

# Activities Handbook 2017-2018



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**Ronan/Pablo School District No. 30**  
**Athletic/Activities Handbook**  
**2017 - 2018**

**ACTIVITIES PHILOSOPHY**

It is our philosophy that participation in co-curricular activities is an integral and vital part of the total educational program.

The clubs, activities, and athletics provided by School District No. 30 shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

Student interest leads to pride in school, citizenship, leadership, democratic experience, and character development. Teamwork, sportsmanship, and respect for others' rights and views are advanced.

Therefore, we believe it is the responsibility of the District to identify and maintain a mix of activities that motivates an optimum number of students without encroaching on one another. It is further incumbent upon the District to encourage participation by students for the above mentioned reasons and their synergistic effect on the school community.

Finally, we believe that these activities are not an end in themselves, but vehicles to work with students. We want to "win" not for "winning's sake," but because the desire to excel is a worthwhile lifetime goal. We do not subscribe to a "winning at all costs" philosophy. We value the importance of good sportsmanship, giving one's best effort, winning humbly, and losing with grace. We believe it is not the score that makes one a "winner" or a "loser."

**COACHES CODE OF ETHICS**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, 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.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship and professionalism at all times, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, other departments within the district, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**The coach** shall not exert pressure on faculty members to give student special consideration.

**The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

**The coach** shall follow the policies and procedures set forth by Ronan School District No. 30.

## **CODE OF CONDUCT FOR STUDENTS INVOLVED IN ACTIVITIES**

Participation in School District No. 30 athletics and activities is a privilege. As a student involved in these activities you are given an opportunity to enhance your student life through competitive events, enhance lifelong skills such as commitment, discipline, and teamwork to represent School District No. 30.

School District No. 30 expects each student to strive for excellence within their competitive sport or activity and in the classroom. In addition, students should conduct themselves as a positive and responsible citizen.

As a student involved in athletics or activities you are a public figure responsible for representing the school in the most positive fashion. Your behavior must be beyond reproach at all times, and meet the expectations of your teammates, group, coach, advisor, school and community. As a student involved in numerous activities you are scrutinized more closely than the non-participating student. Your actions should reflect this expectation.

## **COMMUNICATION**

### **PARENT-COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to students. As parents, when your child becomes involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

#### **Communications you should expect from your child's coach:**

1. Philosophy of the coach.
2. Expectations and goals the coach has for your child as well as for the team/season.
3. Locations and times of all practices and contests.
4. Team requirements, special equipment, strength and conditioning programs.
5. Procedure if your child is injured during participation.
6. Team rules, guidelines and consequences for infractions.
7. Lettering criteria.
8. Team selection process.

#### **Communication coaches expect from athletes/parents:**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts in advance.
3. Notification of illness or injury as soon as possible.

As your child becomes involved in the programs at Ronan School District, he or she will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

#### **Appropriate concerns to discuss with coaches:**

1. The treatment of your child.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you hope. Coaches make decisions based on what they believe to be the best for all student-athletes involved. As may be noted from the listed items, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is beneficial when all parties involved have a clear understanding of the other person's position.

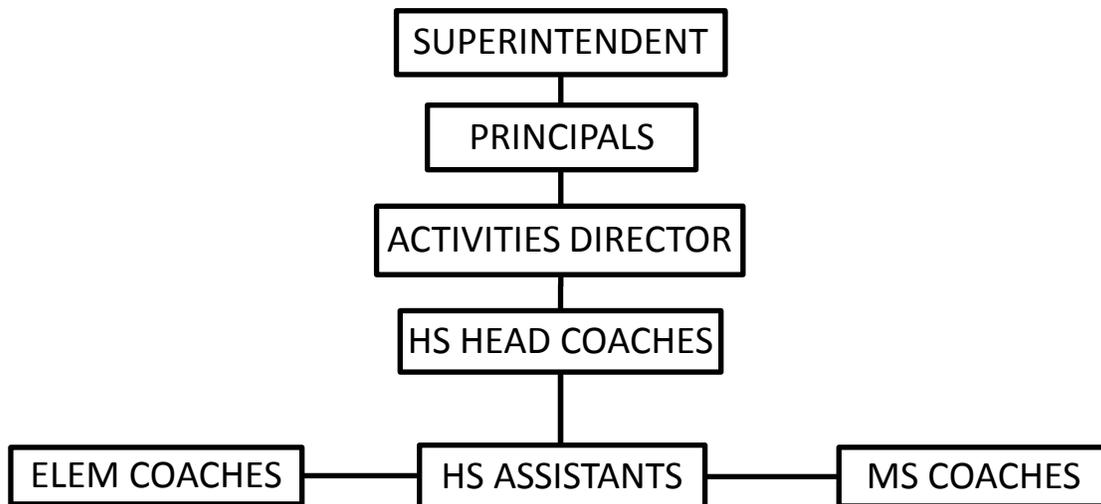
**Both parties must wait 24 hour before discussing issues after contest's conclusion.**

### **CHAIN OF COMMAND**

On occasion, parents may have a concern, complaint, suggestion, or request related to a school decision or policy. If the question or concern is directly related to a activity, speak with your child's coach first. If further questions or concerns exist, then the next person in the chain of command should be contacted to aid in problem solving. For the most effective communication, contact should be made in the following order:

1. Coaches
2. Activity Director
3. Vice Principals
4. Principals
5. Superintendent.

### **ORGANIZATIONAL CHART**



**BULLYING/HARASSMENT/INTIMIDATION/HAZING (SB Policy #3226)**

The Board will strive to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices (“cyberbullying”).

