a student does not participate in a regularly scheduled physical education class during the school day, he/she will not be eligible for practice or a game in that same day.

B. Academic Extra Help

Extra help sessions will be administered by Randolph High School faculty members every day from 2:15 p.m. to 3:00 p.m.

1. Academic faculty members must realize that teaching the student population at Randolph High School is their first responsibility. If you have students that are staying after school for academic help, accommodations must be made for athletic responsibilities, including locker room and practice facility supervision
2. Coaches are encouraged to begin practice sessions after 3:00 p.m. for the benefit of student-athletes to attend academic help sessions.
3. Student-athletes will not be penalized for attending extra-help sessions, granted advance notice and a valid pass from the extra-help teacher is provided by the student-athlete.

C. Progress Reports

Coaches are responsible for checking the progress report of each student-athlete on his/her roster, including managers.

1. If a student-athlete has not maintained an overall average of seventy (70) in all courses, the student-athlete will be required to attend (1) extra-help academic sessions on non-contest days with the instructor of the courses in which he/she has below a seventy (70) average.
2. Attendance in extra-help sessions will continue until the next set of academic marks is obtained through progress reports or report cards.
3. Failure to attend one (1) extra-help session during the marking period will result in the student-athlete becoming ineligible for one (1) practice session. Any subsequent missed extra-help sessions will result in a one (1) game suspension for each missed session.

D. Athletic Dress Code

1. All student-athletes will wear similar game uniforms in game conditions.
2. Uniform adornments should not be permitted.
3. Randolph High School student-athletes should not enter a game wearing undergarments or tights which extend below the uniform bottoms.
4. A player may wear an undershirt, with the coach's permission, provided that it is plain and the same solid color as the uniform top.
5. Coaches, with help from the Faculty Manager and/or Athletic Director, are responsible for issuing, inventorying, and reclaiming all school district uniforms and equipment on a timely basis.

E. Awards

Athletic awards on all levels are determined by the coach of that team. Standards and requirements to earn the award are set by the head coach in each sport, and must be publicized and made clear to all team members prior to the first contest or at the pre-season meeting.

Following each athletic season, teams are required to host an Athletic Awards Night in order to bring the season to a fitting close and share accomplishments with the athletic community. The date will be set by the Head Coach and Athletic Director and will be placed on the school calendar.

1. Type of Award (EXAMPLES)

Varsity – Certificate with colored team picture, plaques.

Sub-Varsity – Certificate.

Freshman – Certificate.

Special Awards-, Varsity Letter and Pins – Recommended by the varsity coach will be supplied by the Athletics Department and must be presented at least fifteen (15) days prior to the banquet or team dinner

Only athletes in good standing at the end of athletic season are eligible for Awards and Trophies

F. Bus Information and Conduct on Away Trips

The Athletic Director will provide each coach with a list of away trips, times of departures, dismissal times if necessary, and a list of emergency phone numbers. Buses for away games are ordered by the athletic director.

1. Dismissals for away trips will be announced during the morning announcements and information provided for all staff via email.
2. Students must report to each class for attendance and are responsible for all class work and homework assignments prior to their dismissal from school.
3. Take roll before you leave RCMS or RHS and prior to your return from an away contest.
4. Students must ride the bus to and from away games, unless their parents are driving them home. An athletic Parental Transportation Release Form or note must accompany a parent/guardian taking his/her child home. A parent may take only their child from an away contest. Any deviation from this policy must be cleared in advance by the athletic director.
5. Coaches may not transport a student-athlete.
6. Coaches should remind student-athletes that the bus is an extension of school and all school rules of conduct must be obeyed on the bus
7. Coaches must receive Athletic Director approval for their teams to stop for dinner on road trips during the season, granted the players, parents and coach of another team traveling with you is notified. Weather conditions should also be factored in to the decision to stop.
8. Rules for your consideration as a coach:
 - a. Windows may be opened, but no arms or other body parts or gear may be extended.
 - b. Players are to remain in their seats and talk quietly.
 - c. Cheering is up to the coach, however, the driver has a difficult job and continued screaming endangers everyone.
 - d. Keep your team together when you arrive or leave a school.
 - e. Use the restrooms as a group so you can supervise.
 - f. NEVER let the athletes use the restroom or roam the building without your supervision.
 - g. Remind your team that they are guests and should react in a polite manner to teachers, students and fans.
 - h. If game conditions deteriorate to the point that players are reacting too emotionally, take them aside to calm down.
 - i. Coaches should be the ones to talk to officials, not players (except to ask for time out).
 - j. If a player cannot control himself/herself, remove him/her from the game.
 - k. Players and coaches are responsible for any property damage to the bus including graffiti and other destructive behavior

G. Crowd Control

Any school having an athletic program must be concerned for the welfare of its spectators and participants. Many people play a vital role in crowd control. These include, but not limited to, administrators, athletic director, faculty members, coaches, players, cheerleaders, officials, and spectators. Since this is a coaches' handbook, the following responsibilities shall apply:

1. Coaches influence not only the conduct of the athletes under their supervision, but also that of the students, parents, fans, and others. The coach sets the tone of conduct. He/she must visibly illustrate the value of self-restraint, fair play and sportsmanlike behavior.
2. The behavior of the coach must be marked with dignity and self-control. He/she should not at any time use provocative language or engage in any unsportsmanlike conduct. This type of action could tend to incite spectators or provoke disorderly behavior.
3. If the coach cannot exercise emotional control under stress, then such behavior cannot be expected from team members or visiting and home spectators.

4. The coach shall immediately discipline any athlete who intimidates an official or displays unsportsmanlike conduct.
5. All coaches should realize the future of athletics is more important than the winning or losing of a contest.

H. Discipline

Student discipline infractions are handled on an individual basis at Randolph High School. If a student has a problem in a particular class, that teacher may require the student to miss participation for a detention. Student-athletes are not excused from school assigned detentions to participate in athletic events. Students may not participate on days of in-house or out-of-house disciplinary suspension this includes Saturday School Suspension – MIAA Rule 63 Good Citizen Rule Student athletes may not represent Randolph Public Schools if they are suspended from school for any reason. A suspended student is ineligible for practice or competition during the period of suspension and may be ineligible for longer periods as determined by the M.I.A.A. or the Principal.

Student-athletes should not be subject to a double standard where athletics are used as a classroom discipline tool. However, coaches need to stress the importance of our athletes as representatives of Randolph High School throughout the school and surrounding communities. Student-athletes should be made aware of personal accountability and its effect on the team.

I. Equipment

The Athletic Director will order, upon the request of the coaches, Varsity, Junior Varsity and Freshman equipment and uniforms each July for the next school year. For that matter, all purchase orders and purchasing of equipment and uniforms, whether from athletic budget funds or a student activities account, must go through the athletic director for approval.

1. All requests will be considered depending on the district budget and Randolph High School's Athletic Department allotment for the following academic school year.
2. The equipment and uniforms will be inventoried and stored by the Athletic Director and/or Faculty Manager as the orders arrive at the building.
3. Coaches are responsible for maintaining and collecting equipment and the uniforms for their sport.
4. Prepare and keep a list of all equipment and uniforms issued from the Athletic Director. Notify the Athletic Director of any major damages to equipment or missing items.
5. Collect all equipment and uniforms at the last schedule home and away contest whether regular season or during tournament play. Make sure athletes have a change of clothes and collect all uniforms pieces immediately.
6. Notify individual athletes of any obligation to replace equipment or uniforms.
7. Notify Athletic Director of an athlete's obligation to replace equipment or uniforms.
8. Collect monies for lost or damaged equipment or uniforms and submit to the Athletic Director.

J. Score Keeping

Job description: Athletic Scorekeeper

Qualifications:

- a. Has an understanding of the rules of the sport to which he/she is assigned
- b. Has an understanding of the operation of the score book for the sport to which he/she is assigned

Reports to: Athletic Director

Job Goal: To ensure that the athletic contest to which he/she is assigned is properly scored so as to avoid any confusion

Duties and Responsibilities:

- a. Scores each athletic contest impartially

- b. Reports thirty (30) minutes prior to the start of the contest and ascertains that all materials are in proper order for scoring the contest
- c. Maintains contest throughout the contest with the game officials to verify the official score
- d. Verifies that contest results are accurate and reports this fact to the athletic administrator

K. Injuries and Emergency Guidelines

Athletic injuries can never be eliminated, but can be minimized. The guidelines listed below are offered as suggestions to help when an emergency occurs:

1. Secure a first aid kit and cooler from the athletic trainer prior to the season and take to each practice and/or contest. Routinely check to make sure first aid kit is adequately equipped with proper medical supplies.
2. Use the Emergency Information List provided in your Coaches Pre-season Meeting as a resource at all times.
3. Notify parents, the Athletic Director, Athletic Trainer, and an administrator of any serious mishaps.
4. Routinely check with the School Nurse regarding injuries or sick athletes.
5. Routinely check with the Athletic Trainer regarding an athlete's injury or rehabilitation.
6. Fill out necessary accident and medical forms, available from the Athletic Trainer, whenever an injury to an athlete requires doctor or hospital involvement.
7. Notify the athletic director whenever an injury to an athlete requires doctor or hospital involvement.

All coaches are encouraged to attend sports medicine conferences or workshops to remain current and competent in this area. Fundamentals and new techniques in areas such as diets, injury prevention, treatment and rehabilitation are imperative.

L. Physical Exams

In accordance with State Law (Chapter 71, Section 57), MIAA regulations, and the School students must have an updated physical examination for participation. According to The Massachusetts Interscholastic Athletic Association (Student Eligibility Rule 56: Physical Exams/Medical Coverage) All students must pass a physical examination prior to participation in High School Athletics. A physical exam covers the student for thirteen (13) months from the exam date. Students no longer should be allowed to participate until the end of the season when their physical expires during the season. A student's eligibility will terminate once a physical has reached the thirteen (13) month limit.

Physical examinations must be performed by a duly registered Licensed Physician, Physician's Assistant or Nurse Practitioner. The Sports Medicine Committee recommended physical examination form is in the MIAA White Book.

The sports physical is part of the comprehensive health care received by a student from his/her health care provider. The student's health care provider's familiarity with family history and the student's medical history are important in an assessment for sports participation. A student must have on file in the Athletic Director's and Health Service's Office written proof of a current physical examination signed and dated by a physician. Please ask your physician to mail a signed and dated copy of the completed exam to the Health Services Office at Randolph High School, or you can deliver it to the school personally.

The physical examination form must include a comprehensive medical history with up-to-date information relative to concussion history, any head, face or cervical spine history and any history of co-existent concussive injuries. Any student with a history of concussive, head, face or cervical spine injury must provide a current medical clearance and authorization signed by the treating physician to complete in the extracurricular or athletic activity.

Any new student entering Randolph High School must have a copy of a current physical (within the last school year) on file in the Health Service's Office. Immunizations, including Tetanus, must be up to date. Hepatitis B immunization is mandatory for all students. Any student wishing to try out for a sports team must have a current physical on file or they will NOT be allowed to play.

Any student who is unable to schedule a physical examination with their primary care physician may sign up in the Health Service's Office or Athletic Director's Office to have a "sports physical" performed by the School Doctor at certain times during the school year. Students should see the Athletic Director for preliminary paper work that must be completed. These sports physicals are offered on a limited basis and students should make every effort to plan ahead to schedule an appointment with their primary care physician prior to anticipated participation.

