

NORTH PROVIDENCE MIDDLE/HIGH SCHOOL

Coaches' Athletic Handbook



The North Providence Athletic Department

PHILOSOPHY

The North Providence School Department's interscholastic athletic programs are an integral part of the total curriculum; therefore, a comprehensive offering of athletic activities is vital to the educational development of students. Our athletic programs provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life. These experiences are designed to serve the school, to assist in the development of respect for self and others, to promote fellowship and goodwill, to promote self-realization and all-around growth, and to encourage good citizenship, school pride and self pride. The North Providence Athletic Department requires our coaches to conduct themselves within the framework of the goals of the school system, the policies and procedures of the Athletic Department and the regulations set by the state associations. Coaches represent the school in interscholastic activities and **MUST** consider athletics as part of the total education program, encouraging athletes to work to their maximum ability in academics as well as in sports. Coaches **MUST** exhibit proper and exemplary behavior at all times and strictly enforce all rules.

OBJECTIVES

- To provide a positive atmosphere of school athletics in the North Providence School Department
- To provide opportunities that will allow athletics to serve as experiences where students may cope with problems and handle situations similar to those encountered in the contemporary world
- To provide adequate and natural opportunities for:
 - physical, mental, social, and emotional growth and development;
 - acquisition and development of special skills in activities of each student's choice;
 - team play with the development of such dispositions as loyalty, cooperation, fair play, and ethical conduct;
 - directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously;
 - achievement of school goals and the student's individual goals;
 - provisions for worthy use of leisure time in later life, either as a participant or spectator; and
 - development of leadership qualities.
- To operate in conformance with all applicable District and Rhode Island Interscholastic League policies and procedures.

Core Values

Integrity

We are committed to the highest sense of integrity encompassing every aspect of our behavior as representatives of the NPHS community. We strive for high moral character, honor, respect, and honesty in all our actions, realizing that the strength of a community is based on the integrity of its members.

Strength in Community

We serve as role models, mentors, and leaders seeking not only to teach others but also to learn from their diverse experiences. We take pride in creating and fostering life-enhancing reciprocal relationships, which lead to a strong and vibrant community.

Individual Responsibility for a Common Goal

For every group endeavor, each individual bears responsibility and plays an important role in reaching the common goal. We honor a climate of mutual respect and diversity by recognizing each individual's contribution to the team.

Education

We educate each student athlete with quality academics, competitiveness, leadership, and social experiences to build a sense of responsibility and foster an appreciation for life-long learning.

Competitive Spirit

We use the competitive spirit and sportsmanship we develop as teammates to do our best and to become the very best. Our goal is to win and to excel at the highest level while acting and competing in a way that reflects our core values.

Pride in NP Athletics

We are beneficiaries of a rich tradition forged by all the efforts of those who have come before us. Our personal and team triumphs add to the growing pride that we share with the North Providence community.

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Employment Status

I. Coaches

Coaches are considered employees at will and are not, by virtue of status as a coach, a member of a collective bargaining union. North Providence School District reserves the right to terminate such an employment relationship with the Coach except as otherwise provided in collective bargaining agreement. Coaches are responsible to report directly to the Athletic Director and building principal.

Coaching Requirements

I. High School Coaches

A. RI STATE LAW - every coach must complete the following:

1. Current BCI (Federal and State)
 - a) Completed every two years
2. Concussion - Section 16-91-3
 - a) All coaches must complete an **annual update**
 - b) Course offered at NFHS Learn website
3. Sudden Cardiac Arrest - Section 16-91.1-3
 - a) All coaches must complete an **annual update**
 - b) **Expiration date must be after season ends**
 - c) Course offered at NFHS Learn website
4. First Aid/CPR - Section 16-11.1-1
 - a) Update every **2 years**
 - b) Course offered at NFHS Learn website
5. Preseason Lecture - Section 16-11.1-2
 - a) Coaches are required to educate student athletes about concussion and sudden cardiac arrest
 - b) Familiarity with relevant District Policy. The Athletic Director shall advise each coach of all relevant policies.