**SCOPE OF PROGRAMS**

**Football**

<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	9
H.S. Assistants	5		7
M.S. Coordinator	1	1 <sup>st</sup> week September-	7
M.S. Assistants	4	3 <sup>rd</sup> week October	

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**Girls Basketball**

<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	18
H.S. Assistants	2		18
M.S. Assistants	4	Last week January- 4 <sup>th</sup> week March	12+
Little Dribblers	1		

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**Cross Country**

<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	6
H.S. Assistant	1		
M.S. Coordinator	1		

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**Boys Basketball**

<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	18
H.S. Assistants	2		18
M.S. Assistants	4	3 <sup>rd</sup> week October- 2 <sup>nd</sup> week December	12+
Little Dribblers	1		

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<b>Wrestling</b>			
<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	18
H.S. Assistants	1		
M.S. Coordinator	1	2 <sup>nd</sup> week February-	
M.S. Assistant	1	4 <sup>th</sup> week March	

<b>Volleyball</b>			
<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	18
H.S. Assistants	2		18
M.S. Coordinator	1	last week of August-	10
M.S. Assistants	3	3 <sup>rd</sup> week of October	10

<b>Track</b>			
<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	10
H.S. Assistants	3		
M.S. Coordinator	1	1 <sup>st</sup> week of April-	8
M.S. Assistants	3	2 <sup>nd</sup> week May	

<b>Tennis</b>			
<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	12
H.S. Assistant	1		
M.S. Coordinator	1	1 <sup>st</sup> week of April-	8
M.S. Assistants	2	2 <sup>nd</sup> week May	

<b>Golf</b>			
<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	12
Assistant	1	ratio 1/10	

<b>Softball</b>			
<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>
Head Coach	1	as per MHSA Calendar	22
H.S. Assistants	1		

<b>Speech and Drama</b>			
<b>Program</b>	<b>Coaches</b>	<b>Season</b>	<b>Games</b>

Head Coach	1	as per MHSA Calendar	10
H.S. Assistant	1		
H.S Assistant	1	ratio 1/10	

## **HIGH SCHOOL BASKETBALL AND VOLLEYBALL SQUAD SELECTION**

Because of constraints of practice time, space, uniforms, transportation, budget and numbers of coaches, School District No. 30 volleyball and basketball programs limit the number of players on squads.

Before any cutting of squads is done, tryouts will be held. Players will be evaluated on skills tests and playing ability. Coaches will design tests that are pertinent to their sport. These tests will be on file in the A.D. Office. **All selections of squads will be completed (volleyball girls and boys basketball) by the first four days into practice of the first week in their respective seasons.**

Players will also have ample time to compete in games (one-on-one, six-on-six, and five-on-five) to demonstrate their talents in game situations.

Other factors considered by coaches in selecting a squad are: the needs of the program, the character of potential players with regards to; a player's year in school (or his/her eligibility remaining), a player's experience, cooperation, school attendance, and school performance.

Student athletes that miss tryouts due to school behavior consequences will not be granted additional tryout opportunities.

**When a student athlete is not selected for the team, the head coach will notify that participant, in person, prior to announcing the team. During that meeting, the head coach will give the reason/reasons for not being selected for the team, as well as what the participant can do to improve their chance of being selected in the future.**

## **JOB DESCRIPTION**

**Title:** Activities Director

### **Qualifications:**

- 1) Intense interest in directing extra-curricular and co-curricular activities.
- 2) Successful experience in education with experience in scheduling student activities, teaching, coaching, advising and/or administration.
- 3) Demonstrated leadership ability including the following:
  - a. ability to work with groups and individuals from the district and community;
  - b. effective written and oral communication skills, excellent organizational skills/coordination (seminars), supervision (recruitment, in-service/orientation, evaluation), extensive budget experience (officials/workers, practice, transportation), scheduling (building/facilities, contests), parent/community relations (crowd control, seminars), and conflict resolution skills.
- 4) Such alternatives that the Board may deem necessary and appropriate.

### **Reports to:**

Superintendent of Schools, Ronan High School Principal

### **Job Goal:**

This position serves as the district leader in the planning and supervision of district activity programs. Specific functions of the position include leadership, planning, supervision, staff development, public relations/booster organizations, communication, budget, staff relations, facilities, and record keeping.

