

Barre Unified Union School District

Spaulding High School

Barre City Elementary and Middle School

Barre Town Middle and Elementary School

Coach/Voluntary Coach Handbook

A. INTRODUCTION

The Barre Unified Union School District and its schools recognize the important contributions coaches make to our school district. Coaches provide benefits to both students and staff by offering special skills and abilities, which enhance and supplement the educational and athletic programs. Coaches are responsible for working cooperatively with the athletic director, head coach and other program coaches in carrying out the duties and responsibilities outlined in this guide.

PURPOSE

This handbook is intended to familiarize coaches with the general objectives of our athletic programs, and to inform them of the general responsibilities, expectations and rules they are expected to adhere to.

GOALS AND OBJECTIVES

The Barre Unified Union School District ("BUUSD") recognizes and promotes the priority of academics within our athletic programs. While athletics are an important part of education, academic success remains the primary objective. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. In order to complement the personal and academic growth of our student-athletes, the primary objectives of our athletic programs and coaches shall be to:

1. Teach positive attitudes, proper habits, knowledge and skills.
2. Develop student abilities through healthy competition.
3. Bring about the realizations in our students that competition is a privilege that carries definite responsibilities.
4. Develop an interest in sports that will carry over into adult life.
5. Represent our school/district in a manner that brings respect for the school and each individual participant.
6. Develop a healthy attitude towards opponents, realizing that they deserve our most sincere effort while simultaneously understanding their purpose in a healthy, sporting encounter.
7. Allow every individual the maximum opportunity to participate in an activity while recognizing that sports, like life, is a competitive situation in which some will excel, some will succeed, some will fail, and all will benefit merely by being participants.
8. Emphasize priority of academics, and maintain and communicate a philosophy that athletics is a part of the education and character development of our students.

B. PROFESSIONAL STANDARDS OF CONDUCT

SPORTSMANSHIP

The Barre Unified Union School District and its member schools promote good sportsmanship among athletes, parents, fans, and coaches. To help ensure that the school and community is represented with dignity, the coach is expected to:

1. Exemplify behavior that is representative of the educational staff of the school and a credit to the teaching profession.
2. Demonstrate high ideals, good habits, and desirable attitudes in personal behavior and demand the same standard of the players.

3. Recognize that the purpose of competition is to promote the physical, mental, social and emotional well being of the individual players and that the most important values of competition are derived from playing the game fairly.
4. Be a humble winner and gracious loser.
5. Maintain self-control at all times, accepting adverse decisions without undue public display of emotion or dissatisfaction.
6. Pay close attention to the physical condition and well being of the players, refusing to jeopardize the health of an individual for the sake of improving their team's chances to win.
7. Teach student-athletes that it is better to lose fairly than to win unfairly.
8. Prohibit gambling, profanity, abusive language, and similar violations.
9. Refuse to disparage an opponent, an official, or others associated with sports activities and discourage gossip and questionable rumors concerning them.

CODE OF ETHICS

In order to ensure that our coaches serve as a positive role model in the education of the student athletes the BUUSD recognizes the code of ethics established by the Vermont Principals' Association <https://sw.vpaonline.org/policies/>. In addition, the BUUSD has adopted its own code of ethics for coaches. As a coach within the BUUSD, you shall:

1. Constantly uphold the honor and dignity of the coaching profession. 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 character, behavior, and leadership.
2. Support each school's position on academic importance, and make every effort to accommodate student-athletes' needs as they balance academics with athletic activities.
3. Demonstrate and encourage respect for the individual personality and integrity of each student-athlete.
4. Never place the value of winning or disappointment of defeat above the value of character building. Model and encourage the highest standard of conduct in both victory and defeat.
5. Support and enforce school and training rules for the prevention of drug, alcohol and tobacco use and abuse, and under no circumstances authorize the use of these substances.
6. Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. Encourage the highest standards of academic achievement among team members.
7. Be thoroughly acquainted with contest, state, league and local rules, and abide by the letter and spirit of these rules at all times.
8. Actively use their influence to enhance sportsmanship by participants and spectators.
9. Respect and support contest officials, and refrain from publicly criticizing officials or indulging in conduct which will incite players or spectators against the officials or against each other.
10. Model and promote ethical relations among coaches, student-athletes, spectators, and members of the rival team. Meet and exchange friendly greetings with the rival coach(es) to set the correct tone for the event, before and after contests. Refrain from publicly criticizing coaches, players, or spectators.
11. Refrain from exerting pressure on faculty members to give student-athletes special consideration.
12. Refrain from scouting opponents by any other means than those adopted by the state high school athletic association and the league.

