

Comprehension  
Otlook  
Appreciation  
Character  
Humor

Lafayette Recreation  
Department's  
**Youth Sports  
Coaching Manual**

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Welcome! The purpose of this guide is to inform you as coaches and parents of Lafayette Recreation Department's youth sports programs, policies and guidelines. "**Communication**" is a vital key to an enjoyable and successful season. Your input is welcomed. If you have any questions or comments please don't hesitate to call Kris Kappler at (603) 616-9547 or [kriskappler@earthlink.net](mailto:kriskappler@earthlink.net)

At this time we may or may not have a coach for your child's team. We are always looking for coaches and volunteers to assist in coaching. If you are interested in coaching or know of someone who may be, please don't hesitate to contact us. Anyone can make a great coach (we will gladly provide any training and assistance you may feel you need).

All coaches are encouraged to practice the philosophy by providing each child the full right to play. There is a quote, "*I'd rather play and lose than sit on the bench and win.*" Participants have clearly demonstrated that playing is more important than winning. **Sitting on the bench does not meet our objectives.** Studies conducted by the National Association for Youth Sports report that when children were asked whether they would prefer to be on a winning team and sit on the bench or be on a losing team and play regularly, nearly 90% of the children chose to play and lose

### **Mission Statement**

The mission of Lafayette Recreation is to provide elementary age children opportunities to learn and enjoy a variety of sports and recreation by learning fundamental skills, teamwork and a love of the game, through participation.

### **Philosophy:**

- To provide an equal opportunity for all
- To teach fundamental skills
- To promote teamwork
- Physical and mental challenges
- Enjoyment and desire to play the game
- To show commitment and responsibility
- To provide positive role models
- Equal opportunity does not translate into equal playing time as many factors are considered in each situation.

- Dedication and hard work get rewarded more than skill level
- A successful team is one in which every member improves as a player and person.
- Winning is important, however, it is not the most important part of success; it is only part of the journey.

## **Program Goals**

### **Goal #1. SAFETY FIRST**

Nothing is more important than providing a safe playing environment for players, both physically and psychologically.

#### **HOW TO PUT IT INTO ACTION:**

Inspect playing fields and equipment, follow the department guidelines for treating injured players, and make your players feel good about themselves everyday.

### **Goal #2. FUN**

This is Recreation!

#### **HOW TO PUT IT INTO ACTION:**

Remember your own youth sports experiences. What stands out for you? Pressure to win and screaming adults or sandlot play with made up rules and no coaches? Stay low key and keep the pressure off both yourself and the players.

### **Goal #3. SKILL DEVELOPMENT**

Learning new skills gives players more opportunity for success.

#### **HOW TO PUT IT INTO ACTION:**

Keep in mind the age group you're coaching. Teach first, then coach. Keep players active throughout practices. Be sure to work in small-sided game experiences during practices to simulate performing skills under pressure. At every level of skill development, adults included, players will revert to old habits in stressful game situations if new skills have not been practiced under game-like conditions.

### **Goal #4. EVERYONE PLAYS**

The reason children sign up for organized sports is to play! Research shows that 90% of children would rather play on a losing team than sit on the bench for a winning team.

#### **HOW TO PUT IT INTO ACTION:**

Every player should play at least half of every game, or as much as possible.

### **Goal #5. POSITIVE COACHING**

The way to coach a winning team is by building players up, not down.

## HOW TO PUT IT INTO ACTION:

Offer positive help, rather than negative criticism. Keep in mind the age group you coach- children need different kinds of reinforcement and feedback at different ages. Screaming is out; one on one feedback is in! Praise in public, give constructive criticism in private.

As the coach, you have the greatest influence on the participants and their parents. **You can strengthen the youth programs and serve your players best by putting aside the attitude of "winning at all costs" and emphasize skill development, confidence, sportsmanship, friendly competition and FUN.**

## Responsibilities as a Coach -

1. *Provide a safe physical environment*
  - Inherent risks
  - Field/playing area and equipment checks regularly
2. *Communicate in a positive way*
  - Parent, players, other coaches, Recreation Department
  - Be positive; showing best interest of the players at heart
3. *Teach the fundamental skills of the sport*
  - It's a game, having fun is always first
  - Fun yet productive practices
4. *Teach the rules of the sport*
  - Know the rules and incorporate into instruction
  - Offensive and defensive rules covered during practices
5. *Direct players in competition*
  - Establish starting players, substitution plans,
  - Communicate with officials & opposing coaches
  - Not winning at all costs, coaching to help players compete well, do their best, and improve skills
6. *Help players develop a lifelong pleasure of the sport*
  - Enjoy the sport as a game and not use push ups/running laps as punishment
  - Play safely and successfully creates enjoyment of the game
7. *Help young players develop character*
  - Learning, caring, being honest and respectful, and taking responsibility
  - Coaches demonstrating and encouraging these behaviors teach these values to players