### **Responsibilities:**

#### A. Leadership

1. Participate in necessary conference, leagues, and association meetings.
2. Attend such conventions and conferences as necessary to keep informed on current education trends and practices; subscribe to appropriate professional services and publications.

#### B. Planning

1. Assume responsibility for scheduling and coordinating of all interscholastic contests and practices.
2. Organize and administer the activities program for the district.

3. Verify the physical examination of all athletes prior to the specific activity/sport.
4. Arrange for officials and support personnel as required (crowd control, scorekeepers, etc.).
5. Arrange for transportation for all activities.
6. Arrange for filming of events when required.
7. Arrange for printing of activities programs.

C. Supervision

1. Work with the school administration team for supervision of all activities as needed.
2. Supervise compliance with the eligibility requirements (activity code) for participation on each program and verify each participant's eligibility.
3. Schedule periodic meetings of all coaches and advisors in interpret and revise the Code of Conduct for Co-Curricular participants on an in-service basis.

D. Staff Development

1. Be responsible for the selection, assignment, orientation, and evaluation of head coaches with input from principals.

E. Public Relations/Booster Organizations

1. Promote school-community relations by keeping the community aware of and responsive to activities programs.
2. Help foster support for student activities.
3. Arrange for public relations and recognition of the programs including publicity, awards, programs and banquets.
4. Serve as the district liaison with the athletic booster clubs, music and fine arts groups.
5. Attend school board meetings as requested.
6. Arrange to welcome guest teams and provide needed directions.

F. Communications

1. Maintain appropriate communication with students and parents concerning participation.
2. Be a contributing member of the faculty.

G. Budget

1. Be responsible for the preparation and administration of the district activities budget.

2. Work with appropriate staff for requisition of supplies, clothing, and equipment including adequate training.
3. Supervise ticket sales.
4. Be responsible for an up-to-date inventory of all activities equipment and supplies.

#### H. Facilities

1. Schedule facilities and plan for their preparation for activities.
2. Arrange all details for visitors needs including facilities, services, and field assistance as appropriate.
3. Supervise the inspection and maintenance of program facilities.

#### I. Record Keeping

1. Maintain a participation record of all students including years of participation and recognition earned in each activity.
2. Maintain discipline records pertaining to activity code violations.
3. Perform other duties as required or assigned.

#### **Terms of Employment:**

- 1) Contractual information shall be outlined in the contract between the Activities Director and the Board of Trustees.
- 2) The Activities Director shall be evaluated in accordance with School Board Policy.

## **JOB DESCRIPTION**

**Title:** High School Head Coach (Program Director)

### **Qualifications:**

- 1) Possess current NFHS & MHSA coaching certifications. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
- 2) Successful coaching experience.
- 3) Specialized preparation emphasizing the coaching of the respective sport.
- 4) Good physical health.
- 5) Knowledge of the care and preparation of athletic injuries and current first aid card.
- 6) Such alternatives to the above as the board deems necessary and appropriate.
- 7) Pending hire will be determined by passing background check.
- 8) All hiring will be done by School District No. 30 on an annual basis.

**Reports to:** Activities Director

**Supervises:** Assistant coaches, players and managers

### **Job Goal:**

To develop a comprehensive program that will provide an opportunity for students to participate in wholesome and rewarding athletic experiences.

### **Performance Responsibilities:**

- 1) To work closely with the Activities Director in program development and implementation.
- 2) To enforce MHSA and local administrative policies relating to athletics.
- 3) To work closely with the Activities Director in the recruitment, assignment, supervision and evaluation of the other coaches in your program.

- 4) To monitor athletes academic progress and check on the eligibility of your players as per MHSAA and local eligibility requirements.
- 5) To hold regular staff meetings during the season to assure program coordination.
- 6) To work closely with the Activities Director in scheduling contests and practices.
- 7) To secure a completed Parental Approval/Physical Form from each player before they are allowed to participate. Secure an emergency treatment form to be available at all events.
- 8) To inform players of training rules and to enforce them consistently and uniformly. Notify the Activities Director of any violation immediately.
- 9) To inform players of the accident insurance coverage and file an Accident Report with the Activities Director immediately following an injury.
- 10) Present an estimate of expenses and request the travel fund checkbook from the Business Manager one week in advance of any trip.
- 11) Account for all receipts and expenditures during trips.
- 12) Prepare a program budget and submit to the Activities Director as requested.
- 13) Submit a written evaluation of program, personnel and recommendations for program improvement at the conclusion of each sports season.
- 14) Plan and implement a program to assist athletes in developing the knowledge, skills and attitudes necessary to successfully compete in interscholastic athletics.
- 15) Coordinate and supervise the total program.
- 16) Assist in preparing physical facilities for games and practices.
- 17) Be responsible for care and security of all equipment and submit an inventory to the Activities Director at the conclusion of the season.
- 18) Actively support the efforts of the Athletic Booster Club.
- 19) Work closely with the Activities Director to minimize lost school time.