13. Encourage the highest standard of conduct among student-athletes, and strive to create an environment where hazing is deemed unacceptable behavior by all team members. Never condone hazing behavior.
14. Behave and dress professionally both on and off the field/court in the presence of students. Inappropriate attire, the use of profanity, and vulgar/offensive language are prohibited.
15. Demonstrate a mastery of, and continuing interest in coaching through professional improvement.
16. Establish sound training rules that seek to encourage and support good health habits among team members.
17. Be attentive to the first aid needs of student-athletes, and strive to provide an environment free of safety hazards.

RELATIONS WITH STUDENT-ATHLETES

It is critical for coaches to know where to draw the line with student-athletes; a coach is not a friend. It is equally important that coaches recognize behaviors, actions, gestures, or comments towards student-athletes that could have potentially harmful consequences to both the student and the coach. Sexual, intimate, or physical relationships between coach and student-athlete is strictly prohibited, regardless of the age of the student. Below are some additional rules and guidelines designed to protect both our student-athletes and coaches:

1. Contact for social or personal reasons not related to the athletic relationship is discouraged. Communication that is necessary (such as for practice time changes) is to be done through the school email account to student school email accounts. Parent email accounts may also be included.
2. Coaches should NOT drive student-athletes home. In an emergency situation, find another adult to ride with you if possible. If no one else is available and you must drive a student home, be sure to inform your supervisor the following day.
3. Team social events. The purpose and nature of the event should be established with the Athletic Director. Considerations should be made for finances and transportation to allow all team members the opportunity to attend such events. Coaches should be aware of the increased occurrences of hazing that accompany team 'social' events and work to maintain an environment that eliminates such behaviors.
4. Locker room safeguards. A male coach should not enter the girls' locker room when female students are present. Likewise, a female coach should not enter the boys' locker room when male students are present. In the event of an emergency, try to find an adult of the opposite sex to accompany you, and always make sure the students athletes are properly dressed/covered before entering.
5. Whenever speaking to a student-athlete, be sure to always do so in a public setting and not behind closed doors. If a student-athlete asks to speak with you in private, move away from earshot of the group, but always be within vision of others whenever possible.
6. If a student-athlete requests additional tutoring/skill-building after practice or competition, try to avoid tutoring one- on-one if possible (i.e. ask another coach to assist, pair the student up with another athlete on the team who may be able to tutor him/her, etc.)
7. Whereas some physical contact may be an appropriate sign of support or athletic instruction, other times it is not appropriate. Coaches should always be cautious of how their physical contact with students may be interpreted by others, and they should always avoid excessive or inappropriate contact with student-athletes (i.e. long affectionate hugs, kissing, slap on the buttocks, etc.).

8. If one of your student-athletes is troubled and approaches you for a "shoulder to lean on", be aware of the referral process and try to refer the student to other professionals or organizations who may be able to help them. If the student is not comfortable speaking with others, collaborate with the Athletic Director/Administrator with any personal matters the student confides in you. Don't make the decision alone.
9. Gestures/Comments. Be aware of how innocent glances, gestures, comments, compliments on appearance, or jokes may be interpreted by students or others. Although your intentions may be innocent or even done in kindness, they may backfire if interpreted by others as offensive or inappropriate.

C. POLICIES, PROCEDURES and RULES

Coaches are responsible for abiding by all Barre Unified Union School District ("BUUSD") and their individual school's policies, procedures and other rules. If you have specific questions about these policies or other BUUSD policies, please contact the Athletic Director/Administrator of your building. For a complete listing of BUUSD policies, please visit our website at buusd.org

HARASSMENT

"Harassment" means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following: (1) Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur: (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student. Sexual harassment may also include student-on-student conduct or conduct of a nonemployee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student's the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

HAZING

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and (1) Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student. Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals,

provided that: (1) The goals are approved by the educational institution; and (2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions. With respect to Hazing, “Student” means any person who: (A) is registered in or in attendance at an educational institution; (B) has been accepted for admission at the educational institution where the hazing incident occurs; or (C) intends to attend an educational institution during any of its regular sessions after an official academic break.