B. RIIL POLICY - Article 13 "Coaching Requirements"

Section 1. Coaches Certification

Member school principals or their designee are responsible for ensuring that all coaches, paid or unpaid at all levels (varsity, sub-varsity, and volunteers), meet the RIIL Coaching Requirements.

All coaches must be in compliance with the Initial Certification Requirements below, prior to the start of their sport season for the 2022-23 school year.

A. Initial Certification Requirements:

- ALL coaches must complete or have already completed the following NFHS Courses (www.nfhslearn.com)
 - NFHS Fundamentals of Coaching Course (which includes the RIIL Rules and Regulations Test).
 - NFHS Protecting Students from Abuse Course - FREE
 - NFHS Concussion Course - FREE (Must be taken annually)
 - NFHS Online Sudden Cardiac Arrest Course - FREE (Must be taken annually)

Once all coaches complete the initial certification requirements, the school will be recognized as a Level 1 Honor Roll School from the NFHS.

- All coaches must, at all times, maintain current certification in the following areas:
 - NFHS Online First Aid, Health and Safety Course, or Red Cross or American Heart Association (AHA) First Aid Certification or equivalent.
 - Red Cross, American Heart Association (AHA) Cardiopulmonary Resuscitation (CPR) Certification or equivalent.

B. Continuing Coaches Education and Requirements after Initial Certification:

- All coaches must continue to maintain current certification in the following areas:
 - NFHS Online First Aid, Health and Safety Course, or Red Cross or American Heart Association (AHA) First Aid Certification or equivalent. (Must be taken bi-annually)
 - Red Cross, American Heart Association (AHA) Cardiopulmonary Resuscitation (CPR) Certification or equivalent. (Must be taken bi-annually)
 - NFHS Concussion Course - FREE (Must be taken annually)
 - NFHS Online Sudden Cardiac Arrest Course - FREE (Must be taken annually)
- Coaches must fulfill the following continuing education after Initial Certification (www.nfhslearn.com):
 - Within three (3) years of Initial Certification
 - (1) NFHS Online Sport-Specific Course
 - NFHS Implicit Bias Online Course – FREE
 - NFHS Heat Illness Prevention Course - FREE
 - NFHS Student Mental Health and Suicide Prevention Course – FREE
 - NFHS Bullying, Hazing, and Inappropriate Behaviors Course - FREE
 - NFHS Engaging Effectively with Parents Course - FREE
 - NFHS Sportsmanship Course - FREE

c. Lifetime Certification:

- Coaches that complete all NFHS Honor Roll Level 3 requirements will achieve RIIL Lifetime Certification.

Please note that coaches who earn the NFHS Honor Level 3 designation must still continue to maintain current certification in the following areas:

- NFHS Online First Aid, Health and Safety Course, or Red Cross or American Heart Association (AHA) First Aid Certification or equivalent.
- Red Cross, American Heart Association (AHA) Cardiopulmonary Resuscitation (CPR) Certification or equivalent.
- NFHS Concussion Course - FREE (Must be taken annually)
- NFHS Online Sudden Cardiac Arrest Course - FREE (Must be taken annually)

Section 2. Coaches Eligibility

A. Coaches who have not fulfilled the RIIL Coaching Certification Requirements are not eligible to coach at any RIIL member school.

B. Each head coach of a varsity team under RIIL jurisdiction must attend (before the start of the season) a rules interpretation meeting for that sport. If the head coach cannot attend the meeting, the Assistant Coach or Athletic Director or his/her designee must attend.

Section 3. Penalty

The penalty for the use of an ineligible coach in any RIIL-approved competition, game (league or non-league), or event/championship tournament play will result in a fine of \$100 per ineligible coach. The ineligible coach can not coach at any RIIL member school until they are certified and a fine is paid by the coach.

Section 4. Coaches Registration

All coaches must annually register online with the Rhode Island Interscholastic League.

