



KINGSWOOD ATHLETICS COACHES HANDBOOK

KINGSWOOD DEPARTMENT OF ATHLETICS



COACHES HANDBOOK 2023-2024



KINGSWOOD ATHLETICS COACHES HANDBOOK

PHILOSOPHY	5
ATHLETIC DEPARTMENT MISSION STATEMENT	5
ATHLETIC DEPARTMENT GOALS FOR COACHES	6
ATHLETIC DEPARTMENT - ATHLETE REGISTRATION	7
ATHLETIC DEPARTMENT - EXPECTATIONS	7
ALCOHOL, CONTROLLED DRUGS, TOBACCO	8
ALL STATE SELECTIONS	8
BOOSTER CLUBS	8
BUDGET/INDIVIDUAL TEAM BUDGETS	8
BUILDING, FACILITY & FIELD USAGE	9
BUS BEHAVIOR	9
CAMPS/CLINICS	9
CAPTAIN PRACTICES	9
CAPTAIN SELECTION	10
CERTIFICATION	10
CHANGING SPORTS	10
COACH ASSOCIATIONS	11
COACH MEDIA RELATIONS	11
COACH REGISTRATION	11
CODE OF ETHICS FOR KINGSWOOD COACHES	11
COMMUNITY SERVICE	12
CONCUSSION MANAGEMENT	12
CONFLICTS OF INTEREST	13
CONFLICTS WITH STUDENT ATHLETES/PARENTS	13
DIVISION OF SKILL	15
DRESS CODE	15
DYNAMIC WARMUP	16
EARLY DISMISSAL/RELEASE FROM CLASS	16
ELIGIBILITY - COACH	16
ELIGIBILITY - STUDENT	16
EMAIL & EMAIL SIGNATURE	16
EMERGENCY ACTION PLANS	17
EMPLOYMENT	17
END OF SEASON RESPONSIBILITIES	17



KINGSWOOD ATHLETICS COACHES HANDBOOK

EQUIPMENT	17
EVALUATIONS	18
FACILITIES - CLEANLINESS - “Kingswood Clean”	18
FACILITIES - SECURING	18
FIRST AID KITS	18
FUNDRAISING/FUNDRAISING ACCOUNTS/TEAM BOOSTERS	18
GAME DAY MUSIC & PRACTICE MUSIC	19
GAME PERSONNEL	19
GATE ADMISSION/MONEY	19
GIFTS	19
GYMNASIUM PROCEDURES	19
HAZING	20
HEAT STRESS AND HOT WEATHER ACTIVITY	20
INCLEMENT WEATHER – SCHOOL CLOSINGS	20
INCLEMENT WEATHER – GAME DAY & PRACTICES	20
INJURY REPORT FORMS	21
KINGSWOODATHLETICS.ORG	21
LIGHTNING & THUNDER	21
LOCKER ROOMS and SIDELINES CLEANLINESS	21
LOGO - ATHLETIC MARKS	21
MANAGEMENT OF INDIVIDUAL SPORT PROGRAMS & COACHING STAFF	21
MANDATORY CHILD ABUSE REPORTING	22
MEDIA DAY	22
MEDICAL SERVICES - ATHLETIC TRAINER	22
MEDICATION - ADMINISTERING	22
MOUTHGUARDS	22
MULTI-SPORT PARTICIPATION (KRHS ONLY)	22
NFHS ACCOUNT/MEMEBERSHIP	23
PA ANNOUNCEMENTS (after school messages)	23
PERTINENT INFORMATION AND REPORTING	23
PLAYBOOKS	23
POLICIES AND PROCEDURES FOR ALL STUDENT ATHLETES	23
Attendance	23
Tobacco/Alcohol/Illegal Drugs	24
Tobacco	24
PRACTICE	24



KINGSWOOD ATHLETICS COACHES HANDBOOK

PRACTICE PLANS	25
PRESEASON MEETINGS	25
PROFESSIONAL DEVELOPMENT	25
PROGRAM DEVELOPMENT	25
PROGRAM MEETINGS	25
QUITTING – STUDENT ATHLETE	25
RULES REVIEW	26
SCHEDULING	26
SCHOOL SUSPENSIONS	26
SCORE REPORTING	26
SCRIMMAGES/JAMBOREES	26
SEASON END TEAM CELEBRATIONS	26
SEASON PLANS	27
SENIOR ATHLETE AWARDS NIGHT	27
SOCIAL MEDIA	27
SPORT SPECIALIZATION	27
SPORTSYOU	27
STRENGTH AND CONDITIONING: COACH & TRAINING	27
SUPERVISION	28
TEAM BENCH	28
TEAM MANAGERS	28
TEAM PICTURES	28
TECHNOLOGY AS A TOOL	28
TEXT MESSAGES/CELL PHONE COMMUNICATION	28
TITLE IX	29
TRANSPORTATION	29
TREATMENT OF OFFICIALS	29
TRYOUT POLICY	30
UNIFORMS/EQUIPMENT	30
VACATIONS	31
VARSITY LETTERS	31
VOLUNTEER COACHES	31
WEIGHT/FITNESS ROOMS	32



KINGSWOOD ATHLETICS COACHES HANDBOOK

Thank You! As a Coach, you are a critical component to delivering our student athletes an amazing middle and high school athletic experience while here at Kingswood. The purpose of this handbook is to serve as a guide to your coaching duties and responsibilities. The handbook contains information, procedures and best practices of the Kingswood Athletic Department to ensure the best overall experience for our student athletes and coaching staff.

The information compiled will provide consistency among and between all Kingswood coaches, our interscholastic teams, and student athletes. Each coach will follow the procedures and practices set forth.

This handbook is to be kept as a reference guide and must be accepted to coach in any capacity with Kingswood Athletics. Please utilize the qr code and download this handbook to your mobile device. All text in blue indicates a link to enhance and/or educate members of our coaching staff further.

PHILOSOPHY

The athletic experience is an essential part of many students' overall education. Athletics plays a significant role in developing positive self-esteem and a sense of well-being. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are integral parts of our athletic program. To this end the goal at every level of athletics is to strive for excellence.

Student growth and development is positively impacted when students engage in a strong academic program and participate in a strong athletic program. While learning fair play, teamwork and self-discipline, student athletes must be challenged at the level or skill they bring to the sport. Student athletes shall be afforded the opportunity to participate at the most appropriate level to achieve optimal personal growth. Student athletes must have the opportunity to develop their skills and reach their maximum potential in a well-coached environment.

ATHLETIC DEPARTMENT MISSION STATEMENT

The mission of the Kingswood Athletic Department is to promote the intellectual, physical, and moral development of our student athletes.

In addition, the Athletic Department strives to be recognized as a leader within the Kingswood community in terms of excellence. Excellence is determined by a student athlete's academic achievement and the development of character, maturity, and leadership via their athletic experience. Our department also strives to be fully engaged and integrated with its many constituent groups including students, faculty, alumni and the broader community.

Finally, the decisions and priorities of the Athletic Department will always focus on our student athletes as individuals first; students second; and as athletes third; as we challenge them to pursue their highest potential for individual, academic, and athletic growth.