BULLYING

“Bullying” means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which: a. Is repeated over time; b. Is intended to ridicule, humiliate, or intimidate the student; and c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or (ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.

REPORTING PROTOCOL

1. Do not ignore the behaviors.
2. Deliver a clear, but polite, message that you want the behavior to stop.
3. Do not retaliate with inappropriate language or behavior.
4. As soon as possible, approach a trusted staff member to report the incident.
5. Ask the staff member to accompany you to a school administrator.

An investigation that finds that Harassment, Hazing, or Bullying has been substantiated may result in disciplinary consequences, which include progressive discipline. Administration reserves the right to bypass progressive discipline and impose strict consequences immediately given the specific circumstances of the case. Please refer to Section IV.A. of the 2015 AOE Model Procedures for additional information on substantiated violations. Students who violate this policy may pursue formal appeals which may delay the imposition of discipline. All complaints, investigations, and outcomes regarding Harassment, Hazing, and Bullying as it relates to other students will remain strictly confidential. ability to participate in or benefit from the educational program on the basis of sex. (2) Racial harassment, which means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs. (3) Harassment of members of other protected categories, means conduct directed at the characteristics of a student’s or a student’s family member’s actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes

HAZING/HARASSMENT/BULLYING PREVENTION

Coaches shall inform their teams about their school’s Hazing/Harassment/Bullying policies and procedures. Coaches shall conduct a hazing/harassment/bullying prevention review with their teams after the start of the season, but prior to the first game/competition.

[BUUSD C-10-P-Model Procedures on the Prevention of Harassment Hazing and Bullying of Students](#)

TRANSPORTATION

Coaches are responsible for supervising the transportation of student-athletes to and from athletic events. Whenever a school vehicle, chartered vehicle or rented vehicle is used for the transportation of student-athletes to an athletic contest, all students are to travel to and from the contest with the team. Exceptions must be requested in writing by a parent/guardian, and must be approved by the athletic/activities director or administrator. Only parents or other responsible designated adults may provide transportation, and under no circumstances will a student be permitted to ride with another student. While on the bus, students are expected to adhere to the rules of the driver and bus leasing agency.

FIRE DRILL/EMERGENCY PLAN

Each school shall have an Emergency Action Plan and established fire/emergency preparedness drills. Coaches must be familiar with the Emergency Action Plan and fire/emergency preparedness drill instructions at their school, and are responsible for reviewing the evacuation procedures with all team members. Fire/emergency preparedness drill instructions are posted near each classroom door and the gymnasium. The emergency signal is a continuous loud tone. The recall signal, which allows individuals to reenter the building, shall be established by each school and shall be clearly distinct from any other signal. The coach must be familiar with the signal at their school.

During fire or emergency preparedness drills, or in the event of an actual emergency, coaches are expected to:

- Stay with their team
- Take an attendance sheet/roster with them outside
- Supervise and maintain order
- Remind students where to meet outside
- Close all windows in their immediate area
- Assist any student who needs help
- If activity is held in the gymnasium, close, but do not lock, the gymnasium
- Take attendance outside

NON-DISCRIMINATION

BUUSD policy prohibits discrimination on the basis of disability, marital status, national origin, race, color, religion, age, sex or sexual orientation or any other protected class as defined by law.

[Policy C12-Prevention of Sexual Harassment As Prohibited by Title IX](#)

POLITICAL FREEDOM

The BUUSD shall in no way infringe upon an individual's rights and freedoms of political involvement. However, employees and volunteers of the district must not misuse their position in the school to influence the academic process in the interest of their own political ambitions or those of a political group. Employees, volunteers and other citizens of the district will not engage in political activity on school premises during school hours.

CORPORAL PUNISHMENT & PHYSICAL RESTRAINT

Physical force is not an acceptable means of correction or communication and is against BUUSD policy. Physical restraint is authorized only when needed to protect the safety of the individual student, self and/or other students and employees.