II. Middle School Coaches

A. RI STATE LAW - every coach must complete the following:

1. Concussion - Section 16-91-3
 - a) All coaches must complete an **annual update**
 - b) Course offered at NFHS Learn website
2. Sudden Cardiac Arrest - Section 16-91.1-3
 - a) All coaches must complete an **annual update**
 - b) Course offered at NFHS Learn website
3. Protecting Students from Abuse
 - a) All coaches must complete before the first year of coaching
 - b) Course offered at NFHS Learn website
4. First Aid/CPR - Section 16-11.1-1
 - a) Update every **2 years**
 - b) Course offered at NFHS Learn website
5. Preseason Lecture - Section 16-11.1-2
 - a) Coaches are required to educate student athletes about concussion and sudden cardiac arrest

B. NATIONAL FEDERATION OF HIGH SCHOOL SPORTS (NFHS)

1. Online courses & certificates - <https://nfhslearn.com/>

III. Year-Round Responsibilities

A. YEAR-ROUND

1. Cooperate with the administration and the athletic director and keep them informed about the program.
2. Be supportive of all other NPSD activities and especially to other coaches in the athletic system.
3. Read and understand the NFHS & RIIL rules and regulations concerning the particular sport for which the Coach is assigned.
4. Read and understand the NPSD Student Handbook and Athlete Handbook.
5. Formulate goals and objectives for the upcoming sports season.
6. Keep abreast of rules, rule changes, new knowledge, and innovative ideas and techniques through attendance at clinics, workshops, readings etc.

B. DURING THE SEASON

1. Make sure that each athlete has submitted all proper forms prior to the first day of tryouts. If an athlete is missing any of these forms, they shall NOT participate until all forms are completed.
2. Copies of each athlete's emergency information will be kept with the coach at all times.

3. Review and understand all school policies and team rules with student Athletes.
4. Understand and enforce all facility policies.
5. Coaches are responsible for locker room supervision and athletes until athletes leave school grounds.
6. Students are only allowed in the training room when supervised by a coach, or the athletic trainer.
7. Do NOT leave the equipment room, training room, weight room, gyms, or locker rooms unsupervised or unlocked.
8. Monitor and care for equipment and uniforms in use.
9. Coaches must maintain supervision of all student athletes at all times.
10. Emphasize safety precautions. Be aware of the best conditioning, training, and injury procedures. Injured players who require examination by a physician must submit a physician's release before they are allowed to return to participate in a sport. Report all injuries accurately and promptly using the Accident/Incident form. Make sure to have an emergency plan in case of injuries during practice and/or games.
11. Teach fundamental techniques and skills that will enable athletes to develop to their fullest potential.
12. Always make sure the Athletic Director has an updated and current roster on file.
13. Each coach is responsible for distributing uniforms and keeping accurate inventory.
14. Following each HOME game, varsity coaches must report your scores to RIIL.
15. Communicate bus schedule times accurately with the Athletic Director.
16. All fundraising efforts must be approved by the Athletic Director, Administration and Superintendent's Office in accordance with NPSD [Fundraising and Commercial Activities Policy](#) and [Protocol](#).

C. END OF SEASON

1. Each coach is responsible for collecting uniforms and other equipment. Hold a team meeting where all athletes return equipment.
2. Coaches MUST report the varsity letter winners, MVPs and any acknowledgements to the Athletic Director at the end of each season.
3. Head coach or designee must participate in the Athletic Senior Awards Night.

Communications

I. Athletic Director

A. PERSONAL CONTACT INFORMATION

1. Every coach is required to keep all contact information updated with the Athletic Director and District Human Resource Department (Name, Address, Phone, Email address, etc.).

B. COMMUNICATIONS WITH STUDENTS

1. Coaches' communications with students should always be respectful and refrain from degrading, humiliating, or discriminatory remarks. While it is understood that the nature of the coach-athlete relationship can develop into one of mentorship and trust, Coaches must foster a relationship that is professional and avoids partiality and the appearance of impropriety. Coaches must use good judgment in their relationships with students both inside and outside of the school context.
2. All communications with student shall be conducted in person, verbally via-phone, electronically via school approved email, or via other device or technological application approved by the Athletic Director.

