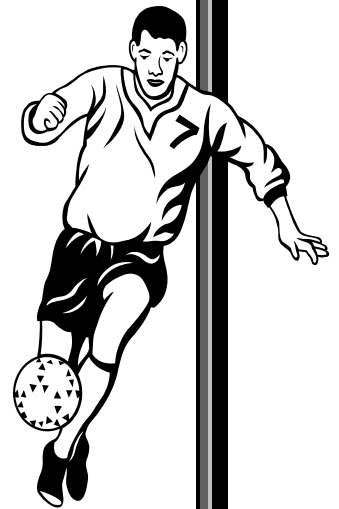


DEDHAM
PUBLIC SCHOOLS



COACH'S
HANDBOOK



Dedham High School Athletics

Dedham High School, a member of the Bay State Conference (Herget Division), offers a diversified athletic program that extends throughout the entire academic year. In their proper season interscholastic competition is held in football, lacrosse, cheerleading, soccer, cross-country, indoor and outdoor track, swimming, field hockey, basketball, hockey, wrestling, tennis, golf, softball, and baseball. Most sports are conducted on a varsity, junior varsity and freshmen level. All varsity players who meet standards set up by the Principal and the Athletic Director are awarded letters at the seasonal Sports Banquets. The Massachusetts Interscholastic Athletic Association and the Principal set up athletic rules. Many of our student athletes have been able to advance their educational and career plans as a result of their efforts on the athletic fields.

Dedham Middle School Athletics

Dedham Middle School is a member of the Middlesex League. The athletic program offers athletic competition spanning three seasons concurrent with the academic year. Student athletes are offered an opportunity to tryout and participate in soccer, field hockey, cross-country, basketball, outdoor track and field, softball, and baseball. The middle school program offers one level of play per sport. The Principal, Athletic Director, and Coaches are committed to offering opportunities to all those who take part in the program, fulfilling the educational mission of extra-curricular athletics and providing a positive, fun environment for healthy competition in preparation for interscholastic athletics.

Mission Statement

The mission of the Dedham Public Schools Athletic Department is to provide enriching experiences, which complement the education students receive; teaching student athletes the values of self-discipline, respect, and teamwork. The athletic department provides a safe, and healthy opportunity for competition within the framework and guidelines of the Massachusetts Interscholastic Athletic Association (MIAA), the Bay State Conference and the Middlesex Middle School League. The privilege for student-athletes to participate in both middle school and high school athletics will provide them a chance to learn invaluable lifelong lessons and have learning experiences that will take them far beyond the court, field, track, or ice rink.

Introduction

This handbook is designed to clearly state the goals, objectives and expectations of the Dedham Public Schools Athletic Department. Similar to students and student-athletes, coaches at Dedham Middle School and High School are held to the utmost expectations. Included in this handbook are the policies of the athletic department set forth by the Massachusetts Interscholastic Athletic Association,

the National Federation of High Schools, the Bay State Conference, the Middlesex League and Dedham Public Schools.

Adherence to athletic procedures and coaching responsibilities are outlined throughout this handbook to insure that every measure is made to create a safe, enjoyable, fair and competitive atmosphere for every student-athlete.

Expectations

A coach is a role model, who plays a definitive role in the life of student athletes. During the course of the season a very significant amount of time is spent with the members of a team. A coach is counted on to be an educator outside of the classroom. With this in mind, act and behave in a professional and appropriate manner, just as the student athletes are expected to act in any practice, game, or contest.

1. Coaches are a model for behavior.
 - A. Always be well groomed and dressed in appropriate attire for practices, games, and school functions.
 - B. Honor the commitment to the Dedham Public Schools. The team is now a priority and every effort should be made to maintain and uphold a full practice schedule and to be present at all practices and games.
 - C. Work hard and always display good sportsmanship. Exhibit patience, be supportive, use appropriate language and stress fair play.
 - D. Exhibit self control at all times. Players will emulate the action of their coach. Do not act on pure emotion.

2. Coaches are teachers outside of the classroom
 - A. Set positive and realistic goals for each individual and for the team. A list of short-term and long-term goals should be produced in order to measure the growth of the team throughout the season.
 - B. Recognize individual and team limitations.
 - C. Success varies from group to group. Please determine what makes your team successful.
 - D. Teach responsibility; be punctual and organized. You should delegate responsibility to team members and hold them

accountable for their actions. In order to gain the trust of the student athletes exercise trust in them.

- E. Exhibit enthusiasm for the sport and the accomplishments of the team and student-athletes, through this work to produce a sense of pride within your program the department and the school.
- F. Implement and teach technical and tactical fundamentals of the game.

3. Coaches are communicators

- A. Motivate the student athletes in positive terms. Avoid the use of sarcasm and demonstrate a sense of humor.
- B. Be sensitive to individuals and the group. Praise accomplishments and offer constructive criticism.
- C. Be a good and open listener, one who can help resolve problems.

Responsibilities

1. To the Team

- A. Conduct himself/herself professionally, always keeping in mind the team and the student-athletes. The student-athletes health and safety always come first.
- B. Show concern and a genuine interest in each student. Be accessible to students and initiate communication with them to solve any issues or problems.
- C. Provide written copies of team policies and regulations, with penalties for violation of such rules. These rules should be reviewed with student-athletes upon making a team.
- D. Enforce the rules and be consistent. Violations and penalties concerning the rules can be valuable learning experiences.

2. To Dedham Public Schools

- A. Reach out to the school community to promote the success of the programs and the value of being a member of the program.

3. To the media

- A. When addressing the media be positive. Never be critical of opponents or officials.
- B. Be consistent with behavior whether you win or lose.
- C. Be accessible.