Penalty: A student involved shall be suspended for the number of contests in which he/she participated without a proper physical.

RANDOLPH PUBLIC SCHOOLS ATHLETIC CONCUSSION POLICY AND PROCEDURES

RANDOLPH PUBLIC SCHOOLS POLICY:

MANAGING THE CARE OF STUDENTS WITH ATHLETIC CONCUSSIONS (RPS District Policy JIFF)

Research has estimated that 5-10% of high school or college contact sports athletes sustain a concussion each year. These estimates likely understate the true incidence of concussion. In one investigation over 50% of high school football athletes did not report their injury to a parent, coach, or medical professional. A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea, and disorientation are commonly reported. Loss of consciousness, however, occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also, following the injury, the athlete may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression.

Most athletes who sustain a concussion can fully recover as long as the brain has had time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms of injury, the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Research has shown that young concussed athletes, who return to play before their brain has healed, are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome. Therefore, we encourage the following care when an athlete sustains a concussion in a school-sponsored sporting event.

1. When the concussion occurs, the injured athlete should visit the local hospital emergency room or review their condition with their primary care physician to ensure there is not a need for emergency medical care.
2. Subsequently, a care team consisting of the student's primary care physician and parents, along with the athletic trainer, head coach and athletic director SB1 should monitor the symptoms of the injury.
3. Student must provide medical documentation in order to participate in any sport.

Concussion is one of the most complex injuries faced by medical professionals as the signs and symptoms are not always straightforward and the effects and severity of the injury can be difficult to determine. The injury results in no structural changes in brain tissue, generally making traditional neuro-diagnostic tests such as CT, MRI and EEG insensitive. Therefore, we encourage a third step in the concussion care process.

4. Engage the injured athlete in a battery of tests that include a combination of self-report symptoms, balance, and neuro-cognitive testing. The combined assessment will provide a more sensitive and objective evaluation of the effects of the concussion that will help better determine when it is safe for the athlete to return to play.

PROCEDURES AND PROTOCOLS:

The Superintendent designates the School Nurse as the person responsible for ensuring appropriate medical documentation of the annual physical examination (performed within the last 13 months), as required by the MIAA. Students may not participate in any sport, including practices, without current documentation.

Furthermore, the Superintendent designates the Athletic Director responsible for the implementation of the concussion policy and procedures. The District shall implement penalties for personnel who fail to comply with the District's concussion policy.

Training Program In accordance with state law and regulation, Randolph mandates annual training of persons specified in CMR 201.008 in the prevention and recognition of a sports-related head injury, including second impact syndrome, and documentation of each person's completion of such training. Those persons include:

- Coaches
- Licensed Athletic Trainer/trainers
- Volunteers
- School and team physicians
- School nurses
- Athletic director
- Referees/umpires who are school employee's
- Marching band directors
- Participating students
- Parents of participating students

The required training applies to one school year and must be repeated every subsequent year by each person described above. The training program may be completed through an online training approved by DPH, by the review of DPH written materials or in-person training approved by DPH.

Mandated online trainings approved by the Massachusetts Department of Public Health are as follows:

The National Federation of High Schools (NFHS)

www.nfhs.org or

The Center of Disease Control (CDC)

www.cdc.gov/concussion

At the completion of one of the above courses a printed certificate is awarded. This certificate will be submitted to the office of the Athletic Director and shall be maintained for a minimum of three (3) years and in accordance with the applicable record retention schedule. Additionally, attendance rosters from DPH training or other evidence that annual training has been completed shall be maintained for a minimum of three (3) years by the Athletic Director in accordance with applicable record retention schedules.

Contents of training will include the following:

- Recognition of concussion
- Management and referral guidelines for staff
- Guidelines and procedures for coaches
- Follow-up care during the school day
- Return to play procedure

It is the policy of the Randolph Public Schools that all students who plan to participate in school-sponsored extracurricular activities and their parents shall satisfy the following pre-participation requirements:

1. Each year, PRIOR to the commencement of practice or competition, the student and parent shall complete the mandatory training and provide an evidence of completion;
2. Each year, PRIOR to the commencement of practice or competition, the student and parent shall provide a signed, current pre-participation form which provides a comprehensive health history including history of concussions, head, face or cervical spine injury history. This form shall be signed by BOTH parent(s)/legal guardian(s) and student and shall be maintained by the School Nurse. Once received, this form shall be forwarded to and reviewed by the coaches to identify students at greater risk for head injuries, then forwarded, as appropriate and permissible by law, to the School Nurse, Athletic Trainer and/or Team Physician for review if indicating history of a head injury. Any student with a history of concussive, head, face or cervical spine injury must provide a current medical clearance and authorization signed by the treating physician to participate in extracurricular athletic activity.

In accordance with federal and state law and regulations, Randolph will establish and implement procedures for communication with parents with limited English proficiency, procedures for outreach to parents who do not complete and return required forms and procedures to share information concerning an athlete's history of head injuries.

Post-Concussion/Head Injury Protocol:

In the event that a student athlete sustains a head injury or concussion during the sports season, the following protocol shall be followed:

1. Any student-athlete, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of a concussion or loses consciousness, even briefly, shall be removed from the practice or competition immediately and may not return to the practice or competition that day.
2. The Athletic Trainer and/or coach shall communicate the nature of the injury directly to the parent in person or by phone immediately after the practice or competition in which a student has been removed from play due to a head injury, suspected concussion, signs and symptoms of a concussion, or loss of consciousness.
3. The Athletic Trainer shall provide the necessary forms for the student to take to their medical provider.
4. Following any concussion the Athletic Trainer and/or coach must notify the Athletic Director and School Nurses.
5. The student shall not return to practice or competition unless and until the student provides medical clearance.
6. A completed Post Sports-Related Head Injury Medical Clearance and Authorization Form are necessary before starting the return to play protocol. Medical Clearance must be documented using the Post Sports-Related Head Injury Medical Clearance and Authorization Form, must be provided to the School Nurse or Athletic Trainer (who shall be responsible for clearance after consultation with the Team Physician) prior to resuming extracurricular athletic activity and may only be authorized by the following:
 - a) A duly licensed physician;
 - b) A duly licensed athletic trainer in consultation with a licensed physician;
 - c) A duly licensed nurse practitioner in consultation with a licensed physician;
 - d) A duly licensed physician assistant under the supervision of a licensed physician; or
 - e) A duly licensed neuropsychologist in coordinated with the physician managing the student's recovery.

Furthermore, The District may seek parental permission to speak with the student's physician (or medical personnel as set forth above) in order to clarify the student's medical condition and to gather additional information. The District reserves the right to determine that a student may not safely participate in an athletic activity.

Following a head injury or concussion, the student athlete shall be subject to the Post Concussion Protocol and Gradual Return to Play Guidelines as set forth in the Randolph High School Sports Medicine Policies and Procedures.

Duties and Responsibilities of a Coach

In regard to head injuries and concussions, the duties and responsibilities of a coach are as follows:

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) or Center for Disease Control and Prevention on a yearly basis. Complete certificate of completion and return to the Athletic Department.
2. Ensure all student athletes have completed ImPact baseline testing before participation.
3. Ensure all student athletes have returned and completed Pre-Participation Head Injury/Concussion Reporting Form and other pre-participation forms prior to participation in athletics.
4. Complete a Report of Head Injury During Sports Season Form if their player suffers a head injury and the Athletic Trainer is not present at the athletic event. This form must be shared with the Athletic Trainer and School Nurse.
5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion or head injury.
7. Provide proper notice of removal to student's parents and to the Athletic Trainer, Athletic Director and School Nurse.
8. Do not allow student athletes to return to play until cleared by an authorized healthcare professional and the Athletic Trainer.
9. Follow Gradual Return to Play Guidelines.
10. Refer any student athlete with returned signs and symptoms back to Athletic Trainer.
11. Any coach or volunteer coach for extracurricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.
12. Those additional responsibilities as set forth in 105 CMR 201.013.

In Conclusion

Randolph Public Schools will make every effort to ensure that our coaches, athletic trainer and volunteers will instruct and inform our students in techniques and skills that minimize sports-related head injury. A coach, trainer or volunteer for an extracurricular athletic activity shall be directed to discourage and prohibit a student athlete from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of a student, including using a helmet or any other sports equipment as a weapon.

M. Late To School

Coaches should check the daily attendance bulletin to make sure student-athletes are eligible for participation for practice or contests. Under Randolph High School policy, any student-athlete that arrives late to school after 11:00 a.m. will not be allowed to participate in any contest or practice that day. There are exceptions listed in the guidelines. See the Athletic Director if you feel special circumstances is involved. Student-athletes dismissed from school prior to 11:00 a.m., will not be allowed to participate in any contest or practice that day.

N. Practice Times

Practice will be held every day possible. The student-athletes at Randolph High School should be practicing or participating in athletic activity at least five days per week, with a maximum of six days per week for the inclusion of a weekend practice or contest.

1. If it is necessary to cancel practice on an available day, contact the athletic director prior to announcing this to the athletes.

O. Supervision

The following list represents suggestions for some of the crucial supervisory areas:

Locker Room

1. A coach must be in the locker room with their team or team members.
2. Lock all door(s) after the team departs.
3. Never allow a player to go to the locker room without an adult.
4. Avoid being in a locker room alone with an individual student.
5. Never give your keys to a student manager or player.
6. Make sure equipment is secure.
7. Never leave the building for the evening until all team members have exited the locker room.

Court/Field

1. Never allow your team to be in practice alone.
2. Be cognizant of any dangerous situation. (Report immediately to the AD and the Principal)
3. Know your players capabilities - do not exceed.
4. Do not permit spectators standing around causing dangerous situations.
5. Do not allow parents or spectators on the courts or fields.
6. Check your equipment regularly for safety.

Transportation

1. Supervise the loading and unloading of your bus.
2. Do not allow team members on the bus unless you are present.
3. Maintain proper order on the bus.
4. All coaches are to accompany team for away contests.
5. Be prompt and maintain scheduled departure times.
6. Promptly notify the AD about any change in transportation schedule

P. Teacher Coverage

If you have an away game scheduled, you may need a class covered by another teacher. You should:

1. Check the coverage sheet to make sure times and rooms are correct.

2. Note the teacher who will be covering the class and personally see that ahead of time to thank them
3. Go over your lesson plan and check the time needed
4. Wait for the teacher to arrive before you leave unless you have already left during the previous period.
5. Check back with the teacher the following day to see how things went.

Q. Team Photos

The Athletic Director will schedule team pictures to be taken during each sport season and will notify the coach with the date and time. Coaches will be responsible for:

1. Notifying the players and staff of the time and date.
2. Have the players dress in their uniforms.

R. Volunteer Coaches

At no time should parents or spectators be allowed on the team bench. Coaches are employed by the Randolph High School Public Schools to coach the team. No one should have contact with the student-athletes in the capacity of a coach without having made application, been interviewed, recommended for hire, and then been appointed to the District by the Principal. If a parent or spectator becomes a problem, see the Athletic Director.