C. SCHEDULING

1. Practices

- a) Coaches are required to provide a schedule of practices and location to the Athletic Director prior to the start of the season.
- b) Any custodian overtime needed for weekend practices must be scheduled in advance with the Athletic Director.

2. Contest

- a) Review schedule and identify any potential problems to the Athletic Director prior to the schedule being finalized by the state association.
- b) All changes to scheduled contests must be approved and made by the Athletic Director
- c) Postponed contest - review opposing team schedule and advise the Athletic Director what works best for both schools. Remember rescheduling takes two schools and officials to mutually agree.

3. Notify Me

- a) Coaches should sign up for "Notify Me" which will send an instant notification by email of any sports team schedule change.

D. BUS SCHEDULES

1. Coaches must provide a bus schedule for all away contests to the Athletic Director.
2. Coaches must travel on the team bus. Coaches should supervise the team on the bus and ensure proper conduct on the bus. Coaches should make sure the bus is left clean and that no team equipment is left on the bus.

E. ROSTERS

1. All coaches must prepare a roster to be submitted to the Athletic Director and maintained by the coach.
 - a) Coaches are liable if a student is not properly registered and has not met the above requirements.
 - b) Proper paperwork must be turned in to the Athletic Department in the order of the roster
 - (1) Physicals, Concussion, Assumption of Risk
2. Emergency Room Authorization forms must be with coach at all times
3. Rosters are to be filled out in alphabetical order and **MUST** include all necessary information and **MUST** be updated on a regular basis.

F. ATHLETE INJURIES

1. All accident reports must be completed and given to the principal and Athletic Director within 24 hours after the accident without exception.
2. All coaches must call the Athletic Director immediately following any practice or contest where a serious injury, an ejection from a game, any crude behavior or anything out of the ordinary occurs.

G. INVENTORY

1. The head coach shall supervise the collection, inventory, and storage of all the equipment within their sports program. If equipment is lost or not returned, the athlete will be charged replacement costs and a notification will be sent to the Athletic Director.
 - a) The coach shall inform each athlete that they will not receive any athletic awards until all financial obligations are met.

- b) Any equipment that has abnormal usage must be reported to the Athletic Director.
- 2. Consider the following in care of equipment:
 - a) Have a system of keeping track of equipment issued at the start of the season and a procedure for returning the equipment at the end of the season.
 - b) Keep ALL equipment not being used LOCKED in the appropriate storage area.
 - c) Collect IMMEDIATELY equipment of athletes who quit or are injured and cannot play for the remainder of the season.
 - d) Store equipment in the best possible prescribed manner and in the assigned areas.
 - e) Disposal of equipment must be handled through the Athletic Director's Office.

H. FACILITY NEEDS

- 1. Report to the Athletic Director any facility needs/repairs that impact the program

II. Student Athlete

A. TEAM EXPECTATIONS

- 1. Coaches must inform all student athletes at the beginning of the first practice that there are four criteria for being selecting a team:
 - a) Skill ability - sport-specific
 - b) Attitude - teamwork, hustle, cooperation, positive support, team player no matter what role, and ability to follow team rules & regulations
 - c) Long range interest of program - consideration for potential player development
 - d) Particular needs of the team & player - shortage of position players, certain skills, etc.

B. ADDITIONAL COACH RULES

- 1. Any specific rules may be established with advanced approval of the Athletic Director and principal.
- 2. These rules must be given in writing by the coach to all team members and explained fully at the start of the season. Penalties for violation of team rules will also be in writing and will be administered by the coach.
- 3. Additional team rules must be consistent with all other school rules and regulations. Copies will be kept on file in the Athletic Director's office.
- 4. Coaches, with the consultation of the Athletic Director, may take reasonable disciplinary action pertaining to any problem that may arise that has not already been outlined in this handbook. Discipline shall be applied in a fair, equitable, and timely manner.

