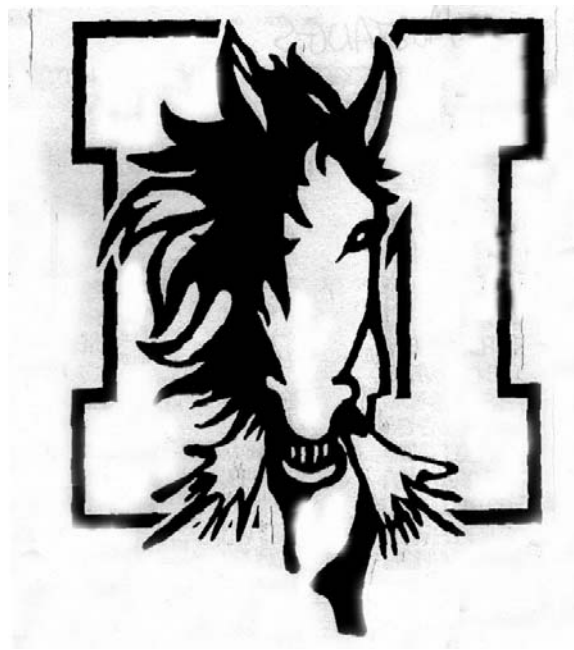


# Athletic Handbook

## *A Guide for Coaches*



**Medford High School  
Medford, Massachusetts 02155  
Telephone: (781) 393-2380**

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**Department of Interscholastic Athletics**

## **Mission Statement for Athletics**

The athletic program at Medford High School is an integral part of the total school program. It offers the students the opportunity to participate in a wide variety of activities that enhance the education experience. The program is committed to the physical, emotional, social and mental development of all who participate.

Participation in athletics is a privilege and all athletes are expected to exhibit the highest level of conduct on and off the field. Athletes are representing Medford High School and the City of Medford and are to show respect for everyone they come in contact with. Facilities and school issued equipment must also be taken care of.

Athletics at Medford High School are open to all students who meet and maintain the standards of academic eligibility as set forth in the student handbook meet basic physical health qualification and are good citizens in the Medford High School Community.

## **Athletic Program Objectives**

- To provide opportunities for physical, mental and emotional growth.
- To develop confidence and self-esteem
- To develop and improve time management skills
- To develop and understand the concepts of individual and team play.
- To develop a sense of commitment, loyalty, cooperation and fairness.
- To learn that good sportsmanship means winning and losing with grace and dignity.
- To learn to make decisions under pressure.
- To foster pride in the school community and the City of Medford Public Schools
- To proudly represent Medford High School and Greater Boston League.
- To maintain a high level of enthusiasm throughout each sports season.

## **Coaching Philosophy**

Young people need to learn to think and to grow. Coaches at Medford High School should use athletics as a vehicle, which allows this to happen as comfortably as possible. The responsibility of coaching at the high school level is difficult, but the impact a coach can have on an athlete is tremendous. A coach sets the example for many attitudes developed later in life.

Coaches at Medford High School will teach those skills necessary for their sport and strive to do it in an environment that encourages participation and enjoyment in a competitive atmosphere.

Understanding and cooperation among coaches is paramount to a successful athletic program. Coaches at Medford High School will consistently encourage athletes to play sports whenever they have the ability or the desire to do so. It is also important for coaches to communicate with the high school faculty and always insist academics are a top priority.

### **Sub-Varsity Teams** (Freshman and Junior Varsity)

It is the primary objective of the lower level programs to allow as many students as possible to participate in an interscholastic sport so that they might realize the benefits of the program. These programs will try to develop skills and conditioning for future participation at the varsity level. It is expected that all team members will participate in all practices, games and team events.

### **Varsity Teams**

The members of a varsity team will represent Medford High School and the community as the elite athletes of their particular sport. An objective of the varsity teams is to compete successfully with other teams in the Greater Boston League and with other teams in the appropriate division of state competition.

Even though a varsity athlete may be an integral part of a coach's practice plan and a positive contributor to team spirit and morale, the possibility exists that they may see little or no playing time in actual game competition. In order to compete with the best teams in our league and division, Medford High School must field the most talented athletes in each Varsity sport. Team selection shall be made with looking toward the "Total Student" as the goal. Consideration should also be given to the senior who may not have developed skills.