- 20) Assist college-bound athletes in obtaining college scholarships.
- 21) Instruct and supervise athletes/students during practices, games and trips.
- 22) Assist in supervising R-Club functions including Homecoming Dance.
- 23) Develop, issue, and collect safety guidelines signed by athletes and their parents.
- 24) Secure only high school managers and high school student assistants.
- 25) Managers are not permitted to miss class to complete manager duties. Before school or after school is acceptable.
- 26) Promote your sport and sportsmanship at pep rallies and through the news media.
- 27) Develop itinerary for all overnight trips and give a copy to athletes and the Activities Director.
- 28) Improve professional development through reading, attending clinics, etc.
- 29) Develop performance goals and submit to the Activities Director prior to the beginning of the season.
- 30) Notify instructional staff well in advance of taking students out of school.
- 31) Complete MHSAA online rules clinic.
- 32) Review assistant coaches job responsibilities with assistant coaches annually. Complete evaluation of assistant coaches for both high school and middle school staffs.
- 33) To make sure all student-athletes adhere to all the expectations and rules in the high school handbook.
- 34) Necessary keys will be issued by the activity director. Coaches are responsible for his/her keys. Keys are not to be given to students or student/athletes.

**EVALUATION:**

Job performance will be evaluated by the Activities Director at the conclusion of the sports season. The evaluation will be based on this job description and the coach's individual performance goal.

## **JOB DESCRIPTION**

**Title:** Assistant High School/Middle School Coaches

### **Qualifications:**

- 1) The ability to work with young athletes.
- 2) Knowledge of the fundamentals of the sport.
- 3) Dedication to the program and loyalty to the head coach.
- 4) Current first aid card.
- 5) Completion of NFHS & MHSA coaches' certification programs. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
- 6) Pending hire will be determined by passing background check.
- 7) All hiring will be done by School District No. 30 on an annual basis.

### **Reports to:**

Head Coach and Activities Director

### **Supervises:**

Student athletes

### **Job Goal:**

To assist the Head Coach in developing a viable program.

### **Performance Responsibilities:**

- 1) Assume full responsibility for the team you are to coach.
- 2) Instruct, prompt, and supervise student-athletes/students for whom you are responsible during practices, games and trips.
- 3) Inform student-athletes of scheduled practices and games.
- 4) Assume responsibility for the care of equipment issued to your team members.

- 5) File a completed Accident Report with the Activities Director for any injury to your team members.
- 6) Assume any additional responsibilities assigned by the head coach.

### **HEAD COACHES PRE-SEASON RESPONSIBILITIES**

- 1) Parental Approval/Physical Forms must be issued well in advance of the start of the season. No student-athlete will be allowed to practice or play before his/her Parental Approval/Physical form has been properly signed and returned to the coach. The cost of the physical is the responsibility of the athlete and his/her parents.
- 2) All Parental Approval/Physical Forms must be alphabetized and submitted to the Activities Director by the end of the first week of practice.
- 3) No football player should be allowed to participate in contact drills until the coach has a properly signed Helmet Liability Waiver.
- 4) The Participation Survey must be submitted to the Activities Director within three days of the opening practice. Copies should be saved for update at the end of the season.
- 5) On the first day of practice, each coach should meet with all student athletes out for his/her program to explain the policy, rules, participation fees, and the conduct expected of the student-athlete at School District No. 30.
- 6) Submit varsity team roster to the Activities Director at least five (5) days prior to the first game, match, or meet.
- 7) Submit a Request to Raise Funds to the Activity Director and approved by principal and superintendent before ordering any RESALE items. Resale items are not to exceed \$40.00 per sports season. Money should be collected before ordering resale items and all monies turned in to the District Office.
- 8) Any person who would like to volunteer to help coach must have filled out the proper paperwork prior to the start of the season with the district office. It is the head coach's responsibility to do make sure this it done prior to the season starting. A volunteer coach must be fingerprinted and pass a background check before coaching.

## HEAD COACHES POST-SEASON RESPONSIBILITIES

Within two (2) weeks of the conclusion of your sport season, the following tasks should be accomplished and this checklist returned to the Activities Director for confirmation.

- 1) All equipment collected except those items paid for by the student-athlete.
- 2) All equipment must be carefully inventoried and a copy submitted to the Activities Director.
- 3) All equipment requiring repair must be separated, boxed, and marked.
- 4) All equipment should be cleaned and uniforms laundered.
- 5) Equipment room must be cleaned thoroughly.
- 6) The Athletic Awards Requisition Form should be completed and returned to the Activities Director.
- 7) Updated Participation Survey forms must be submitted to the Activities Director.
- 8) Recommendation for program development should be submitted to the Activities Director.
- 9) Awards Night or Banquet
- 10) Final check/stipend will not be released until inventory is completed and turned into the Activity Director. Activity Director will release stipend.

## MANAGERS:

As a manager you are not “just” a manager, YOU are an important member of the activity family. As such, there are high expectations for your position and everything you do contributes to the success of the program. As an important part of the program you will be expected to work diligently for excellence in your role. As a member you will be treated as such, with some of the same privileges as the players. When the team receives a meal, so will you. You can also order the same pride pack items that the players do.