C. TEAM SELECTION

- 1. Only students listed on the eligibility list are allowed to participate. (NO EXCEPTIONS).
- 2. All eligible students are allowed 3 tryouts sessions prior to any coach's decision to inform a student why "they did not make the team this year"
- 3. Coaches must meet individually with any student who did not make the team and explain the reasons for their decision and things they need to work on. Considering the athlete's disappointment and the emotions, which commonly may exist in these meetings, a coach needs to choose their words very carefully and understand the impact they will have.

III. Parent/Guardian

A. PROFESSIONAL APPROACH

- 1. Remain calm, polite and professional in meetings with parents of individual athletes, regardless of their concern.
- 2. Never discuss or comment on any other student athletes on the team.

B. EXPECTED TO COMMUNICATE

1. Coach's expectations for student athletes selection for a team.
2. Locations and times of practices and contests.
3. Notification of injury during practice or contest to the school nurse.
4. Disciplinary issues or violations of team rules that may prevent student athletes from participation must be reported to the Athletic Director.
5. Inform parent/guardian of any equipment issued and has not been returned.

IV. Officials

A. PROFESSIONAL APPROACH

1. Greet officials professionally. Indicate your respect for them before, during, and after the contest. Don't make nasty remarks, shout, or use disrespectful body gestures. Act as a role model for student athletes.

V. State Association

A. HIGH SCHOOL

1. Coaches should never contact the state association without the authorization and knowledge of the Athletic Director and the school principal.
2. RIIL - Article 6 - Section 14
 - a) All RIIL contest scores are to be reported on-line on the RIIL website. Coaches obtain access to the system through their Athletic Director.
 - (1) The home team (coach/Athletic Director) is responsible for reporting league contest scores within forty-eight (48) hours of the end of the contest.
 - (2) During playoffs: The winning coach/athletic director is responsible for reporting the playoff game score within three (3) hours of the end of the contest
 - (3) Penalty: Failure to report scores will result in a twenty-dollar (\$20.00) fine for each contest not reported. Schools will be billed at the end of the season.
 - b) Website - <https://www.riil.org/>

B. MIDDLE SCHOOL

1. Coaches should never contact the state association without the authorization and knowledge of the Athletic Director and the school principal.
2. RIPCOA - Article IX - Section 11
 - a) The coach of the winning team in each contest is responsible for reporting the results within two school days following the game.
 - b) Website - <https://www.riil.org/>

VI. Announcements

A. PRESEASON ANNOUNCEMENTS

1. Coaches are encouraged to prepare an announcement to be read during school notifying students of any preseason informational meetings for recruiting purposes.
 - a) High school - nphsannouncements@npsd.k12.ri.us
 - b) Middle school - please email principal

B. IN SEASON ACKNOWLEDGEMENTS

1. Coaches are encouraged to prepare a school announcement sharing your team's accomplishments.

- a) High school - nphsannouncements@npsd.k12.ri.us
- b) Middle School - please email principal

VII. Confidentiality

- A. From time-to-time coaches will be in possession of student educational records or have knowledge of sensitive student information. Coaches are required to maintain all such records and information confidential and only share such information with a parent/guardian of the student or with another employee of the North Providence School Department who has a legitimate educational interest in the information. Coaches are employees of the North Providence School Department are required to abide by the Family Educational and Privacy Rights Act and NPSD [Confidentiality Policy](#).

Team Management

I. Supervision

A. STUDENT ATHLETES

- 1. Coaches must maintain supervision of all student athletes at all times.
 - a) Never leave any student / athlete unattended in a locker room, at a field, or in the weight room.
 - b) No athlete is allowed to work out under any circumstances without adult supervision on any high school field or gym.
- 2. The coach assumes all responsibility for conduct and discipline on the bus and will cooperate with the driver who has ultimate responsibility. The coach is responsible to ensure that the bus is litter-free.