Inherent within the Athletic Department mission statement are six components:



KINGSWOOD ATHLETICS COACHES HANDBOOK

1. Athletics are extracurricular elective activities where participation is contingent upon meeting criteria consistent with the mission and standards of the NHIAA, SAU #49, KRHS, KRMS, and the Kingswood Athletic Department. Additionally, each team reserves the right to limit the number of participants on the basis of roster size and/or skill level.
2. All student athletes are considered representatives of the Governor Wentworth Regional School District, and therefore are expected to compete and conduct themselves in a sportsmanlike and appropriate manner at all times.
3. Coaches are considered an educator who aids in the physical, social, intellectual, and emotional growth of each and every student who chooses to participate.
4. The intent and the letter of each rule will be followed. We will showcase honesty and integrity in our dealings with student athletes, coaches, staff, opponents, officials, and governing bodies.
5. A commitment to the personal development and well-being of our student athletes, coaches, and staff. The individuals who participate in our department at all levels can learn the benefits of teamwork, self-discipline, personal responsibility, the setting of high standards, and the joy of achievement.
6. Recognition that the Athletic Department serves young people who aspire to succeed at the highest levels of both academic and athletic performance.

ATHLETIC DEPARTMENT GOALS FOR COACHES

1. To encourage student athletes to achieve success by maintaining academic eligibility and to keep athletics in proper perspective.
2. To develop good citizenship, honesty, emotional control, dependability, and respect for rules, property and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain a high standard of credible and positive performance and conduct on and off the playing surface.
5. To teach and emphasize the fundamental skills of the various sports as a necessary ingredient in achieving individual and team success.
6. To stress the importance of physical fitness, conditioning, healthy habits, and safety in athletics.
7. To provide student athletes opportunities to develop lasting friendships with teammates and positive connections with opponents.
8. To provide a well-planned and well-balanced program within Kingswood Athletics.
9. To provide and exemplify high quality leadership for all athletic programs.
10. To provide opportunities for the development of unity, belonging, team pride, teamwork and commitment.



KINGSWOOD ATHLETICS COACHES HANDBOOK

ATHLETIC DEPARTMENT - ATHLETE REGISTRATION

Any Kingswood (KRMS & KRHS), GWRSD home-schooled, and charter student, must register with the Athletic Department prior to joining any team. This includes out of season workouts, preseason and in season programs. The Athletic Department will utilize FamilyID online registration in the 2023-2024 school year. Coaches receive FamilyID registration reports and should use these as validation that a student is registered. If a student's name is not on the report they are NOT REGISTERED, and are NOT ALLOWED TO PARTICIPATE.

ATHLETIC DEPARTMENT - EXPECTATIONS

All coaches, student athletes, parents/guardians, and administrators will be responsible and accountable for promoting and upholding the Athletic Department's expectations.

All student-athletes are expected to:

- Recognize that academic achievement comes first
- Communicate openly with coaches and parents/guardians about all matters pertaining to his/her sport, including injuries that happen in and out of season
- Attend and arrive on time for practices, games, meetings, etc.
- Promote school spirit as a representative of his/her sport while demonstrating support for all school programs and extracurricular activities
- Commit to a substance free athletic career
- Understand playing time is at the sole discretion of the coach

All parents/guardians are expected to:

- Understand that coaches have autonomy in all decisions regarding playing time, style of play, strategy, line-ups, playing time, playing level, etc.
- Demonstrate support and enthusiasm for the entire team rather than their son/daughter exclusively
- Be positive and constructive in the development of their child as a student-athlete
- Communicate in a reasonable manner to the appropriate authority regarding health/safety concerns
- Understand they are role models

All coaches are expected to:

- Communicate openly and clearly with all athletes, parents/guardians, and administrators
- Advise parents of your philosophy as a coach and expectation of their son/daughter
- Advise parents and student athletes of the transportation policy
- Regularly participate in professional development opportunities to enhance, improve, and stay current with best coaching practices
- Help develop each student athlete in fulfilling his/her potential regarding the strategy, skill, fitness, and psychological aspects of the respective sport
- Make decisions regarding all team matters
- Understand they are role models

All administrators/athletic directors are expected to:



KINGSWOOD ATHLETICS COACHES HANDBOOK

- Appoint, maintain, and support competent and knowledgeable coaches
- Require regular participation in professional development opportunities for coaches
- Supervise all coaches in a fair and thorough manner

ALCOHOL, CONTROLLED DRUGS, TOBACCO

If a coach suspects or knows of a student athlete using or being in the presence of illegal drugs, alcohol, and/or tobacco, they will report the student immediately to the Director of Athletics. Should the Athletic Director be unavailable, the coach will report the student to another member of the KRHS and/or KRMS administration team.

For specific policy reference, please refer to the Alcohol, Controlled Drugs, Tobacco section under Student Activities in the Student Handbook.

ALL STATE SELECTIONS

The responsibility of nominating student athletes for all-state in their respective sport is the sole responsibility of the Varsity Head Coach. Should a student athlete be selected for All State, Player of the Year, or any other accolade that separates them in terms of recognition from their peers, the Varsity Head Coach will fill out the current year Post-Season Master Awards List found in the Coach Resources folder in Google Drive.

BOOSTER CLUBS

Kingswood Athletics endorses individual Booster Clubs beginning with the 2023-2024 school year. These clubs are designed to support specific sport programs and in doing so may use the Kingswood Athletic logo and mascot.

Booster Clubs at Kingswood are an extension of the program and/or team they are supporting. As such, the clubs must adhere to district and athletic department policies, procedures and financial guidelines. Kingswood coaches should have a thorough understanding of the functionality for Kingswood booster clubs. For specific booster club guidelines coaches should consult the athletic department's booster club document.

BUDGET/INDIVIDUAL TEAM BUDGETS

Each varsity coach is responsible for assisting the Athletic Director in the preparation of the proposed budget for his/her program for the following fiscal year prior to September 15 of the current fiscal year. When preparing budgets, careful consideration should be given to quality, cost, and present inventory on hand. Use website and catalogs that are current and be specific when indicating item---include model #, sizes, brand name and cost (include shipping costs). Budget requests are to be submitted to the Athletic Director no later than September 15 of the current school/fiscal year. Coaches should use the budget request sheet found in the Google Drive - Coaches Resource folder.



KINGSWOOD ATHLETICS COACHES HANDBOOK

BUILDING, FACILITY & FIELD USAGE

The Athletic Director, in cooperation with the coaches involved, will schedule the gymnasiums, fields, weight room, etc. for use by their respective teams. Careful consideration will be given to:

- a. Equality of male and female teams.
- b. Sufficient practice time for all teams.
- c. In Season teams vs. Out of Season teams.

The Master schedule which includes facility usage, practice time and location, along with home and away games is emailed weekly to in-season coaches each Thursdays for the next two weeks. Coaches are asked to consult the schedule upon receiving for review and for planning purposes. Should a coach (in season or out of season) require a schedule longer than two weeks, this can be made available upon request. Space is to be used as designated. No team or program may change spaces allocated per the Master schedule unless specific permission is granted from the Athletic Director and/or the Head Coach of the team originally scheduled for the space.

During inclement weather, when gym usage may be of high need for outside sports teams, every effort will be made not to disrupt the activities of the indoor sports that are also in season. The indoor sport planned has first priority. Practice on non-school days may be scheduled only after consultation with the Athletic Director.

Kingswood Athletics will expect programs and teams to “pay it forward” in terms of practice/game/training facilities. This means that the team using the space should set it up to a neutral status following a session. Example: If a sport like Field Hockey practices on the Turf Field, they will put their goals away for the incoming Soccer team session and vice versa.

BUS BEHAVIOR

Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contests. Coaches are to remain alert and supervise all of their athletes. The bus driver has final authority when it comes to the safety and welfare of transporting our student athletes.

CAMPS/CLINICS

Kingswood encourages all of our coaches to offer camps and/or clinics related to their respective sport. Hosting a camp at Kingswood helps build awareness of a program and connects the team and our department to the community. All camps and clinics must be coordinated and approved by the Athletic Director. Coaches who seek payment for offering their time will use the Camp/Clinic payment form found in the Coach Resource folder in Google Drive.