# Medford High School Athletic Program

**Fall Season** - Begins the Monday before Labor Day (football allowed 3 extra conditioning days)

Football	-	Varsity, Junior Varsity, Freshman
Boys Soccer	-	Varsity, Junior Varsity, Freshman
Girls Soccer	-	Varsity, Junior Varsity, Freshman
Boys Cross Country	-	Varsity, Junior Varsity
Girls Cross Country	-	Varsity, Junior Varsity
Golf (Co-ed)	-	Varsity
Cheerleading	-	Varsity, Junior Varsity
Girls Volleyball	-	Varsity, Junior Varsity

**Winter Season** - Begins the Monday after Thanksgiving

Boys Basketball	-	Varsity, Junior Varsity, Freshman
Girls Basketball	-	Varsity, Junior Varsity, Freshman
Boys Ice Hockey	-	Varsity, Junior Varsity
Girls Ice Hockey	-	Varsity
Gymnastics	-	Varsity
Swimming (Co-ed)	-	Varsity
Boys Indoor Track	-	Varsity, Junior Varsity
Girls Indoor Track	-	Varsity, Junior Varsity

**Spring Season** - Begins the third Monday in March

Baseball	-	Varsity, Junior Varsity, Freshman
Softball	-	Varsity, Junior Varsity, Freshman
Boys Lacrosse	-	Varsity, Junior Varsity
Girls Lacrosse	-	Varsity, Junior Varsity
Boys Tennis	-	Varsity, Junior Varsity
Girls Tennis	-	Varsity, Junior Varsity
Boys Outdoor Track	-	Varsity, Junior Varsity
Girls Outdoor Track	-	Varsity, Junior Varsity

## **The Massachusetts Interscholastic Athletic Association**

The Massachusetts Interscholastic Athletic Association (MIAA) is the governing body of high school athletics within the state of Massachusetts. The Board of Directors is made up of principals from various districts throughout the state. The Board of Directors and its various sub-committees establish policy for all member schools.

Medford High School is a member of the MIAA and is therefore governed by Association rules and regulations. The Medford School Committee sets additional policies, rules and regulations. Under MIAA guidelines, local communities are allowed to set their own policies as long as they are more restrictive than those stipulated by the MIAA. The MIAA organizes and establishes the guidelines for all post-season tournaments. All schools throughout the Commonwealth are responsible to govern themselves under the rules set forth in the MIAA Blue Book.

The MIAA does not sponsor or sanction a sub-varsity tournament competition.

## **The Greater Boston League**

Medford High Schools is proud to be a member of the nine schools Greater Boston League. The league is governed by the MIAA and its own league constitution. The league sets most games played by Medford High School, at all levels of competition. Some non-league games against schools from surrounding communities are also added to fill up schedules. Teams such as girls' and boys' lacrosse compete in other leagues, because the majority of schools in the Greater Boston League do not sponsor these specific sports. The Greater Boston League is made up of the following schools:

Arlington  
Cambridge  
Everett  
Malden  
Medford

Peabody  
Somerville  
Waltham

## Administrative Chain of Command

1. **Medford School Committee:** The governing body for Medford High School. It sets all policy within the school district relative to athletics.
2. **Superintendent of Schools:** Administers school policy established by the school committee. Is responsible for the actual establishment of athletic policy.
3. **Headmaster:** The official representative of the school, and is directly responsible for the total conduct of all athletic activities. The headmaster is the official representative in matters dealing with the MIAA and the Greater Boston League. He or she insures that all MIAA guidelines and policies are followed. The Headmaster is responsible for any action taken by the school.
4. **Athletic Director:** The athletic director is directly responsible to the Superintendent, headmaster and serves at the discretion of the Medford School Committee. They are responsible for the supervision and administration of the entire interscholastic athletic program. The athletic director provides the leadership necessary for the daily operation of the athletic department. The athletic director is responsible for carrying out and enforcing all Medford High School, Greater Boston League and MIAA rules and guidelines. They are responsible for the direct supervision and evaluation of all coaches.
5. **Head Coach:** The Head Coach is responsible to the athletic director, and he or she is responsible for the total operation of their program.
6. **Assistant Coach:** The Assistant Coach is directly responsible to the head coach.