B. BULLYING, DISCRIMINATION, HARASSMENT, AND HAZING

- 1. Under no circumstances will any type of hazing and/or initiation be tolerated. The term “hazing” as defined by Rhode Island State Law, means any conduct or method of initiation that any student organization, which willfully or recklessly endanger the physical or mental health of any student or other person. Coaches are responsible to make sure these types of activities do not occur on their team. If any instances do occur, please call and email the Athletic Director immediately after receiving any type of reported instance.
- 2. A grievance procedure has been established to ensure prompt and effective investigations into the allegations of discrimination, including sexual harassment. Coaches or student athletes who have actual knowledge or knows of allegations of sexual harassment should provide notice to the school in person, by mail, by telephone, or by email, using the Title IX Coordinator’s contact information and can be made at any time, including non-business hours in accordance with [North Providence Title IX policy](#). For all other instances of discrimination, Coaches and/or students should report to the Athletic Director and Building Principal in accordance with North Providence Anti-Discrimination Policy.
- 3. A procedure has been established to ensure prompt and effective investigation into all allegations of bullying and hazing. Coaches or student athletes who have knowledge of any bullying or hazing incident should report to the Athletic Director and Building Principal in accordance with North Providence [Bullying Policy](#) and [Hazing Policy](#).

II. Administrative Role

A. EQUIPMENT

- 1. Coaches are accountable for all of the equipment in their program

- a) Arrange for the issuing, storing, and the reconditioning of equipment.
- b) Notify the Athletic Director of any equipment lost, damaged, or not returned by the end of the season.

B. FACILITY

1. All coaches are expected to assist, along with their team members, in the preparation and care of the athletic facilities and equipment. “Normal” setup requirements should be handled by the coaching staff. “Special” setup needs (that would be difficult or impossible for the coach) should be discussed with the Athletic Director so arrangements can be made for those needs.
2. After practice or a game, it is the coach’s responsibility to shut off lights, lock doors and closets, and make sure all equipment is properly locked away. Never leave doors open, ajar or jammed with something so that the door does not lock, especially outside doors and the exit door from the locker rooms. All gates should be locked after use.

C. AUTHORIZED PERSONNEL

1. Only personnel approved by the Superintendent’s Office are allowed at practices or on team benches during a contest.
2. All practices and tryouts should be held without a parent/guardian present. It is important that no unauthorized individual is in contact with student athletes.
3. Volunteer coaches must follow the same standards as any stipend coach. They must be approved by the Superintendent's Office and meet all requirements as stipend coaches. They are not, however, allowed to be left alone with student athletes in a supervisory role.

Student Athlete Requirements

I. Preseason

A. PRESEASON MEETING

1. It is school policy that every student athlete attend one preseason meeting each school year in order to be eligible for tryouts. Student athletes are required to sign in as proof of their attendance. Failure to sign in will require them to take online courses.
2. Any student athlete who has missed the preseason meeting must take online courses and submit the certifications showing proof of completion.

B. ONLINE REGISTRATION

1. All student athletes must be registered online in order to participate in any manner.
 - a) Coaches can verify registration by going to their school website and view the roster for their sport. Coaches are liable for anyone who has not properly registered and turned in all necessary paperwork, including a current physical.
 - b) If any name does not appear on the roster, then that individual did not register or has not finished the registration process.
2. Online registration consists of:
 - a) Parent Request for Child to Participate and Release Agreement
 - b) Athlete Participation Contract
 - c) Athlete/Parent Handbook
 - d) Emergency Room Form - Coach must keep for own records
 - e) RIIL Assumption of Risk Form - must be turned in to Athletic Director

