

**INDEX**

<b>MISSION STATEMENT, EXPECTATIONS</b>	<b>2</b>
Athletic Department Philosophy	
Introduction from the Athletic Director	
<b>PARTICIPATION</b>	<b>4</b>
<b>INSURANCE</b>	<b>4</b>
<b>ELIGIBILITY</b>	<b>4</b>
<b>ATTENDANCE</b>	<b>5</b>
<b>STUDENT ATHLETE CONDUCT</b>	<b>5</b>
Sportsmanship	
School Discipline	
Team Discipline	
<b>SUBSTANCE USE AND ABUSE</b>	<b>7</b>
Drugs and Alcohol	
Steroid Use	
<b>HAZING</b>	<b>8</b>
<b>FACILITIES AND EQUIPMENT</b>	<b>9</b>
<b>CONTEST PARTICIPATION</b>	<b>10</b>
<b>ADDRESSING ATHLETIC ISSUES</b>	<b>11</b>
<b>CAPTAIN'S PRACTICE</b>	<b>11</b>
<b>TRAVEL POLICY</b>	<b>11</b>
<b>CONFLICTS IN CO-CURRICULAR ACTIVITIES</b>	<b>11</b>
<b>REPORTING OF INJURIES</b>	<b>11</b>
<b>NCAA CLEARINGHOUSE REQUIREMENTS</b>	<b>11</b>
<b>NON-DISCRIMINATION POLICY</b>	<b>12</b>

## MISSION STATEMENT

East Hampton High School's Athletic Department, with the support of the community, strives to provide leadership opportunities, resources, and support so that all student-athletes can receive superior academic and athletic experiences. The department fosters a healthy environment that encourages academic responsibility, good citizenship, character, sportsmanship, teamwork, and personal growth, while developing competitive student-athletes who are positive role models and productive members of a global society.

## EXPECTATIONS

**The fulfillment of the expectations of the Athletic Program—scholarship, character, and leadership—is the responsibility of our student-athletes, coaches, Athletic Director, school and district administration, Board of Education, and community.**

### Scholarship

1. The Athletic Program will foster and maintain a culture that ensures a continued commitment to a high level of academic achievement.
2. The Athletic Program will recognize that the lessons learned in athletic competition can be transferred to success in an academic environment
3. The Athletic Program will examine and ensure the provision of appropriate academic support services to student-athletes.

### Character

1. The Athletic Program will foster self-discipline, respect, and the spirit of hard work and self-sacrifice.
2. The Athletic Program will foster a culture of sportsmanship.
3. The Athletic Program will uphold the highest ethical standards of behavior and serve as a positive example to the student body, the faculty, and the community.

### Leadership

1. The Athletic Program will provide opportunities that prepare student-athletes for leadership roles in society.
2. The Athletic Program will promote personal achievement through participation in leadership opportunities.
3. The Athletic Program will recognize and celebrate the different ways that student-athletes demonstrate leadership through athletics.

### **Athletic Department Philosophy**

The East Hampton High School Athletic Department believes that interscholastic athletics provides the opportunity for our students to participate in an activity that stimulates physical and psychological growth during the most important period of their development. It is hoped that each participant will develop a life-style that will prepare him/her for entry into a leadership role in today's complex society. Through interscholastic athletics, our students can experience leadership, character, sportsmanship, cooperation and the satisfaction of knowing that their efforts are realized. Understanding other athlete's life-styles and values, practicing proper health habits and appreciating the sacrifices which each athlete must make in time and labor while maintaining his/her scholastic standing are valuable elements of growth brought about by participating in interscholastic athletics. We believe that a high school education must be given primary concern and that athletic participation is secondary and subordinate to academics. We expect our athletes to uphold the highest standards of behavior and serve as an example to the student body, the faculty and the community. In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, we encourage coaches to keep as many students as they can without compromising the integrity of their sport.