CONFIDENTIALITY

Coaches are expected to maintain confidentiality of all student-athlete records and information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and the BUUSD policy on student records. Coaches should refrain from discussing a student-athlete by name unless it is with another school official with a “need to know” the information such as classroom teacher, principal, nurse, special educator or guidance counselor. Confidentiality should be maintained for all student-athletes including regular and special education.

REPORTING CHILD ABUSE/NEGLECT

Under Vermont law and BUUSD policy, any school employee who reasonably suspects that a child has been abused or neglected shall report the same to the appropriate law enforcement authorities within 24 hours. If possible, speak directly to the Athletic Director, school administrator, the school's Child Protection Team, or other designee in advance of reporting the abuse/neglect. As a mandated reporter, coaches are obligated to report suspected abuse or neglect to the Athletic Director, school administrator, the school's Child Protection Team, or other designee. Below is the contact information necessary for proper reporting:

1. Call the Department of Children and Families (DCF) at 1-800-649-5285 (make a written notation of whom the report was made to and when the report was made); and,
2. Follow up with a written report which can be faxed to DCF at 802-241-3301. The school's fax machine can be used for this purpose if necessary.

TOBACCO; SUBSTANCE ABUSE

Tobacco use is not permitted in any school building or on school grounds at any time. The possession, use or distribution of tobacco, alcohol or drugs in school or on school property is strictly prohibited. Any student violation should be reported to the Athletic Director or an Administrator. If you observe any student who appears to have a substance abuse problem, or if a concerned informant or friend alerts you, you should refer the situation to the Athletic Director or school administrator.

WEAPONS AND/OR FIREWORKS

In conformance with federal and state law, possession of firearms, fireworks, or other weapons is strictly prohibited unless permitted. Any student-athlete violation should be reported to the Athletic Director or school administrator immediately.

ACCIDENTS AND INJURIES

Accidents are likely to occur from time to time, but preventive measures should keep them to a minimum. Exercise good judgment and care at all times. Look ahead to possible dangerous consequences, especially in certain areas such as the gymnasium, locker rooms, playing fields, and other areas in which practice or games are held.

The Athletic Director, or their designee, must be notified of all student accidents or injuries and a Student Accident/Injury Report must be completed.

If you become injured while coaching, no matter how slight, please be sure to notify the Athletic Director (or an administrator). If you require medical treatment and/or are unable to work as a result of the injury, an Employee's First Report of Injury and VSBIT report will need to be completed within 24 hours of the injury. Please contact the school nurse or the HR department to complete a claim form.

FIRST AID & MEDICAL TREATMENT

All coaches are expected to be in compliance with the Vermont Principals' Association Sports First Aid requirements. Coaches are expected to collect and compile emergency contact information for each team member. Coaches must carry the emergency contact information for all team members with them at all times (games & practices). Emergency contact information must contain a minimum of the following:

- a. Name, address, and home phone number of the student athlete.
- b. Name(s), address(es), home phone number(s), and emergency phone number(s) of parents and/or guardian(s).
- c. Name and phone number of family physician or pediatrician.
- d. Description of the student athlete's special health problem(s).
- e. Names, addresses, and phone numbers of at least three emergency contact persons authorized to pick up, transport, and make medical decisions related to the student athlete in the event the parents/guardians cannot be reached.

The coach must be aware of any allergies or special conditions for team members, and communicate such to all other coaches who travel with their team. The coach must have easy access to an emergency medical kit at all games and practices. If a player receives an injury that requires first aid and/or additional medical treatment, the coach (or other designee who is certified in first aid) shall provide the necessary first aid, and shall notify the parent/guardian of the injury so that further medical attention can be sought if desired. The coach (or designee) must complete and file a Student Accident/Injury Report describing the incident and action taken. The injury must also be reported to the Athletic Trainer, Athletic Director, or an Administrator and communicated to the school health office the following school day.

If a player receives an injury that requires emergency medical attention or hospitalization, the coach (or designee) shall contact 911 immediately. If hospitalization is necessary, the player should be transported immediately by private vehicle or ambulance. The coach (or designee) shall immediately contact the parent/guardian or designee subsequent to calling 911 and request that they meet the player at the hospital. A staff member or parent/guardian should accompany the athlete if at all possible.