## Communication and Conflict Resolution

In order for our teams to be afforded the opportunity to achieve success at all levels, the relationship between student-athletes and their coaches must be fostered in such a way as to create an environment of trust and confidence. A key element in the maturation process of young adults is their ability to work within a team environment and deal with issues related to team play. With this in mind, it is critical that the following chain of communication be followed when dealing with any issues that arise.

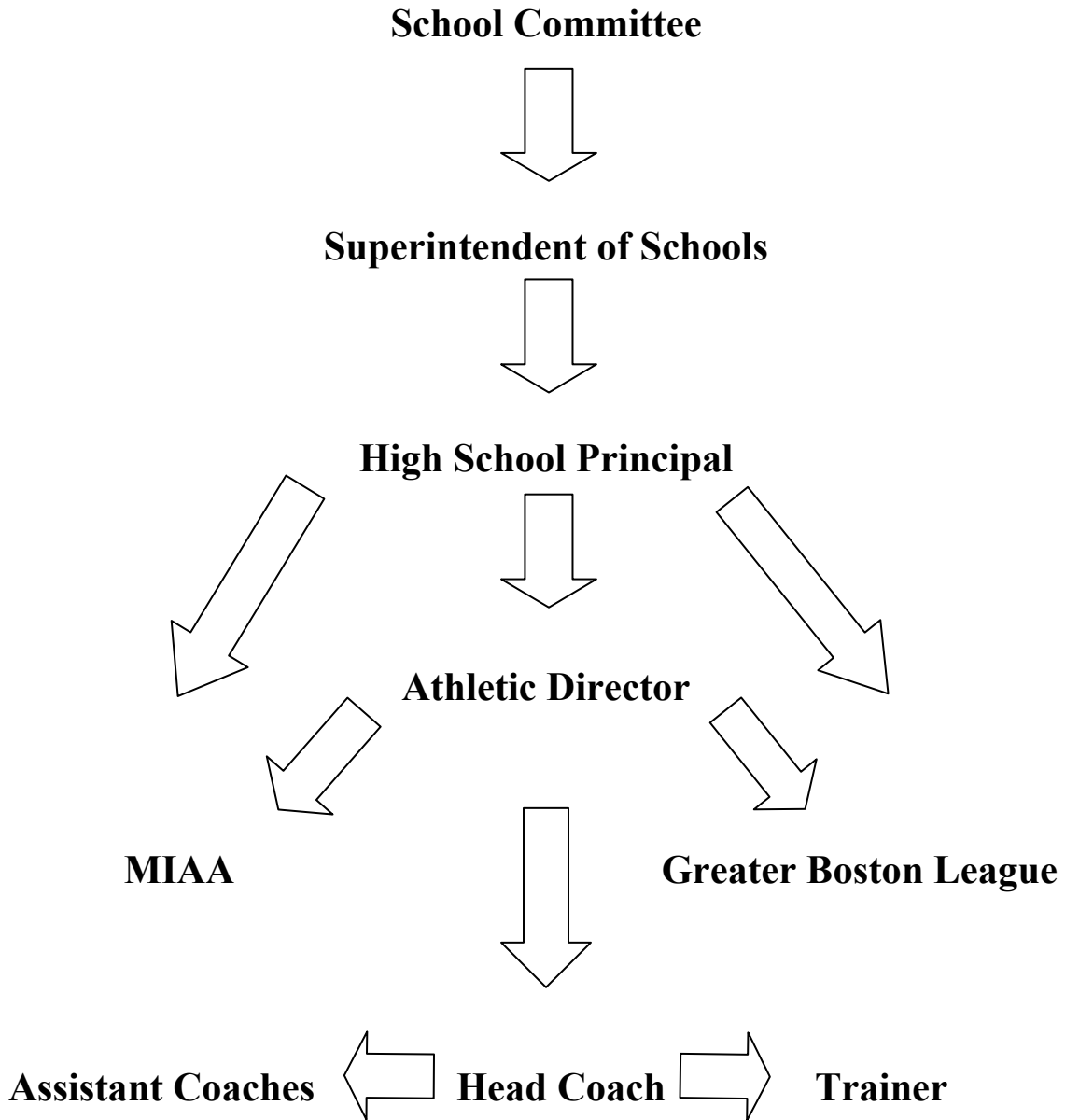
- **Student-athletes should first speak directly with their coach.**  
**In almost every instance, the situation should be resolved at this level.**  
**If this does not result in a resolution then**
- **The student-athlete's parents may contact the head coach directly\*.**  
**If this does not result in a resolution then**
- **The student-athlete's parents may request a meeting with the head coach and or assistant coaches, and the Director of Athletics.**  
**If this does not result in a resolution then**
- **The student-athlete or his/her parent/guardian may contact the Principal**