### **Introduction from the Athletic Director**

*The athletic programs at East Hampton High School share the common goal of enriching the high school experience for all who choose to participate in them. Whether a student-athlete be a major varsity contributor or simply a valued member of the team, the life lessons and habits learned, the relationships and bonds that develop, the benefits and drawbacks of the struggle and the self-satisfaction of one's personal effort toward common goals is what we hope will stay with them as they go forward in life. The coaches that have the opportunity not only to teach but also to learn from our student athletes bear a difficult responsibility in these trying times. High school athletics can continue to be a proving ground for the future leaders of our society in all fields. The time spent involved in high school athletics is worth the commitment and sacrifice put forth by the young men and women who choose to do so. The benefits run the spectrum for the participants both in mind and body. It is our hope that we are fostering and offering programs that create lasting positive impressions on our student-athletes and create feelings of pride in being a "Bellringer for Life".*

*It takes an entire community to support the holistic needs of a high school athletic department, including school administration, staff and faculty, parents, friends, supporters and fans. We support their positive efforts and applaud their dedicated giving of time and resources toward the individual and team success of our student Athletes.*

**Mr. Shaun Russell**

The contents of this Student Athlete/Coaches Handbook pertain to those students and staff involved in one or more of the following athletic programs:

Fall Season: Cross Country, Soccer, Cheerleading, Volleyball

Winter Season: Indoor Track, Basketball and Cheerleading

Spring Season: Track and Field, Baseball, Softball, Tennis, Golf

East Hampton High School also supports student participation in CIAC regulation team of one sport, such as swimming and gymnastics.

## **PARTICIPATION**

All student-athletes wishing to participate in athletics must submit all required physical examination information as well as a completed emergency contact form and permission slip to the High School Nurse. If any of these documents have not been submitted to the school nurse prior to the start of a season the student will not be allowed to participate in any way with any team activities until all forms are properly submitted. These items can be obtained through the Athletic Department staff as well as the school nurse and the main office.

Per CIAC regulations, an athlete may participate in only one sport per season. During any one sport season a student may not transfer team membership after the first contest in that sport season.

## **INSURANCE**

Accident insurance is required of all students who participate in athletics or cheerleading. If the family has adequate health and accident coverage, there is no need to take additional school insurance. However, verification of adequate insurance protection is necessary before practice or participation can take place. The form to indicate permission to participate has a section for verification of insurance protection. The Board of Education holds an insurance policy for student athletics that will pay for all medical expenses not covered by a student's or a student's parents' medical insurance. Students incurring medical expenses from athletic injury should file claims through their own individual family policy and notify the school if all expenses are not paid by their own policy.

## **ELIGIBILITY**

The Board of Education recognizes the value to students of their participation in extracurricular activities such as athletics, cheerleading and various clubs. The interaction with others to achieve a common goal is but one example of important lifelong skills that extracurricular activities can help a student acquire.

However, the Board considers the education received in academic study to be more important in the development of a self sufficient, contributing member of society. The time and effort spent on extracurricular activities allows less time for academic study. Most students participating in extracurricular activities are able to effectively handle the

rigors of classroom work as well as the extracurricular activity. Some are not, even with appropriate parental support.

Thus, the Board of Education will not allow a student to participate in extracurricular athletics, or other activities such as newspaper or yearbook unless his or her academic workload is consistent with the requirements stipulated in the Middle School Parent's Handbook, or the High School Handbook and Course of Studies Guide, whichever is appropriate. In addition, a student must receive a passing grade in all courses in which he or she is enrolled at the end of the regular grading period immediately preceding an athletic contest, practice, or activity meeting. This could mean a student would be required to withdraw from an extracurricular activity while it is still on-going. It could also allow a student to join in an on-going activity after improving his/her grades.

This policy is not to be applied to activities not supervised by school staff, student council, class officers, co-curricular activities and attendance at school-wide events such as graduation ceremonies, dances, or sporting events.

### **ATTENDANCE**

All students attending a school activity, including athletics, shall have been present during the day of the activity. Students must be in school prior to 10:00 a.m. If a student is absent the day of a game or activity, that student may not participate in the practice, game or activity. In the event of a college visitation, family commitment or emergency, the school administration should be contacted.

### **STUDENT ATHLETE CONDUCT**

High school athletic participation is a privilege with accompanying responsibilities, rather than a right. A student who chooses to participate in athletics makes a choice that requires self-discipline and appropriate conduct. Our student-athletes are high profile individuals in the school, community and state. A student-athlete who violates School policy, Athletic Department policy and/or Team rules during the season could be jeopardizing the privilege of participation. A student is considered a student-athlete at all times between the first practice and the last competition in a given season whether he/she is in school or out of school.