CAPTAIN PRACTICES

The term “Captain’s Practice” usually means the team’s captain organizing and conducting practice sessions for the sport without adult supervision. The NHIAA does not in any way sanction, encourage



KINGSWOOD ATHLETICS COACHES HANDBOOK

or condone a “Captain’s Practice” in any sport. Knowledge of this activity and a coach’s involvement in this is a clear violation of the season limitations eligibility rule.

CAPTAIN SELECTION

Captain selection for a current season will take place after tryouts of the current season. The only exception to this rule is if a returning student athlete to the team already is a Captain.

To be appointed a team captain for a Kingswood athletic team is a distinction. Characteristics of a team captain should include the following: Leadership, Integrity, Knowledge, Courage, Decisiveness, Dependability, Initiative and Example.

Selection of Team Captains: The team captain is the liaison between members of the team and the coaching staff. The final decision for team captain is the responsibility of the head coach.

Kingswood Athletics does not believe that just because an athlete is a senior that they should be a captain. If a sophomore is better qualified to lead the team, so be it.

Summary: A good captain is one who, by example, will lead his/her teammates, be inclusive, and follow the rules set by the team and the coaches. A good captain is not involved in a popularity contest. A leader should gain the respect, confidence and trust of his/her teammates.

Captains for any program will automatically be enrolled in SALT - Kingswood’s Student Athlete Leadership Team. Coaches are responsible for letting the student athlete know of this responsibility should they be named a Captain.

CERTIFICATION

Individuals who wish to coach high school sports in the State of New Hampshire must be at least 18 years of age, hold a high school diploma or its equivalent, successfully completed a standard first aid course and CPR/AED that are current and complete the NFHS Fundamentals of Coaching within their first year of assuming their coaching position.

GWRSD only allows those aged 21 to accept a paid coaching position within the district and allows anyone over the age of 18 to be a volunteer coach.

NHIAA REQUIREMENTS - COACH ELIGIBILITY

Kingswood Coaches are required to stay current with all National Federation of State High School Associations (NFHS) required courses.

CHANGING SPORTS

Prior to the opening of each season, athletes will be allowed to transfer from one sport to another. An athlete who drops from a team after the first contest is not permitted to join another team during that season, unless given permission from the Athletic Director.



KINGSWOOD ATHLETICS COACHES HANDBOOK

COACH ASSOCIATIONS

Kingswood Varsity Head Coaches are expected to join their respective New Hampshire Coach Association. The Coach Associations not only provide excellent opportunities to network, they also provide rules reviews and give Kingswood student athletes an opportunity to be named to All-State selections. Coaches are responsible for their annual membership paperwork to their association. The Kingswood Department of Athletics will reimburse Varsity Head Coaches as long as their membership and proof of payment is provided.

COACH MEDIA RELATIONS

Parents, players, and fans enjoy seeing the results of our competitions. It is important that the coach foster a relationship with the reporters in the area. All game results, team and individual statistics and other pertinent information should be forwarded to:

1. Josh Spaulding, josh@salmonpress.news ; 603-569-3126

In reporting scores please be sure your information is accurate including the spelling of our athletes' names.

DO: When talking to reporters, be positive about your program. (This is hard sometimes after a loss, but the writer will gladly report your frustration.) If we've lost a game, don't dwell on the loss, but build up the performance of the players. "We lost, but I was encouraged by the effort the kids showed during the fourth quarter."

Mention players by name and have the players interviewed by the reporters.

DON'T: Don't go on and on about how terrible your team played. (Look for positives)
Don't let your frustration with officials become part of your conversation.

COACH REGISTRATION

All Kingswood coaches (paid and volunteer) will register online via Google Drive and as a result, will accept this handbook each school year.

CODE OF ETHICS FOR KINGSWOOD COACHES

- The function of a coach is to teach attitudes, proper habits, knowledge and skills. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success.
- Each student athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he or she serves as a model in the education of student athletes and therefore, shall never place the value of winning above the value of character building.



KINGSWOOD ATHLETICS COACHES HANDBOOK

- The coach must constantly uphold the honor and dignity of the teaching profession even if they themselves are not employed as a teacher in the district. In all personal contact with the student athlete, 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 support and enforce school rules for the prevention of drug, alcohol and tobacco use and abuse and under no circumstances shall authorize or condone the use of these substances.
- 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 contest, state, league, and local rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.
- Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with the booster club 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 or against each other. 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 any special consideration.

COMMUNITY SERVICE

A community service project is recommended for all of our Varsity programs during the season. Our athletic programs are also strongly encouraged to be engaged with the community during the off season as well. All community service projects engagement opportunities **in season** AND **out of season** must be approved by the Director of Athletics. Coaches should not commit their teams/student athletes to anything until approval is received.

CONCUSSION MANAGEMENT

Coaches are to report all head injuries to the Athletic Trainer. Any head injury that is determined to be a concussion will be handled explicitly by the Athletic Trainer. The Athletic Trainer will work in a courteous and professional manner with all coaches and will need your full support and patience. Once the Athletic Trainer clears a student athlete in accordance to GWRSB policy JLCJ, they may return to their respective roster/team.

All student athletes, regardless of participation in an “at risk” sport, will undergo baseline concussion testing prior to playing in any regular season contest. Head Coaches for each team are required to work in lockstep with the athletic trainer to ensure that all student athletes complete baseline testing. The athletic department currently uses Sway Medical for all of our baseline testing, sideline evaluation, and return to play processes.



KINGSWOOD ATHLETICS COACHES HANDBOOK

CONFLICTS OF INTEREST

While employed as a coach, all coaches are to avoid any potential conflicts of interest. A conflict of interest may arise when a coach's personal interests are, or can appear to be, in conflict with the Kingswood Department of Athletics. This would include using a coaching position to their personal or private advantage. If a potential conflict exists because of a coach's personal related interest in a matter, the coach shall advise the Director of Athletics immediately.

A coach shall be considered to have a potential conflict of interest where he or she has a direct or indirect interest in a matter involving Kingswood Athletics student athletes, equipment, and/or facilities. Examples include acceptance of personal gifts beyond moderate courtesy, decisions for personal, financial, or professional gain, and verbal and/or written public statements in conflict with Kingswood Athletics.

Additional examples include direct or indirect involvement with special trips, "all star" teams, AAU teams, events, etc. involving current or prospective Kingswood student athletes. All Kingswood student athletes (current and/or prospective) will have equal opportunity and knowledge of programming that our coaches are involved with (directly or indirectly).

Failure to disclose and/or resolve a conflict of interest will result in discipline or termination.

CONFLICTS WITH STUDENT ATHLETES/PARENTS

Participating in athletics can be emotional and a time consuming experience. From time to time, conflicts between student athletes and coaches may arise. The following process is in place for student athletes and their parents to follow to resolve conflicts and/or issues between coaches and athletes as provided in our annual Athletic Handbook for Student Athletes & Parents.

Step 1: Individual Student → Coach Contact: The student involved is to speak to the coach about the problem as soon as possible.

Step 2: Parent/Student → Coach Contact: The parent/student should set a time to meet individually with the coach. Meetings will not be scheduled 24 hours prior to or immediately following a contest or during an active practice session, or during a time when other coaches, parents or athletes are present.

Step 3: Parent/Student Athlete → Athletic Director contact: If satisfactory resolution is not reached through direct contact with the coach, the parent/student athlete should contact the athletic director. If the meeting with the parent/student athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution. Any comments, concerns or issues brought to the attention of the Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.



KINGSWOOD ATHLETICS COACHES HANDBOOK

Step 4: Parent /Student Athlete →Administrator/AD/Coach contact: If after Step 3, satisfactory resolution has not been reached; the parent and student athlete should contact the building principal to schedule a meeting with all concerned parties.