Coaches' Professional and Personal Relationships and Expectations

The need for precise job description specifications is becoming obvious with the strong emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of The Randolph Public School's objectives for its athletic programs. These major performance areas stand out above others:

Rapport

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as whole, spectators, officials, fellow coaches, media representatives and the parents of his /her players. Good rapport and an image of competency are invaluable for the coach.

Cooperation

The District expects a maximum level of cooperation between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the Director of Athletics, Principal and other members of their staff. It is the responsibility of coaches to report any concerns immediately to the Athletic Director and the Principal.

Leadership

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition-all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents- observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of the crowd-especially where the student body is concerned. Desire to do well, to win well, and to be gracious in defeat, should be emphasized. Staff, players and spectators should be motivated towards established goals.

Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared towards greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment materials available in other media forms is also expected.

Coaching Techniques

- Use sound and acceptable teaching practices
- Run well organized practices
- Complete pre-season planning well in advanced of starting date.

Adhere to highly efficient and technically sound programs of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communication with patient, athletic trainer, doctor, and parent.

Construct a well-organized game plan.

Develop a sound system for equipment accountability, including seasonal inventory, repair,

reconditioning and replacement. All purchases will be accomplished through the allocated budget and go through the Athletic Director's office.

Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

V. COACHES RESPONSIBILITIES

To Players on The Team

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes and positive self-esteem is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times.

The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interest, temperaments, aptitudes and environment.

Players have the right to expect coaches to have genuine and up to date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the coaches' minds.

The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored, however, since consideration must be given to the family and their requests.

Coaches must be cognizant of the fact that the vast majority of student athletes are legal minors. As such, coaches should not be discussing issues or concerns of a personal nature to the student athletes that should be discussed or addressed with adults.

To Parents of Players

Keeping the lines of communication open with parents, and good communication skills, can be very instrumental in preventing potential misunderstandings between coaches, athletes and parents. In order to insure that everyone is on the same page in regards to what type of communication each party can expect from the other, the following protocol will be followed:

This section of the athletic handbook deals with what athletes and families may expect from the coaching staff, and what to do if conflicts or problems present themselves.

A. Athlete/Coach Relationships

Participation in athletics should be an enjoyable experience for all parties involved; student, coach and parent. There is no doubt that participation tends to be emotionally charged, and dealing constructively with these emotions can be an excellent learning experience. In most cases, athletic competition is extremely positive and complements the educational experience enjoyed by students at Randolph High School. Occasionally, because of the high emotional level present during athletic competition, conflicts between coaches and students arise. These conflicts must be addressed and resolved immediately so that the many benefits of athletic involvement may continue to contribute to the emotional and physical growth of Randolph High School students. . Any concerns regarding the athlete/coach relationship must be immediately reported to the Athletic Director.

Coaching Expectations

At Randolph High School, athletes should expect to be treated with respect and to be treated fairly by their coaches. The coaches are professionals who are aware of and committed to upholding the responsibilities they have and to follow the policies and regulations of the MIAA and Randolph High School. Each student must be treated as an individual, yet as part of the team. Rules and regulations must be uniformly and fairly enforced at all times. In most instances, during the season of play a student athlete spends more time daily under the direct supervision and guidance of his/her coach than any other adult. This time spent should be enjoyable, educational, positive and worthwhile; the influence that a coach may have with each individual team member is enormous.

As recommended by the MIAA, we encourage participation in varied activities under different teacher/coach role models. The percentage of student athletes whose participation in organized sports ends with high school is overwhelming (well in excess of 90%). Therefore we focus our attention on developing goals that will develop contributing members of society after high school. Winning and championships becomes a by-product of this quality of our efforts.

Athletes and their families can expect the following from members of the Randolph High School coaching staff:

Communication: Practice and game schedules and other time commitments, consistent with the guidelines mentioned previously in this booklet, will be made known to all team members. Members of our coaching staff have the option of establishing additional expectations for his/her team members with the Athletic Director's prior approval. All head coaches will conduct a preseason informational meeting for all team members and parents to disseminate team expectations, rules, regulations and schedules.

Team rules and regulations, in addition to the ones stated in this booklet, will be well defined, discussed and enforced with all team members. Self-discipline of all student athletes will be encouraged. Penalties for rule violations will also be defined and applied fairly and consistently. The coach will present these expectations to all team candidates in writing as soon as possible prior to the first contest of the season.

Individual Success: The coach will make every attempt to provide an opportunity in practice and contests for each athlete to succeed to the best of his/her abilities.

Social and Emotional Growth: The coach will attempt to assist each athlete to grow socially and emotionally. This goal can be accomplished with positive feedback and timely and sensitive communication with each individual team member.

Team Spirit/School Spirit: The coach will attempt to instill and promote team and school spirit and cohesiveness. "Blue Devils Pride" is a contagious community rallying cry and it is expected that Randolph High School teams will continue to support each other, not compete against each other for recognition.

Athletic Performance: Individual performance by an athlete will be critiqued by a coach at the appropriate time. Each athlete will be encouraged to work towards his/her full potential and to develop a positive self-image.

Skill Development: Each athlete will be taught the rules and skills of the game with the goal of developing maximum proficiency in the specific sport area.

Approachability: The coach will be available to all his/her athletes. Team members are encouraged to approach the coach about any topic that they wish. Students should make every attempt, if a matter is of personal nature, to approach the coach privately and when there is sufficient time for worthwhile discussion.

While it is important to be approachable, coaches should remember to maintain appropriate personal boundaries with the student-athletes.

Competitiveness: According to the MIAA philosophy, “winning contests, rather than losing them, is a laudable goal,” but “it should not supersede the primary priorities of high school sport programs”. Randolph

High School coaches do and should play to win, as all involved enjoy winning rather than losing, but they also know that “preparing students to succeed rather than merely to win games” is more important. “Win or lose, students should learn lessons of a lasting and positive nature.”

B. Evaluation of Coaches

Each coach employed by Randolph High School is formally evaluated on his/her performance at the conclusion of each athletic season. The evaluations are performed informally by the Head Coach for each of his/her assistant coaches and formally by the Athletic Director for each Head Coach.

C. Conflict Resolution

Athletics involvement is highly emotional and very time consuming. Sometimes conflicts arise between student, coaches, and occasionally parents. When conflicts or issues arise, it is important that they be addressed immediately, and as directly as possible, so that it can be resolved promptly.

Students and their parents should use the following process as a guideline when seeking resolution to conflicts or issues between an athlete and coach:

1. First Step: Contacting the Coach

The athlete should present the conflict/issue to the coach as soon as possible. If personal contact is not practical, a student may ask his/her team captain to approach the coach. If the personal or captain route is not possible, contact may be made by the athlete’s parent(s) at an appropriate time. In order for the contact to be as productive as possible, times that should be avoided are:

- Prior to, during or immediately following a contest.
- During an active practice session.
- When other students or parents are present or when it would be readily visible to others that the discussion is taking place.
- When it is apparent that there is not sufficient time to allow for a complete discussion. This includes the time immediately before leaving for an away contest.

Perhaps the best solution is to ask the coach, either over the phone or in person, if an appointment could be made to discuss the issue. A parent or student may also leave a note for the coach in the Athletic Office.

2. Second Step: Contacting the Athletic Director

If a satisfactory solution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made. If this discussion does not result in a satisfactory conclusion, then a meeting will be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution.

Since athletic seasons are relatively short, there should be no delay in airing any and all concerns. It is important for all students and their parents to know that any comments, concerns or issues raised to the Athletic Director will be addressed and communicated to the coach. Parents and students may also expect to hear from the Athletic Director as to the disposition of their concerns.

Although there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer

understandings in the future.

3. Third Step: Contacting the Principal

If there is still not a satisfactory resolution, the student or parent may contact the Principal. The Athletic Director and Coach should be informed that this contact is going to be made unless circumstances warrant otherwise.

D. “Retribution”

The Athletic Director and coaches are committed to insuring that there shall be no “retribution” in any form for raising an issue or concern about the Athletic Department. Students and parents must be confident that voicing an opinion or concern, using the proper forum and method, is not only penalty and retribution free, but strongly encouraged. If at any time, a student or his/her parent suspects that any form of “retribution” is surfacing, they should contact the Athletic Director immediately.

E. Communication Coaches Expect From Parents

In order to be able to directly address your concerns, it is preferable that concerns be made in the following manner:

1. Concerns expressed directly to the coach
2. Notification of any scheduled conflicts well in advance
3. Specific concerns with regards to a coach’s philosophy and/or expectations
4. Concerns about your child’s health or injury status

If there is a concern regarding bullying, harassment or hazing, it is critical that the concern is made to the coach and/or Athletic Director as soon as possible and that all applicable school policies are followed.

F. Appropriate Concerns To Address with Parents/ Guardians

1. The treatment of their child, mentally and physically
2. Ways to help their child improve
3. Concerns about their child’s behavior

G. Issues Not Appropriate To Address with Parents/ Guardians

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes, unless it is a report concerning bullying, harassment, hazing or other inappropriate conduct.

H. Additional Responsibilities of a Coach

To The School District

A coach is frequent topic of conversation at various community locations- the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Our actions and statements should always reflect confidence and respect for the Randolph Public Schools. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district. It is the responsibility of the coach to report any allegations of bullying, hazing, harassment or other violation of school rules immediately to the Athletic Director and the Principal.

To The School

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important, but most important are the examples set by the coach. **Being respected is much more important than being well liked.** Treat the faculty, players, and the general student population with the same honor and respect that you desire to be shown to you. Private, firm, fair, and consistent discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach should give support to all endorsed activities of the school. At every opportunity the coach should urge the student body to be polite, courteous and fair to the visiting team.

To The Profession

A coach in the Randolph Public Schools should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to various coaching associations open to the profession and attend clinics and coaching conventions yearly.

To Fellow Coaches

The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command of his/her program as it pertains to all levels. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor in being a successful head coach is human relation's skills and communication, which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and reward success or excellence whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. The assistant coaches must fulfill the responsibility to the head coach and the young men and women in the sport itself. Assistant coaches are the responsibility of the head coach and coaches have the right to put together a staff of their choice, however, priority will be given to qualified candidates that teach in the building over out-of-building coaches.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the equality and effort of the assistant coaches.

To Other Coaches in Your School

One must always bear in mind that his or her sport is not the only sport- it is only part of the total athletic educational program of the school. Therefore, it is important to support, promote, and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

To Faculty Members

A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.

Physical Plant

Each coach is responsible for the following:

- Keeping practice areas and locker rooms in order.

- Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are of primary importance to all athletes and coaches.

- Securing all areas after use.

- Follow all rules and procedures for off school sites.

Professional Meetings

During the course of the year, the Superintendent, Principal, or Director of Athletics may call a meeting of a professional nature. When such a meeting is called, the appropriate coaches must be in attendance for the entire session. If the entire coaching staff is involved, the athletic activities must be adjusted. (If the meeting conflicts with a scheduled interscholastic contest, the coach (es) will be excused from attending. However, arrangements must be made with the appropriate administrator prior to such time to make up the time/work missed.)

The Director of Athletics may call meetings of the coaching staff when he feels there is a need for a meeting. Should any member of the coaching staff feel that there is something important enough for a meeting, he/she should discuss it with the Director.

All head coaches are encouraged to attend state association sponsored rules interpretations meetings and are expected to attend either conference or district meetings where business concerning their sport will be discussed. All head coaches are expected to attend all pre-season and post-season coaches meetings.