The following is a list of some of the responsibilities:

- 1) Attend all practices on a regular basis (notify a coach if you have an emergency and will be out).

- 2) Prepare all equipment for the beginning of practice (ie. Get the balls out, clock, etc).
- 3) Take attendance, run the clock, keep stats as directed during practice.
- 4) Clean and organize uniforms.
- 5) Gather and organize equipment for travel.
- 6) Perform other duties as assigned by the coaches.
- 7) Consistently display high character and morality.
- 8) Attend all home and away games.
- 9) Be responsible for getting all video equipment set up and prepared for each game.
- 10) Make sure all video equipment is loaded on the bus for away games.
- 11) Video games as instructed by the coach.
- 12) Be available to help film practice if needed.
- 13) Assist with any other duties the coaches may request of you on game days.

A maximum of three (3) managers will travel to district/divisional/state tournaments to include: one (1) statistician, one (1) camera operator, and one (1) bench manager.

## **PHYSICAL EXAMS**

"A physical examination is required for each student in order to be considered eligible to participate in an association contest. This exam must be certified by a medical doctor for the current school year." (MHSA Handbook Article II Section III)

The coach must have a signed Parental Approval/Physical Form before a high school athlete will be allowed to participate.

The cost of the physical exam is the responsibility of the student athlete and his/her parents.

## **CARE OF THE INJURED ATHLETE**

**REMEMBER - MOST IMPORTANT - the injured athlete takes priority over everything!**

Coaches are cautioned to exercise great care in dealing with all injuries. In all cases, the coach should assure himself/herself personally, that the injured athlete is receiving competent medical care. The following procedure should be followed:

- 1) Notify parents, if possible.
- 2) Administer necessary first aid.

- Send someone to call for an ambulance (if necessary)
- Keep student still, comfortable and reassured
- When in doubt, do not move injured athlete
- Stay with injured athlete
- Contact Activities Director

- 3) If, in the judgment of the coach, the injury is serious, the school will take the responsibility for calling an ambulance, if one is not present.
- 4) A coach will accompany the injured athlete to the hospital and arrange for treatment **if the parents are not there**. The coach should remain at the hospital with the injured athlete until the parents arrive. Brief the parents upon their arrival.
- 5) An Accident Report should be filed with the Activities Director for all injuries within one day.
- 6) The coach should follow-up on the progress of the injured athlete.
- 7) The coach should provide the parent or the person receiving the injured athlete with aftercare instructions.

## SCHOOL INSURANCE

Every student athlete is covered by accident insurance through Northwest Scholastic Insurance and a catastrophic plan through MHSA. Each head coach should be familiar with the coverage provided. The head coach, or designee, should file an Accident Report with the Activities Director within **one day** of any injury. The head coach should emphasize the important facts on the Fact Sheet to his/her squad at the first team meeting.

- 1) The parents of the injured student are responsible for filing the claim. The school will mail a claim form to the parent upon receipt of an Accident Report from the coach or teacher responsible.
- 2) The school insurance is accident insurance and only covers injuries resulting from specific, identifiable accidents. It does not cover everything it has exclusions.
- 3) The school insurance is secondary coverage and only pays amounts in excess of those paid your insurance, if you have any. Parents can purchase additional insurance through the school at their expense.
- 4) Treatment must occur within **30 days** of the accident and a claim form must be filed within **365 days**.

- 5) There is a **\$30 per injury** limit on Physical Therapy Treatments.

## **COVERED ACCIDENTS**

The benefits provided are payable only in the event the covered accident causing "such injury" occurs while the covered person is:

- 1) In attendance at school during the hours and on the days that school is in session.
- 2) Traveling directly and without interruption to or from the insured's residence, as defined herein, and the school for regular school sessions, for such travel time as is required, but not to exceed one hour before regular school classes begin and not more than one hour after school is dismissed or if additional travel time that might be necessary.
- 3) Participating in activities which are exclusively school sponsored, school supervised, and school scheduled on or away from school premises, during or after school hours or school sponsored religious instruction.
- 4) Traveling directly and without interruption between the student's residence and school to attend activities held at times when school is not in session, except that when the covered person participates in parties, picnics, dances, or other social activities, travel is limited to school supervised transportation.
- 5) Participation in school sponsored and school supervised summer programs provided that paid school employees supervise such activity.

## **SCHEDULING**

All scheduling will be done by the Activities Director after consultation with the head coach. Under no circumstances should a coach schedule or cancel games or matches without the Activities Director's knowledge or consent. The Activities Director will schedule all 6-12 events related to school activities.

## **BUDGETING**

In March of each year, each head coach will be asked to submit a budget for his/her program on forms provided by the Activities Director. Any expenses should be anticipated because in this era of scarce fiscal resources it is unlikely that unanticipated expenditures will be funded.

Once the budget is approved by the Board, the district accepts the responsibility to fully

fund it. If the revenue should be less than anticipated, the shortage will be assumed by the district.