Step 5: Parent/Student Athlete →Superintendent: If there is no resolution at Step 4, the parent/student athlete should contact the superintendent to schedule a meeting with all concerned parties.

*AREAS OF COMMON AGREEMENT – **AS AGREED TO BY PARENTS/GUARDIANS***

Parenting and coaching are both challenging endeavors. Clearly, coaches and parents have at least one strong, common bond. They share concern for the well being of each student-athlete. By establishing mutual understanding, parents and coaches are better able to accept the actions of the other in order to provide a greater benefit to each student-athlete. We are ALL about the complete education of our student-athletes. Part of the process of growing up is learning to handle one's own difficult situations. If a conflict or misunderstanding between an athlete and coach occurs, learning to resolve it is an important educational experience for the student-athlete.

Of course, a parent always retains the right to intervene on behalf of their student-athlete. Therefore, we have established ground rules to help make parental intervention less contentious and more productive.

HOW TO DISCUSS AN APPROPRIATE CONCERN WITH THE COACH:

Whenever a question, concern or complaint arises regarding an athletic situation, we have found the following line of communication very effective in resolving issues.

START WITH THE SOURCE: Talk directly with the coach, in private, face to face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. Email, voice mail, and letters are good methods, but are not as effective for communicating information. By their nature they tend to distance coaches and parents. Making an appointment, sitting down and listening to both sides is far more productive in reaching a mutually satisfying resolution.

ALL complaints will follow a chain of communication---BEFORE intervention by a higher authority can occur (please see example below). However, the next level arbitrator will always be willing to meet with a complainant if sub-level discussions do not accomplish their intended purpose. Our coaches are expected and encouraged to meet with individual parents to discuss concerns that affect that parent's student-athlete. Our coaches are not expected to meet with groups of parents to discuss issues of concern. Please do not attempt to confront a coach before or after practice or a contest. (Use the 24-hour rule) These can be emotional times for both the parent and coach. Our coaches are not expected to endure verbal or physical abuse from parents. Make an appointment. Help teach your student-athlete the skills of mature conflict resolution.

CHAIN OF COMMUNICATION EXAMPLE:

If your concern is with a sub-varsity coach, start with the source. The next level of communication then would be with the varsity coach for the sport/program.



KINGSWOOD ATHLETICS COACHES HANDBOOK

- *If not resolved, a parent should make an appointment to meet with the athletic director and the coach.*
- *If still not resolved, a parent should make an appointment with the principal and the athletic director.*
- *From that meeting if still unresolved, a parent should make an appointment to meet with the superintendent, principal and the athletic director.*

Please remember:

AREAS IN WHICH THE COACH, ALONE, HAS FINAL SAY:

- 1. Playing time.*
- 2. Position(s), lineups, team strategy, etc.*
- 3. Offensive and defensive strategies and style of play.*
- 4. Other student-athletes: matters regarding other student-athletes are to be left to their respective parents.*

DIVISION OF SKILL

The Kingswood Regional Middle School (KRMS) athletic program will be designed to meet the developmental needs of students through appropriate intramural and interscholastic activities. The athletic program at this level will emphasize exploration of various sports, the strengthening of fundamental skills, teamwork, sportsmanship, health and safety.

Reserve/Junior Varsity athletic programs at KRHS offer those students in grades nine through twelve who do not yet possess the skills required of Varsity athletes the opportunity to participate in a competitive setting. Junior Varsity athletes are in the process of gaining valuable knowledge, experience and advanced skills required for Varsity competition. Exemplary sportsmanship is a high priority and winning is a goal. Occasionally, Junior Varsity athletes may participate in Varsity contests based on the decision by the coaching staff that the athlete has made sufficient progress. This should not be misinterpreted as an absolute move to the Varsity level.

The Varsity athletic program is an advanced program. Students in grades nine through twelve who compete at the Varsity level must exhibit high-level skills and abilities. Varsity athletes are program leaders both off and on the field/court. Exemplary sportsmanship and winning are high priorities.

DRESS CODE

All coaches reserve the right to implement a dress code for student-athletes for both home and away contests.

All coaches must be in Kingswood colors and/or official Kingswood Athletic apparel during home and away contests.

All coaches must wear proper footwear (shoes, sneakers). Sandals, flip flops (open toe shoes), work boots are not allowed.



KINGSWOOD ATHLETICS COACHES HANDBOOK

DYNAMIC WARMUP

All sports will utilize variations of a dynamic warm up prior to competition. The Kingswood Athletic Department has a “boilerplate” dynamic warm up guide uploaded and shared via Google Drive.

Dynamic Warm Ups will be approved by the Kingswood Strength & Conditioning Head Coach in coordination/consultation with the Kingswood Head Athletic Trainer.

EARLY DISMISSAL/RELEASE FROM CLASS

After reviewing their respective away game schedule a Head Coach can make recommendations to the Athletic Director for dismissal times. On average the Kingswood Athletic Department believes that dismissal from class 15-minutes prior to scheduled departure is sufficient.

Coaches should remind their players that they are to leave the room, corridor and school with the least amount of disturbance as possible.

ELIGIBILITY - COACH

In order for a coach to be eligible for a coaching assignment within Kingswood Athletics, a coach must: accept this handbook in its entirety via their annual athletic department coach registration, meet or exceed the expectations of the NHIAA, NFHS, and GWRSD for being an employed coach.

ELIGIBILITY - STUDENT

Each student athlete and/or parent/guardian must complete all required paperwork, forms and acceptance of policies required for participation by the Athletic Department.

Each KRHS student athlete must meet all eligibility requirements in the NHIAA Handbook under By-Law Article II Eligibility and all requirements outlined in the Kingswood Student Handbook.

EMAIL & EMAIL SIGNATURE

Every coach in the Kingswood Athletic Department receives a school issued email account via Google (GMAIL). Coaches are expected to utilize this email exclusively when conducting business and communication on behalf of their team and/or program. Coaches are additionally expected to check the email daily in season (for updates and alerts) and weekly out of season, to stay relevant on items and news pertaining to the Athletic Department.

Every coach should have their contact information prominently displayed as an email signature with their district GMAIL account. Coaches are asked to follow the format shared here:

John Smith
Head Coach - Varsity Boys Soccer
Kingswood Regional High School
jsmith@sau49.org



KINGSWOOD ATHLETICS COACHES HANDBOOK

EMERGENCY ACTION PLANS

Coaches are expected to have first hand knowledge of the most current Emergency Action Plans (EAP) in the district and to react in a professional and organized manner during times of emergency.

Emergency Action Plans related to Kingswood Athletics can be found in the Coaches Resource Folder in Google Drive.

In addition, to avoid unnecessary delays in providing immediate emergency medical care for your athletes, every coach should have on hand the Medical Emergency Information Card in the team's first aid kit.

EMPLOYMENT

The Kingswood Department of Athletics employs several types of coaches at KRMS and KRHS (paid, volunteer, Head, Assistant, etc.). All coaching positions are annual positions. Employment as a coach however is a year round responsibility (ex. Just because football season ends, that doesn't mean football coaches stop being football coaches).

END OF SEASON RESPONSIBILITIES

Head coaches are required to complete the following responsibilities at the end of their season. Forms listed below can be found in the Coach Resource folder on Google Drive.

- a) End of season report (including but not limited to: final record for all teams in program, records and achievements such as All-Conference, All-State, etc., and program recommendations)
- b) Overall "Depth Chart" for program (submitted by Varsity Head Coach)
- c) Storage of Equipment and Inventory
- d) Uniform collection and Inventory
- e) Evaluation of assistant(s) and self-evaluation
- f) Return first aid kits, ice coolers, water jugs and emergency forms

Payment will not be issued until all in-season programs have handled these responsibilities.