## **Where do I start?**

Designate time and location to pick up equipment and first aid kits from Recreation Department

Obtain emergency forms, equipment and first aid from Recreation Department before any practices

Set date for mandatory parent meeting (*traditionally after the first practice*)

Attend Recreation Committee meeting for Coaches, Coaches Clinic's, Scheduling night, etc.

Put together a handout with information for parents for the mandatory meeting

- Inform parents and players of **inherent risks of sport** and other safety issues
- Review **goals for the program** – *Safety First, Fun, Skill Development, Everyone Plays and Positive Coaching*
- Go through **expectations of players** – communication, attendance/cooperation at practice, teamwork, sportsmanship
- Examine **expectations of parents** – communicate with coach if problems occur, sportsmanship, supportive and positive attitude toward all players.
- Review **schedule, dates, times, cancellations/rainouts and location** of each practice and game.
- Review **proper equipment, gear and attire** each player should have for each game/practice
- Explain **developmental expectations** for the team
- Cover **methods of communication**: email list, emergency phone numbers, etc.
- All coaches **contact information** (phone, cell and email listing your preference as to how you want them to regularly contact you)
- Discuss ways **parents can help** with the team
- Discuss **standards of conduct** for coaches, players and parents
- Provide opportunity for **questions and answers**

**TWO DEEP LEADERSHIP**: Most recreation programs, like all Lafayette Recreation youth sports, survives on the strength of its volunteer coaches. They are the vital element that makes the program a success. The kids know that without the time and effort of volunteer coaches they wouldn't be able to practice and play games. Parents know that without these coaches their kids would be home, and the recreation staff knows that without volunteer coaches' efforts, the programs couldn't be run. But in these complex times, just donating time and effort isn't enough. You must also be aware that relationships between youth and adults aren't as simple and easy as they once were. Years ago, coaches could show physical affection for their players. Now a coach can't be physical at all.

**Affection must be verbal.** It was once acceptable for an adult coach to be alone with youth participants, but now that condition has changed.

To ensure your experience is positive and safe, the recreation staff is recommending "two-deep leadership" at all practices or team gatherings. This means two adults in attendance at all team functions at all times.

**To accomplish Two Deep Leadership:**

1. Find an assistant coach and have that coach at each practice.
2. Nominate a "Team Parent" and have him or her assign an adult parent to be at each practice.
3. Call another coach and hold a dual practice. Notify the parents.

Coaches are asked not to coach by themselves. If no one else is available they should, cancel practice. Notify the parents. If coaches do cancel or end a practice early, remember that they are asked not leave players unattended. Every player must have a safe way home and be accounted for. If practice ends and a parent hasn't shown to pick up one of the players, an adult parent and coach must wait until the player has a ride and is accounted for. Do not abandon players.

**General Coaching Tip - *Planning a Practice***

Practices should be well organized, safe and fun. There are seven elements to a good practice. Take some time before each practice to plan all seven.

**Goals:** Decide what you want the athletes to achieve, based on evaluation of previous practices.

**Warm-ups:** Prepare the athletes with calisthenics, stretching, and simple familiar drills.

**Skill Instruction:** Teach skills early in the session while the athletes are physically and mentally fresh. Use short, clear demonstration, and simple descriptive key words.

**Skill Practice:** Consider the number of athletes, equipment and space, then plan for maximum activity. Progress, in both difficulty and organization, from skills to game-like drills, from pairs to fours to eight's. Tell the athletes what they are doing right, and give specific comments to correct errors.

**Fitness:** Challenge your athletes with conditioning activities that are suitable for your sport. Set up circuits, relays, or modified games.

**Fun:** Include several fun times in every practice. Tie them into any part of the practice... warm-ups, technique works, conditioning. Always finish on a positive note!

**Evaluation:** Review the practice with your athletes. Did you achieve the goals? Why or why not? What went well? What needs improvement? The answers will help you plan the next practice. Perfect practice makes perfect performance. This applies to planning too. Make perfect happen by planning for it.