Any athlete who receives an injury that requires medical treatment beyond first aid must obtain written permission from a doctor before he/she will be allowed to return to participation (practice or competition).

Coaches are required to follow the directions of the physician concerning any treatment and return of the player to participation.

MEDICATIONS

All student medications are kept in the Health Office and administered by a nurse or under the direction or authorization of the school nurse. Students should be directed to restrain from taking or carrying medications on school premises except as authorized by a doctor, parent or the school nurse (i.e. epipen, insulin, inhaler, etc.). Coaches are not permitted to administer prescription medications, pain medications or other over-the-counter medications to students except in emergency situations as directed and authorized by the school nurse (i.e. EpiPen injections, insulin, inhaler, etc.).

HANDLING BODILY FLUIDS

Universal precautions should be utilized when handling bodily fluids. Whenever possible, direct skin contact with body fluids should be avoided. Disposable gloves should be used when direct hand contact is anticipated. Dispose of used gloves in a plastic bag or lined trash can. Wash hands thoroughly after any contact with bodily fluids and before contact with others.

If blood or other potentially infectious materials have contact with broken skin, mucous membrane or by a bite or needle stick, wash or irrigate the area immediately and report to the school nurse. You will be asked to fill out an Employee's Claim and Employer First Report of Injury and will be advised to seek immediate medical attention at no cost to you.

COMMUNICABLE DISEASE

The BUUSD is committed to providing a safe environment for all employees and students. The BUUSD also recognizes and respects an individual's right to confidentiality. If you are diagnosed with a contagious disease that may jeopardize the safety of our students and staff (or put them at risk of exposure), please notify the Athletic Director (or an Administrator) in a timely manner so that the district can implement the necessary safety precautions if deemed appropriate. Your identity shall remain confidential except as required by Department of Public Health regulations or as necessary to implement district procedures.

VOLUNTEERS

The BUUSD believes that volunteers can be a benefit to both student-athletes and coaches, and are essential to the success of our schools. Volunteers offer special skills and abilities, which enhance and supplement the athletic program, and we encourage every opportunity for productive partnerships with all constituents of the community. Before an individual performs duties as a volunteer within our athletic programs, they must submit the volunteer application and be approved by the Athletic Director and properly registered with the school.

[Volunteer Handbook](#)

Coaches are responsible for supervising volunteers and to be sure they adhere to the Professional Standards of Conduct, Policies and Procedures, and Other General Rules & Expectations outlined in the Coaches' Handbook.

D. OTHER GENERAL RULES & EXPECTATIONS

In addition to the BUUSD policies and procedures, coaches are expected to abide by the following rules and expectations. This list is not meant to be all encompassing.

TRAINING RULES

In order to help promote in our students a healthy lifestyle, responsible behavior, and optimal team and individual performance, the BUUSD maintains and enforces a Student Alcohol and Drugs Policy (policy available at BUUSDvt.org) with respect to violations of the training rules. Coaches shall inform students of the training rules, and play a key role in enforcing these rules.

A coach who becomes aware of any violation(s) of the training rule, must notify the Athletic Director (or an administrator) promptly.

ACADEMIC ELIGIBILITY

The BUUSD recognizes and promotes the priority of academics within our athletic programs. While athletics is an important part of education, academic success remains the primary objective. Coaches are expected to support this position and make every effort to accommodate each student's needs as they balance academics with athletics. To emphasize the priority of academics, each school has adopted their own Academic Eligibility regulations. Coaches must have a working knowledge of these regulations.

ATTENDANCE

Students must be in school all day in order to be eligible to practice, compete, or perform, unless the absence is a school- sponsored event or other excused absence. Excused absences must be accompanied by a parent/guardian signed and approved by the school's administration.. Examples of excused absences include doctor's appointments, college visits, etc. The Athletic Director or an administrator will review partial attendance or special circumstances.

DISCIPLINE

Coaches are expected to follow and support the school-based discipline policy. School-based discipline may result in athletic related consequences at the discretion of the Athletic Director or an administrator.

INSURANCE

All candidates for an athletic team are required to furnish proof of accident/health insurance before participating in tryouts, practices or competitions. The school district does not purchase insurance for its athletes, but the district does offer a school time insurance program at a nominal fee to all enrolled students. Information about the school time insurance may be obtained from the school's main office.