In addition to the East Hampton High School student code of conduct, East Hampton High School student-athletes participating in interscholastic athletics are expected to adhere to the rules and regulations as set forth by the Connecticut Interscholastic Athletic conference, The Shoreline Athletic Conference, The Athletic Department and individual coaches.

### Sportsmanship

In accordance with our mission, sportsmanship is a priority at East Hampton High School. The Athletic Department expects all parties present at an event to display the highest possible 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 CIAC, the NCAA or the National Federation. Any form of taunting of officials or players will not be tolerated at any East Hampton High School athletic event. Likewise, profanity, objectionable cheers or gestures have no place at an athletic event, be it in East Hampton or any other town. The East Hampton school administration reserves the right to warn, censure or suspend for up to one calendar year any spectators displaying poor sportsmanship at any athletic event home or away.

### School Discipline

#### Detention

An athlete with a school disciplining obligation or detention is expected to fulfill the disciplining obligation before reporting to practice and/or game. Students cannot expect and should not request disciplining action to be postponed or cancelled for an athletic reason. An athlete may be removed from a team for excessive disciplinary problems. The athlete may be reinstated upon sufficient evidence of improvement.

#### Suspensions

Any athlete suspended out of school or assigned in-school suspension may not practice, play or be with the team on the day(s) in which he/she is serving the suspension. The suspension is not considered over until the student-athlete is reinstated on the next school day.

### Team Discipline

Coaches may establish rules for their respective sports with the approval of the principal and Athletic Director. All team rules as well as penalties for violation of individual team rules will be in writing and distributed to team member prior to the seasons as well as kept in the Athletic Department office. Team rules will be enforced by the coach. A coach cannot have a team rule that supersedes or contradicts school or department policy.

### Ejection Policy

If a player is ejected from a varsity or junior varsity league or non-league contest, he/she will be suspended for a period of one contest at that level of play and all contest at any other level played in the interim. The Athletic Director must be informed of all ejections within 24 hours.

### Missing Practice

An athlete should always call his/her coach before missing practice.

Vacations by athletic team members during a sport season are highly discouraged. In the event of an absence due to a vacation that is unavoidable, a student-athlete must:

- Contact the coach prior to the vacation
- Be willing to assume the consequences related to absences from practices and contests.

## **SUBSTANCE USE AND ABUSE**

### Drugs and Alcohol

The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol or drug paraphernalia or being under the influence of any drug or alcohol. Any student found to be violating this student conduct policy will be dealt with in accordance with the regulations set by the school system. The consequences of such violations may ultimately result in the expulsion from school and/or criminal prosecution.

Recognizing the potential of each student and that drug or alcohol abuse and dependency can seriously impair a student's ability to learn, it is the policy of the school to take positive actions to prevent drug and alcohol abuse. These actions will be through education, early intervention, parental involvement, medial and/or assessment referral, and police referral in the handling of incidents in the school involving the possession, sale and/or use of behavior affecting substances. These substances shall include but not be limited to marijuana, LSD, inhalants (which have behavior affecting ingredients), alcohol, and barbiturates. (cf. 6164.11 - Drugs, Tobacco, Alcohol)

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12 - Search and Seizure) Student lockers and/or desks which are the property of the school may be examined at any time by the authorized school administrator if he/she has reason to believe that drugs and/or alcohol and accessories will be found there. Such a search will be authorized by the building administrator. (cf. 5145.12 - Search and Seizure)

The schools will cooperate with town bodies and those other town, state and private agencies that are involved in the health of students relating to drug and/or alcohol abuse.

### Steroid Use

The Board of Education prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not considered as valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use and that their use, unauthorized possession, purchase, or sale could subject them to disciplinary action.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. **First Violation:** Suspension from school athletics for the remainder of the season.
2. **Second Violation:** Suspension from school athletics for the remainder of the season and for the following season.
3. **Third Violation:** Permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

## HAZING

The Board of Education finds that the practice known as “hazing” is dangerous to the physical and psychological welfare of students and is prohibited in all school activities.