Sportsmanship in Athletics

Striving to display outstanding sportsmanship before, during, and after an athletic competition must be a high priority of every coach. Opponents must be respected and appreciated. The efforts of everyone associated with an athletic contest must be respected and treated accordingly.

1. Guidelines For Coaches.

- A. Set good examples for others to follow.
- B. Respect and accept the official's judgments and interpretations.
- C. Instruct student athletes in their sportsmanship responsibilities.
- D. Discipline players who display unsportsmanlike behavior.
- E. Be a good host.
- F. Teach student athletes to win by fair and ethical means.
- G. Teach student athletes what it means to lose with class.
- H. Be willing to talk with media, win, lose, or draw.
- I. Be knowledgeable of sport's code, local and MIAA Blue Book rules.
- J. Supervise players entering and leaving the playing area.

2. Guidelines For Players.

- A. Accept seriously the responsibilities and privilege of representing Dedham Public Schools.
- B. Display respect for everyone associated with the athletic contest.

- C. Exercise self control at all times, accepting the decisions of those administering the contest.
- D. Be able to win, lose, or draw, always displaying the utmost class.
- E. Avoid all language and gestures that may be a poor representative of yourself, your team, and Dedham Public Schools.
- F. Respect property and those in positions of authority, home or away.

MIAA Coaches Code of Ethics

Each coach is first a TEACHER. The student athlete is participating within the school's athletic program because he or she desires to do so. Consequently, that student is often more attentive to a coach's lessons than to those offered by teachers in required courses.

The function of a coach is to educate students in "Life Lessons," through their participation in educational athletics. Every student athlete should be treated as though they were the coach's own child. Their welfare must be uppermost at all times. The following abridged guidelines for coaches have been adopted by the NFICA Board of Directors.

1. The coach must be aware that he or she has a tremendous influence, either for good or bad, in the education of the student athlete and thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
2. In all personal contact with student athletes, officials, athletic directors, school administrators, the state high school athletic association, the media and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse, and under no circumstances should authorize their use.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
6. Coaches shall actively use their influence to enhance sportsmanship in the broadest possible manner.

7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

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

Policies of the Program

A. Academics

The athletic program within the Dedham Public Schools is an extension of the classroom and must never come in conflict with a student athlete's academic responsibilities. Practices and team meetings must be arranged so that we never place a student athlete in a position of choosing between his/her academic work and the athletic participation. Practices and meetings should not start until twenty-five minutes after dismissal.

B. Academic Eligibility

The Director of Athletics is notified of all students ineligible for participation in athletics. Upon receiving the listing, coaches will be informed immediately whether a member of their team's roster is ineligible to continue. Either the Director of Athletics and/or Head Coach will then inform the student athlete(s).

C. Accident Reports

This report must be completely filled out by the coach in attendance and submitted to the Director of Athletics within twenty-four hours of the injury. In the event a student athlete is seriously injured during a practice or contest, or requires an emergency transport for medical attention, the Director of Athletics must be notified at the first available opportunity.

D. Attendance

Student athletes must be present for a minimum of three class periods of school in order to be eligible for participation. It is each coach's responsibility to check daily attendance. Students serving in school suspension or out of school suspension are ineligible to participate that day. Failure to abide by the attendance requirements may result in suspension or contest forfeiture. Tardiness, early dismissal, emergencies and/or unusual situations will be handled through the Director of Athletics.

E. Booster Club/Parents Club

The Dedham High School Booster Club is a school-wide organization of individuals dedicated to the student athletes at Dedham High School. Everyone associated with our program must be encouraged to take an active role in his or her activities throughout the year.

F. Chemical Health

1. As a member of the MIAA, Dedham High School will strictly enforce the MIAA's Chemical Health Rule.

"During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away beverage containing alcohol; marijuana; steroids; or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her own doctor.

If a student athlete in violation of this rule is unable to participate in interscholastic athletics due to injury, academics, or otherwise, the penalty will not take affect until that student is able to participate again.

This is outlined in this handbook under the student policies section, as well as Rule #62 in the MIAA Blue Book.

During practice or competition, a coach shall not use any tobacco product.

G. Communication

All matters pertaining to coaching and student athletics will first be brought to the Director of Athletics. All correspondence to student athletes and their families will be submitted to the Director of Athletics for approval prior to being distributed.

H. Contest Reports

1. Contest results are to be reported to the athletic office at the conclusion of the contest.
2. Home contest forms must include the names, addresses and social security numbers of all paid game officials. All forms should be turned into the Director of Athletics or Faculty Manager as soon as possible along with any other information that the coach may wish to relay to the Director of Athletics.

I. Equipment

1. Aid in the collection of user fees for all student athletes at the beginning of the season.
2. Make an appointment with the Faculty Manager prior to the beginning of the season for the purpose of checking out equipment and uniforms.
3. Once teams are selected and uniforms are distributed, turn in unused equipment and uniforms.
4. Ensure that student athletes take pride in the upkeep of uniforms and equipment.
5. Immediately at the conclusion of the season, all players must turn in all uniforms and equipment to the coaching staff.
6. Each student athlete must return his or her equipment/uniform or the financial equivalent. Contact the athletic office to obtain replacement cost of lost items.
7. Supervise the cleaning of lockers and collect locks.
8. At the conclusion of the season, make an appointment with the Faculty Manager for the purpose of turning in all equipment and uniforms. All equipment and uniforms must be turned in at the same appointed time.
9. The return of all equipment and uniforms must occur within five days from the conclusion of the regular season or tournament participation.
10. It is the responsibility of every coach to be signed out by the Faculty Manager after everything has been returned.

J. Fundraising

In all cases where a member of a coaching staff and/or team members are involved with raising funds for a specific purpose, the Head Coach of that sport must receive the approval of the Director of Athletics and Vice Principal in advance.