## Guidelines for Youth Athletic Programs

The Recreation Department for the Towns of Franconia, Easton and Sugar Hill has developed the following guidelines:

### **GENERAL PRINCIPLES:**

The general principles which guide the youth athletic programs sponsored by the Recreation Department are as follows:

**Every Player Participates:** Every child on every team will participate for a minimum period of time in each game or practice.

**Soccer:** All players should play the equivalent of AT LEAST 10 minutes per half.

**Basketball:** All players should play the equivalent of AT LEAST 2 periods within each game.

**Baseball:** Per the White Mountain League Guidelines, if a player is suited to play, he/she must have an at-bat.

**Emphasis on Skill Development:** Recreation Department athletic programs will emphasize the fun of skill development and physical fitness, and avoid preoccupation with winning and perfectionism.

**Sportsmanship:** Coaches, players and spectators are representatives of their town and the Recreation Department, and are expected to act accordingly.

**Equal Opportunity:** Where equal and separate programs do not exist, girls and boys will be granted an equal opportunity to participate. Special arrangements will be made to accommodate individuals with disabilities in accordance with the ADA.

**Rules:** All sports will use league rules, unless modified by individual departments.

### **SPECIFIC RESPONSIBILITIES:**

#### **COACHES:**

Coaches who participate in Recreation Department programs assume the following responsibilities.

- To see that every player participates in every game during the regular season. Equal participation in the program is the goal.
- In practices and games, players should be as evenly matched as possible- a preoccupation with winning is discouraged. Players should be taught to accept defeat graciously, and coaches should lead by example.
- To demonstrate respect for the authority of the "official" the skills of players and coaches. In all communications, coaches and officials shall conduct themselves in a professional manner.
- To ensure that the Recreation Department equipment is accounted for, and maintained in useable condition.
- To be reliable, and on time. (*The first to arrive, last to leave*).

- To never play a player who has been injured. When in doubt, do not play the player; think of the player and not the team's final outcome.
- To leave facilities in the same or better condition than they were when the team arrived.
- To ensure that all participants in the program have registered.
- To ensure that playing conditions, facilities or circumstances present no physical risks to the players, take appropriate action if they do.
- To keep the team together, and under your supervision during out-of-town trips. Team and coaches leave dressing areas together, where appropriate.
- To keep attendance as required.
- To contact parents and Kris if a player is injured and requires medical attention, and to fill out an accident report form as provided by the department.
- To have all players and coaches shake hands before the game. At the conclusion of the game, a positive cheer will be said. Coaches should thank officials and the opposing coach.
- To be creative when your team is more skilled than the other team. (*Example: Try to put players in different positions*). Do not run up the score.
- To insure the security of all facilities used following the completion of a game or practice, including locking doors, turning off lights, and storing equipment.

### **THE RECREATION DEPARTMENT'S:**

- Advertising and program registration.
- To provide coaching staff with parental permission for each player.
- To arrange a schedule of games, this ensures that teams are as evenly matched as possible.
- To publish a complete schedule of practices and games for each coach and participant at the beginning of the season, and to inform each coach, player and opposing teams of any change in that schedule.
- To provide teams with the proper equipment for their sport.
- To support coaches in their efforts to provide a positive athletic experience for players.
- To try and ensure that officials are competent and fully aware of the objectives of the program and the level of proficiency of the players.
- To see that the facilities are ready for games.
- To see that the members of your team have the same style shirts and that each shirt is numbered as required by the sport.
- To provide each coach with training and sport specific rules.

- To provide each coach with directions to all away game field locations.
- To notify coaches of conflicts that may arise throughout the season in the course of following these guidelines.

***PLAYERS AND/OR TEAM MEMBERS:***

- Attend all scheduled practices and games, or notify the Coach in advance that they will not be able to attend.
- Register for the program prior to the deadline.
- Be courteous and respectful to your coach, the other team’s coaches and players, and the officials. You are a representative of your town, the Recreation Department, and your family and you should behave accordingly.
- Exhibit team spirit and loyalty at all times. Encourage your teammates and don’t “put down” the other team.
- Report all injuries to your coach.
- Report directly to the facility where the practices or games are to be held. Leave immediately after the practice session or game with the team. Do not leave the gym, field or other facility without the specific approval of the coach.
- Respect the property of others when the team travels to other towns or facilities.
- Stay with your team whenever you travel out of town. The coach is responsible for your well-being.
- Return all equipment or uniforms that are issued to you as directed by the coach at the end of the season.