Coaches are encouraged to attend professional meetings (clinics, workshops, etc.) to keep abreast of new developments in the sports, which they are coaching. In some cases, in service credit or PDP's may be given.

All coaches are encouraged to attend medical conferences or workshops to keep abreast of new techniques available concerning conditioning, diets, care, injury prevention and treatment of the high school athlete.

VI. COACHES' Duties

A. Coach's Duty Defined

- Provide safe environments.
- Properly plan an activity.
- Evaluate their athlete's injury.
- Match or equate athletes.
- Provide or maintain proper effective equipment. Warn of inherent risks of a sport.
- Supervise closely.
- Be readily accessible.
- Know and use emergency procedures, first aid, and CPR.
- Keep adequate records.
- Know, document, post and operationalize school policy.
- Report concerns to the Athletic Director.

It is the coach's duty: to teach, to supervise, and to follow school policy. Failure to do so may result in disciplinary action, including but not limited to termination of a coach.

B. Health and Safety

Participation requirements must be met.

1. MIAA standards and penalties affecting individual students and teams should be reviewed (e.g., academic eligibility, transfer rules, forfeiture provisions, etc.)
2. School standards (e.g., physical exams, sportsmanship, and deportment) should be presented.
3. Penalties for deviations (e.g., alcohol or drug use) and rationale should be discussed.
4. Team standards (e.g., cut policy, varsity letter policy, etc.) should be distributed.
5. Relative dangers (and appropriately coached safeguards) associated with the activity should be discussed.
6. Discuss and collect parent and student endorsed school athletic participation form/release.
7. Ensure all students and parents have completed the concussion education certification and have returned the required Pre-Participation Head Injury/Concussion Reporting Form.

Health issues

1. Require MIAA recommended Physical Exam Form before practice may be commenced.
2. Ensure that a coach supervises all groups of students (i.e., freshman, sub-varsity, and varsity) with training in appropriate first aid and CPR.
3. Follow all Health Guidelines set forth in the MIAA Coaches Handbook.
4. Follow all guidelines established by the Athletic Trainer at Randolph High School.

Safety issues

1. Teach/coach proper and safe techniques.
2. Proper locker room supervision requires that no student be in the locker room unless a staff member is readily accessible. although staff members should avoid being alone in the locker room with an individual student
3. Playing facilities and equipment must be checked daily.
4. Team rules should be developed and enforced regarding deportment to/from practice area, at practices, and in shower/locker rooms.
5. Require athletes to report physical problems before practice/games or as soon as they occur.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT POLICY It is the policy of Randolph Public Schools to provide for the safety and well-being of students and to comply with the requirements of Massachusetts General Laws Chapter 119, § 51A. Pursuant to this law, any public or private school teacher, coach, educational administrator, guidance or family counselor, nurse, social worker, or member of certain other professions who in his/her professional capacity shall have reasonable cause to believe that a child under eighteen years of age is suffering physical or emotional injury resulting from abuse inflicted upon him/her which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, shall immediately report such conditions to the Department of Children and Families. School employees meet their responsibilities for reporting by informing the school Principal. School employees may also file their own report with DCF. A written report to DCF must then be filed as soon as practicable.

C. SOCIAL MEDIA (Randolph Public Schools policy)

Policy on Social Networking Websites and Other Electronic Communications

The Superintendent and the School Principals will annually train staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. Improper fraternization with students using technology, including internet sites, social networks, cell phones, texting or telephones.
- A. As District technology permits, staff members may establish social networking sites for educational purposes, so long as those sites are limited to educational activities.
Membership must be limited to students with whom the staff member has a professional affiliation (e.g. teacher-student; coach athlete; advisor-advisee). No networking site may be established without the approval of a building administrator. In all cases, the staff member's supervisors must be granted membership to the site and notified of access protocols.
 - B. Staff members may not list current Randolph Public Schools students as "friends" on their personal networking sites; with the exception of staff who have family members as current students. Exceptions may be made with the approval of a staff member's direct supervisor.
 - C. All e-contacts with students should be through the District's computer and telephone system; with the exception of staff who have family members as current students.
 - D. When a staff member must use their personal communication device to contact students, the staff member should promptly notify their supervisor of their communication.
 - 1) Inappropriate contact via electronic devices is prohibited.
 - 2) Inappropriateness of posting items with sexual content.
 - 3) Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol.
 - 4) Examples of inappropriate behavior from other districts, as behavior to avoid.
 - 5) The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

Should inappropriate use of computers and websites within or outside the District's technology infrastructure be discovered, the Superintendent or designee will promptly bring that inappropriate use to the attention of the individual responsible and may consider and apply disciplinary or legal action.

The Randolph Public Schools reserve the right to conduct searches of District communications systems to ensure that inappropriate materials have not been stored or posted and to ensure that school policies are followed. Should inappropriate use of the District's communication infrastructure be discovered, the Superintendent or designees shall take action as appropriate.

VII. SCHEDULING OF EVENTS

The Director of Athletics is responsible for scheduling all interscholastic athletic contests for each team within the athletic program.

The Director of Athletics shall consult the head coach to discuss teams to be scheduled at all levels of the respective programs.

In some instances, the Director of Athletics may assign scheduling responsibilities for non-league contests to the Head Coach, but retain the power of approval before the issuing of the final schedules.

A. Contest Limitations

The number of varsity contests to be scheduled is based on the MIAA limits for the respective sports. The participation of any team or part of a team in a game, meet or tournament, other than one of the authorized scrimmages, shall be counted as one of that team's scheduled events and part of its maximum.

The following are the maximum events permitted per sport, per season:

Recognized Sports, And Scheduling Limits for Schools – Maximum # of Competitions

Boys' Sport	Per Season	Per Week
Alpine Skiing	16	3
Baseball	20	3
Basketball	20	3
Cross Country	16	3
Football	11	1
Golf	20	3
Gymnastics	18	2
Ice Hockey	20	3
Indoor Track	16	3
Lacrosse	20	3
Nordic Skiing	16	3
Outdoor Track	16	3
Soccer	18	3

Swimming	18	2
Tennis	20	3
Volleyball	20	3
Wrestling	20	2

Maximum # of Competitions

Girls' Sport	Per Season	Per Week
Alpine Skiing	16	3
Basketball	20	3
Cross Country	16	3
Field Hockey	18	3
Golf	20	3
Gymnastics	18	2
Ice Hockey	20	3
Indoor Track	16	3
Lacrosse	20	3
Nordic Skiing	16	3
Outdoor Track	16	3
Soccer	18	3
Softball	20	3
Swimming	18	2
Tennis	20	3
Volleyball	20	3

B. League Commitments

Upon RHS membership in a league the league schedules created by the athletic director in charge of that sport shall be played in their entirety. These league contests have priority over any contest outside of the Conference. This is why it is important to reschedule any postponements on the next available date.

C. Non-League Contests Considerations

Every effort will be made to schedule teams that are on a competitive level with the squads of the Randolph High School Athletic Programs. The following considerations will be given in scheduling non-league contests, special events, etc.

- Natural rivalries
- Relationships of the schools
- Distance to be traveled
- Size of school
- Expenses to be incurred
- Established patterns of scheduling

D. Invitational Considerations

It will be the policy of the athletic department to host a tournament event if possible. The reasons are:

- Promote the sport
- Bring large numbers of teams and spectators into our school
- Expose athletes to intensive competition
- Establish traditions
- Income to be derived

E. Scrimmages

The Head Coach of each sport, with the approval of the Director of Athletics, shall schedule interscholastic scrimmages.

Scrimmages are to be scheduled with no loss of school time.

All scrimmages must be approved by the Director of Athletics and be included within the approved budget for the year. No more than two scrimmages shall be scheduled at the expense of the school. A combination of two home, two away, or one of each are recommended. More than two scrimmages may be scheduled with the approval of the Athletic Director and at the expense of the Head Coach.

Junior Varsity or Freshman scrimmages can be arranged if they involve no added expense to the Athletic Department.

F. Definition of a Scrimmage

A team is not allowed to have an interscholastic scrimmage which will not count against the game limitation rules unless the scrimmage meets the following conditions:

- a. A scrimmage is competition among any number of schools where no admission is charged; no game-day uniform is worn; score is kept only by segments; and the event is intended to be a practice, with instruction occurring during competition. PLAY-DAYS must conform to all criteria of either a scrimmage or jamboree.
- b. If any of these restrictions are violated, the meeting must be counted as a game and will count toward the total number of interscholastic contests for that sport.
- c. An "exhibition game" must be counted in the season limitation for the sport, except for an alumni or faculty-student game.

Definition of a Jamboree

A jamboree is a sport competition involving any number of schools in which students participate as a unit representing their own school. Game-day uniforms may be worn. Only one jamboree may be conducted per season. Competition may be no more than one-half of the length of a regular season contest, and the jamboree must be conducted within three weeks of the first day of practice and not before the 12th calendar day (or 9th day for sports requiring only 11 days of practice) after and including the starting date for practice. PLAY-DAYS must conform to all criteria of either a scrimmage or jamboree.

Definition of Practice

A practice is a reporting of a group of potential athletes who are under the direct or indirect supervision of a member of the high school coaching staff, and who are receiving instruction in game skills or techniques.

Captain's Practice

The term "Captain's Practice" usually means the team's captain(s) organizing and conducting, *without adult supervision*, out-of-season practice for that sport.

The MIAA does not in any way sanction, encourage, or condone "Captain's Practice" in any sport. "Captain's Practice", depending on the member school's involvement, may be a clear violation of the rule defining season limitations.

There is also a serious practical consideration. If it can be demonstrated that a school is allowing "Captain's Practice", the liability responsibility for an injured athlete may be quite serious.

G. Officials

If the coach desires the use of registered officials for scrimmages, he/she must make a request to the Director of Athletics at least 48 hours prior. Many times officials will work pre-season scrimmages free of charge or for a reduced fee. Any additional scrimmages beyond the two school-sponsored scrimmages are at the expense of the head coach.

H. Postponed Contests

Many contests throughout the school year are postponed due to factors such as inclement weather. In most instances it is the "home" school that calls for a postponement. By MIAA rule, games are to be made-up on the next available open date on both schools' schedules, including weekends, whenever practical.

Decisions on postponements are made as late in the day as is practical for proper notification of all interested parties. On school days, the most common time is about 1:30 pm for afternoon contests. On non-school days, and for evening contests, postponements are made approximately two to three hours prior to the contest.

If a game must be postponed due to weather or any other factors not conducive to good game conditions, the following practices will be followed. The Director of Athletics, will, if possible, consult with the coach involved.

Factors considered in the decision are:

- Current or forecasted weather conditions
- Safe travel for the team, opponents, officials, game personnel and fans
- Safety to the spectators in or on the school grounds, gym or field
- Playing conditions of the field
- Damage to equipment
- Factors involving gate receipts

It is sometimes necessary, because of scheduling conflicts, to cancel rather than postpone freshmen and junior varsity contests. Cancellations of varsity contests, because of league standings and/or tournament qualification regulations are extremely rare. If any part of the school day or the entire school day has been cancelled due to inclement weather, all contests and practices will be postponed or cancelled as well, unless there is an extenuating circumstance and permission has been granted by the Principal and/or Athletic Director.