K. Gender Equity

Dedham Public Schools believe in this important concept and is committed to affording all rights to all students under Title IX legislation. No student shall be denied participation in any sport designated for the opposite sex, provided

that there is not a corresponding sport for the student and that the individual meets all standards, which all student athletes on that team must meet.

L. Hiring and Salaries

1. Members of the Dedham Public Schools School Committee and the bargaining unit determine coaching salaries.
2. Stipends are paid once during the athletic season. Checks will be issued through the athletic office, when the coach fulfills all responsibilities, at the end of the season.

Any approved expenditures that need reimbursement must include proof of expenditure. Receipts and /or canceled checks must be submitted to the athletic office.

3. Openings for coaching positions will be posted. The Director of Athletics or his/her designee(s) interview candidates.
4. The length of all agreements is one year and all coaches are appointed on a yearly basis.

M. Incident Reports

These must be used to report any conflict or unusual situation that may occur during a practice or contest. This form must be completed and submitted to the athletic office immediately.

N. Keys

1. Coaches may obtain the necessary keys for their program from the Faculty Manager prior to the season. These keys must be returned to the Faculty Manager at the conclusion of the season.
2. At no time may a coach allow a student athlete use of their keys.

O. Locker Room/Gym Procedures

1. The locker room area must constantly be supervised. At no time may any student athlete be in a gym area or locker room unsupervised.
2. Coaches are responsible for assigning lockers to all team members. Each team member will be issued a lock, which must be returned at the end of the season. Any student athlete failing to return the lock must pay for it.

3. Coaches are responsible for making sure that the locker room is in order after each practice or game. Coaches are responsible for turning off lights, locking gym doors and locker room doors.
4. At no time should a team be left unsupervised while in the locker room. The coach must be last to leave at the conclusion of a practice session or contest and must secure the area. Even if another team is expected shortly, do not leave the area unsecured.
5. For the safety of each student athlete, coaches must ensure that cleated footwear of any kind is not worn in the gym or hallway areas.
6. At the conclusion of a season, coaches must personally supervise the cleaning out of all lockers in the locker room and return all equipment to the equipment manager.

P. Officials

1. Official assignments are the responsibility of the Director of Athletics. Coaches may secure non-paid officials for scrimmages.
2. It is the responsibility of the coach to obtain the name, address, and social security number of each official at the home contest on the proper game report from when paid officials are used.
3. The Director of Athletics will provide a list of assigned officials to each coach upon request.
4. The coach has the responsibility to guarantee that the officials are greeted upon their arrival to the game site and direct them to their dressing area if one is needed.
5. Coaches are expected to conduct themselves professionally with all game officials prior to, during, and after a contest.

Q. Physical Examinations

1. No student will be allowed to practice or play without medical clearance from a physician. Every candidate must have an updated physical on file in order to try out for a team.
2. Procedures for Medical Examinations:
 - a. Distribute parent consent and physical forms to the students at the candidates' meeting at least one month prior to the first day of tryouts.

- b. Those students who do not need a physical (a physical is good for 13 months) should return a signed parent consent form to the Director of Athletics.
- c. Candidates needing a physical should make an appointment with their own physician.

R. Protests/Forfeits

1. Protests: To protest a contest, follow the procedure as outlined in the MIAA Blue Book Part II, section 17.
2. Forfeits: Each incident of possible forfeit, either by Dedham Public Schools or an opponent will be considered by the Principal, Director of Athletics, and Head Coach to determine a satisfactory solution.
3. Cancellations/postponements: Cancellations or postponements of any contest must be made through the Director of Athletics or his/her appointee.
4. Game Expulsions (student athletes suspension and disqualification). The MIAA rule outlined in Part IV; section 49 of the Blue Book will be followed for all levels of the program in the event of a student athlete's suspension or disqualification. All coaches must have official game suspension forms in their possession for all contests and must give them to the game official upon request. These forms may be obtained in the athletic office.

S. Publicity

1. Part of the philosophy of Dedham Public Schools is to gain as much positive publicity for each program as is possible. It is the direct responsibility of each Head Coach to ensure that his or her team receives as much positive publicity as possible.
2. All varsity contests must be reported to the Dedham Times (781-329-5553), The Daily News Transcript (781-433-8372), Boston Globe (617-929-3235 or 929-2860, 2861, 2862, 2863 and 2864), the Boston Herald (617-426-3000 ext. 5619 or 5621), immediately after each contest. Contact with other media is greatly encouraged.
3. On a designated day during the season each Head Coach must contact the league representative to inform the representative of the team's statistics. This must be done on a game by game basis.

T. Staff Meetings

All staff meetings and workshops must be attended. Seasonal meetings will be held to begin preparations for the upcoming season or special events. The meetings for the following year will be announced at the end of the year May/June meeting.

U. Schedules

1. The Bay State Conference will publish schedules for all teams that have league status. Non-league games may be scheduled with prior approval from the Director of Athletics.
2. A complete schedule must be secured prior to the start of the season.
3. No coach may schedule any contest without the approval of the Director of Athletics

V. Scrimmages

1. Scheduling of scrimmages is the responsibility of the coach with prior approval of the Director of Athletics.
2. Scrimmages should be scheduled prior to the start of the regular season; they may, however, be allowed during the season under certain circumstances (e.g. prior to tournament play).
3. Scrimmages must be conducted with proper safety standards in mind.

W. Team Captains

1. Team captains of all varsity teams for the following year must be selected by the coach or elected by the team at the conclusion of the season. The Principal and Director of Athletics have final approval of all captains.
2. Captains are expected to be team leaders of their respective teams and should be ready to assume certain duties as outlined by their coach. They are expected to be more aware of team rules and student athlete responsibilities.
3. Captains of a team may be relieved of their position for any violation of the school, athletic department or team rules.
4. All player suspensions must be cleared through the Director of Athletics.