## **PURCHASING**

All orders must be placed through the Activities Director on Student Activity Fund Purchase Orders. Failure to do so may result in the party placing the order being personally responsible.

## **BUS POLICY (SB Policy #8000)**

At the beginning of each sport season, the Activities Director will develop an Activity Bus Schedule for that season indicating the date of the trip, the game time, the departure time, and the estimated return time. This information will also appear on the weekly Gym Use Schedule. The coach involved is responsible for checking this information and relaying it to his/her team members. Bus and driver assignments will be made by the transportation department. All coaches or Activity Advisors are required to ride the bus to and from contests or activities unless approved by the Activities Director/Administration. They are also required to stay at the drop-off point until all students are picked up by a parent or guardian.

The decision to run or not to run a bus during inclement weather will be made by the administration and the bus supervisor after carefully assessing the most current reports on road conditions. The safety of the passengers will be sole consideration. The driver will retain absolute veto power and will have the final say on whether a trip should be made. When the temperature is below zero degrees it will be compulsory that all passengers have suitable warm clothing, including a hat, coat and gloves.

**NO open faced shoes or sandals should be worn on the bus during the winter months on activities.**

Students competing in any school sponsored activity are required to ride the bus to and from the activity. Should a student refuse to ride district transportation to the scheduled event, that student will not be allowed to compete in the scheduled event. Should the student refuse to ride district transportation home from a scheduled event, that student will not be allowed in the next scheduled event. The only exceptions are: (a) we will release students to their parent(s) or legal guardian(s), in person upon presentation of a written note, on the approved Student-Activity Sign OUT to LEAVE Sheet. Coaches should keep this record on file for the entire sports season.

District bus transportation to interscholastic activities should be limited to participating Ronan students, coaches/advisors, and other school personnel or other persons designated by the school to perform as aides or chaperones for that activity.

We all need to work together to keep School District No. 30 activity buses in as best shape as possible. The following criteria may be utilized in the assigning of buses:

- \* High School activities will take precedent over Middle School activities.
- \* Distance traveled: Team traveling the furthest will ride the Activity Bus.
- \* Post season play: Team traveling to postseason competition will ride the Activity Bus.
- \* If teams are traveling approximately the same distance, team size and storage needs shall be used to determine assignments.
- \* Efforts will be made to rotate the Activity Buses among programs on an equitable basis.

Coaches/sponsors have among their responsibilities the following.

- 1) Take attendance each time the bus is loaded and send the attendance sheet to the office before the bus leaves the parking lot.
- 2) Carry emergency consent forms.
- 3) Provide driver with written itinerary.
- 4) Maintain quiet and order on bus.
- 5) Make sure students are seated and that no appendages are dangling out of windows.
- 6) Other than normal use, the bus should be as clean upon returning as when it left. (Items not allowed on bus will consist of the following - sunflower seeds, glass containers, pop, juices and other miscellaneous items with discretion of the coach and bus driver.)  
Consequences will result if bus is not returned in satisfactory condition.
  - A. Loss of privilege on activity bus for one scheduled trip.
  - B. Loss of privilege on activity bus for the rest of the season.
- 7) Conduct and supervise safety education before departure regarding emergency exits.
- 8) Sign travel form upon departure and return of the trip.
- 9) Only show movies that have been approved by the Board of Trustees of School

No. 30 and are on the approved viewing list.

Bus drivers have among their responsibilities the following:

- 1) Supervise and help coach/sponsor with unloading and loading of the bus.
- 2) Do not allow students on the bus before coach has signed departure slip.
- 3) Communicate with the coach/sponsor any trip plans and needs.

## Student-Activity Sign OUT to LEAVE Sheet

\_\_\_\_\_ Activity \_\_\_\_\_ DATE

**Athletes leaving a school activity with their Parent/Guardian must be signed out with Coach. If traveling TO an activity without riding the bus or FROM the activity with someone other than Parent/Guardian, a pre-approved Alternate Transportation Form must be filled out.**

	DATE	TIME SIGNED	ATHLETE'S NAME	PARENT/GUARDIAN SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**School District No. 30  
Extra and Co-Curricular Travel Regulations  
Alternate Transportation Form**

The form is to be used when a School District No. 30 student rides to, or is returning from, a school-sponsored activity in other than school-provided transportation.

It shall be the parent(s)/legal guardian(s) responsibility to:

1. Have this form signed and approved by the activity sponsor and administration, ascertain and guarantee that the alternative transportation and its provider are safe and adequately insured, and that the provider be a person at least twenty-one years of age;
2. release the school from any and all liability resulting from such alternative transportation, including verification that the alternative transportation approved by the school and denoted by the parent(s)/legal guardian(s) is the one actually used by the student.

\_\_\_\_\_

I agree to the above provisions and responsibility, and allow my son/daughter

\_\_\_\_\_ to ride with \_\_\_\_\_

to/from the school activity \_\_\_\_\_  
(circle)

on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
Signature: Parent/Legal Guardian

\_\_\_\_\_  
Date

To be signed by the parent/legal guardian in the presence of a school administrator or verified by phone before the planned activity.