VIII. PUBLICITY AND PROMOTION

Public Relation Philosophy

An effective, on-going public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to the success and survival of any interscholastic athletic program. The Director of Athletics is responsible for the overall success; therefore, he /she must have a keen understanding of who the supporters are and what will encourage them to a supportive response.

All Athletic Department personnel need to cultivate a good rapport with non-coaching members of the faculty, i.e., cooperate in their ventures, attend performances. Make sure that athletes have a high regard for regular attendance and academic excellence. Don't take athletes out of class (unnecessarily) and don't ask for special favors. Keep the faculty posted of all schedules events well in advance. Notify them at once if changes occur.

Win the respect of the community for the whole program, not just the winning team. Develop an activities program that will encourage community participation. Above all, keep people informed.

Coaches' Responsibilities

The reporting of news items and game results will rest with the Head Coaches and their staff. They are responsible for the promotion of their program by:

Telephoning results immediately following contest to local newspapers

Boston Globe	(617) 929-3235
Boston Herald	(617) 619-6410
Enterprise	(508) 427-4074
Patriot Ledger	(617) 786-7057
Randolph Herald	(781) 837-4578

Following up with additional materials and statistics in writing to the AD and media for student-athlete and team recognition. Promote your program and the athletic program continuously.

Coach/Media Relations

In an effort to ensure a relationship between coaches and the media, which reflect and promote the highest standards of sportsmanship, integrity and ethics, it is expected that the coach:

Will not publicly criticize any game official; will not permit anyone under their supervision to criticize game officials; will cooperate with the media in the interpretation and clarification of rules and/or other aspects of the game, but will not make comments about specific decisions of game officials; and will make an effort, in their communication with the media, to stress the positive display of sportsmanship demonstrated by the student athlete, coaches, fan, spectators, and schools involved in the contest.

Any coach found in non-compliance with the above will be subject to penalties as determined by the Committee on Sportsmanship, Integrity, and Ethics as defined in the MIAA constitution.

IX. Transportation Procedures

General Transportation Policy

Randolph Public Schools shall arrange transportation for all players, personnel and coaches of athletic teams in authorized school vehicles when the contest has been scheduled inside or outside the town of Randolph. Transportation to and from practices is generally the responsibility of students and/or their parents.

Approved Modes of Transportation

All athletic teams will be transported by the following modes in priority order:

- a. Randolph Public School Transportation –District bus driver
- b. Licensed private carrier- specially chartered trips

Procedures for Transportation Procurement

The Athletic Director shall be responsible for making transportation arrangements for all athletic teams. Head coach is to give the Athletic Director any request for transportation that may be different from the posted schedule.

Coach should check their game sheets for departure times and verify that the times are correct, if not, contact the Athletic Director's office immediately.

Coach should contact First Student Bus company to verify departure date and time at least 24 hours before scheduled contest.

Any changes in the departure time or circumstances of the trip are to be made through the Athletic Director's office.

In the event of a cancellation, the Athletic Director's office will contact the bus company and make the necessary arrangements for subsequent trips. Coaches should not cancel a bus for any reason.

All team members should be informed of the estimated time of return. This will help parents to schedule a school pick up.

Breakdowns, Delays and Accidents

In the event of a break down or accident, the driver has been instructed in the proper procedures to follow. Remember, while in transit, the driver is in charge.

When an accident or breakdown occurs, it is the coach's responsibility to provide for the supervision and protection of the students.

Students should remain together and seated on the bus unless instructed otherwise by the driver or other authority, e.g., police.

Coaches should remain with the students at all times.

Coaches should call the school and an athletic administrator at the first available opportunity.

In the event of unusual or unanticipated delays in returning to school, please call the Athletic Director (on his/her cell phone, if necessary) to apprise him of the situation. If possible, instruct students to call home and inform their parents of the delay.

Parental Transportation Release Form

Under certain circumstances or exceptional situations where it creates an inconvenience to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is a part of a team in all phases of team activity.

Parental Transportation Release Forms are available to all athletes in the Athletic Director's office

Parents must make prior arrangements with the Coach and/or Athletic Director in advance of the trip by having the approved Parental Transportation Release Form on file in the Athletic Director's office on the day of the trip.

The athlete will be released to the parent(s) by the coach pending the coach physically sees the parents.

Should a parent approach a coach at an away contest and request their son/daughter ride home with them, the coach shall agree upon receiving a Parental Transportation Release or written release of responsibility for the athlete.

In no cases will an athlete be allowed to ride home with a student.

In no case will an athlete be allowed to ride to a contest with a non-family member from a school site unless prior permission was granted from the administration.

Procedures Relative to Use of School Buses

Bus Guidelines

A first aid kit must accompany all athletic trips and contain the Emergency Medical Forms for each athlete. The coach will assume all responsibility for conduct and discipline on the bus.

Athletes who miss the bus and arrive at the contest later, without a parent, shall not be permitted to participate.

The coach is responsible to see the bus is left in a clean condition.

All students are expected to dress appropriately and neatly for out of town trips.

All participants are expected to conduct themselves in an appropriate manner at all times on activity trips.

Only assigned personnel may ride on school transportation. A paid coach will always be present on any bus for an away contest/scrimmage.

The emergency door shall only be used in case of emergency or unless authorized by the driver.

The coach will check with the driver to be sure that students have everything off the bus upon return to school. The coach will take attendance prior to leaving Randolph High School for the game/contest and again prior to leaving the site to return back to school.

All students shall return on the same bus in which they traveled to the contest. There is to be no stopping for food to or from contest, without prior permission from administration.

Overnight Trips

The coach must receive approval from the School Committee for all overnight trips. The coach of a squad making an overnight trip (or a trip of longer duration) must forward a form letter to parents of the players involved, giving the following information:

- Purpose of trip

- Date and time of departure

- Date and estimated time of arrival home

- Where squad will be housed and who will be supervising the team-
members how parents may contact players by telephone in case of an
emergency Method of travel

- Whether or not the school will defray all expenses of travel, board and lodging. If player must defray a portion of the aforementioned expenses, indicate the amount assessed each player

- When a fee is involved, the letter shall inform parents of the possibility of a fee waiver based on financial need

The coach must also include at the bottom of this form letter to the parents, or on a separate sheet of paper, a parental consent form granting permission for the student to go on the trip indicated. Signed permission slips must be returned to the coach, who in turn, will submit to the Athletic Director to be placed on file in the athletic office.

Telephone Numbers In Case of Emergency:

Athletic Director

Tony Price

Work (781) 961-6220 ext.560

Cell (781) 915-4453

Athletic Trainer

Anthony Wright

Cell (781) 223-7866

X. ATHLETIC EQUIPMENT AND FACILITIES

A. Uniforms and Equipment

Uniforms and equipment will be issued to each head coach through the Athletic Director and appropriate Faculty Manager, which then is the responsibility of said coach. School equipment is not for private use of athletes or town/club teams coached by the high school coach. For liability reasons, the use of school equipment out-of-season is not permitted and in the unusual circumstances where it must be used, Athletic Director approval is needed and a liability release signed.

It is the coach's responsibility to see that school uniforms and equipment are properly cared for and not abused. Squad members are responsible for equipment issued to them. Squad members must return all equipment and uniforms immediately following the last game or match played in a particular sport to their coach. All equipment must be accounted for before an athlete is eligible for a letter. The coach must follow up on any delinquents in regard to collecting equipment.

Coaches will instruct their team members on the proper storage and care of all issued equipment with great emphasis on cleanliness. Equipment that is washable is to be taken home by the student to be laundered as often as necessary to insure proper hygiene. Returned equipment will be cleaned by the athletic department.

The School Department has invested a great deal of money in athletic equipment and coaches are to do everything reasonable to insure its proper use and care. The stealing of items of equipment, especially jerseys/helmets, for "souvenirs" is to be discouraged. Any coach seeing an individual wearing any authorized equipment is to obtain the equipment and return it to the Athletic Director. Any students not returning their uniforms/equipment will be charged the appropriate amount. Any student-athlete with outstanding obligations to the Athletic Department will not be allowed to try out for another season until the obligation is met. All equipment purchased with school athletic funds/booster funds belonging to the school will be returned at the completion of each season. Any personal equipment purchased by athletes or coaches may remain with them throughout the off-season. Any exceptions to this rule will be approved by the Athletic Director.

B. Facilities

The scheduling of facilities shall not be made in any manner that discriminates on the basis of the gender of the athletes on a particular team.

Head coaches in each sport will submit requests for facilities to the athletic director before the start of the season for scheduling purposes.

The Athletic Director will schedule all athletic facilities on request of the coach and in accordance with school policies and in cooperation with Randolph Park Department and Youth league officials.

The Athletic Director will work the Director of Facilities and staff to obtain a facilities schedule to avoid conflicts. It is the coach's responsibility to communicate schedules and times to teams and parents.

C. Lightning Warning

Lightning is a severe hazard to personal safety that must be viewed seriously. It is the personal responsibility of all to be vigilant and know what to do when lightning is near in accordance with instructions.

All play is suspended by a signal of **ONE prolonged 15-second blast of the horn**. Play may not be resumed until **THREE 5-second blasts of the horn** are sounded.1

In the event of a horn sounding while you are on the field, **take shelter immediately!** It is also emphasized to all players to stop play at **ANY** time they believe lightning threatens their safety – even if a signal has not yet been sounded.

D. Parking

Coaches should park in identifiable parking spaces within the parking lot. Coaches should not park on any grass area along the school building.

XI. PRACTICE SESSIONS

A. Coaches Responsibilities

Participant requirements prior to first practice:

All academic eligibility requirements have been satisfied per Guidance Department and Athletic Director

Completed physical examination form and concussion forms on file with the Athletic Director and School Nurse

Completed Interscholastic Registration/Permission/Medical Form with at least two different emergency contact numbers and signed MIAA Chemical Health section by parent/guardian and athlete

Paid user fees

Inform Athletic Director of any transfer students to complete MIAA Form 200 or request a waiver

B. Practice Policies

The week prior to the first official tryout, each coach shall submit a roster to the Athletic Director of all candidates trying out.

Practice sessions should be well planned, well structured, and should not exceed 2 1/2 hours. Athletes should have access to water for proper hydration during practices.

Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice by themselves.

In sports where it is necessary to schedule separate, back-to-back practices due to lack of facilities, the last practice session must be concluded by 8:15 P.M.

Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the Athletic Director.

All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.

A student tardy or absent from school may not practice on that day unless an acceptable parent or doctor's excuse is submitted to the Principal and/or Athletic Director, who in turn will give the student written permission to participate that day.

If a student is scheduled for Physical Education classes, he/she must participate in class in order to practice/play on a particular day. If a coach is notified by a member of the Physical Education staff that this has not occurred, the coach is obligated to sit the student out of that day's activity.

C. Restricted Practice Days

Weekends and Holiday practices

Members of athletic teams can expect to practice and/or play contests every day, including Saturdays and during school vacation periods. When trying out for a team and after being selected to be a member of a team,

Randolph High School student-athletes are expected to attend all practices and games of that team. Practices will average two hours, exclusive of prep time, in duration. Weekend practices vary by sport and should be expected. Sunday practices are only held when scheduling quirks dictate, and must be approved in advance by the Director of Athletics and Principal.