X. Team Managers

1. Team managers will be awarded varsity letters on the recommendations of the Varsity Coach provided that the manager(s) have fulfilled all duties required of him/her as set forth by the Varsity Coach.

Team managers will be included as a member of a championship team and deserving of any and all awards given to the team provided that they have contributed to the day-to-day, week-to-week effort of the team. This shall include (but not limited to) being responsible for equipment, both before and after practices and games; help in the set-up of the facility for home games; and any other duties set forth by the coach staff.

Y. Transportation

1. The athletic department will provide transportation to all away games when needed. The discipline of all student athletes while being transported to a contest is the direct responsibility of the coach in charge.
2. A trip schedule will be published for the entire season prior to the start of the season. Changes in the schedule must be made through the Director of Athletics.
3. All team members, including coaches, must travel to and from all contests in school-sponsored transportation when used. Exceptions to this rule for student athletes must be requested in writing by the student's parent/guardian to the Director of Athletics at least one day prior to the contest. Students may be allowed to ride home with their parent/guardian provided personal contact is made between the coach and the parent/guardian.
4. Proper dress is required for all squad members traveling to another school while representing Dedham Public Schools.
5. Only team members are allowed to travel to games on the team bus.
6. Coaches are not to use private vehicles for transporting student athletes unless approval forms have been filled out.

Z. Tryouts

All students who meet the eligibility standards of Dedham Public Schools and the MIAA, as well as pass a physical examination are welcome and encouraged to tryout for a team. In addition, it must be explained to all team candidates that:

1. All “eligible” students will be given equal consideration, new candidates, as well as returning team members, during the tryout period.
2. Participation in athletics is a privilege; students try out voluntarily and risk being cut.
3. During the tryout period the coach will provide an explanation of his/her expectations; a copy of which will be given to the Director of Athletics; it is the student’s responsibility to demonstrate to the coach that he/she can fulfill these expectations.
4. If a student is cut, it is his/her responsibility to personally contact the coach to seek an explanation.

AA. Uniforms

All students’ athletes must be wearing school issued uniforms and conform to the league and state association policy regarding uniforms in order to participate. Coaches are responsible to see that every student athlete wears the team uniform as it was designed to be worn. Coaches must take an active role in this area as well as the purchase of any athletic uniform or equipment for team members.

BB. Visiting Teams

1. It is the coach’s responsibility to insure that a visiting team is properly greeted upon their arrival at the playing site.
2. At this time all conditions of their stay at Dedham Middle School or High School should be explained. These conditions would include supervision of the dressing area, shower facilities, and security.
3. All athletic personnel should attempt to make visiting teams welcome at Dedham.

CC. Volunteer Coaches

Volunteer athletic coaches are subject to all regulations and procedures set forth by Dedham Public Schools, including approval of a Cori application form. All volunteer coaches are to be approved by the Principal and Director of Athletics on a yearly basis. Volunteer coaches are never to be assigned to relieve coaches of their teaching responsibilities.

Volunteer Coaches are not to be:

1. Directing and/or controlling the learning of student athletes

2. Evaluating a student athlete's growth and development other through informal communication with the supervising athletic coach
3. Making reports to parents, guardians, or school administration with respect to a student athlete's development
4. Prescribing disciplinary action relating to an athlete
5. Excusing any student athlete from attendance or participation in any team sponsored activity

Award Guidelines

Each program will plan and hold its own end of the year meeting.

Scholastic eligibility and the meeting of the MIAA bona fide team member rule are required for consideration of any award. Athletic awards are given in recognition of outstanding athletic achievement, not as compensation as services rendered. Student athletes will receive, at the recommendation of the coach, a varsity letter at the completion of his/her varsity letter.

Qualifications

1. Criteria for earning a varsity letter is established by each individual Head Coach.
2. All student athletes must complete the entire season both scholastically and as a team member in good standing to be eligible for an athletic award.
3. All senior student athletes fulfilling all team obligations and commitments will receive a varsity letter regardless of team criteria.

Awards:

Varsity- First Year	Letter
Varsity- Second Year	Pin
Varsity- Third Year	Bar
Varsity- Fourth Year	Bar

Each varsity sport has the opportunity to present special awards sponsored by the Dedham High Booster Club. These awards will be presented to the student athletes who have contributed the most to the team through conduct, teamwork, dedication, and motivation of teammates, sportsmanship, as well as performance. All candidates must complete the entire season as a member in good standing to be eligible for these awards. Attendance at all

practices and contests is essential in deciding recipients for these awards. It is the coach's discretion as to which student athletes will be presented awards. A listing of seasonal awards can be obtained in the athletic office.

4. All awards are subject to the approval of the discretion of the Head Coach and the Director of Athletics.
5. Only awards approved by the athletic department may be presented to team members.

Senior Scholar Athlete

The winner of the scholar athlete is a senior student athlete who balances superior scholastic work with excellent athletic performance.

Specifically, to be chosen as Dedham High School's senior scholar athlete. A student athlete must demonstrate:

1. High academic standards.
2. Outstanding athletic ability.
3. A willingness to learn.
4. Integrity.
5. Quality academic achievement.
6. Leadership.
7. Scholarship.

Senior Scholar Athlete is selected by the Director of Athletics and Principal of the school or his/her designee, after accepting nominations from Head Coaches.

Position Description - Athletic Coach

The major responsibilities of coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent to an individual program for various coaches; these will be delegated by the Director of Athletics. (Assistant coaches may be assigned to assist the Head Coach).