\_\_\_\_\_  
Head Coach

\_\_\_\_\_  
Activities Director/School Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## TRIPS

Whenever student-athletes miss school as a result of athletics the coach involved is responsible for notifying the teachers by placing an announcement in the appropriate school bulletin at least three days prior to the scheduled trip. The coach is also responsible for notifying the building principal that he/she will be gone so that proper substitute arrangements can be made.

In addition to the head coach/advisor, a minimum of one chaperone for each fifteen students shall assist with supervision of students. Buses will be operated by a qualified bus driver on all activity runs, and only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

An itinerary must be prepared and given to the parents of the students involved, the Activities Director, and the school secretary a minimum of three days in advance of any overnight trip. Itineraries will be strictly followed and have to be approved through the appropriate Principal(s) and Activities Director. Teams playing in postseason tournaments of longer than one day in duration and 150 miles away may merit overnight lodging. This itinerary should include:

- departure time,
- destination,
- mode of travel,
- arrival time,
- name and phone number of accommodations,
- money requirement, if any,
- any other pertinent instructions.

If the budget calls for feeding the team, the coach involved should file an Activity Fund Check Order with the Business Manager at least five (5) days in advance (these forms are available from the Business Manager). The Activity Fund Checkbook should be returned to her along with accompanying receipts immediately upon your return to school. Every effort should be made to keep expenditures reasonable and prudent. The bus driver receives per diem and should pay for his/her own meals. All tips/gratuities will be covered by School District No. 30.

The following per diem allowances apply to individuals traveling on School Activity trips:

- a. Meals - \$25.00 per day
- b. Lodging - \$20.00 per day with 4 to a room whenever possible

The coach involved must inform players and cheerleaders of travel plans at least three (3) days in advance of any trip. The head coach must provide team members, cheerleaders, the principal, the high school secretary and the Activities Director with an itinerary at least three (3) days in advance of any overnight trip.

## **FIELD TRIPS**

A list of all students scheduled to attend must be turned in to the high school office PRIOR to the departure date. PERMISSION SLIPS MUST BE SIGNED BY PARENTS FOR ALL FIELD TRIPS!

ALL sponsors are responsible for making sure pre-excuses are completed and turned in at the high school office PRIOR to departure. Also, all sponsors need to make sure the proper medical release forms are on file and they have a copy in their possession no later than three (3) days PRIOR to departure!

ALL sponsors are to give an itinerary to the high school office before departure.

ALL sponsors must turn in the list of the students who actually are on the bus PRIOR to departure.

Approval from the High School Principal on the School District No. 30 Field Trip Request Form must be signed before Activities Director will make arrangements for transportation.

## **PERFORMANCE TOUR GUIDELINES**

School District No. 30 promotes curricular and extra-curricular opportunities. To assure the wise use of time and financial resources and to maximize the educational opportunities for students, the following guidelines for performance tours and class groups shall apply: (Trips will not occur within the same two week time period)

1) **Distance**

Complete itinerary including estimated mileage must be included.

2) **Performances**

High School: 2 minimum/day

Middle School: 2 minimum

\*On Travel Days you do not have to perform.

3) **Other Scheduled Educational Opportunities**

Advisors are responsible that students receive a minimum of 3 educational opportunities for high school and 2 for middle school.

4) **Fiscal Note**

School District No. 30 will strive to provide reasonable funds for meals, transportation, rooms, and educational activities not to exceed the funds generated

by the traveling group. In order to ensure that funds are used wisely, it will be necessary to submit a complete budget of expenses for board approval. The proposed budget shall be in accordance with Board Policy 3530/3530P. A list of proposed funding sources must also be submitted.

6) **Trip Time**

High School: 4 days maximum or Board approval  
Middle School: 3 days maximum

7) **Lost School Time**

High School: 2 days maximum or Board approval  
Middle School: 2 days maximum

8) **Conflicts with Other Activities**

Students are encouraged to be well rounded and belong to school organizations and clubs while attending School District No. 30. Coaches need to ask student-athletes at the required pre-season team meetings if they are going to be gone for an extended amount of time for other school related activities. The coach, student-athletes, and activity sponsor will then develop a workable agreement between all parties.

9) Prior board approval (four week minimum) is required and timely application is necessary for consideration.

10) School District No. 30 recognizes that national meetings of groups, like FFA, FCCLA, and BPA require exceptions to these guidelines. The District recommends that these groups attend national events every other year, unless high school students in these groups are running for national office, have qualified for national awards or participation, or are entering national competition.

11) Academic or vocational classes whose course of study and length of travel have received prior Board approval shall also be exempt from these guidelines.

12) Activities sanctioned by the Montana High School Association shall also be exempt.

## **SCOUTING**

The head coach is encouraged to plan scouting trips as soon as scheduling is completed. Good planning, along with video tape exchange will allow us to minimize scouting travel and expense. Reimbursement will be for the actual cost of gas and meals.