Sundays & Holidays

There will be NO Sunday practices for any team below the varsity level.

Varsity teams only may be granted approval by the Director of Athletics, upon consultation with the Principal, for a Sunday practice for special situations, such as, but not limited to:

1. the day prior to a tournament contest
2. practice facilities not being available on a Saturday
3. school sponsored event on a Saturday

Athletic contests with opposing schools may be scheduled on Sundays at the discretion of the Director of Athletics in order to fulfill scheduling requirements.

Practice and/or contests may be scheduled on non-major holidays at the discretion of the Director of Athletics provided that custodial coverage can be arranged on said holiday. Practices should be conducted early in the morning (8:00 a.m.) or at the end of the day (5:00 p.m.), taking into consideration family commitments of team members.

Vacation Practices

All times are to be scheduled through the Athletic Director. Practices held on vacation days such as over winter recess, February and April, break should be scheduled earlier in the day, taking into consideration the family commitment of the majority of the team members.

All practices should be concluded by 5:00 PM if possible. A schedule of practices utilizing indoor facilities will be scheduled in cooperation with the high school custodial staff in order to ensure proper coverage.

D. School Dismissal/Cancellation

Early dismissal of school or emergency closing

In the event there is a scheduled early dismissal of school (1/2 day); practice may be held at that time only provided the coach(s) are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period. In the case of an emergency school closing, **ALL** athletic practices and/or contests will be cancelled for the day.

Early dismissal due to weather conditions

Should weather conditions warrant the early dismissal of the general school population, **ALL** athletic practices and/or contests will be cancelled for the day.

School cancellations

If any part of the school day or the entire school day has been cancelled due to inclement weather, all contests and practices will be postponed or cancelled as well, unless there is an extenuating circumstance and permission has been granted by the Headmaster and/or Athletic Director.

E. Teacher Attendance

Professional Educators that also serve as athletic coaches must be present in school to attend an after-school practice or contest, unless prior approval has been granted by school administration

XII. SQUAD SELECTION

A. Philosophy

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

B. Roster Selection Policy – Responsibility

Choosing the members of the athletic squads is the **sole responsibility** of the coaches of those squads. Lower level coaches shall take into consideration the policies as established by the varsity coach in that particular program when selecting the final team rosters.

Prior to trying out, the coach shall provide the following information to all candidates for the team:

- | Extent of try out periods
- | Criteria used to select the team
- | Number to be selected
- | Practice commitment if they make the team
- | Game commitments

C. Procedure

When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:

Have competed in a minimum of three (3) practice sessions, if possible
Have performed in at least one (1) intra-squad game, if possible

Be personally informed of the cut by the coach and the reason for the action. Cut lists are not to be posted.

Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program with the athlete. If a coach foresees difficulties as a result of squad cuts, he/she should discuss the situation with the Athletic Director.

XIII. LOCKER ROOM AND RELATED FACILITIES

A. Security

Each coach is responsible for the actions of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.

It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and to stay until the last athlete has left.

The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.

Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area as neat and clean as reasonably possible.

B. Control of Keys

The Athletic Director will issue all keys to the building, locker rooms, equipment rooms, etc., to coaches.

All coaches will return their keys to the Athletic Director on the final day of the season, unless permission has been granted for summer use of athletic areas.

If keys to the athletic areas are lost, the coach should report this to the Athletic Director immediately.

Keys shall not be entrusted to any student.

C. Locker Room Procedures – Rules for Athletes

Roughhousing and throwing towels or other objects is not allowed in the locker room.

There is a zero tolerance policy for any incidents of hazing. Violation of this policy will result in immediate removal from the team and the person(s) involved will be reported to the administration for further disciplinary and/or criminal action. Students will complete a hazing and harassment policy once the team roster has been selected. It is the coach's responsibility to have each student-athlete read and sign the statement and return each signed policy to the Athletic Director following the first team practice.

All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.

No one except coaches and assigned players are allowed in the locker room.

All spikes or dirty shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. **No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.**

Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sport season.

Normally, all athletes should make prior arrangement for transportation home at the end of their scheduled practice time.

D. HAZING

In addition to being in violation of Massachusetts General Laws, hazing is a most flagrant example of lack of respect for both self and others. Massachusetts General Law Chapter 269, sections 17-19, was enacted in 1988. The law requires that secondary schools provide all school groups (e.g. athletic teams) a copy of the law. Randolph Public Schools has further adopted a Prohibition of Hazing, which can be found in the Student Policies.

The Massachusetts Hazing Law is quoted below. Hazing in any form is unacceptable and will not be tolerated by the District. If you have any concern that your son or daughter is involved in a hazing incident, we strongly encourage you to contact the Coach, Athletic Director, or the Principal immediately.

Massachusetts State Law – Chapter 269, Sections 17-19

Hazing is defined as any conduct or method of initiation into any student organization, which willfully or recklessly endangers the physical or mental health of any student or person. Incidents of hazing must be reported to the appropriate law enforcement officials as soon as reasonably practicable.

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 by both such fine and imprisonment.”

Hazing is defined as 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. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect 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.”

Chapter 269, Section 18 – Duty 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 a crime, shall, to the extent that such a person can do so without danger or peril to himself or others, report such a crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.”

Chapter 269, Section 19 – Statutes to be Provided to Student Groups; Compliance Statement and Discipline Policy Required

“Each institution of secondary education and each public and private institution of secondary education shall issue to every group, student team or student organization which is part of such institution or is recognized 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 section seventeen and eighteen to unaffiliated student groups, team or organizations shall not constitute evidence of the institution’s recognition’s 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 acknowledgment 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 post-secondary 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 and private institution of post-secondary education shall file, at least annually, a report with the regents 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 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 regents and, in the case of secondary institutions, the board of 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 a report.” Added by St. 1985, c.536; amended by St. 1987, c665.

Consent to such treatment does not make it legal.

HARRASSMENT

Harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in any form will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, and religious, age, sexual orientation or handicapped individuals or groups.

If you have any concern that your son or daughter is involved in a harassment incident, we strongly encourage you to contact the Coach, Athletic Director, or the Principal/Headmaster immediately. You may also contact the District's Title IX Coordinator, Maria Lopes, at (781) 961-6237.

Student-athletes will sign a document containing the above literature regarding Hazing and Harassment document, stating the student-athlete understands the possible consequence associated with such acts of behavior. Student athletes shall also be subject to the Randolph Public Schools Policy Regarding Civil Rights and Prohibiting Harassment, Bullying, Discrimination and Hate Crimes.

E. Training Equipment

Each coach is responsible for making sure that his/her sport equipment room is locked at all times, except when equipment is being issued or received.

XIV. ATHLETIC TRAINER JOB DESCRIPTION

A. Medical Aspects and Safety

Athletes are not to be in the Athletic Trainer's Office, unless they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be by authorized and qualified personnel of the school district.

Randolph High School is extremely fortunate to have a highly qualified and skilled part-time trainer as a member of the staff. On school days, the trainer's hours are usually 2:15 pm – 6:00 pm or the conclusion of the home contest. During weekends, or on days when school is not in session, the trainer is required to be on site only for contests and for some scheduled scrimmages. Occasionally, the trainer will be on site for non-school day practice sessions.

At certain times, the trainer and facility are extremely busy. Because of this, access to the training room and its services is limited to athletes who are there for care only; it should not be used as a student lounge. Training services will be granted on a first come, first served basis on practice days. On game days, students will be treated in an order that will allow bus and/or game commitments to be met. The training program exists to help athletes receive the best possible care. Please feel free to take advantage of it.

In the event of an athletic injury, the trainer and/or physician are in immediate control. At away contests, if the trainer or physician is not present, the host school medical personnel are in control. If no medical personnel are present, members of the coaching staff are instructed to "take charge" of the situation and, if warranted, call for emergency care. After an injury, a student may not return to competition without clearance by the trainer, which may also include written permission from the doctor.

B. Responsibilities

Injuries to athletes will occur in interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury.

The athletic trainer, when present, will have the responsibility of administering to all athletic injuries and making the proper recommendations. In the event, the athletic trainer is not present; the coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel. All coaches will be required to take a First Aid/CPR and AED class from the athletic trainer, if they are not already certified.

No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand basic first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do. It is the responsibility of the coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest. It is the coach's responsibility to ensure that medical kit remains properly stocked throughout the season.

C. Emergency Procedures

When there is any question as to the extent, seriousness or nature of the injury by the Athletic Trainer/coach, seek professional medical help immediately.

Notify the parents of the injured athlete immediately. **(Always have your emergency contact information in your medical kit.)**

If parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the Interscholastic Permission/Medical/Consent. He/she should continue to try to contact the parents. In a case where there is only one coach available, the team bus will follow the ambulance to the hospital and wait until the coach has authorization from parents to leave.

Notify the Athletic Trainer of all injuries during practice and games/contests.

Notify parents of all noticeable injuries, illnesses, infections, etc. Parents should always follow the recommendations of the Athletic Trainer and/or make contact with the family physician.

D. Accident/Injury Report Procedures

The Athletic Trainer/coach will complete the Athletic Injury Report form immediately for all athletic injuries or accidents that involve any student under their control during a practice, contest or while traveling to or from a contest.

The form should be turned into the School Nurse and Athletic Director's office the following morning with the coach/Athletic Trainer retaining his/her copy.

E. Return to Participation

Athletes who have been held out of action for a time because of illness or injury, and were under the treatment of the athletic trainer or family physician, must have a written statement allowing them to return to competition. No student-athlete will be allowed back to practice/games until the athletic trainer has cleared them with the coach. The Athletic Director or his/her designee may seek parental permission to speak with the physician in order to clarify the student's medical condition and to gather additional information.

Randolph Public Schools reserves the right to determine that a student may not safely participate in an athletic activity.

F. Athletic Trainer Job Description

Qualifications:

- a.) Has certification as an athletic trainer by graduation from an accredited university training program
- b.) Has two (2) years of college clinical experience
- c.) N.A.T.A Certification is desirable

Reports To: Athletic Administrator

Supervises: Student athletic trainers

Job Goal: Provides care for athletic injuries. Coordinates efforts with team and family physicians to provide therapeutic rehabilitation in an attempt to expedite the athletes return to competition while keeping the student's mental and physical welfare as the top priority.

Duties and Responsibilities:

- a.) Responsible for giving basic instruction to athletic staff members in the prevention and care of injuries.

- b.) Responsible for training and supervising student trainers. Also responsible for scheduling student trainers for athletic contests and practices
- c.) Responsible for referring athletic injuries to physicians for diagnosis and/or treatment.
- d.) Carries out appropriate instructions and treatment as directed by the (athlete's) physician.
- e.) Develops and supervises appropriate rehabilitation programs for athletes under the direction of the physician.
- f.) Assists and advises the coaching staff regarding injury prevention, conditioning programs, and the selection, care and fitting of protective equipment.
- g.) Responsible for the treatment and supervision of treatment for all minor athletic injuries and conditions.
- h.) Responsible for the organization, inventory and requisition of all training room supplies. Requisitions for medical equipment and/or supplies must be submitted to the athletic administrator. Additionally, the trainer will submit an annual budget for all first aid and medical supply needs for the year.