Responsibilities:

- I. Report to the Director of Athletics
- II. Supervise assistant coaches, managers and all student athletes involved in his/her program
- III. Basic Functions
 - A. To provide leadership, supervision and organization of the specific sport.
 - B. To carry out the objective of the total athletic program.
 - C. To strive to build good sportsmanship and develop good public relations in the school and community.
- IV. General Responsibilities
 - A. Formulate objectives for the sport season.
 - B. Meet with assistant coaches to discuss school philosophy and program philosophy.
 - C. Attend clinics, workshops, etc. to stay abreast of new ideas and techniques.
 - D. Be knowledgeable of school rules and regulations.
 - E. Be knowledgeable of game rules and game rule changes.
 - F. Review, follow and implement the rules and regulations of the MIAA, Bay State Conference, and Middlesex League and of Dedham Public Schools.
 - G. Inventory, select, care and maintain equipment.
 - H. Prepare and submit a budget for the following school year.

- I. Assist Director of Athletics as needed.
 - J. Attend all necessary meetings and assemblies pertaining to his/her sport. (i.e. league all-star meetings, department meetings and awards nights).
 - K. Working with the guidance counselors, assist senior team members with their future plans (college, employment, military)
- V. Seasonal Responsibilities
- A. Before Season
 - 1. Assist the Director of Athletics with registration of all candidates.
 - 2. Review school policy on accident reporting and insurance procedures.
 - 3. See that the student athletes know and follow the MIAA, Bay State Conference, Middlesex League, Dedham Public Schools rules and regulations.
 - 4. Submit team rules for the upcoming season.
 - 5. Submit practice schedule for each team in their program.
 - B. During the season
 - 1. Organize practices with the goal of developing the student athlete's greatest potential.
 - 2. Apply discipline in a firm and positive manner in accordance with school and athletic department policy.
 - 3. See that facility regulations are enforced.
 - 4. Emphasize safety precautions and use accepted training injury procedures.
 - 5. Conduct oneself in an ethical manner during practices and games.

6. Report results of games and any other important information to the media.
7. Instruct student athletes on game rules and rule changes.
8. Provide Director of Athletics for approval a copy of all general correspondence and information to the student athletes and parents.
9. Know and adhere to the rules and regulations regarding transportation of student athletes.
10. File an incident report with the Director of Athletics when applicable.
11. Supervise all dressing room, facilities, equipment, etc.
12. Accompany and direct the program in all inter school activities.
13. Maintain an accurate team roster, complete with phone numbers, to be carried at all practices and games.
14. Report to the athletic department Trainer any student athlete that requires and receives medical attention. Should the student athlete require emergency services assistance and be escorted from the playing site, the Director of Athletics must be notified. Permission for the student athlete to resume playing/practicing must be cleared through the athletic department Trainer or Director of Athletics.
15. Keep practice periods within the confines of time specified by the Director of Athletics, and also keep the Director of Athletics informed of changes in practice schedules during school and non-school days.
16. Report periodically while the season is in progress to the Director of Athletics with regards to the development of the program.

17. See to it that each team member is dressed appropriately for trips to other schools.

18. See to it that the activity area, showers, locker room are clean and safe for student use.

C. End of the season

1. Arrange for a systematic return of all equipment and uniforms and hold the student athlete accountable for unreturned equipment.
2. Conduct an inventory of all equipment.
3. Complete a season results form indicating a final roster, and those eligible for varsity letters, pins and certificates.
4. Submit the names and selected captains for next season.
5. Recommend additions and/or improvements for the care and maintenance of the facilities.
6. Recommend personnel for assistant coaching positions.
7. Submit recommendations for scheduling next year.
8. Select equipment and make recommendations for purchases for next year.
9. Maintain team and individual records as requested by the Director of Athletics.
10. Schedule an exit interview with the Director of Athletics.

Position Description – Athletic Trainer

The athletic trainer or emergency medical technicians (EMT) are employed by Dedham Public Schools on seasonal basis. Medical personnel are hired by the Superintendent, Principal, and/or Director of Athletics to provide medical coverage at home and if necessary away contests. It is to be understood that in accordance with the MIAA that football and hockey are the only two sports in which medical coverage is needed in order to play the game. The very best effort is made to provide medical coverage at all other home contests.

Duties and Responsibilities of an Athletic Trainer:

1. To arrive a half-hour before the beginning of a contest and to ensure that all student athletes who require tape and/or other preparations prior to game time are provided.
2. To be visible and readily available at the contest in case of student athlete falls to injury.
3. To assess injuries and determine whether a student athlete is capable of continuing participation in a contest and/or practice if a player is injured.
4. Shall be visible and available at the conclusion of the game until all student athletes' injuries or medical needs are addressed.
5. Shall fill out accident report or incident report forms when necessary and notify the director of athletics if a serious injury does occur.
6. Shall perform all other duties assigned by the director of athletics.

Duties and Responsibilities of an emergency medical technician (EMT):

1. To arrive a half-hour prior to game time to take place at event and be available for any medical emergency.
2. To be visible and readily available at the contest in case of student athlete falls to injury.
3. Shall be visible and available at the conclusion of the game until all student athletes receive ice for injuries or meet with parents to suggest emergency medical attention.
4. Shall fill out accident report or incident report forms when necessary and notify the director of athletics if a serious injury does occur.

EMT's are not allowed to tape any student athlete. They cannot allow a student athlete to continue participation if they deem them not able to play.