\*In order for the discussion between student or parent and coach to be productive the following times to approach a coach should be avoided:

- Either prior to or immediately following a game.
- During a practice session.
- During a time when other teammates are present.

A time when it is apparent that there will not be sufficient time to allow for a complete discussion.

**Administrative Flowchart**



## **Playing Time**

There are many benefits to be gained by participation in athletics at the high school level. Student-Athletes learn, among other things, the importance of hard work, discipline, goal setting, selflessness, commitment, accountability, sportsmanship, confidence, and leadership. There are many different ways to define success as it relates to a team sport; and individual playing time should not one of them. If an athlete has a question about the amount of playing time he/she is getting, he/she should discuss it with the head coach at a proper time and in a proper environment. Every student-athlete should keep in mind that they are a part of a team and everyone's role in a team sport is important regardless of how much someone plays in any particular game. Being a member of a team at Medford High School does not guarantee a certain amount of playing time but there are some guidelines:

### **A. Freshmen and Junior Varsity Teams:**

This is the developmental level where athletes learn individual and team skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern playing time. Some of the most important are: attendance at practice, effort, and attitude, commitment an athletic skill.

### **B. Varsity Teams:**

This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on winning. To reach this goal, the most competitive, skilled team members, as it relates to the each individual teams philosophy, will get the most playing time. There are many ways to help a team be successful and its each team member's responsibility to find a way to help it reach its potential. There are many decisions made by the coaching staff during the course of a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions are made only by the coaching staff and are approached with the best interest of the team as the top priority.

## **Team Captains**

It is a coach's decision how team captains are chosen. They may be elected by the team or appointed by the coach prior to the first regularly scheduled event. Captains may also be appointed on a game-by-game basis.

Developing and demonstrating positive leadership skills should be the goal of all student-athletes's and coaches. It is expected that team captains are exemplary in that area. Captains are expected to assist the coaching staff by promoting team rules and communicating with the coaches of problems that could affect the team as they arise.

Captains of a team may be relieved of their position for violating team, athletic department, school or MIAA rules.

## **Student/Family Vacations**

Medford High School has no control over varsity athletic events being scheduled during regularly scheduled school vacations. These events are controlled by the dates of the MIAA State Tournaments and games per week allowed by MIAA rules.

An Athlete playing on the VARSITY level must make a commitment to the team. Games that are lost because of the absence of players can have severe negative consequences, which include the loss of a League Championship or the failure of the team qualifying for a State Championship.

## **Daily Commitment**

Athletes should plan to make a daily commitment of two to three hours, five or six days a week. At the sub-varsity level, some teams might not practice or play on weekends. The preparation times before and after practice and games bring the usual total time to three hours. It is important that a coach be notified if an athlete is not going to be present at a practice or game. All coaches expect their athletes to be present at all team related activities, including those during the December, February and April vacation periods. A coach may suspend an athlete from practice or games for repeated unexcused absences. All athletes are excused from team activities for illness, injury, academic, family or religious reasons. Prior notification is expected when possible.

## **Tryouts**

There are some teams that athletes must try out for and risk being cut. During the tryout period, the coach will provide an explanation of his/her expectations. It is then the athlete's responsibility to demonstrate to the coach that he/she can meet them. Athletes cut from one team are encouraged to try out for another team if there is space on that team. Students who are cut will be informed as to the reason from the being cut.

## **Rules and Regulations**

Medford High School athletes are bound by MIAA and Medford High School rules for interscholastic athletics. Although a coach may have additional rules for his or her athletes playing on their team, the following rules are to apply to all athletes participating in the athletic program at Medford High School.