EQUIPMENT

All athletic equipment, per sport, is to be collected from athletes at the end of the season and stored in the athletic area assigned by the Athletic Director. Coaches are responsible for the issuing and collection of equipment to players. The care and maintenance of equipment issued to participants is their direct responsibility. A list of players who have lost or damaged equipment issued to them must be submitted to the Athletic Director at the end of the season. Coaches are to work cooperatively with the Athletic Director by informing of what items need to be reconditioned.

The student athlete is responsible for all uniforms and equipment that is assigned to him/her. All equipment will be returned within one (1) week from the completion of the sport. The program's Head coach will ensure all athletes comply. If items are lost or abused, the student/athlete will be required to pay for a replacement.



KINGSWOOD ATHLETICS COACHES HANDBOOK

EVALUATIONS

The Athletic Director will meet with all Varsity head coaches at the end of the season for their final evaluation of their coaching performance and program. Head coaches will have the responsibility of evaluating their assistants and sub-varsity staff. At the conclusion of the season, head coaches will meet with the Athletic Director to review the evaluations. Evaluations will only be done once end of season responsibilities are completed.

During the season Coaches may be evaluated during practices and/or games. Direct feedback should be welcomed to help deliver the best overall experience for our student athletes.

FACILITIES - CLEANLINESS - “Kingswood Clean”

All coaches and student athletes are expected to leave any and all facilities cleaner than when they arrived. This includes home and away facilities. Facilities include but are not limited to: Buses, Game Fields, Locker Rooms, Benches, Practice Fields, etc. If a team arrives at a facility home or away and it is not “Kingswood Clean” the Head Coach should take a picture and send the picture to the Athletic Director.

FACILITIES - SECURING

Coaches are to be the last person on site at our athletic facilities following their respective event (practice, game, scrimmage, meeting, etc.). Coaches should not only make sure the facility is left clean but that the site is also secure. This includes locking doors, locking gates, locking locker rooms, etc. at the end of their teams designated facility time. Doors to facilities are NEVER to be propped open. Members of your program (coaches and athletes) should arrive on time.

FIRST AID KITS

First aid kits are provided to each Head Coach for each team from our athletic trainer. These kits are to be onsite for all practices/games/team events and within reasonable arms reach---AT ALL TIMES. Aside from first aid items the kits include hard copy emergency cards with information for each student athlete.

FUNDRAISING/FUNDRAISING ACCOUNTS/TEAM BOOSTERS

Any coach who wishes to conduct a fundraiser with their respective team and/or program must inform the Athletic Director for approval. The coach will then follow the guidelines of KRHS/KRMS.

Fundraising Accounts are managed by the respective Head Varsity Coach and supervised by the Director of Athletics. Use of funds from a fundraising account must be approved by the Director of Athletics. Coaches are encouraged to utilize their Booster Club to help with fundraising.



KINGSWOOD ATHLETICS COACHES HANDBOOK

GAME DAY MUSIC & PRACTICE MUSIC

All pre-game locker room music is the responsibility of the team's Head Coach. Music should be screened prior to being played and should not exceed a volume to be heard outside the locker room. If a team is approached about their locker room music being too loud or offensive the team may lose the privilege of having music playing in the locker room.

Pre-Game field music is to be first screened by the team's Head Coach and sent to the athletic director for final approval. The athletic department uses Spotify and all team playlists must be sent/shared from Spotify to be played on the athletic department's ipad. Music is not allowed to be played from any other device.

All In-Game, Post-Game music will be managed by the athletic department/game manager.

Teams are permitted to have music at practice on their own portable devices however the volume of the music being played should not interfere with another team's session or be a general nuisance to anyone else.

GAME PERSONNEL

The assigning of scorers, timers, scoreboard operators, ball boys/girls etc., is the responsibility of each Head Coach with cooperation and support of the Athletic Director. Head Coaches should utilize the Game Day Personnel sheet. Use of these sheets and the selection process should be done on a rotation basis equitably. Coaches are encouraged to have parents volunteer for the areas needed.

The assignment of officials to regular season contests is the sole responsibility of the Athletic Director.

GATE ADMISSION/MONEY

For sports charging admission for fan entry, all gate funds must be deposited into the corresponding team/programs fundraising account along with the gate admission worksheet within 24-hours of the game being completed.

GIFTS

Gifts of no kind should be given from a coach/coaching staff to a student athlete/select group of student athletes. Likewise gifts of no kind should be accepted by a coach from a student athlete. A group gift from the team to a coach is an exception. The exception to the above would be gifts from the program to deserving student athletes, an example would be Seniors.

GYMNASIUM PROCEDURES

No one is allowed in the gym unless it is his or her designated practice period. At no time is it permissible for individuals or groups to work out in the gymnasium, unless under direct supervision of a coach. Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport. Teams "in season" will have priority on gymnasium use.



KINGSWOOD ATHLETICS COACHES HANDBOOK

HAZING

(Please additionally refer to KRHS Student Handbook under Student Activities)

No student or employee of the Athletic Department shall participate in or be members of any secret organization that is in any degree related to the school or to a school activity.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the School Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

Any coach encouraging, condoning, or tolerating such practices will be terminated. Any team member taking part in hazing or initiation of other team members will be dropped from the team. If the hazing or initiation takes place within the last week of the athletic season, the students participating will be ineligible to participate in any sports offered by the Governor Wentworth Regional School District for a period of one year.

As required by the State of New Hampshire Hazing Law (RSA 631:7), all such incidents will be reported to the police.

HEAT STRESS AND HOT WEATHER ACTIVITY

The athletic department has best practices in place for heat stress and hot weather. These practices are to be understood and followed by all coaches. The practices can be found in the Coach Resource Folder in Google Drive.

INCLEMENT WEATHER – SCHOOL CLOSINGS

No School: All practices and games are canceled, unless special arrangements have been made with the Athletic Director.

Early Dismissal: All practices and games are canceled for the remainder of the day, unless special arrangements have been made with the Athletic Director.

INCLEMENT WEATHER – GAME DAY & PRACTICES

During Practices: When you first hear thunder or see lightning, suspend activities and go to a safe shelter or location. “If you can see it (lightning), flee it (take shelter). If you can hear it (thunder) clear it (suspend activities).” Wait until 30 minutes after the last observed lightning or thunder before resuming activities.

During Games: Game officials and the Athletic Director will handle inclement weather game delays or cancellations.

Additional information pertaining to inclement weather can be found Appendix C of this handbook.



KINGSWOOD ATHLETICS COACHES HANDBOOK

INJURY REPORT FORMS

Should an injury occur to a student athlete under the coaches care (practice, games, bus, etc.) coaches are required to fill out an Injury Report Form online via Google Drive. This Injury Report Form will be routed directly to the Athletic Trainer.

KINGSWOODATHLETICS.ORG

The official website for Kingswood Athletics is www.kingswoodathletics.org . The focus of this website is to house current schedules, rosters, alerts, and any information pertinent to the business of Kingswood Athletics.

LIGHTNING & THUNDER

Kingswood Athletics has best practices in place for our coaches to follow should lightning and thunder threaten outside activities. Coaches are responsible for knowing these practices and can locate them in the Coaches Resource Folder in Google Drive.

LOCKER ROOMS and SIDELINES CLEANLINESS

No matter Home or Away, Kingswood teams will make sure locker rooms and sidelines are cleaner than we found them---Kingswood Clean. Locker rooms will be checked by the coaching staff following all games and practices. Coaches are encouraged to carry extra trash bags in their coaching bags or med kit boxes.