### A. Definition

Hazing includes, but is not limited to:

- engaging in any offensive or dangerous physical contact, restraint, adduction, or isolation of a student, or
- requiring or encouraging a student to perform any dangerous, painful, offensive, or demeaning physical or verbal act, including the injection of any substance, exposure to the elements, deprivation of sleep or rest, or extensive isolation, or
- subjecting a student to any dangerous, painful, offensive, or demeaning conduct, or to conduct likely to create extreme mental distress, for any purpose, including as a condition of membership or initiation into any class, team, group, or organization, sponsored by, or permitted to operate under the auspices of a school of the District.

### B. Prohibition

Hazing is prohibited in all schools of the District, whether on or off school property, and whether during or outside school hours. Hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member will not be tolerated.

### C. Enforcement and Reporting

1. School officials, employees, and volunteers:
  - a. Shall not permit or tolerate hazing;
  - b. Shall intervene to stop hazing that is threatened, found, or reasonably known or suspected to be occurring; and
  - c. Shall report known or suspected hazing to the school administration or the Superintendent.

**D. Enforcement and Reporting** (continued)

1. Any student who believes he or she has been the victim of hazing shall report the matter to the school administration or the Superintendent.
2. Any District administrator that receives a report of hazing shall provide written notice to the Superintendent, setting forth the report and the administrator's proposed plan for investigation.

**E. Investigation**

1. All reports of hazing shall be investigated by the Principal or his/her designee. Where violations of criminal law may have occurred, the Principal or designee shall notify the appropriate law enforcement agency.
2. Upon completion of the investigation, the Principal or designee shall submit a written report on the investigation and its results to the Superintendent.

**F. Discipline**

1. Any student who engages in such behavior is subject to disciplinary action, according to applicable procedural requirements, including suspension, expulsion or referral to law enforcement officials.
2. No person in charge of a school-sponsored activity will permit the above-mentioned behavior. Violations will result in disciplinary action according to applicable procedural requirements. Such discipline may include reprimand, suspension, discharge or termination.

**FACILITIES AND EQUIPMENT**Facilities

Time, space, facilities, staff allotment, equipment and other factors place limitations on the most effective squad size for any particular sport.

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 the season, and prior to the next season or graduation. Graduating students are not issued diplomas until their responsibilities toward athletic equipment have been fulfilled. Athletes failing to turn in all issued equipment, or returning equipment damaged through misuse, are responsible to meet the current replacement cost. In the event the equipment is found and returned after the payment, a refund will be made.

Locker Room Regulations

Rough-Housing is not allowed in the locker room. Hazing players is not allowed. No one except coaches and assigned players are allowed in the locker room. No glass containers in the locker room.

All spiked or cleated shoes must be put on and taken off outside of the building. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.

### Weight Room / Fitness Center Regulations

1. Only East Hampton students, faculty, staff and alumni may utilize the Fitness Center. Visitors are not permitted.
2. The Fitness Center is intended to give students a clean, safe and enjoyable place to exercise for general fitness purposes.
3. Attire:
  - a. Proper athletic attire must be worn at all times.
  - b. Tennis shoes must be worn at all times.
  - c. Absolutely no sandals, open toed or open-backed shoes are permitted.
  - d. T-shirts must be worn. Tank tops are not allowed.
  - e. No jeans or jean shorts allowed.
4. Food is not permitted in the Fitness Center. No gum is allowed. Water, Gatorade or sports drinks are permitted provided they are in a sealable, plastic container.
5. Radios and tape or CD players are not permitted unless they are personal units (such as a "Walkman") equipped with headphones.
6. Students are required to behave according to the rules and regulations in the Student Handbook.
7. The Fitness Center is not responsible for lost or stolen items.
8. Students are required to pick-up after themselves and discard trash and remove personal items.
9. For safety reasons, personal items, bags and other items are to be stored in lockers only and not on the Fitness Center floor.
10. All members are required to wipe down cardio and weight room equipment after each use. Paper towels and disinfecting spray is available for use.

### **CONTEST PARTICIPATION**

The amount of playing time a student-athlete receives in a game is an important decision made by the coach. It is with this thought in mind that the following guidelines have been developed by the Athletic Department.

Varsity Teams are the culmination of the athletic program of the sport involved and must strive to be highly competitive against all opponents. At this level of competition, the success of the team has priority over the playing time of the individual.