XV. SPORTSMANSHIP

Randolph High School expects all parties at a contest to display the highest possible level of sportsmanship. Players, coaches, and spectators are to treat opponents, game officials, cheerleaders, and visiting spectators with respect and the same "poise and class" we speak about in our philosophy. Unsportsmanlike acts, swearing, cheers with inappropriate/sexually demeaning components and/or taunting are not acceptable and may result in discipline.

Taunting

Taunting includes any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethics, origin, or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal matters.

Taunting will not be tolerated in any program or activity sponsored by the Randolph Public Schools.

XVI. EVALUATION

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever he/she is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game." Coaching has changed over the years and the "old ways" are no longer acceptable in many instances.

There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.

Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met, or personnel possess the desired competencies.

To implement a broad comprehensive evaluation of the coaching staff in your school, it will be necessary to incorporate a multi-step process. It should include: 1) a thorough job description, 2) a plan for self-evaluation by the coach, 3) a method for in-season assessment, 4) procedures for evaluation, 5) a comprehensive written end-of-season evaluation, and 6) a statement on coach's rebuttal.

A. Athletic Coaches' Evaluation Procedures

The enclosed forms represent appraisal forms for coaching evaluations. The basic purpose behind these forms and the effort of everyone is to improve the instruction athletes receive. Other purposes of an appraisal evaluation system are as follows:

- To afford an opportunity to identify, recognize and praise quality coaching and instruction to provide an opportunity to identify potential leadership within a system.
- To create a climate that achieves individual improvement through job targets.
- To provide information necessary to make an objective assessment of the performance of a coach. To identify those factors which interfere with a coach's overall contribution to the athletic program.
- To assure that quality coaching is a responsibility shared by the entire coaching staff and the Director of Athletics.

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

The Head Coach will conduct evaluations of Assistant Coaches.

The Director of Athletics will conduct evaluation of Head Coaches.

The Director of Athletics and Principal will be responsible for the contract recommendation. The evaluation is to be completed at the conclusion of the season.

A conference with the Head Coach and Director of Athletics will be held to review the season and the performance of the Head Coach.

B. Compensation

Coaching salaries are determined by negotiations between the Randolph High School Committee and the Randolph Teachers Association. The salary schedule is printed in the written contract that is renegotiated every few years.

If you have any questions, feel free to contact the administrators, the personnel office or the association

**Randolph HIGH SCHOOL
COACHING EVALUATION**

NAME : _____ **SPORT :** _____ **SCHOOL YEAR:** _____

OF YEARS COACHING : _____ **LEVEL :** _____ **DATE :** _____

E – Exceptional, S - Satisfactory, NI - Needs Improvement, U - Unsatisfactory

1. COACHING PERFORMANCE

E S NI U

a) Prepares for daily practices so as to maximize instruction time, utilizing all opportunities for learning (equipment & facilities).				
b) Teaches and develops the skills of the sport.				
c) Is prompt and on time for practices, buses, games.				
d) Demonstrates knowledge of the sport. Are innovative using new coaching techniques and ideas as in addition to using sound, already proven methods of coaching.				
e) Makes the appropriate adjustment to a practice plan and game plan when necessary.				
f) Provides for individual and group instruction.				
g) Utilizes various forms of feedback with the student-athletes (positive, positive-corrective, skill specific, instructional, motivational).				
h) Psychologically prepares the student-athlete for practice and game competition.				
l) Uses various methods of instruction so as to meet the various learning styles of the student-athlete.				
j) Gives appropriate demonstration of skills to be learned.				
k) Properly conditions athletes according to sound physiological knowledge.				
l) Implements all aspects of program with RHS PRIDE Mission in mind.				

2. RAPPORT WITH THE STUDENT ATHLETE

E S NI U

a) Is fair with all team members.				
b) Is approachable by the student-athlete.				
c) Builds self-esteem in the student-athlete by making them feel good about himself/herself.				
d) Teaches life skills.				
e) Develops respect by example in manners, behavior, and language.				

f) Is genuinely concerned with the wellbeing of the student-athlete.				
g) Respects the “line” in a player / coach relationship.				
h) Discusses individual and team goals.				
i) Makes all team members feel important and apart of the team.				
j) Uses discipline appropriately, in a positive manner.				
k) Encourages and advises student-athletes regarding life goals beyond high school athletics.				
l) Monitors the student-athletes’ academic progress.				

3. COOPERATION WITH THE AD

E S NI U

a) Communicates about happenings within the program.				
b) Submits list, team roster on time.				
c) Submits Student-Athlete Interscholastic Registration/Permission/Medical forms on time.				
d) Reviews and explains all eligibility, team and school rules to his/her team members and enforces all rules.				
e) Certifies all aspects of a potential candidate’s eligibility prior to tryouts.				
f) Submits officials’ sign-in forms after each home contest.				
g) Files accident forms with the Athletic Trainer and/or Athletic Director on time.				
h) Checks school attendance on a daily basis.				
i) Checks the academic eligibility of student-athletes throughout the school year.				
j) Submits medical information on time (updated physicals, doctor’s notes...).				
k) Enforces and complies with the rules and regulations as set forth by all governing agencies of your sport (NFHS/NCAA Rulebook, RHS, and M.I.A.A.).				
l) Assists in budget preparation and expenditure (as it relates to the needs of the program).				
m) Secures the building after practices and games.				
n) Stays with and supervises his/her student-athletes after each practice and game until such time that each and every member has left the school grounds.				
o) Prepares and works with the Athletic Director in scheduling, game changes, practice sessions, scrimmages, and cancellations.				
p) Effectively collects all uniforms and equipment at the end of the final home and away contest.				
q) Submits end of season reports within one week of the end of the season.				
r) Attends both pre-season and post-season coaches meetings				
s) Cares for supplies/equipment and provides an updated inventory and replacement lists.				
t) Understands the line of authority: AD, head coach, assistant coach.				

4. APPEARANCE AND DEMEANOR

E S NI U

a) Wears appropriate dress at practices and games.				
b) Is approachable by the press, radio, TV, and other forms of the media.				
c) Represents the school well with appropriate sideline conduct toward players, officials, workers, and fans.				
d) Has a good relationship with the community.				
e) Interacts well with the opposing team and coaching staff.				
f) Handles winning and losing in an educationally sound manner.				
g) Demonstrates enthusiasm in his/her coaching.				

5. RAPPORT WITH THE ATHLETIC COACHING STAFF

E S NI U

a) Is cooperative in sharing the use of the facilities.				
b) Develops integrity within the coaching staff.				
c) Communicates with fellow coaches.				
d) Understands the importance of the entire program by assisting and demonstrating a general concern for lower level coaches and teams.				

6. RAPPORT WITH THE CUSTODIAL STAFF

E S NI U

a) Cooperates with the custodial staff (i.e., informs student-athletes on a continual basis not to wear cleats within the building, to throw away their own trash, to take pride in the facilities.				
b) Allows the custodial staff enough time to prepare home event sites by keeping student-athletes off and/or out of the area of play during preparation.				
c) Supervises the locker room area.				
d) Gives advance notice if "special" arrangements need to be made for any practice or game day.				
e) Notifies the custodial staff if something gets broken or if a safety issue develops.				

7. RAPPORT WITH THE Community

E S NI U

a) Communicates with the various constituents and stakeholder.				
b) Organizes and participates in community outreach and events as an individual				
c) Organizes the team to participate in community outreach and events				
d) Understands the importance of the entire program being visible in the community.				

COMMENTS:

SIGNATURES:

Athletic Director

Coach

Evaluation Review Meeting Date

Randolph High School

Randolph, Massachusetts

Title: **Head Athletic Coach**

Date Posted: _____

Description: To instruct student-athletes in the fundamental skills, strategy, and training necessary for them to realize a degree of individual and team success, an increased level of self-esteem, and an appreciation for the values of discipline and sportsmanship. Supervision of participants is necessary so that the well-being of the players and the school is preserved. This is a one-year position.

Performance Responsibilities and Duties (include but are not limited to):

1. Reports to the Athletic Director and/or Principal as appropriate.
2. Work closely with the Athletic Director in planning and scheduling a regular program of sports practice and interscholastic contests.
3. Establish with the assigned staff the fundamental philosophy, skill, and technique training appropriate for student-athletes participating in the particular sport.
4. Have knowledge of existing local, league, and state sports regulations and oversees the consistent implementation of such using proper administrative channels.
5. Maintain and provide, as assigned, all appropriate documentation and record keeping fulfilling system and/or state requirements including, but not limited to, individual physical examinations, interscholastic registration/permission/medical forms, equipment/uniform inventories and the like.
6. Monitor the well-being of players and safeguard school facilities and property in which the assigned sport is conducted; this includes supervision of players at practices, games, while on transportation vehicles and until all players are known to have departed for their homes.
7. Oversee and monitor the appropriate and respectful use of all school facilities, sports equipment, and school property inclusive of general cleanliness and the security of such at all times that student-athletes are present.
8. Work closely with the Athletic Director in the issuance, collection, inventory and storage of all sport related equipment, supplies, and uniforms.
9. Participate with the Athletic Director in the development of the budget and recommends the purchase of equipment, supplies, and uniforms in this budget process as appropriate to the particular sport.
10. Monitor student-athlete academic progress and other performance criteria for eligibility in interscholastic competition in the particular sport season per state and district regulations.
11. Enforce good school citizenship and sportsmanlike behavior at all times and participates in due process procedures concerning potential penalties for the breach of such standards by individual student-athletes.
12. Promote by example: loyalty, leadership, dedication, physical conditioning, sportsmanship, cooperation, playing skill and personal responsibility.
13. Coach individual participants in the skills necessary for excellent achievement in the involved sport and oversee the coaching provided by other involved staff in the particular sports program.
14. Maintain first aid certification and current cardio-pulmonary resuscitation (CPR) certification.
15. Foster good public relations with news media, parents, officials, booster clubs, volunteers, fans and other school staff.
16. Contact local newspapers with results of contest regardless of winning or losing. Provide quality information for sports related press releases to the media.
17. Assist the Athletic Director in the annual evaluation of all other staff involved in the particular sports program.
18. Assist athletes and/or their parents in the selection of college or work force opportunities.
19. Attend pre-season coaching meeting scheduled by the Athletic Director.
20. Plan and conduct a parent information meeting prior to the beginning of the season.
21. Attend end-of-season sports awards ceremony.

22. Coordinate and cooperate with the Athletic Director in matters that pertain to the program, especially fundraising.
23. Understand and follow MIAA rules, Randolph High School Athletic Department policy and School District policy.
24. Report any and all injuries to the Athletic Trainer, School Nurse and Athletic Director.
25. Report any unusual circumstances to the Athletic Director and/or Principal
26. Complete Coaches Education Course offered and presented by MIAA.
31. Perform other related tasks and assume such other responsibilities as may from time to time be assigned by the Athletic Director and/or Principal

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Qualifications:

1. Employment as a teacher in the system is preferred but not required.
2. Successful previous experience as a player or coach, preferably in the assigned sport.
3. Must have substantial knowledge of the technical aspects and procedures pertinent to the particular sport including rules of Massachusetts Interscholastic Athletic Association (MIAA).
4. A proven ability to work in a polite and friendly manner with various constituencies: i.e., students, teachers, parents, administrators and the community or public.
5. Availability to meet practice and contest schedule as necessary.
6. Such alternatives to the above qualifications as the School District may find appropriate and acceptable.
7. MIAA certification (Current)

Compensation:

1. Stipend paid in an amount defined in the coaches' salary schedule found in the Agreement between the School Committee and the Teachers' Association.