LOGO - ATHLETIC MARKS

The Kingswood Athletic Department has over a dozen logos that coaches have access to. Logos may be used for team gear, social media posts, etc. At no time should any logo be changed to fit a coach's vision or particular taste. The logos are uniform and universal to create unity between all of the athletic logos as well other clubs, programs, and activities that utilize the athletic Knight logo. At not time should an alternative logo be used to represent a Kingswood team in any capacity unless approved by the Athletic Director.

MANAGEMENT OF INDIVIDUAL SPORT PROGRAMS & COACHING STAFF

The Kingswood Athletic Director manages the Kingswood Athletic Department and has full supervisory responsibility of all Kingswood coaches (paid or unpaid). Each Varsity Head Coach reports to the Kingswood Athletic Director and will manage the growth and development of their particular program. All assistant and sub-varsity (JV and middle school) coaches report to the Varsity Head Coach.

The Varsity Head Coach is responsible for being their program leader and conducting season end evaluations for all of their coaches. The result of the Varsity Head Coaches season end evaluations will be to either recommend or not recommend that the evaluated coach(es) continue coaching within the



KINGSWOOD ATHLETICS COACHES HANDBOOK

athletic department. These recommendations will be given to the Athletic Director during the Varsity Head Coach's year-end evaluation with the Athletic Director.

Varsity Head Coaches, in consultation with the Kingswood Athletic Director may reassign coaches within their respective programs in the preseason, regular season, or postseason if the move is in the best interest of the respective program.

MANDATORY CHILD ABUSE REPORTING

The Kingswood Athletic Department fully expects all coaches to comply with the requirements of RSA 169-C in reporting suspected child abuse and neglect. Coaches should be prepared to work with administration and state officials during the reporting and investigation of a case.

MEDIA DAY

Media Day is held once at the beginning of every season. Every athlete and coach of each KRHS program is expected to attend. The Media Day includes team photos, Senior headshots, team interviews by local media, distribution of spirit t-shirts, distribution of uniforms, etc.

MEDICAL SERVICES - ATHLETIC TRAINER

All Kingswood Coaches and student athletes have access to the Athletic Trainer. The Athletic Trainer is accessible at home contests and practices. Each coach will be issued a sport specific first aid kit prior to tryouts. It is very important that you make sure it is stocked and that you include a copy of each athlete's emergency medical information.

MEDICATION - ADMINISTERING

Under no circumstance is a Kingswood coach approved to administer medication(s) to a student athlete. This includes over the counter medication (Tylenol, Advil, etc.)

MOUTHGUARDS

Mouthguards are required for all practices for all sports that have them required for NHIAA games.

MULTI-SPORT PARTICIPATION (KRHS ONLY)

The Kingswood Department of Athletics recognizes that certain student athletes have an interest in participating in more than one sport during the Fall, Winter, and Spring seasons. While Kingswood Athletics supports our student athletes who wish to participate in multiple sports, there is a need for guidelines.

Guidelines are as follows:

1. Full support of Parent/Guardian
2. Student athlete declares their primary and secondary sport for the current season*
3. Full support of each Coach for each respective program
4. Full support and approval of Athletic Director



KINGSWOOD ATHLETICS COACHES HANDBOOK

* Certain sports can only be designated a primary sport Student athletes must be in good academic standing to be considered for multi-sport participation

NFHS ACCOUNT/MEMEBERSHIP

The National Federation of State High School Associations (NFHS) promotes amateur sports participation and athletics programs at the high school level. In addition, the NFHS provides leadership in the field of high school athletics/activities administration, establishes rules and regulations for the sanctioning of high school athletics/activities events, and formulates model rationales for high school eligibility rules for use by high school athletics/activities administrators.

Kingswood coaches are responsible for having an active NFHS account/membership. Several courses are required to be certified to coach in the State of New Hampshire must be taken online with the NFHS. For more information coaches should visit the NFHS Learn website.

PA ANNOUNCEMENTS (after school messages)

Any after school announcement that a Coach may need announced (practice canceled, team meeting, time change, etc.) via the school intercom system must contact Mrs. Copithorne directly. Mrs. Copithorne can be reached at rcopithorne@sau49.org or via phone at 603-569-2055.

PERTINENT INFORMATION AND REPORTING

Any information that a Kingswood Coach withholds from the Athletic Director, Assistant Athletic Director or school district administrators can lead to termination. “Kids will be Kids” or “What happens at practice, stays at practice” mentalities are archaic and have no place in this athletic department. Should a situation (ex: underage drinking, bullying, etc.) be presented to administration that the coach knowingly withheld can lead to termination. Coaches are leaders and are expected to report what they know in a timely fashion.

PLAYBOOKS

The use of playbooks is at each coach’s discretion but should be managed/supervised by the Head Varsity Coach. The Kingswood Athletic Department encourages playbooks at all Varsity levels.

POLICIES AND PROCEDURES FOR ALL STUDENT ATHLETES

Attendance

All athletes must be in school the full day* in order to participate in an athletic event (practice or games). Exceptions will be made for school-sanctioned absences, or extenuating circumstances such as doctor appointments, dentist appointments, or family emergencies (all which will require a note from a doctor, parent, or guardian). All extenuating circumstances must be evaluated and approved by the Athletic Director and / or Principal.



KINGSWOOD ATHLETICS COACHES HANDBOOK

All students are to be students first. Therefore, all student athletes are required to attend classes, arrive at those classes on time, and conduct themselves in an appropriate manner at all times. Any student who skips class (marked absent for a class on a day he or she is in school) will be suspended for one game for the first offense, two games for the second offense, and a third offense will result in the student being dismissed from the team for the remainder of the season. Any student who is repeatedly late to a class, or has behavioral issues in any of their classes will be subject to disciplinary action as well.

In season coaches will receive daily attendance reports from the attendance secretary. Coaches are expected to review these reports and follow up with any student athlete with a questionable attendance marking. It should be understood that sometimes there could be a delay in the attendance office in receiving a note regarding an appointment, etc. Coaches should approach a student athlete with any question to have a conversation not be accusatory. Coaches should use the Attendance Codes provided in the Coach Resource folder to help understand what marking may impact a student athlete's attendance.

Tobacco/Alcohol/Illegal Drugs

The Kingswood Athletic Department stance related to Drugs/Alcohol/Tobacco Use for Interscholastic Activities is as follows:

The pursuit of excellence by our student athletes both in the classroom and on the playing field will only be hindered by the use of tobacco, alcohol and illegal drugs. The Athletic Department recognizes the use of tobacco, alcohol, and illegal drugs as serious health, safety, legal, and security issues. The development of the individual and team requires legal, ethical and responsible behavior by the student athletes producing young men and women as leaders with good strength of character.

Further, participation in interscholastic athletics requires that a student athlete refrain from the use of these substances for the duration of their interscholastic athletic playing career (Grade 7-12).

Tobacco

The law requires all school buildings and all school property to be smoke-free. All "of-age" students, 18 and older and adults are prohibited from the use and/or possession of tobacco products, matches, and lighters on school property. This prohibition includes all related sites and activities (i.e. bus stops, school buses, extra curricular activities, practice facilities, game fields, etc.) involved with Kingswood athletics.

PRACTICE

All practices must be scheduled. A practice schedule must be given out to all team members following evaluations/tryouts/team selections. Practice on non-school days may be scheduled only after consultation with the Athletic Director. Any practice held without the Athletic Director knowing can be grounds for coach suspension or termination.



KINGSWOOD ATHLETICS COACHES HANDBOOK

Coaches are expected to provide the Athletic Director with their season long practice plan (dates, times, locations) a minimum of 2-months in advance from the beginning of the season. This will ensure minimal conflicts with the master practice schedule for all teams.