## **Parental Permission**

An athlete must submit a signed and completed parental permission form prior to the first practice session. This form must be completed for each season (fall, winter, spring) of participations, and is part of the sports User's Fee packet that is distributed by each coach at the start of the Season.

## **Physical Examination**

Athletes must pass a physical examination each year before participation on any sport. This must be done prior to the first practice session. No athlete will be issued equipment or be able to participate in an organized practice or scheduled game until they have given the school nurse a current physical examination form from a physician. A limited amount of sports physicals will be scheduled, free of charge, in the health suite before each season. A student can choose to have a physical performed by his or her own physician or health care provider.

In order for an exam to be considered current and valid, it must be dated within one year of the date of any athletic involvement. It is strongly recommended that an annual examination be scheduled before June 15 to be prepared for August sports tryouts, or after September 1<sup>st</sup> to be prepared for Winter or Spring Sports programs.

## **Health Insurance**

All athletes must be enrolled in an HMO or similar insurance plan. It is possible for a family to purchase an insurance policy through the school system at a nominal yearly fee. Applications for this coverage are given to each student on the first day of school. This policy covers the cost of all treatment for injuries sustained in all school sponsored activities. All athletes are covered under a supplemental insurance plan purchased by the City of Medford. It is the responsibility of the athlete and the families to file all claims under its own plan. Forms are available from the Athletic Trainer.

## **Eligibility**

In order to compete in any sport, as any level, at Medford High School, each athlete must conform to the following rules; also found in the MHS student handbook:

1. A student must secure during the previous marking period a passing equivalent of four year long major subjects. (i.e. Math, English, History, Foreign Language and Science. Only major courses that meet at least five days per six-day cycle will count).
2. All grades will be based on the previous quarter, and not on the cumulative grade. (Exception – Only fall eligibility will be based on a cumulative grade from the previous June.)

3. Academic eligibility of all students shall be considered official only on the date when report cards have been issued to all students.
4. Incomplete grades will not count toward eligibility.
5. Students, who are 19 years old prior to September 1, are not eligible for high school athletics.
6. Students are eligible for 12 consecutive seasons beginning with their entry into the ninth grade.

### **Academic Responsibility**

Medford High School athletes are expected and encouraged to maintain the highest level of academic achievement possible. Make up work and help sessions are expected to be complete as soon as possible. Athletes should notify their coach ahead of time, if they will be late for academic reasons.

### **User Fees**

The Medford High School Committee voted to establish a user fee for all students participating in the Medford High School athletic programs and transportation. A fee of \$150.00 per sport (family maximum of \$450.00) should be paid to the coach before the first game.

No student will be denied the opportunity to play due to financial hardship. Any extenuating circumstances with regard to paying the user fee should be communicated to the Head Coach, and Athletic Director.

### **School Discipline – Detention**

An athlete with a school disciplinary obligation or detention is expected to fulfill the disciplinary obligation before reporting to practice or a game. Students cannot expect to have disciplinary action postponed for any athletic reason. An athlete may be removed from a team for excessive disciplinary problems. It is expected that athletes at Medford High School be model citizens both in and out of school.

### **School Attendance Requirements**

Regular attendance at school is the cornerstone of a successful education. All athletes must be in school in order to participate in a practice or game. Excessive tardiness or dismissals without proper documentation will count as an unexcused absence. In certain situations, permission to participate may be given by the Headmaster and/or Athletic Director.

## **School Suspensions**

Any athlete suspended from school may not practice or play on the days in which they are suspended. This includes both in and out – of – school suspensions.

## **Transportation**

Medford High School provides transportation to all away games. All team members are required to travel to and from away events on transportation provided by the athletic department. Under no circumstances will students be allowed to transport themselves or ride with other students to or from away games. If cleared through the head coach, an athlete may return from a game with their parents.

Athletes are expected to conduct themselves in a proper manner on all bus trips. Inappropriate behavior and unruly conduct will not be tolerated.

## **Equipment**

All athletes are responsible for the equipment issued to them during the course of the season. Equipment must be returned at the end of each season. Athletes failing to turn in all issued equipment or returning equipment damaged through misuse are responsible to meet the current replacement cost.