***RESPONSIBILITIES OF OFFICIALS:***

- Should have knowledge of the Rules of the Game including new rule changes.
- Should never criticize the performance of players on the court or field.
- Should dress appropriately.
- Should conduct interaction with coaches and spectators in a professional manner.
- Should not let injured players continue in a game if in your judgment it is not safe to do so.
- Should be aware of the age group you are working with and officiate accordingly.

**BACKGROUND CHECK:** For the safety and protection of the youth program participants, the Recreation Department will conduct a background check on all volunteer coaches. The results of the background check will be held in the strictest confidence. Please bear



with us while we try our best to serve to the youth of Franconia, Easton and Sugar Hill.

**TRANSPORTATION:** Players are responsible for their own transportation to and from practice and games. Be aware that coaches are advised not to transport participants. If they do so, then the coaches do so at their own risk. (Parents may transport their own children, but all other coaches are instructed not to transport participants.)

**PLAYER DISCIPLINE:** Coaches are urged to be FAIR and CONSISTENT with their discipline. Participants should be informed from the beginning as to what is expected of them. Disciplining a participant should not be used as an easy excuse to withhold a player from game competition. Be sure there is ample reason when "benching" a player due to "disciplinary" reasons. Keep in mind this is a recreation program designed for the enjoyment of all participants.

**A coach may ONLY discipline a player for the following reasons:**

- (a) Missing or being constantly late to practices without notifying the coach
- (b) Physical assault on the part of the player
- (c) Constant use of foul language
- (e) Any disciplinary action taken by you as a coach must first be discussed with the child's parent.

*Avoid using extra running or physical activity as a disciplinary measure. These techniques are not effective.*

**Accident Procedures:** If an accident happens, you need to have planned ahead so you know what your actions will be for a given situation. This planning will make sure that proper steps are followed to insure the safety of the participants and you. Make a plan of what you will do if certain events happen; include in this plan who to get a hold of emergency personal, parents and program staff. If an accident occurs during a practice know where the nearest phone is (either a cell or land line), have two-deep leadership, practice safety first in drill and scrimmages, teach your players that being safety conscious is important

For serious injuries, which occur during a practice, a coach should notify emergency services (911). They are prepared to handle emergency situations and to make decisions regarding the proper care of a patient. Next notify the parents and explain the accident and procedures followed. Notify the Recreation Department IMMEDIATELY and write up a report of the accidents and events following. This report MUST be handed in within 24 hours of such accident. Under NO circumstances should a coach move or transport an injured person.

## **Dealing with Problem Parents**

Coaches are the ones who most likely will have to deal with the problems presented by misguided parents. At games, officials and supervisors, as well as coaches, may need to respond to misbehaving parents. Each should be classified as minor and major when considering how to address them.

### **Minor problems include the following:**

- Parents getting in verbal arguments with coaches, officials, and other parents
- Parent coaching their children or other children from the sidelines during the game
- Parents yelling criticism to players or coaches of either team from the stands

### **Major problems include the following:**

- Parent being repeatedly verbally abusive and disrupting game.
- Any type of physical abuse
- Being out of control because of drinking alcohol or using other drugs
- Cheating on eligibility rules or by using illegal equipment.

### ***The minor parent problems will be dealt with in the following way:***

1. After the first incident the coach should meet the parent to explain that the parent's behavior is not acceptable and describe clearly what behavior is expected. Notice should be given to Recreation Department of meeting.
2. After the next incident, the coach should request that the Recreation Department speak directly to the parent about the problem, conveying the same information as the coach did. This could be in the form of a registered letter from the Recreation Committee.
3. If there is another incident, the player will need to be removed from the recreation program.

If a parent creates a **major problem**, the nature of that problem needs to be considered to determine what action will be taken. All major problems should be reported to the Recreation Department in writing by the coach or parent as soon as possible. If the parent behavior directly violates Department rules the penalties as specified by the policies will be enforced. If the problem is physical abuse, the severity of the behavior (from pushing an official or coach to hitting a child) will determine your course of action, from meeting with parents to discussing the problem or removing child from the recreation program to potentially pressing charges with police.