Volunteer Coaches

Volunteer athletic coaches are subject to all regulations and procedures set down herewith. "Volunteer" is defined as follows:

"Volunteer"- a person from the community who contributes his/her services on a regular basis

Relationships to certified employees

1. Volunteer coaches are to be assigned to help coaches provide better instructional service to the student athletes.
2. Volunteer coaches are not assigned to relieve coaches of their teaching responsibilities or to change the assignments without the knowledge of the head coach.
3. All volunteer coaches shall be under the direct supervision of a designated certified employee who shall be responsible for their direction.
4. Under no circumstances shall a volunteer coach be assigned any of the following duties/responsibilities:
 - a. Direct and/or control the learning of the student athletes
 - b. Evaluate a student athlete's growth and development other than through informal communication with the supervising certified employee
 - c. Make reports to parents, guidelines, or school administrators with respect to a student athlete's development
 - d. Prescribe disciplinary action relating to a student athlete
 - e. Excuse any student athlete from attendance or participation in any team sponsored activity

General Information

1. Volunteer coaches shall be approved by the Principal and Director of Athletics on a yearly basis.
2. Volunteers may not:
 - a. Receive any compensation for services
 - b. Treat any injury sustained by a student athlete, though minor first aid may be applied
 - c. Assume the sole responsibility for a student athlete or group of a student athletes
3. A volunteer coach is liable for his/her actions as any citizen in conjunction with injuries, transportation of student athletes, etc.
4. A volunteer coach is not covered for injuries by the school insurance

Evacuation Procedures for the Potentially Seriously Injured Student Athlete

General suggestions for “on-field” procedures to be followed by the coach and/or trainer when a serious injury occurs and a physician is not present.

1. Make an immediate preliminary examination (observation) to ascertain the seriousness of the injury.
2. If the injury is recognized as being beyond the scope of your ability, send for emergency medical service by calling 9-1-1 by telephone.
3. A responsible person (captain, parent, senior) should immediately proceed to the facility entrance to meet the emergency vehicle.
4. Have gates or doors opened to provide access to the field or gym.
5. A responsible adult should remain with the injured student athlete while the following steps are carried out:
 - A. Give first aid if it is indicated
 1. Perform CPR if necessary and qualified
 2. Control sever bleeding
 3. Treat for shock
 4. Immobilize possible fractures
 - B. Continually reassure the injured student and keep teammates and spectators clear of the injured student athlete.
 - C. Attempt to clarify exactly what happened in order to describe the details of the incident to emergency personnel when they arrive.
6. The coach must attempt to notify the parent /guardian to inform them of the situation and request that they proceed directly to the medical facility to which the student athlete has been transported.
7. After the athlete has been transported, the coach should record all pertinent information on a department accident form. This information should include:
 - a. Date, time, location.
 - b. Sport.

- c. Nature and extent of the injury.
 - d. A brief description of how the injury occurred.
 - e. Emergency procedures followed by those attending to the injured party.
 - f. The names and, if possible, the signatures of at least two witnesses.
8. The accident form should be submitted to the athletic office as soon as possible.

Student Athlete Vacations

All student athletes who plan to take any type of vacation during the scheduled season must apply to the Director of Athletics one week before the first game of the season.

Student athletes who take school sponsored or family vacations during the scheduled season will not be penalized. However it must be understood that time away from practice and games will impact one's ability to return to competition. Student athletes will be evaluated upon their return, if participation in a game or practice may be considered a health or safety concern, the Head Coach will not allow them to compete. This is to make certain they are not putting the student athlete at risk for injury or that they are a detriment to the team.

If the student athlete takes any other type of vacation, the student athlete will be suspended for two weeks or four games whichever is less.

Any issues or problems arising from this policy should be addressed to the Director of Athletics.

Amendments to Chapter 266
(New Graffiti Law)

Effective July 10, 1994

Chapter 266 Sec. 126A: Whoever intentionally, willfully and maliciously or wantonly, paints, marks, scratches, etches or otherwise marks, mars, injures, defaces or destroys the real or personal property of another including but not limited to a wall, fence, building, sign, rock, monument, gravestone, or tablet, shall be punished by imprisonment in a state prison for a term of not more than three years or by imprisonment in a house of correction for not more than two years.

This Section is a Three Year Felony

Chapter 266 Sec. 126B: Whoever sprays or applies paint or places a sticker upon a building, wall, fence sign, tablet, gravestone, monument or other object or thing on a public way or adjoined to it, or in public view, or on private property, actively known or commonly known as “taggers” and such conduct or associated to such persons, conduct or activity, and either as an individual or in a group, joins together with said group, with the intent to deface, mar, damage, mark, or destroy such property, shall be punished by imprisonment in a house of correction for not more than two years. A police officer may arrest any person for commission of the offenses prohibited by this section without warrant if said police officer has probable cause to believe that said person has committed the offense prohibited by this section.

**This Section is a Misdemeanor with Statutory Right of Arrest in Presence
or on Probable Cause**

Upon conviction of either 126A or 126 B, the individual’s driver’s license shall be suspended for one year. If the individual convicted is under the age of 16, then one year shall be added to the minimum age eligibility for driving. These statues also require those convicted for violating either of them to pay for the removal of the damage.

Note: This charge is very significant. Chapter 266 Sec.126 was a misdemeanor, which provided for no right of arrest. Chapter 266 Sec 126A provides an officer with a felony right of arrest. Chapter 266 Sec. 126B allows an officer to arrest for the misdemeanor portion in the crime if committed in his presence as well as a past misdemeanor right of arrest.

This crime also penalizes those convicted by requiring them to pay for the removal of the damage as well as affecting their driving privileges in the Commonwealth.

Policy Regarding Recruitment of Student Athletes

44. Recruitment

44.1 To maintain a proper relationship between the academic mission of schools and their athletic programs, all individuals in any way affiliated with a school must refrain from recruitment, inducement, or other forms of persuasion which would encourage an athlete to enroll in, or transfer to, a school.

44.2 A school shall be deemed to be in violation of the rule against recruitment if a representative or agent of the school or any group or individual associated with athletic programs of that school approaches an athlete and directly or indirectly attempts to persuade or induce the athlete to enroll in, or transfer to, that school.

44.3 Any attempt to place a student in a member school by any person for the purposes of enhancement of that student's athletic development, or for increased exposure, shall be deemed to be recruitment.