Parents will be notified by the Athletic Director for collection or payment for equipment not returned.

An athlete will be denied participation on any Medford High School athletic team until equipment has been returned or paid for.

## **Chemical Health Policy**

The Medford High School Athletic Department is committed to providing for the general fitness, health and wellness of all students in the Medford Public Schools. The primary objective of this policy statement is to address the challenge of substance abuse by student-athletes. It seeks to furnish student – athletes with a well-defined code of conduct that is soundly based on the MIAA Rules and Regulations. The resultant policy strives to set a high yet realistic standard of conduct for Medford High School athletes; one that will be fair, firm and consistent in its application. It must be recognized that no policy can or will be effective without the combined efforts and support of all members of the Medford High School Community (students, parents, coaches, faculty and administration).

During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy, sell be in the presence of, or give away any beverage containing alcohol, any tobacco product, marijuana, steroids or any controlled substance. It is not a

violation for a student to be in possession of a legally defined drug specifically prescribed by for the students use by a physician.

### **First Violation**

When the Headmaster confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

### **Second and Subsequent Violations**

When the Headmaster confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contest in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

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

#### **First Offense**

<b># of Events/Season</b>	<b># of Events/Penalty</b>
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

**Second Offense**

<b># of Events/Season</b>	<b># of Events/Penalty</b>
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12

**Second Offense w/Dependency Program**

<b># of Events/Season</b>	<b># of Events/Penalty</b>
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

**Off Season Violations**

If a violation occurs in the off-season during the school year or summer vacation, the student shall lose eligibility for the next two (2) interscholastic events of the subsequent athletic season in which that student is a participant. This penalty shall carry over to the next academic year if the penalty period is not completed during the school year in which the violation occurred. The student will not be eligible to be a team captain and if already a team captain, they will lose their captaincy.

Please note that acceptance of this policy as indicated by the student/athlete's, cheerleaders signature, is considered to apply of his/her entire athletic career at Medford High School. However, the student athlete/cheerleader and parent/guardian must sign the policy acknowledgement prior to each season as a constant reminder of the terms of the substance abuse policy.

## Hazing

### **Massachusetts General Laws**

The term “hazing” as used in sections eighteen and nineteen of Chapter 269 of *Massachusetts General Laws*, shall mean 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 subject the student to or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Section 17:** Whoever is principle organized or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars \$1,000.00 or by imprisonment in a house of correction for not more than 100 days, or by both such fine and imprisonment.

**Section 18:** Whoever knows that another person is the victim of hazing as identified in section seventeen and is a t the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punishable by a fine of not more than five hundred dollars (\$500.00).

**Section 19:** Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each group or organization and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization, or individual has received a copy of said sections.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has adopted a disciplinary policy with regard to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education, shall promulgate regulation governing the content and frequency of such reports and shall forthwith report to the Attorney General any such institutions which fail to make such report.

Any student found involved as an organizer or as a participant in a hazing action will be inundated, suspended from school for a period of ten (10) days and/or recommended for exclusion from Medford High School to the Superintendent of Schools.

## **College and Career Guidance**

One of the most important decisions facing high school athletes is what to do after high school. The Medford High School coaches can assist their players with this extremely important decision. Coaches can answer questions, contact schools and coaches, send videotapes (if available), and write letters of recommendation. If an athlete has the desire to compete at the collegiate level, it is very important to be knowledgeable of the up to date regulations of the National Collegiate Athletic Association (NCAA). Copies of the latest regulations can be obtained at the athletic director's office or from the guidance department.

## **Taunting . . . MIAA Rule 54**

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, ethnic origin or background, and conduct that attack religious beliefs, size, economic status, speech family, special needs or personal matters.

Examples of taunting include but are not limited to: "trash talk", defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing their skills, efforts, sexual orientation or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in your face" confrontation by one player to another and standing over or straddling a tackled or fallen player.

In all sports, officials are to consider taunting a flagrant un-sportsmanship like foul that disqualifies the offending bench personnel or contestant from that contest or day of competition. In addition, the offender shall be subject to existing MIAA expulsion rules. Game officials prior to the contest shall give a warning to both teams.