PRACTICE PLANS

Coaches are expected to run effective and organized practices. Practice plans should be written and on hand for every practice. Coaches are encouraged to utilize online software applications to help save time. There are hundreds of options available; one to look into is Sportplan. Coaches may use fundraising funds to help pay for this type of application.

PRESEASON MEETINGS

A Preseason Meeting is required for all of our teams and should be conducted by that team's Head Coach. The Preseason Meeting should be for all stakeholders of that team for that season. Stakeholders would include: student athletes, parents/guardians, team managers, coaches. This is an excellent opportunity to lay the groundwork for the season including specific team rules, athletic department initiatives, and finding volunteers that may be needed for the season (Booster Club Members).

PROFESSIONAL DEVELOPMENT

The Kingswood Athletic Department is dedicated to providing our coaches with access to professional development opportunities. All professional development requests need to be in writing and submitted to the Athletic Director. All conference requests or professional development that will require travel must be submitted 30-days prior to the event for approval and funding. Varsity Head Coaches take precedent in seeking professional development funds. There is a limited amount of funds available and coaches are encouraged to request use of the professional development funds early in the school year.

PROGRAM DEVELOPMENT

The notion of “reloading” rather than “rebuilding” is a goal of all KRHS programs. In order to effectively do this programs are expected to utilize proper progressions for our student athletes. The coaching staff of each program is responsible for open communication to ensure proper program development. A major tool to be utilized is a depth chart outlining student athletes in the program and how they fit into the overall landscape of the program.

PROGRAM MEETINGS

Each program that exists in both KRHS and KRMS must have scheduled bi-weekly in season meetings. The Athletic Director and Assistant Athletic Director should be informed of the time and place of these meetings in the event that they decide to attend. Meetings that occur more frequently in season and/or out of season are at the discretion of the Head Varsity Coach for the respective sport.

QUITTING – STUDENT ATHLETE

The moment a coach hears or knows that a student athlete has quit their team the Athletic Director must know immediately (within 24-hours). The Athletic Director will have a meeting with the student



KINGSWOOD ATHLETICS COACHES HANDBOOK

athlete and discuss the reasons associated for quitting and the impact their decision will have on their future in our Athletic Department.

RULES REVIEW

All Varsity Head Coaches are required to attend and complete their respective sports rules review prior to each Varsity season. Rules review sessions typically offered at coach association meetings. The rules review online test can be taken with the NHIAA via their website after a coach has logged into their account.

SCHEDULING

All scheduling is arranged through the Athletic Director with the cooperation of the Head Varsity Coach. Coaches should make themselves available for the entirety of the season, including all rescheduled contests and during school vacations. Schedules are available on the athletics website: www.kingswoodathletics.org; or for just KRHS varsity contests on the NHIAA website: www.nhiala.org.

No coach is to make private arrangements with another team to alter starting times without the prior approval of the Athletic Director.

SCHOOL SUSPENSIONS

Students may not participate in any game, contest, and practice or school activity on any school day while suspended from school. This includes contests at away sites. The suspension from athletics is in effect until the student is readmitted to school by an administrator.

SCORE REPORTING

At the conclusion of any game (pre/regular/post season) that the Athletic Director is not present at, the Head Coach (all levels) will:

1. Text or email the final score to the Athletic Director
2. Contact media

SCRIMMAGES/JAMBOREES

All scrimmages and jamborees should be arranged cooperatively with the Athletic Director. A scrimmage is defined as a game with an opponent without an admission charge, standing in league play, or counting for tournaments. Jamborees should be conducted in accordance with current NHIAA regulations for that particular sport and in consultation with the Athletic Director.

SEASON END TEAM CELEBRATIONS

Celebrations held at the end of the season are the responsibility of the Head Coach. End of season celebrations are REQUIRED. These are a great way to celebrate the season, collect uniforms, issue Varsity letters/pins (for Varsity teams), and a time to reflect on relationships that will last a lifetime. The athletic department encourages programs to have all teams housed in the program (Varsity, JV,



KINGSWOOD ATHLETICS COACHES HANDBOOK

Freshman, Middle School) celebrate their end of season at the same event. It is the opinion of the athletic department that a program wide celebration will help strengthen the connections within the program between student athletes, parents and coaches.

SEASON PLANS

Head Coaches of all teams are required to turn in their season plans to the Athletic Director after tryouts and prior to the first official team practice. A season plan sample can be found in the Coach Resource Folder on Google Drive.

SENIOR ATHLETE AWARDS NIGHT

Coaches are required to attend The Senior Athlete Awards Night. A strong attendance by KRHS and KRMS coaches is a display of solidarity among our coaches and within our athletic department. Failure to attend this special event will reflect negatively on a coach and will be reviewed.

SOCIAL MEDIA

Coaches are not to be following or friends with any currently enrolled Governor Wentworth School District student athlete on any form of social media (Facebook, Twitter, Vine, Snapchat, etc.) Any violation of this could be grounds for coach suspension or termination. Teams may have the following social media accounts to use for team/program communication—: Twitter, Instagram, and Facebook. These accounts are to be led by the Varsity Head Coach and all username/account info must be shared with the Director of Athletics.

SPORT SPECIALIZATION

Kingswood Athletics believes that multi-sport participation is the best overall approach to long term athletic development. Research and science has shown this to be the case in multiple areas. Coaches are expected to follow suit with this approach in their programs. Coaches are not to pressure/recruit any Kingswood student athletes to specialize in “their” sport. Any undue influence on this matter will lead to a coach being disciplined and/or terminated.

SPORTSYOU

The Kingswood Athletic Department will utilize SportsYou beginning in the 2023-2024 school year. Head Coaches will be required and responsible for managing their respective programs SportsYou account. SportsYou will enable coaches, student athletes and families to communicate within a social media application that is approved by GWRSD.

STRENGTH AND CONDITIONING: COACH & TRAINING

Strength and Conditioning services are provided each year. Coaches are expected to develop and have strength and conditioning as part of their overall season plan. All Strength & Conditioning plans are to be approved by the Head S&C Coach in consultation and coordination with the Head Athletic Trainer. Programs are also expected to utilize the PLT4M application in their programming.



KINGSWOOD ATHLETICS COACHES HANDBOOK

SUPERVISION

Supervision of student athletes is the responsibility of the Head Coach for each individual team. At no time will Student Athletes be left unsupervised during a scheduled team session including but not limited to a practice, team meeting, or contest. This includes supervision of all locker room activities pre/in/post game and making sure every student athlete is picked up by the appropriate parent/guardian. Failure to properly supervise student athletes can result in a coach's termination.

TEAM BENCH

Other than rostered players, registered NHIAA coaches, medical personnel, and student managers, no other persons are permitted on or near the team benches. Coaches must enforce this rule with assistance from athletic personnel.

TEAM MANAGERS

Team Managers must register via FamilyID and meet the same academic/attendance requirements of student athletes.

TEAM PICTURES

The Yearbook Photographer or outside vendor will take pictures of all teams and Coach headshots. Coaches are responsible for adhering to the scheduled date, assisting the photographer with the balance of the team picture, assuring that team members are present, in game uniforms and presentable for the picture.

TECHNOLOGY AS A TOOL

Today multiple options exist to teach your respective sport to your student athletes. The Kingswood Athletic Department expects that film sessions (game tape, YouTube, etc.) and sport specific training applications for smartphones and tablets are used to train our student athletes.

Hudl will be available to multiple teams in 2023-2024. Those teams that have access/team accounts to Hudl are fully expected to have team film sessions as part of their overall season plan.