PENALTIES - Any student who enrolls in a school as a result of direct or indirect recruitment activities shall be ineligible for a period of one calendar year from the date of transfer. A school adjudged to have recruited any student will cause that school to be under probation in that sport or all sports for one calendar year from the date of the adjudication. Such probation will include ineligibility for tournaments and league championships in that sport or all sports during the period of probation.

Policy Regarding Chemical Health

62. Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

62.1 During the season of practice or play, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES:

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

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

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

1st Offense

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

2nd Offense

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

2nd Offense with Dependency Program

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

62.2 During practice or competition, a coach shall not use any tobacco product.

62.3 Steroid Use - Anabolic androgenic steroid use at the high school level is of grave concern. Steroids are used by some athletes, and the seriousness of the problem has been well documented. *A recent study indicates that over 3% of high school seniors have tried steroids in their lifetime (NIDA, 2004).* High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes. Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most “get-rich-quick” schemes, steroid use has serious short and long term consequences. Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of

steroids. Most coaches would not promote steroid use intentionally. Total silence by coaches however condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be. The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

Policy Regarding Hazing

Chapter 269, Section 17

Crime of Hazing, Definition, Penalty

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term *hazing* as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c.536; amended by St. 1987, c.665.

Chapter 269, Section 18

Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime, shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, c. 536; amended by St. 1987, c. 665.

Chapter 269, Section 19

Statutes to be Provided to Student Groups; Compliance Statement and Discipline Policy Required Each institution of secondary education and each public and

private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, team or organizations shall not constitute evidence of the institution's recognition's or endorsement of said unaffiliated student groups, teams, or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St. 1985, c.536; amended by St. 1987, c.665.

To: All Athletic Coaches

From: Thomas Arria, III
Director of Athletics

RE: Public Law, #269, Sections 17-19, prohibiting hazing of students

In accordance with the directive of the State Commissioner of Education, the Governor of the Commonwealth, and Secretary of State of the Commonwealth, the attached copy of the law prohibiting hazing enacted November 1985, is to be read by you to all students under your jurisdiction. Once this has been done, the copy of the law is to be posted in the place where you ordinarily meet with students under your charge.

Please see that this is done on the first day of tryouts and return this sheet to the Athletic office. Thank you.

This is to certify that I have: A) read, B) read to students, C) posted in my area of jurisdiction, a copy of the law prohibiting the hazing of students.

Coach's Signature

Date

DUTY TO WARN
CONFIRMATION STATEMENT

This confirms that I did conduct a meeting on the risk of athletic injury with all members/candidates of this year's varsity/sub varsity, boys/girls team on

_____.
Date

All members/candidates of this team realize there is possibility, however remote, that a student athlete may suffer severe injury as a result of their participation in an interscholastic athletic program.

Coach's Signature

Date

Other items that should be addressed:

- Hazing
- MIAA Chemical Health
- Attendance Policy of Dedham Public Schools
- Academic Eligibility
- MIAA/DPS policies

N.B. This statement is to be submitted to the Athletic Office on a seasonal basis by each coach after the first day of tryouts/practice.

Accident Report

Name _____ Date of Accident _____

School _____ Grade _____ Sport and Level _____

Time and Place of Accident _____

Nature of Injury _____

Description of Accident: How or where did it occur? Please give all details, including your opinion as to the degree of seriousness.

Action Taken by Athletic Trainer or EMT _____

Action Taken by Coach _____

Athletic Trainer/EMT's signature _____ Date _____

Coach's signature _____ Date _____

Nurse's signature _____ Date _____

Principal's signature _____ Date _____



Dedham Public Schools

Contest Change of Date/Location/Time

Event _____

To: Coach _____

Opponent AD _____

From Tom Arria

Original Date _____ New Date _____

Original Location _____ New Location _____

Original Time _____ New Time _____

Date Changed _____



Dedham Public Schools

Season Result Sheet

Sport/Level _____ Head Coach _____ Year _____

Assistants _____, _____, _____

Final Roster

Student Athlete	Year of Graduation	Certificate	Letter/Pin	Uniform

Seasons Results Sheet

Season Summary

Comment on the highlights of the season, noting particular contests, team members, and any and all other significant points of interest. Use additional sheets if needed.

Recommendations

Make recommendations that will improve the quality of your program that you wish to be considered for next season.

Clinic Attendance: _____

Related Experiences: _____

Signature of Coach



Dedham Public Schools

Fundraising Request

This form is to be completely filled out and approved two weeks prior to any fund raising activity taking place that is sport specific.

Sport _____ Date _____

Head Coach _____

Fund Raising Activity _____

Purpose of the Fund Raiser _____

Date(s) of Fund Raiser _____

Approved _____ Rejected _____

Reason for Rejection (if applicable) _____

Athletic Director Signature

Date



Dedham Public Schools

Incident Report

Sport/Level _____ Date of Incident _____

Place of Incident _____

Name of Player(s) or Person(s) involved _____

Incident _____

Description of Incident _____

Action Taken by Coach _____

Date of Report

Coach's Signature

Athletic Director's Signature



Dedham Public Schools

Coaching Evaluation

Name _____ Sport _____ Date _____

1. Very Effective 2. Effective 3. Needs Improvement 4. Below Standard 5. Refer to Comments

Professionalism and Communication Skills

- _____ 1. Submits all paper work to Athletic Director at start of, and conclusion to season.
- _____ 2. Follows guidelines set forth by school handbook and signed coaches agreement.
- _____ 3. Provides written rules and regulations to student-athletes, and maintains team expectations.
- _____ 4. Develops rapport with the athletic coaching staff.
- _____ 5. Is appropriately dressed for practice and games.
- _____ 6. Participates and attends athletic department meetings.
- _____ 7. Communicates and is cooperative with others outside of the program.
- _____ 8. Understands and follows the rules and regulations of the MIAA.
- _____ 9. Participates in parent meetings, banquets, award nights, and pep assemblies.
- _____ 10. Demonstrates suitable sideline behavior.
- _____ 11. Develops rapport with teachers, coaches, and other members of the Dedham Community.
- _____ 12. Works to develop and maintain relationships with youth coaches.
- _____ 13. Supports and promotes other school sports.
- _____ 14. Works cooperatively with the Athletic Director.