Sub-Varsity Teams at the high school are dedicated to preparing players for varsity level competition. At this level, the development and the participation of the players takes priority over the win/loss record of the team.

### **ADDRESSING ATHLETIC ISSUES**

East Hampton High school encourages open communication between athletes, their families and the school community. Athletes and Parents, who have concerns about athletics, should begin by first addressing the issues with the coaching staff. If the coaching staff is unable to resolve the issue to the satisfaction of all involved, the concerned party should contact the athletic director.

After exploring these avenues, if a concerned party feels that the issue has not been resolved, they should contact the High School Administration, and schedule a meeting to discuss the issue further. At this time the Administration will work to resolve the issue in a satisfactory fashion.

### **CAPTAIN’S PRACTICE**

The term “Captain’s Practice” commonly is used to refer to team captains organizing and conducting practice sessions for that sport without adult supervision.

East Hampton High School and CIAC does not in any way sanction, encourage or condone “Captain’s Practice” in any sport. The CIAC views “Captain’s Practices”, as a violation of eligibility rule II.D. (Season Limitations) or certainly a violation of the spirit of Rule II.D.

### **TRAVEL POLICY**

All athletes must travel to and from out-of-town athletics contests in transportation provided by the athletic department unless previous arrangements are made by the parents for exceptional situations directly with the Athletic Director or school administration.

- Athletes will remain with their squad and under the supervision of the coach when attending away contests.
- Athletes who miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
- All regular school bus rules will be followed.
- Student-Athletes are asked to dress appropriately for away contests.

### **CONFLICTS IN CO-CURRICULAR ACTIVITIES**

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities and therefore attempts to schedule events in a manner to minimize conflicts. Student –Athletes have the responsibility to do everything they can do to avoid conflicts, including belonging to too many activities.

When a conflict arises, the sponsor/coaches and student should effect a workable solution. If a solution cannot be found, the principal will make the decision. Once the decision has been made and the student-athlete has followed that decision, he/she will not be penalized in any way by faculty, sponsor or coach.

### **REPORTING OF INJURIES**

All injuries at athletic practices or games must be reported within 24 hours to the Athletic Director and the School Nurse. An athletic injury report must be filled out by the coach and submitted. Once a physician treats an athlete, the athlete must obtain the doctor's written permission to return to the activity. This re-instatement notice must be submitted to the Athletic Director and School nurse before being cleared to return to athletics.

### **NCAA CLEARINGHOUSE REQUIREMENTS**

NCAA Clearinghouse standards are available in the Guidance Office for any student-athlete who wishes to be informed about academic standards required for college participation in sports. Check online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

### **NON-DISCRIMINATION**

#### **Title IX & the Rehabilitation Act of 1973 Section 504 - Compliance - Non-Discrimination**

It is the policy of the East Hampton School System that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation, and past/present history of mental disorder, learning disability, and physical disability.

All complaints shall be addressed in writing to the Board-designated compliance officer at each building, and he/she shall be responsible for investigating all complaints. Upon investigation, the compliance officer shall effectuate any changes deemed necessary to eliminate any discriminatory practices and shall inform the complainant in writing of his/her actions within fifteen (15) school/working days of the receipt of such complaint.

If the complainant is not satisfied with the actions of the building level compliance officer, within ten (10) school/working days, the complainant may appeal in writing to the District compliance officer. Upon investigation, the District compliance officer shall effectuate any changes deemed necessary to eliminate any discriminatory practices and shall inform the complainant in writing of his/her actions within fifteen (15) school/working days of the receipt of such complaint.

If the complainant is not satisfied with the actions of the District compliance officer, within ten (10) school/working days, the complainant may appeal in writing to the Superintendent of Schools. Upon investigation, the Superintendent of Schools shall effectuate any changes deemed necessary to eliminate any discriminatory practices and shall inform the complainant in writing of his/her actions within fifteen (15) school/working days of the receipt of such complaint.

If the complainant is not satisfied with the actions of the Superintendent of Schools, within ten (10) school/working days, the complainant may appeal in writing to the Board of Education. The Board of Education shall hold a hearing within fifteen (15)

school/working days of receipt of such written request and shall decide what, if any, remedies are necessary to eliminate the practices deemed discriminatory. The Board shall notify the complainant in writing of its decision within five (5) working days after the Board's next regularly scheduled meeting.