PHYSICALS (WELL EXAMS) & HEALTH QUESTIONNAIRE

A student-athlete may not practice or participate as a member of a school athletic team unless the student provides evidence that s/he has had a physical (well exam) within the past two years.

TEAM EVENTS

BUUSD believes team events are a great way to build teamwork, boost spirit, and to recognize accomplishments of our student athletes, however, with any team event comes potential for liability and an opportunity for misconduct if not properly organized and supervised. Coaches are responsible to report knowledge of any student athlete misconduct that occurs during an official or non-official team event, whether or not the coach is in attendance at the event.

TRAVEL & AWAY GAMES

Coaches are directly responsible for the supervision of team members while visiting and traveling to and from other schools. Student-athletes are to be reminded that they are representing their school at all way games or events, and that they are expected to demonstrate good judgment, respect, and high morale.

ATHLETIC EQUIPMENT & UNIFORMS

A. ORDERING

Coaches will comply with school based practices for ordering equipment and supplies. ALL orders must have prior written approval from the Athletic Director before they may be ordered. Coaches will be responsible for the payment or return of any equipment/uniforms purchased without prior written approval by the Athletic Director.

B. CARE & CONTROL

The coach is responsible for the dispersal and collection, and care and maintenance of all uniforms and equipment used in their program. In order to ensure proper care and control of uniforms and equipment, the coach shall:

1. Establish and maintain a control system to ensure that all uniforms and equipment are accurately accounted for.
2. Instruct team members in the care and use of their uniforms and equipment early in the season, and inform players of their responsibility to return all items that are issued to them. A coach who is having difficulty collecting uniforms or equipment from a particular student at the end of the season should seek assistance from the Athletic Director.
3. Turn in all uniforms and equipment within one week after the last contest of the season. Uniforms should be returned in a clean condition. Equipment is to be cleaned, stored and repaired according to manufacturer's instructions. Questions concerning this should be directed to the Athletic Director.
4. Refrain from discarding, selling, or giving away uniforms or equipment without the approval of the Athletic Director.

PARENT MEETING

It is recommended that each head coach is responsible for holding a preseason parent meeting. This can be done by individual teams or by sport. Coaches must inform the Athletic Director where and when the meeting will take place, but the meeting should occur before the first official contest of the season. Alternative means of formal communication to parents may also suffice with approval from the Athletic

Director (or Administrator in charge of athletics). A copy of the written notice distributed to parents should be provided to the Athletic Director (or Administrator in charge of athletics).

FUND RAISING

All fundraising events and use of such funds must be approved in advance by the Athletic Director.

SEASON SUMMARY

Each coach will be required to submit to the Athletic Director (or Administrator in charge of athletics), within 15 (fifteen)- calendar days of the last contest, a summary of the season which should include the following items:

- A. Brief summary of the season including your schedule and scores (high school only) of all contests.
- B. Head coaches and/or Athletic Director will submit a written evaluation of each assistant. (Appendix 2) It is suggested that you go over these evaluations with each assistant so that they clearly understand their strengths and weaknesses.
- C. List of award winners so they can be filed and checked for proper award items for each athlete awarded.
- D. Turn in ALL keys if not needed for the following season.
- E. Indicate whether it is your current intention to return in the same coaching position for the following school year. This would not constitute a binding obligation on your part or on our part, but it would serve the Athletic Director for planning purposes.
- F. Take inventory and submit a form to be placed on file in the Athletic/school office.
- G. The AD will distribute, collect and review Student Feedback Survey from each team member. (Appendix 2)
- H. Complete required evaluation form(s) (i.e. self-evaluation, and JV/Frosh/Assistant Coach evaluations for Head Coach) and attend a scheduled meeting with the Athletic Director. (Appendix 2)

Acknowledgement of Receipt of Barre Unified Union School District Coaches Guide

I acknowledge that I have received a copy of the Barre Unified Union School District Coaches Guide. I understand that I am responsible for reading and abiding by all policies and procedures in this guide, as well as other policies and procedures of the BUUSD. I acknowledge that I have also reviewed the Vermont Principals Association Athletic/Activities Policies and Procedures <https://sw.vpaonline.org/policies/>. (Appendix 2) I agree to abide by the annual mandatory training requirements as described in the handbook.