## **Sportsmanship**

Sportsmanship is the number one priority for all coaches and athletes representing the Medford High School athletic program. It is expected that all parties present at an event display the highest level of sportsmanship. Players, coaches and spectators should treat opponents, game officials and visiting spectators with respect.

All athletic events are conducted in accordance with the rules and regulations of the MIAA. Any form of taunting of officials or players will not be tolerated at any Medford High School athletic event. Likewise, profanity, objectionable cheers or gestures have no place at an athletic event, be it at Medford High School or at another venue.

The MIAA reserves the right to "warn, censure, place on probation or suspend up to one calendar year any player, coach, team, game or school official or school determined to be

acting in a manner contrary to the standards of good sportsmanship". Medford High School in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any athletic event, home or away. Sportsmanship is living, feeling and interacting with others on a daily basis with mutual respect.

## **The Role of the Coach in Teaching Sportsmanship**

Coaches have a special opportunity to work with young people. They not only help develop sound morals, self-discipline, dedication, desire, pride, honesty, positive attitude, respect, sacrifice and integrity. A coach's influence upon participants, student body and community is unequaled.

Coaches must be willing to practice what they teach by serving as good role models. Sportsmanship must be emphasized throughout the school year, not just at a contest or state tournament. Sportsmanship is living, feeling and interacting with others on a daily basis with mutual respect.

### **It is recommended that the coach:**

- Have a working knowledge of the organization's policies, operating procedures, handbooks and sportsmanship guidelines.
- Provide opportunities for social interaction among coaches and participants of contestants before and after the contest.
- Publicly shake hands with the officials and opposing coach before and after the contest.
- During a contest: abide by the rules, set a proper example by controlling participants on the bench, remove personnel from the bench who don't belong and have the courage to remove participants from a contest if they continuously demonstrate poor sportsmanship and poor conduct.
- Be aware and sensitive to explosive situations, calm down those who might be involved, and use foresight in heading off other potential situations.
- Coaches who display calmness and good sportsmanship will find participants and fans following that example.
- Provide assistance in helping calm spectators, especially when asked by an official to intervene.
- When necessary to question an official during a contest, do so within the rules of the activity. Respect the official's judgment and authority.
- When reprimanding participants, the coach should use careful and sound judgment to prevent embarrassment to all involved.
- At the conclusion of a contest, maintain supervision of the team: see that the locker rooms are left in good order, guard against equipment and facility damages; and see that courtesies are extended to the other team.
- When dealing with adult fans and media, encourage understanding of the rules and avoid using them as a platform to air complaints.
- Promote the activity and accomplishments of teams and individuals.

- Deal fairly and respectfully when discussing opponents and contests.
- Promote and take part in activities that instruct and recognize sportsmanship.
- Promote a sportsmanship program with awards.

## **General Job Description for Coaches**

The major responsibilities of Medford High School coaches are listed below. They are to be used as a guide for carrying out assigned duties. Additional coaching obligations may be inherent in each coach's individual program and will be delegated by the athletic director.

### **Program Responsibilities**

The varsity coach has full responsibility for the overall supervision of their program, including collection of all User Fees to be turned into the Athletic Director.

- 1. The varsity coach is in charge of allocating assignments and duties for the assistant or sub-varsity coaches working in their sport.**
- 2. Each coach is responsible for organizing practice schedules within the confines of the time specified by the athletic director.**
- 3. Each coach is responsible to issue and collect equipment and complete an end of season inventory.**
- 4. Each coach will submit a budget for his or her program to the athletic director.**
- 5. The varsity coach will attend all pre-season and post-season league meetings.**
- 6. Every coach will attend the annual M-Club athletic awards banquet.**
- 7. Every coach will promote cooperation not only in his or her program, but also within the entire athletic program.**
- 8. Varsity coaches are responsible for ensuring that they and their assistants know the rules in the MIAA Blue Book and abide by them.**
- 9. All coaches will hand out, discuss and collect all forms and paperwork necessary to be completed before, during and after the season.**
- 10. Head coaches will evaluate all coaches in their program.**
- 11. Each coach is responsible for the general health and welfare of the students in their sport and will give appropriate attention to athletes who are injured, ill or otherwise impaired.**
- 12. Each coach will make sure all participants have an up to date physical exam and have been cleared by the nurse's office.**
- 13. Each coach will make sure all facilities (fields, locker rooms, shower rooms) are clean and safe for student use.**
- 14. Every coach is responsible for the actions and conduct of all team members when they are under their supervision.**
- 15. Every coach is responsible to inform all players and parents to attend the in-season Chemical Awareness Assembly. Each coach and his or her assistant must also attend this function.**