## **EAST HAMPTON ATHLETIC DEPARTMENT POLICIES FOR COACHES**

### QUALIFICATIONS:

1. Valid Connecticut teaching certification or coaching permit and a certification of completion of standard American Red Cross First Aid and CPR.
2. Demonstrated interest in and aptitude for performing the tasks listed
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### REPORTS TO:

Athletic Director

### SUPERVISOR:

Athletic Director/Building Principal

### JOB GOAL:

To help each participating student achieve a high level of skill and appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

### PERFORMANCE RESPONSIBILITIES:

#### I. Professional Qualities

1. Maintains professional competence and avails self of opportunities for professional improvement through self-study, workshops, and/or formal course work.
2. Complies with rules and regulations of the school system.
3. Implements recommendations and requests made by supervisory and administrative staff, which are in keeping with the philosophy of the system.
4. Demonstrates sportsmanship and maintains dignity and poise in his/her role as a coach.
5. Promotes program to perspective students.

#### II. Human Relationships

1. Makes an effort to develop the self-worth and dignity of athletes.
2. Recognizes and provides for individual differences among athletes.

3. Maintains and encourages school-home cooperation by taking initiative in contacting parents when their help is indicated or when the athlete is to be commended.

### III. Personal Qualities

1. Possesses health and stamina for effective job performance.
2. Exhibits self-confidence.
3. Demonstrates an interest and enjoyment in his/her work

### IV. Administrative Responsibilities

1. Provides for the care and collection of uniforms and equipment, including budgeting, requisitioning, storage and inventory.
2. Meets scheduling deadlines.
3. Meets transportation deadlines.
4. Prepares criteria for athletic awards and communicates it to athletes.
5. Interprets school training rules and ethics, CIAC policies and regulations to athletes.
6. Arranges for game details, including postponements and cancellations.
7. Interprets program to the public.

### V. Professional Skills

1. Acts prudently in the care and prevention of injuries.
2. Has well planned practices.
3. Creates a relaxed and friendly atmosphere conducive to learning.
4. Disciplines in a fair and positive manner, striving toward teaching the athlete self-control.
5. Seeks and uses the advice and assistance of supportive staff.
6. Demonstrates effective teaching of skills, game rules and strategies in coaching.
7. Understands and demonstrates knowledge and techniques of conditioning.
8. Maintains a competitive team that is representative of his/her school.
9. Performs other duties or assumes responsibilities as assigned by the Principal or Assistant Principal.

### VI. Additional Expectations and Duties

1. All Coaches must hold current coaching certification from the state.
2. All Coaches must observe all driving and parking regulations on campus.
3. All Coaches must check out all keys, uniforms and equipment from the Athletic Director prior to the start of a season and have all keys, uniforms

and equipment checked back in by Athletic Director at the conclusion of the season.

4. All Coaches must ride team transportation to and from athletic contests.
5. All Coaches must submit practice schedules to the Athletic Director at least weekly.
6. All Coaches must provide completed team rosters to the Athletic Director within 7 days of the start of the season.
7. All Coaches must provide all information asked for by the Athletic Director for submission to the CIAC website in accordance with all regulations and deadlines.
8. All Coaches must submit game results immediately after game conclusion to the Athletic Director along with any ejection/infraction information.

#### VII. Ejection Policy

If a coach is ejected from a game for an infraction as prescribed by the rules, the game may not continue until the member school replaces the ejected coach with a certified coach. The coach must leave the premises. If this can not be accomplished within 15 minutes after the ejection, the official in charge will declare a forfeit win for the opposing team. The coach will also be suspended from coaching the next game at that level of play.

#### VIII. Equipment

Coaches must collect and turn in all uniforms, equipment and keys at the conclusion of each season or provide a list of who has not returned items to the athletic director. All stipends will be held until this process has been completed.

#### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of extracurricular assignments, utilizing position-specific evaluation form (if applicable).

#### TERMS OF EMPLOYMENT:

Ten month year (annual appointment)

Appointment may be terminated at any time for good and sufficient cause.

New employees must submit to fingerprint background check at a cost to the applicant