Performance

- _____ 15. Earns respect through actions, appearance, behavior, language, and overall conduct.
- _____ 16. Provides proper supervision in locker room, and on bus trips.
- _____ 17. Is well versed and knowledgeable in fundamentals pertaining to sport.
- _____ 18. Has individual and team discipline and control.
- _____ 19. Practice is organized well, and the staff is utilized to the full potential.
- _____ 20. Establishes philosophy for the program, and the skills and techniques taught by staff.
- _____ 21. Works to help develop coaches on the staff.
- _____ 22. Is fair, patient, and understanding when dealing with team members.
- _____ 23. Utilizes new coaching techniques, as well as proven coaching methods.
- _____ 24. Arrives on time and prepared for games and practice.
- _____ 25. Shows an interest in athletes in off-season activities and academics.
- _____ 26. Delegates authority with responsibility, while remaining accountable for such delegates.
- _____ 27. Provides an atmosphere of cooperation and being receptive to the suggestions from others and giving credit to those responsible for success.
- _____ 28. Uses all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making, and lasting values to each individual.
- _____ 29. Utilizes videotape along with proper care and proper use.
- _____ 30. Utilizes practice time for both individual and team development.
- _____ 31. Team performance consistent with quality of athletes available.

Other Responsibilities

- _____ 32. Is concerned about the care and equipment, including issue, collection, inventory, and storage.
- _____ 33. Is cooperative in preparation of non-league scheduling and securing officials.
- _____ 34. Is cooperative in sharing facilities.
- _____ 35. Shows self-control and poise in areas related to coaching responsibilities.
- _____ 36. Displays enthusiasm and interest in coaching.
- _____ 37. Informs Athletic Director about unusual events.
- _____ 38. Encourages all potential athletes to participate in the sport provided they are not involved in another sport.

_____39. Follows proper procedure for purchase of equipment and operates within the budget as submitted.

_____40. Operates within the framework of the mission of the high school, keeping those values most important.

Head Coach _____
(Signature)

Number of years coaching in this assignment: _____

Athletic Director _____
(Signature)

Signature of coach is only to show that the coach has reviewed the evaluation, but **does not** necessarily agree with the statements.

Circle One:

Satisfactory: Maintains philosophy, rules and regulations of athletic department, and is consistent with mission of Dedham Public Schools.

Needs Improvement: There is a need for improvement in areas as discussed in post-season meeting.

Unsatisfactory: Is not in tune with goals, objectives of the Dedham Public Schools

Comments Attached



Dedham Public Schools

Assistant Coaches Evaluation Form (Optional)

Sport _____ Head Coach _____

Assistant Coach _____ Position _____

	Effective	Needs Improvement	Unsatisfactory
1. Loyalty to head coach and system.	_____	_____	_____
2. Care of Equipment.	_____	_____	_____
3. Knowledge of sport.	_____	_____	_____
4. Teaching ability.	_____	_____	_____
5. Ability to motivate	_____	_____	_____
6. Rapport between coach and players.	_____	_____	_____
7. Intensity of interest in coaching this sport.	_____	_____	_____
8. Supervision of players in locker room and other areas.	_____	_____	_____
9. Rapport between coach and rest of staff.	_____	_____	_____
10. Accepts duties given by head coach.	_____	_____	_____

General evaluation of this coach by:

Head Coach _____

Athletic Director _____

Comments: On reverse side of this sheet

The Coach's signature indicates only that all phases of the appraisal have been conducted with full knowledge of the Coach.

Head Coach's Signature _____ Date _____

Assistant Coach's Signature _____ Date _____

Athletic Director's Signature _____ Date _____

Circle One:

- Successful: To be Recommended for continued assignment.
- Needs Improvement: To be recommended for reassignment, provided an understanding can be reached in areas where improvement is needed.
- Unsatisfactory: Not to be recommended for continued assignment.



Dedham Public Schools

Sport & Level _____ Opponent _____

Coach _____ Date _____

Dedham Score _____ Opponent Score _____ Varsity

Dedham Score _____ Opponent Score _____ Junior Varsity

Dedham Score _____ Opponent Score _____ Freshman

Name _____ Fee _____

Address _____

City/Town _____ State _____ Zip _____

Social Security # _____

Name _____ Fee _____

Address _____

City/Town _____ State _____ Zip _____

Social Security # _____

Name _____ Fee _____

Address _____

City/Town _____ State _____ Zip _____

Social Security # _____

Name _____ Fee _____

Address _____

City/Town _____ State _____ Zip _____

Social Security # _____

This form must be returned to the Athletic Office as soon as possible!



Dedham Public Schools

Contracted Services Personnel Form

Sport & Level _____ Opponent _____

Coach _____ Date _____

Dedham Score _____ Opponent Score _____ Varsity

Dedham Score _____ Opponent Score _____ Junior Varsity

Dedham Score _____ Opponent Score _____ Freshman

Name _____ Fee _____

Address _____

City/Town _____ State _____ Zip _____

Social Security # _____

Name _____ Fee _____

Address _____

City/Town _____ State _____ Zip _____

Social Security # _____

Name _____ Fee _____

Address _____

City/Town _____ State _____ Zip _____

Social Security # _____

Name _____ Fee _____

Address _____

City/Town _____ State _____ Zip _____

Social Security # _____

This form must be returned to the Athletic Office as soon as possible!