C. COLLECTED PAPERWORK

1. Physical - Student athletes must have a physician's approval before they can participate in any practice. Previous physicals are on file in the school database. If any physical has expired, that student must obtain a new physical prior to trying out.
 - a) Physicals are only valid one year from the "Date of PE", not the date the health care provider signed it!
 - b) Faxes sent to the nurse's office will delay participation. She must follow HIPAA (Health Insurance Portability & Accountability Act) which sets rules on confidentiality.
2. Emergency Room Authorization - if parents cannot be reached to give their consent for medical treatment, having available a signed emergency room authorization form will ensure prompt treatment in the case of an emergency. The coach will, of course, attempt to contact the parents first.
3. Concussion Act - Signing this form acknowledges that the student and parent/guardian has been educated and informed of the nature and risk of concussions and head injuries including issues related to the continuation of play after a suspected concussion or head injury.
 - a) This information sheet must be reviewed, signed by all athletes and their parents and/or guardians and returned to the school **at the beginning of each sport season** and prior to the youth's return to practice or competition.
4. Assumption of Risk - Parents consent and acknowledge their student's participation in league play and waive the league from liability. All forms are to be **notarized** and returned to the coach. The Athletic Department is responsible for forwarding to the league office. Failure of a school to provide a duly executed form will cause the athlete to be declared ineligible.

D. No student athlete is allowed to participate in any capacity unless they have completed all necessary requirements.

Finances

I. Purchases

A. BUDGET REQUEST

1. The head coach of each sport shall submit a proposed budget for the next school year for all levels of that sport.
 - a) Must be a detailed itemized list of items according to need and inventories
2. The Athletic Director will provide each student athlete with actual and necessary apparel and equipment to be utilized for interscholastic practice and competition.

II. Dues & Fees

A. SUBMITTING BILLS

1. All sport-related bills (dues & fees) must be submitted with an invoice from the sending organization/association to the Athletic Director for payment. Any expenditures over \$500 must have three quotes attached to the PreApproval Expense Form and approved by administration prior to any purchase.

B. REIMBURSEMENTS

1. Any reimbursement under \$500 must have a copy of the invoice and a PreApproval Expense Form must be filled out. Any expenditures over \$500 must have three quotes attached to a PreApproval Expense Form and approved by administration prior to any purchase.

III. FUNDRAISING

A. APPLICATION

1. All fundraising activity requires an Application for Fundraising Activity form filed with and approved by the Athletic Director and the Superintendent's Office prior to any activity is to begin.

B. SUMMARY

1. Once that fundraising activity has been completed, a Fundraiser Summary Sheet **MUST** be completed and submitted to the Athletic Director and the Superintendent's Office within two weeks of the completion date.

C. MONIES RAISED

1. All monies collected from any school approved fundraiser shall be deposited in the school student activity account immediately upon completion of the event.
2. Monies raised by a sports team will be used solely for that team and the athletes participating in that program.

Evaluations

I. Structure

A. STAFF DEVELOPMENT

1. These evaluations should be used by the Athletic Director, school administrators, and coaches to improve the quality of coaching and the interscholastic program.
2. Evaluations are to be completed at the end of the coaching season and a copy of the evaluation is to be submitted to the Superintendent's Office.

B. PURPOSE

1. Encourage coaches to actively self-evaluate overall performance.
2. Ensure that high educational standards are maintained within the district.
3. Ensure a commitment to character-driven athletics.
4. Promote constructive communication between coaches and administration.
5. Identify the specific strengths of a coach and commend them for such competencies.
6. Identify the specific weaknesses of the coach and collaborate upon goals for improvement

C. AREAS OF EVALUATION

1. Planning and Organization
2. Character
3. Personal and Professional Qualities
4. For each "Needs Improvement" check, an explanation will be provided as to what was lacking and will include specific recommendations for improvement.

II. Head Coach

A. All head coaches will be evaluated annually by the Athletic Director

1. All head coaches must arrange for a time to meet with the Athletic Director to review the evaluation results

B. Areas that do not apply will be marked "NA"- Not Applicable

III. Assistant Coach

- A. All assistant coaches will be evaluated annually by the head coach of that sport
 - 1. All head coaches must arrange for a time to meet with their assistant(s) to review the evaluation results
- B. Areas that do not apply will be marked “NA”- Not Applicable

Out Of Season Practices

I. During the school year

A. MIDDLE SCHOOL

- 1. Practices are not allowed outside of the open and closed dates provided by RIPCOA.