## **Grievance Procedure**

In an unlikely event that any child or parent has a grievance with a coach, the following procedure should be followed:

- Wait 24 hours from the end of the game or practice. This gives all parties a chance to “cool down” and assures that the coach is not being caught at a bad time.
- Please keep in mind that volunteer youth coaches devote a great deal of their time, so please be considerate in making your complaint (late night, dinner time, at work, etc... may not be the best times.)
- The parent, or player, will call the coach in a calm manner and express his/ her concerns.
- The parent and coach should try their best to resolve their issue with each other. Neither should allow the conversation to deteriorate to a confrontation.
- Both parties should document the complaint, conversation, the dates and time, a brief synopsis, and a resolution if there is one.
- If mediation is necessary this matter should be brought to the Recreation Department.
- If the problem can't be resolved immediately, the Recreation Department will resolve the problem.
- We ask the parents to keep in mind that our umpires and coaches are **volunteers**. They are not professional officials or coaches, simply adults who like working with kids. They will not be perfect. Please be patient with them. If you are concerned with some of the calls – The Recreation department is always looking for volunteers!

## **GENERAL GUIDELINES:**

### **End of the season gathering:**

We recommend that coaches, with parents' help, organize a pizza party, parent/player game, potluck, or an event of your choice for the purpose of collecting uniforms and closing the season on a party note. Please remember to include siblings and parents in your event – it's nice to make the program a family affair and encourage everyone's involvement. Parent vs. player games and events have often been popular with many teams.

### **First Aid Kits:**

It is the coach's responsibility to have these with them when they are coaching. These kits are provided by the Recreation Department.

### **Foul Weather:**

If in doubt, go to the court or the field. Decision to cancel due to bad weather is to be made by the home team coach. It is the coach's responsibility to notify the away team coach, the Recreation Department,

and his/ her team of cancellations or changes. If school is canceled all sporting events **will be** canceled.

**Games:**

**THE GAME...** Players are so eager to just play. That's why they signed up. Players should also rotate positions throughout the season. If players are not following through with a commitment to come to practice, limiting game time is a legitimate disciplinary measure. Communicating expectations to players regularly at practices helps during game time. In games, be aware of less skilled players, asthmatics, and overweight players who are already self conscious – you may want to modify your expectations of these players. Lesser skilled players need game time to improve. Don't slight them in favor of going for **THE WIN**. You are their role model for fair play, sportsmanship and fun!

**Officials:**

The policy on intervention with officials is to show respect at all times, even when you disagree with the call. **NEVER** berate an official or use inappropriate language when speaking with them, especially in front of the players. Speak courteously and respectfully, and expect the same of the players. Coaches are role models for players in demonstrating good sportsmanship, maturity and respect for officials, each other and opponents.

**Permission Forms/ Rosters:**

Please turn in all materials at the end of the season. Players must have a signed registration form to participate. Permission forms contain emergency phone numbers and medical information – please study them carefully to determine if any of your players have special medical conditions.

**Program Evaluations:**

We want feedback from parents and coaches about all programs. As always, if something can be improved, please don't hesitate to call. It is much better for all if corrections are made during the season.

**Schedules:**

Facility space is limited, and can be especially tight once the season begins. Please cooperate with other groups using the same facility and stick to prepared schedules. If you need to make a schedule change or cancel a practice, you **MUST** notify the Recreation Department in advance. It is the coach's responsibility to insure that every player is notified of schedule changes.

**Transportation:**

Players are responsible for their own transportation to and from practice and games. Be aware that coaches are advised not to transport

participants. If they do so, then the coaches do so at their own risk. Never leave a player unattended after a game or practice. If parents are continually late picking up players, give them a call to suggest car-pooling. At the parents meeting ask for someone to coordinate rides to games and car-pooling if it is necessary.

### **Questions/ Concerns:**

Please don't hesitate to let the Recreation Department help you do your very important job as a youth sport coach. Again, thanks for volunteering! Have fun out there!

## **First Aid Concerns for Youth Sports Coaches**

### *1. Prevention*

**Stretching** – Before & after all practice and games.

**Conditioning** - Develop through drills and games.

**Proper Training**

**Proper Safety Equipment**

Soccer: Shin guards are used and worn correctly

Basketball: Highly recommended - mouth guards.

Baseball: Helmets with cages recommended

### *2. Health, Safety and First Aid*

**First Aid Kits**- Each coach has a first aid kit that should be taken to each game and practice. If need more of any item within the first aid kit, let the Recreation Director know as soon as possible.

**Contents** – Each first aid kit contains a minimum of gloves, bandages, gauze pads, tape, and ice packs.

**Medical Forms** – Each coach should have a copy of each player's medical information with them at all times when the team is together.