I also understand that the purpose of this Guide is to inform me of the policies and procedures common to the Barre Unified Union School District and its member Schools, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to you or to any BUUSD coach. I also understand that the Barre Unified Union School District and its member schools have the right to change any provision of this Guide at any time and that I will be bound by any such changes.

Signature

Date

Please print your full name

Please sign and date both sections of this form and return the bottom portion to the Athletic Director.

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Signature

Date

Please print your full name

Appendix 1 - Mandatory Training

BUUSD Mandatory Training must be completed annually before the start of the season.

Electronic Acceptable Use Agreement

FERPA

Bloodborne Pathogens, etc.

VPA Mandatory Education (described below)

VPA Coaches Required Education Program:

Rationale: The Vermont Principals' Association (VPA) and the Vermont State Athletic Directors Association (VSADA) believe strongly in the importance and value of a coaches education program. To this end, the VPA and VSADA support the Coaches Education Program offered through the National Federation of State High School Associations (NFHS) and encourage all coaches to participate in this program.

Requirements: In order to be a coach in a VPA member school, all coaches in grades 9 through 12 are required to complete the following education requirements. These requirements are recommended for middle school and elementary school coaches.

- a) Fundamentals of Coaching – NFHS Coaches Education Program – must be completed in the 1st year of coaching.
- b) First Aid Health and Safety For Coaches – NFHS Coaches Education Program – must be completed in the 1st year of coaching.
- c) Concussion in Sports – What You Need to Know – NFHS Coaches Education Program – must be completed before the first practice of a sports season (VT State Law effective 7/1/13). Must be renewed every two years. The Center For Disease Control and Prevention (CDC) course “Heads Up: Concussion in Youth Sports” may also be used to meet this requirement.

All three courses can be accessed at www.nfhslearn.com. The Concussion Course is free of charge, but there is a nominal cost for the Fundamentals of Coaching and Sports First Aid Course. Coaches should check with their Athletic Director to determine how to register for all courses. The CDC courses may be found at www.cdc.gov/concussion/HeadsUp/Youth.html.

Once completed, coaches should notify their Athletic Director, who in turn will notify the Coaches Education Coordinator, **Amy Molina** (Athletic Director at U-32) who will then register the coach in the state-wide coaches databank.

Recommendations: The NFHS Coaches Education Program also offers a number of free and elective courses and a number of sport specific courses to coaches.

Appendix 2 -VPA ACTIVITIES/ATHLETIC POLICIES

Complete VPA Policies and Procedures are located at the link below. Please read these in their entirety before signing the Acknowledgement of Receipt of Barre Unified Union School District Coaches Guide

<https://www.vpaonline.org/Page/233>

1. Policy on Harassment and Commitment to Racial, Gender-Fair and Disability Awareness
2. Policy on Gender Identity
3. Privacy Policy
4. Policy on a Coach's Code of Ethics
5. Core Coaching Beliefs
6. Policy on Chemicals and Health
7. Chemical Awareness Procedures
8. Policy of Religious Non-Participation By Students
9. Policy on Student Eligibility
10. Standards of Eligibility
11. Eligibility Limitations and Amateur Status
12. Exceptions and Waivers
13. Penalties
14. Policy on Rules for Organized Girls and Boys Sports
15. General Rules
16. Unsportsmanlike Behavior including Taunting/Harassment, Student/Coach Ejection Rule, Assault Upon Coaches by Coaches, Enforcement and Appeal of ejection orders.
17. Sanctioning A New Activity
18. Coach Replacement During a Contest
19. Individual Student Participation Limits
20. Fine For Submitting Late/Inaccurate Pairings
21. VPA Lightning Rule
22. Individual/Team Activities
23. Rules Governing Participation In Individual Competitions
24. Sports Seasons
25. Out of Season Coaching Rule
26. Scrimmages and Jamborees
27. Canceled Season Rule
28. Divisional Alignments
29. Protest Procedures
30. Coaches Eligibility and Coaches Training Program
31. Allowing Member School Students To Participate On Other Member School Teams (Member to Member Rule)
32. Cooperative Team Rule and Procedures
33. Policy on Middle School Athletic and Activities