B. HIGH SCHOOL

- 1. RIIL Article 7; Section 7 Coaching Students in the Off Season During the Academic Year
 - a) May only participate voluntarily and without financial gain or compensation
 - b) May participate in informal and individualized instruction with no more than three (3) high school students at any one time or in any one facility
 - c) May participate in informal and individualized instruction with any one (1) student for a maximum of three (3) hours per week. Regularly scheduled instruction is not within the spirit of these rules
 - d) Informal and individualized instruction is open to all students enrolled in the school and eligible to participate by all RIIL eligibility rules and regulations.
 - e) All informal and individualized instruction must be sanctioned and approved in advance by the school administration (Principal and/or Athletic Director).
 - f) Informal and individualized instruction must not conflict with a student’s in-season sport schedule (practices, games and team commitments).
 - g) May coach or instruct their son(s) or daughter(s) without restriction during the academic year.

II. Summer Practices

A. MIDDLE SCHOOL

- 1. Practices are not allowed outside of the season’s open and close dates provided by RIPCOA

B. HIGH SCHOOL

- 1. The North Providence School Department does not provide insurance for summer practices. Coaches must inform parents that students are not insured in case of an injury.
 - a) Coaches must understand they are not covered by the North Providence School Department.
- 2. Member schools are permitted to host summer camps provided the following standards are met:
 - a) Attendance is during the summer only (beginning 6/15)
 - b) Summer sport camps cannot be used to recruit athletes (see RIIL Article 3, Section 10)
- 3. Summer programs involving high school coaches coaching their own students can begin on June 15 of any given school year. Students still involved in RIIL playoffs may not participate until their playoffs have ended.

4. Summer programs involving high school coaches coaching their own students who will participate on fall teams must complete play prior to the submission of the varsity eligibility list to the RIIL Office.
5. Students whose names are removed from the school's varsity eligibility list are free to participate in outside programs but may not return to play for the school's varsity teams.
6. Students who participate in outside programs as individuals not representing their school nor using school uniforms or equipment do not violate the simultaneous participation rule.
7. Use of school equipment during the summer - RIIL Article 6, Section 13.
 - a) Principals and Athletic Director are reminded that school equipment may not be loaned out for use during the summer months to students in their schools. The loaning of equipment is not only a violation of the policy of the Rhode Island Interscholastic League, but exposes the schools and their administrators and coaches to serious liability risks in the event that the student borrowing the equipment or others who might use it are injured while using the equipment. Violations are not only subject to penalties listed in Article 6 of the Rules and Regulations but also to potential suits. The fact that the equipment was borrowed in violation of the RIIL policy may be the very reason a court could find a school negligent and award substantial damages in a negligent liability suit. The insurance policies of most schools do not provide coverage for the use of equipment during the summer months. Such use could weaken the equipment and when used for school activities in the fall, the weakened state could result in serious injuries to players and be the subject of a lawsuit. In addition, the RIIL legal counsel maintains that the loaning of equipment that is owned by a member school without permission of the school's governing body could be a violation of several criminal statutes that restrict use of publicly-owned equipment for private use. Administrators should make certain that no school equipment is loaned out for summer use. The above applies to private, parochial, and public schools.

C. CAPTAIN'S PRACTICES

1. The term "Captain's Practice" usually means the team's captain(s) organize and conduct, ***without adult supervision***, out-of-season practice for that sport.
2. The RIIL does not in any way sanction, encourage, or condone "Captain's Practice" in any sport. "Captain's Practice" depending on the member schools' involvement, may be a clear violation of the rules defining season limitations.
3. Even though coaches are not present, allowing Captain's Practice to be held on school grounds may constitute that the school has organized, encouraged, or condoned the activity which is a violation of RIIL rules.

Continuous Notice of Nondiscrimination and Supporting Policies

The North Providence School Department does not discriminate on the basis of race, color, religion, ancestral origin, sex sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. Individuals with disabilities may contact the Superintendent's office to request reasonable accommodation to participate in a program or activity sponsored by the North Providence School Department.

The following individuals have been designated to coordinate Title IX and Section 504 compliance:

Title IX Compliance:

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Section 504 Compliance:

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