**Health Hazards** – Although we deal primarily with children, the risk of blood borne pathogens (such as hepatitis and HIV, the virus that causes AIDS) is still a valid concern. Any time that you may come into contact with blood of other bodily fluids, ensure that you are wearing gloves and that the gloves are intact. Immediately after treating the individual, remove the gloves and place them and any other contaminated materials, such as gauze or bandages, in a plastic baggy and dispose of properly. Always wash your hands thoroughly after dealing with these types of situations.

#### **Minor Injuries:**

**Scrapes and abrasions**- Clean if possible and cover with bandage.

**Cuts**- Cover with dressing and elevate, using direct pressure to stop bleeding. If bleeding continues, place another dressing over the first and use a pressure point to slow blood flow to the extremity.

**Bloody noses** – Hold head forward and pinch nostrils together.

**Bruises**- Use the RICE method. Rest, Ice, Compression and Elevation.

#### **Serious Injuries:**

*Types*- Any injury involving the head, neck or spine, broken or fractured bones, dislocations, severe sprains or strains

*Procedure:*

Stay with the victim.

Call 911

Have an assistant call/ locate the victim's parents.

Keep the victim calm and still. Make them as comfortable as possible.

Keep the crowd away from the victim.

Call the Recreation Department and notification of the accident as soon as possible.

**Documentation:** After an accident or incident requiring first aid, fill out an incident report and get statements or names of witnesses.

**POLICY REGARDING INJURED PLAYERS:**

The coaching staff has the initial responsibility for the safety and welfare of each player on the team. The general rule in treating sports injuries is to administer only the first aid treatment of which you have knowledge.

The following steps should be taken in caring for an injured player.

- Administer only the first aid treatment of which you have knowledge.
- In case of a suspected neck or back injury, *DO NOT MOVE THE INJURED PLAYER!* Notify trained medical personnel immediately, who are qualified to treat this type of injury safely.
- When in doubt about the severity of an injury, always call trained medical personnel to administer treatment.
- In the event a player is transported to the hospital for treatment, the parental permission form must accompany the player, and the parent must be notified immediately.
- An accident report form must be completed on all injuries requiring medical attention of any kind, and within 24 hours of the injury.
- Chemical ice packs should NEVER be used on open wounds or head wounds. The coach is responsible for insuring that all chemical ice packs are properly disposed of.

**SPORTSMANSHIP POLICY:**

- Players, coaches and spectators should all set a good example in the matter of sportsmanship.
- Players, coaches, and spectators should:
- Remember that they represent their school, the Recreation Department, and the community, and should act accordingly.
- Learn the rules of the game.
- Refrain from making abusive remarks toward officials, coaches and team members. Instead demonstrate positive support for all players, coaches and officials at every game and practice.

- Be considerate of injured players on the visiting team.
- Extend to the members of the visiting team the courtesy and consideration they deserve as guests of the home team and the community.
- Respect the property of others when the team travels to other communities for athletic contests.
- Refrain from unnecessary rough play, and the encouragement of such.
- Recognize their position as a role model for others, particularly young players, and act accordingly.

### **Public Conduct on School Property:**

Recreation Department programs take place all over town, and use Lafayette Regional School's facilities on many occasions. Coaches are asked to be aware of the policies as outlined below as they pertain to use of all school fields and facilities.

The Lafayette Regional School Board expects adults to know and respect the rules and regulations of the school, to obey all federal, state, and municipal laws, and to behave in a manner which models good citizenship for our students. This includes treating adults, students and property with considerations and respect.

### **Alcohol and other Drugs:**

School buildings, grounds and vehicles are Drug Free Zones. Therefore, the possession, use, transfer, or sale of such substances is prohibited, as is being on school property or at school activities while under the influence of such substances.

### **Smoking:**

Smoking and the use of smokeless tobacco products is prohibited on all school property, including school vehicles and private vehicles while being used in place of school vehicles to transport students to and from school activities. Smoking is also prohibited in private vehicles when on school property for any purpose.

### **Weapons:**

All weapons, including firearms, are prohibited on school property. The ban on firearms and other weapons extends to all school and private vehicles when on school property for any purpose. Any person found in possession of a weapon shall be reported to the police. (This ban on weapons does not apply to police performing official duties.)

### **It is the coach's responsibility to advise their players, parents, and other team patrons of this policy.**