## **Conclusion**

Coaching high school athletics has become almost a second full time job, not only during the season of play but almost year round. In order to do the job correctly, the numerous responsibilities that go with the job need to be understood. New coaches with little experience or coaches who move from a different system need to know what is expected. This handbook will be a reference guide for all coaches, experienced and new, to use in order to run their program smoothly.

The purpose of this handbook is to give all the coaches in the Medford High School athletic department a written document outlining the job they were hired to perform. This handbook will give them the information they need to successfully lead the young student-athletes through this part of the education process.

There is no way to include every scenario that a coach could become involved in, but this publication will provide enough information so that a coach can make an informed and fair judgment. This coach's handbook is a necessary resource to successfully complete the job as a high school coach.

## **Medford High School**

489 Winthrop Street  
Medford, MA 02155

### ***Empowering All Students to Reach Their Potential as Learners***

To: All Medford High School Coaches  
From: Paul Krueger, Headmaster  
Re: Coaches' Expectations of Students  
Date: February 12, 2007

#### ***Frequency of Practices***

Under normal circumstances, coaches may NOT meet (for purposes of training sessions, practices, meetings, or contests) with their team every single day of the week. Where unusual conditions apply, coaches may request a waiver approved by both the Athletic Director(s) and Headmaster.

#### ***Meetings on Sundays***

Coaches may schedule training sessions, practices, meetings, and contests on Sundays 1:00 P.M. or later. They may not schedule training sessions, practices, meetings, and contests on Sundays earlier than 1:00 P.M. Where unusual conditions apply, coaches may request a waiver approved by both the Athletic Director(s) and Headmaster.

#### ***After-School Practices***

All Medford High School educators, including Coaches, understand that academic work takes precedence over athletics and encourage students to see their teachers after school for extra help and to make up quizzes and tests.

Coaches may not require students to attend practice at a time when they should be taking care of the above academic obligations. Likewise, Coaches may not penalize students who are late for practice because of seeing a teacher after school.

#### ***Religious Rights of Students***

Coaches may not require students to attend practices or contests at times when their families wish for them to participate in religious services or in religious training sessions. Likewise, Coaches may not penalize students whose religious obligations force them to be late to or absent from a training session, meeting, practice or contest.

#### ***Non-Season Training Sessions***

It is important that students participate in a wide range of extra-curricular and athletic activities during their high school years. Accordingly, it is appropriate that Coaches limit their demands on athletes to the duration of their respective seasons. With this in mind, coaches may not require students to attend training sessions during the off-season and may not penalize students who do

not attend these sessions. The qualifications for making a team include conditioning, skill, and attitude. Coaches may not **require** that conditioning and skill be enhanced at **their own** off-season training sessions and may not equate “attitude” with loyalty to and participation in **their own** off-season training sessions.

### ***Athletic Eligibility***

The MIAA rules about academic eligibility pertain to interscholastic athletic competitions only. Until now, there has been no school policy allowing academically ineligible students to practice with a team, nor has there been a school policy disallowing their practicing. However, beginning with the spring 2007 athletic season, the same rules will apply to practicing with Medford High School athletic teams.

Accordingly, if a student is academically ineligible to compete, he or she will also not be eligible to practice with the team.

The Headmaster may waive this “practice-eligibility” rule with the agreement of the Athletic Director(s), Coach, Submaster, and Guidance Counselor. The waiver-request will be accompanied by a support plan that the Coach, Submaster, and Guidance Counselor will develop. If the waiver is approved, the Coach, Submaster, and Guidance Counselor will be involved in the implementation of the plan, and the Guidance Counselor will provide bi-weekly reports on the implementation of the plan to the Headmaster, Athletic Director(s), Coach, and Submaster. Where the student does not faithfully do his or her part to implement the plan, the Headmaster may cancel the waiver at any time.