TEXT MESSAGES/CELL PHONE COMMUNICATION

All Coaches are to effectively utilize technology for the purpose of managing their rosters. This includes the school issued email account(s) and the SportsYou software application. Texting and phone calls should be a last resort.

With the implementation of SportsYou in the 2023-2024 school year, all coaches are to utilize SportsYou for team communication. This includes individual conversations with student athletes. SportsYou is accessible via mobile phone or computer.



KINGSWOOD ATHLETICS COACHES HANDBOOK

Proper messaging will include practice or game time/location changes, etc. Coaches are NEVER to have personal conversations or conversations about teammates with student athletes. Keep all texts short and on the topic of informing the student athlete with must know information (practice times, game times, weather delays, cancellations, earlier departure, etc.)

TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” If a coach feels that there is any inequity as it relates to Title IX in the Athletic Department, they should contact/inform the Athletic Director.

TRANSPORTATION

The Kingswood Athletic Department will provide transportation for athletic teams to and from games and scrimmages in compliance with GWRSD policy EEB.

The Athletic Director will schedule all forms of transportation and departure times for away contests.

Any changes in the departure time or circumstances of the trip are to be made through the Athletic Office. In the event of a cancellation due to weather, the Athletic Director will contact the Governor Wentworth Transportation Director.

Participants should not be allowed to drive a car or carry other players or personnel to a contest involving the team they are representing unless previously approved by the Athletic Director.

The following is a basic checklist for coaches for away contests regarding buses:

- The coach and or school staff member must accompany the team on the bus and is responsible for supervising student athlete conduct.
- The coach will establish orderly procedures for loading the bus, including equipment and storage. No equipment will be stored in the aisles or doorways.
- Attention to cleanliness of the bus will be maintained throughout the trip. The bus will be checked at the end of the trip to make certain that no equipment was left behind and that no damage was done.
- All participants must return to the Kingswood Complex on the team bus unless previous arrangements have been made with the Athletic Director----**A WRITTEN NOTE/EMAIL FROM PARENT/GUARDIAN.**
- Players who ride on a bus are representatives of the school. Their appearance should be that of neat, well-groomed athletes.
- In an emergency, athletes may travel to or from an away contest with their parents only when a written request comes directly from the parent and is approved in advance by the Athletic Director.

TREATMENT OF OFFICIALS

Coaches are reminded of their professional obligation to treat all officials courteously and respectfully at all times. Sports programs cannot exist without officials serving them. Coaches may submit in



KINGSWOOD ATHLETICS COACHES HANDBOOK

writing to the Athletic Director a request to not have an official, but there must be a valid reason to provide to that sport's assignor.

TRYOUT POLICY

There is no “pre-selection” of any team here at Kingswood. This includes KRHS Varsity teams. Every roster spot will be earned every season. A student athlete that has made a KRHS Varsity team or KRMS A/Green team in the past will need to work hard to earn a spot on the team in a new season.

We encourage coaches to involve as many students as they can without compromising the safety of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective team size for any particular sport.

1. Tryout guidelines and evaluation criteria should be formulated by the head coach in consultation with assistant coaches and distributed to the athletic director.
2. The coach shall discuss the following information to all candidates for the team:
 - a) Length of tryout period;
 - b) Criteria used to select the team;
 - c) Number or approximate number to be selected;
 - d) Practice commitments if a student makes the team;
 - e) Clear notification that tryouts are based on the performance during the selection period
3. A student is not permitted to participate in tryouts while serving an out-of-school suspension.
4. A student-athlete must be registered through the athletic office and have medical clearance from the athletics office.
5. Tryouts should be structured so that they are fair and equitable for all candidates.
6. A minimum evaluation period of two to three days is recommended. Team selections will be made after this evaluation period based on sport specific skills, athletic abilities, and attitude.
7. If a student is going to miss tryouts due to extenuating circumstances, e.g., extended sports season, sickness, injury, or another compelling reason, he or she must have prior approval of the head coach and the athletic director.
8. The results of tryouts need to be announced in a timely fashion and empathy should be shown to all candidates.
9. Cut lists are not to be posted; in extenuating circumstances, a team list may be posted with prior approval of the athletic director. It is recommended that each candidate be personally informed of the cut and the reason for the action.
10. Coaches are encouraged to discuss alternative possibilities for participation in the sport or other areas in the athletic program.

UNIFORMS/EQUIPMENT

All uniforms, equipment and practice gear issued by a Kingswood team are the property of Kingswood Athletics. All student athletes will be issued a uniform and responsible for the care of their uniform and borrowed equipment for their respective team as outlined in the Kingswood Student Handbook (under student activities).



KINGSWOOD ATHLETICS COACHES HANDBOOK

Uniforms are only to be worn for games. Uniforms should be washed and air-dried after EACH use.

It is the responsibility of the Head Varsity coach to supervise and organize their respective programs uniforms, warmups, jackets, etc. At the end of the season all items should be stored in a satisfactory manner with the Director of Athletics. Uniforms, equipment, etc. should not be stored at a coaches house unless they have permission from the Director of Athletics.

Uniforms/Equipment that is dropped off to the Director of Athletics and not to the Head Coach is frowned upon and will reflect negatively in a coach's evaluation.

VACATIONS

Team members are expected to attend practices and contests during vacations that fall within the team season. Parents should make family vacation plans with the student/athlete's commitment in mind.

Any student athlete that misses time for a family vacation either during school sanctioned vacations or not, will let their Head Coach know in a timely manner prior to the vacation. Student athletes that do not make their Head Coach aware of a family vacation may have their role on the team re-examined by the Head Coach and Athletic Director.

Head Coaches should not take vacations at any point during the season (including school vacations), as there are often games/matches or an opportunity for additional practices and team building activities.

VARSITY LETTERS

In order to be eligible for receiving a varsity letter, the following criteria must be met:

1. **Attendance:** Athletes should attend all practices and games unless there is a reasonable excuse, accepted by their coach.
2. **Sportsmanship:** Athletes should realize that they are representing their school and community and should conduct themselves in an appropriate manner.
3. **Participation in Games/Contests:** Varsity athletes must participate in at least 50% of games or contests to be considered eligible for a varsity letter. (An exception to this requirement can be made in cases where an injury keeps an athlete from competing in 50% of the contests.)

KRHS student athletes will receive a Varsity Letter when they first make a Varsity team including that team's first year pin.. Following the initial letter and first pin, student athletes will earn their respective pin or bar for being rostered on additional Varsity KRHS teams.

VOLUNTEER COACHES

Interest in applying for appointment as an unpaid volunteer coach should be made through the athletic office prior to the season. A mandatory meeting with the Athletic Director is required prior to working with the athletes. Volunteer coaches will be required to meet all coaching certification requirements. This includes current First Aid, CPR certifications; NFHS Principles of Coaching and any other requirement of the NHIAA or Kingswood Athletic Department.



KINGSWOOD ATHLETICS COACHES HANDBOOK

To help expedite the volunteer process, Varsity coaches are encouraged to provide the interested volunteer coach with the school district's Volunteer Agreement Form and Criminal Check Form. These forms should be completed and brought to the meeting with the Athletic Director.

WEIGHT/FITNESS ROOMS

Student athletes must be accompanied by a certified coach, teacher, or administrator when using the weight/fitness room equipment. Coaches must insist that student athletes clean and disinfect surfaces daily that are touched on a regular basis. This includes benches, fitness room and weight room equipment.

All student athletes must utilize PLT4M when working out in the weight room. The record keeping assistance of this software helps manage a student athlete's gains and capabilities season to season. All student athletes and coaches have access to this software application. Please contact the athletic director if you have any questions or in need of assistance to create your account.