Application:

1. Submit a resume or letter of intent to the Athletic Director at Randolph High School, 70 Memorial Parkway, Randolph, MA 02368 by the end of the posting period.
2. All positions will be posted for a minimum of ten (10) business days.
3. Applicants are alerted that school systems are required to obtain all available criminal offender record information from the criminal history systems board (CHSB) of any current or prospective employee or volunteer of the school department.
4. It is the policy of the Randolph High School not to discriminate on the basis of race, color, sex, religion, national origin, disability or sexual orientation in its educational policies as required by Title VI, Title IX, Section 504 and Chapter 622

Randolph High School

Randolph, Massachusetts

Title: Assistant Athletic Coach

Date Posted: _____

Description: To instruct student-athletes in the fundamental skills, strategy, and training necessary for them to realize a degree of individual and team success, an increased level of self-esteem, and an appreciation for the values of discipline and sportsmanship. Supervision of participants is necessary so that the well-being of the players and the school is preserved. This is a one-year position.

Performance Responsibilities and Duties (include but are not limited to):

1. Reports to the Head Coach, Athletic Director and/or Principal as appropriate.
2. Plan and schedule a regular program of sports practice and interscholastic contests as prescribed by the Athletic Department.
3. Institute the established fundamental philosophy, skill, and technique training appropriate for student-athletes participating in the particular sport.
4. Have knowledge of existing local, league, and state sports regulations and oversee the consistent implementation of such using proper administrative channels.
5. Maintain and provide, as assigned, all appropriate documentation and record keeping fulfilling system and/or state requirements including, but not limited to, individual physical examinations, interscholastic registration/permission/medical forms, equipment/uniform inventories and the like.
6. Monitor the well-being of players and safeguard school facilities and property in which the assigned sport is conducted; this includes supervision of players at practices, games, while on transportation vehicles and until all players are known to have departed for their homes.
7. Oversee and monitor the appropriate and respectful use of all school facilities, sports equipment, and school property inclusive of general cleanliness and the security of such at all time that student-athletes are present.
8. Work closely with the Head Coach and Athletic Director in the issuance, collection, inventory and storage of all sport related equipment, supplies, and uniforms.
9. Participates with the Head Coach in the development of the budget and recommends the purchase of equipment, supplies, and uniforms in this budget process as appropriate to the particular sport.
10. Monitor student-athlete academic progress and other performance criteria for eligibility in interscholastic competition in the particular sport season per state and district regulations.
11. Enforce good school citizenship and sportsmanlike behavior at all times and participates in due process procedures concerning potential penalties for the breach of such standards by individual student-athletes.
12. Promote by example: loyalty, leadership, dedication, physical conditioning, sportsmanship, cooperation, playing skill and personal responsibility.
13. Coach individual participants in the skills necessary for excellent achievement in the involved sport.
14. Maintain first-aid certification and current cardio-pulmonary resuscitation (CPR) certification.
15. Fosters good public relations with news media, parents, officials, booster clubs, volunteers, fans and other school staff.
16. Provide quality information for sports related press releases to the Athletic Director.
17. Assists the Athletic Director in the annual evaluation of all other staff involved in the particular sports program.
18. Assist athletes and/or their parents in the selection of college or work force opportunities.
19. Attend pre-season coaching meeting scheduled by the Athletic Director.
20. Attend parent information meeting prior to the beginning of the season.
21. Attend end-of-season sports awards ceremony.

22. Coordinate and cooperate with the Athletic Director in matters that pertain to the program, especially fundraising.
23. Understand and follow MIAA rules, Randolph High School Athletic Department policy and School District policy.
24. Report any and all injuries to the Athletic Trainer, School Nurse and Athletic Director.
25. Report any unusual circumstances to the Athletic Director and/or Principal
26. Perform other related tasks and assume such other responsibilities as may from time to time be assigned by the Athletic Director and/or Principal
27. Complete Coaches Education Course offered and presented by MIAA.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Qualifications:

1. Employment as a teacher in the system is preferred but not required.
2. Successful previous experience as a player or coach, preferably in the assigned sport.
3. Must have substantial knowledge of the technical aspects and procedures pertinent to the particular sport including rules of Massachusetts Interscholastic Athletic Association (MIAA).
4. A proven ability to work in a polite and friendly manner with various constituencies: i.e., students, teachers, parents, administrators and the community or public.
5. Availability to meet practice and contest schedule as necessary.
6. Such alternatives to the above qualifications as the School District may find appropriate and acceptable.
7. MIAA certification (Current)

Compensation:

1. Stipend paid in an amount defined in the coaches' salary schedule found in the Agreement between the School Committee and the Teachers' Association.

Application:

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2. All positions will be posted for a minimum of ten (10) business days.
3. Applicants are alerted that school systems are required to obtain all available criminal offender record information from the criminal history systems board (CHSB) of any current or prospective employee or volunteer of the school department.

It is the policy of the Randolph High School not to discriminate on the basis of race, color, sex, religion, national origin, disability or sexual orientation in its educational policies as required



Randolph High School Athletics

Tony Price, Athletic Director
70 Memorial Parkway
Randolph, MA 02368

Office (781) 961-6220 ext.560
Fax (781) 961-6235
pricea@randolph.k12.ma.us

Randolph High School Athletic Department Fundraising Application

Team Name:

Coach or Contact Person:

Purpose of Fundraising Efforts:

Item Sold or Type of Fundraiser:

Vendor:

References:

Price:

Sales Technique:

Payment Information:

Beginning Date and Duration of Fundraiser:



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Randolph High School Athletic Department
Fundraising Application

Athletic Director Approval:

Date:

Principal Approval:

Date:



Randolph High School Athletics

Tony Price, Athletic Director
70 Memorial Parkway
Randolph, MA 02368m

Office (781) 961-6220 ext.560
Fax (781) 961-6235
pricea@randolph.k12.ma.us

Randolph High School Athletic Department Fundraising Guidelines

1. All fundraising inquiries and/or proposals must be put in writing for approval by the Athletic Director & Principal.
Fundraising applications are available in the Athletic Director's office.
2. Appointments will be made with the Athletic Director to discuss all aspects of the proposed fundraiser:
 - a. Purpose of Fundraising Efforts
 - b. Target Market
 - c. Item/Form of Raffle
 - d. Vendor
 - e. References
 - f. Price
 - g. Sales Technique
 - h. Payment Information
 - i. Beginning Date and Duration of Fundraiser
3. Approval will be granted or denied by Athletic Director following appointment. No fundraising efforts shall begin without approval from the Athletic Director.
4. Focus and energy should be on one large and successful fundraiser; numerous small fundraisers should not be pursued.
5. Teams will be allowed participation in three fundraisers during a calendar school year.
6. A list of fundraising activities must be presented to the Athletic Director by July 1st of the upcoming calendar school year.
7. Fundraisers should not run simultaneously.
8. Canning and letter writing campaigns to residential community members are allowed with prior approval and communication to avoid conflicts.
9. Accurate records must be kept of all items ordered, sold, returned and monies earned.
10. All fundraised money will be deposited with Mrs. Gloria Sullivan. A deposit ticket should accompany the deposit. If you have loose change to deposit, it must be rolled prior to deposit. No personal checks will be accepted..
11. Final accounting figures will be submitted in writing to the Athletic Director.
12. A post-fundraising discussion/evaluation will take place.

STUDENT FUND-RAISING ACTIVITIES

In general, the Committee disapproves of fund-raising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. Sale of advertising space in school publications.
3. A fund-raising activity approved by the Superintendent.
4. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building Principal and Superintendent.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent

Healthy Fundraising

Alternatives to selling candy for schools, sports and clubs

Candy, baked efforts, soda and other foods with little nutritional value are commonly used for fund raising. This sends the message to students that the school district views money as being more important than their students' health. It compromises classroom learning by sending contradictory nutrition messages taught in the classroom. It contributes to poor health by adding unnecessary calories and encourages students to consume less nutrient dense foods over to healthier choices. Increasing obesity rates among children are resulting in serious health consequences, such as increased incidence of heart disease, Type 2 diabetes, high blood pressure, high cholesterol, sleep apnea, low self-esteem, poor body image and isolation.

Adopting a policy of healthy fundraising result in:

- Healthier kids who learn better as research demonstrates that good nutrition is linked to better behavior and academic performance.
 - Delivery of consistent health messages because fundraising with healthy foods and non-food items demonstrates a school commitment to promoting healthy behaviors and supports lessons learned in the classroom rather than contradicts them.
 - Promoting a healthy school environment by providing students with reliable health information and the opportunity to practice it.
-



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Important Phone Numbers

Athletic Director	Tony Price	(781) 915-4453
Randolph High School	Main Number	(781) 961-6220 x515
	Principal	(781) 961-6220 x525
Athletic Trainer	Anthony Wright	(781) 223-7866
First Student	Christine	(781) 961-3824
Maintenance	Michael Caliri	(781) 603-8341
Randolph Police		(781) 961-0960
Randolph Fire		(781) 961-0992

Important Websites

www.bluedevilsathletics.com schedules, rosters, coaches contact, scores

www.miaa.net Massachusetts Interscholastic Athletic Association

www.nfhs.org National Federation of State High School Association

www.cdc.gov Center for disease and control prevention



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RANDOLPH HIGH SCHOOL

PARENTAL TRANSPORTATION RELEASE FORM

I, _____, request permission to take my
son/daughter, _____, home from the athletic
event being held at _____
on _____ (date).

I understand that I am assuming total responsibility for my son/daughter and
that Randolph High School will not be held responsible or liable.

Parent/Guardian Signature: _____

Date: _____

Acknowledgement of Receipt of Procedural Handbook

PLEASE DETACH THIS PAGE AND RETURN TO ATHLETIC DIRECTOR

I have received and read the Coach's Procedural Handbook of Interscholastic Athletics including the rules, regulations and policies. I will follow the general guidelines of the **Coach's Code of Ethics**.

I understand that failure to follow the guidelines, rules, regulations and policies contained herein to the satisfaction of the Director of Athletics and the Principal of Randolph High School will result in the following:

First Offense – The Director of Athletics will hold a conference with the coach resulting in a written plan of improvement to correct the problem. The coach will be notified that failure to address the problem or subsequent offenses (not necessarily of the same nature) may result in suspension from his/her coaching duties for a period of time deemed appropriate, depending on the severity of the situation, by the Director of Athletics.

Second Offense – The Principal and Director of Athletics will hold a conference with the coach. A letter of reprimand will be issued to the coach indicating the nature of the problem. The coach may be suspended from his/her coaching duties for a period of time determined by the Principal after consultation with the Director of Athletics. The coach will be warned of termination/non-renewal of the coaching assignment for any further violations.

Third Offense – The Director of Athletics may recommend to the Principal the immediate termination or non-renewal of the coaching assignment.

I also understand that violation of MIAA Rules and Regulations or any gross acts of negligence (failure to fulfill a responsibility or duty) may result in the immediate termination of my coaching assignment notwithstanding the above procedure.

Coach's Signature

Date

Athletic Director's Signature

Date