The head coach should use the same procedure for requesting a travel advance as used for any other trip. The head coach is responsible to see that expenses do not exceed the money budgeted for scouting. Scouting must be pre-approved by the Activities Director, in order to be reimbursed for travel.

## **CLINICS**

A limited amount of money may be available for clinics and will be shared on a per capita basis. It is the prerogative of the head coach to determine how this money can be most effectively used. Head coaches are encouraged to include their assistants in clinic plans.

## **USE OF FACILITIES**

Students should not be allowed to use any school facility without proper supervision. This is particularly true of high risk areas such as the weight room, gymnasiums, wrestling rooms, etc. Should an unsupervised student suffer an injury, you as an individual may be held personally liable for financial damages.

This caution, however, shall not limit a student's or a group's access to the training room or to the weight room. Both of these facilities are available to all students on a shared and equitable basis, as are the laundry facilities and equipment storage.

## **TOURNAMENT AND PLAYOFF POLICY**

In an effort to eliminate misunderstanding and prevent inequalities, the following guidelines have been established for all post-season competition, i.e., tournaments and play-offs. You may take the following at the school's expense: basic team, one manager (two in football), one scorekeeper or statistician, one video tape operator, cheerleaders (varsity only), head coach, and assistant high school coaches.

## **SCHOOL ISSUED EQUIPMENT**

Student-athletes are responsible for any uniforms and/or equipment issued to them. Each student-athlete is financially responsible for all lost, damaged or unreturned items issued by school officials in that student's name.

## **ADMINISTERING MEDICINES TO STUDENTS (SB Policy #3416)**

School District No. 30 recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin or other patient's medication to students. The complete medication policy can be found in the School District No. 30 Certified Staff Handbook.

## CONCUSSIONS

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even what seems to be a mild bump or blow to the head can be serious.

### WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

## CONCUSSION FACTS FOR ATHLETES

### WHAT IS A CONCUSSION?

A concussion is a brain injury that:

- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven’t been knocked out
- Can be serious even if you’ve just been “dinged”

### WHAT ARE THE SYMPTOMS OF A CONCUSSION?

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Bothered by light
- Bothered by noise
- Feeling sluggish, hazy, foggy, or groggy
- Difficulty paying attention
- Memory problems
- Confusion
- Does not “feel right”

### WHAT SHOULD I DO IF I THINK I HAVE A CONCUSSION?

- **Tell your coaches and your parents.** Never ignore a bump or blow to the head even if you feel fine. Also, tell your coach if one of your teammates might have a concussion.
- **Get a medical checkup.** A doctor or healthcare professional can tell you if you have a

concussion and when you are OK to return to play.

- **Give yourself time to get better.** If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a second concussion. Second or later concussions can cause damage to your brain. It is important to rest until you get approval from a doctor or health care professional to return to play.

## **HOW CAN I PREVENT A CONCUSSION?**

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.
- Use the proper sports equipment, including personal protective equipment (such as helmets, padding, shin guards, and eye and mouth guards). In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and fit well
  - Used every time you play

*Remember, when in doubt, sit it out!  
It's better to miss one game than the whole season.*

## **EXTRA AND CO-CURRICULAR ALCOHOL, DRUG, AND TOBACCO USE (SB Policy #3340)**

### **Prohibited Conduct:**

Students participating in extra or co-curricular activities, whether sponsored by the MHSA or not, shall not be under the influence of, or use, have in possession, illegally sell or distribute alcohol, tobacco or illegal drugs.

Students will not be allowed to attend any gathering or function (either school-related or not school related) where illegal drugs and/or alcohol are present without being accompanied by their parent/guardian. Non-compliance with this prohibition will invoke all of the stated consequences for disciplinary actions.

Should a student attend a gathering or function without prior knowledge that illegal drugs and/or alcohol will be present and, thereafter, learns that illegal drugs and/or alcohol are present; the student must leave the gathering or function, "immediately." The School District No. 30 Administration team will define "immediately," when necessary. If students attend such gatherings or functions after having knowledge that illegal drugs and/or alcohol are present, the students will be subject to disciplinary action. This does not restrict students from attending a gathering or function where tobacco products are present, however, under the Chemical Use Policy students will not be allowed to use any tobacco/nicotine products, including but not limited to e-cigarettes or other similar products during a student's participation in a school activity.

**Consequences:**

All related consequences for violations for this policy shall carry forward to the participant's next activity/season if sufficient time does not remain during the current activity/season to serve the appropriate time. Participation is defined as competitions, practices, and activities.

**First Offense:**

- A. Immediate suspension from participation in extra/co-curricular activities for five (5) calendar days following the investigation and verification by an administrator of the infraction, not including Sunday.
- B. To remain eligible after the initial five (5) day suspension from participation, a student must participate with the team/group for ten (10) calendar days, not including Sunday. The student will be allowed to participate in extra/co-curricular competition on the day following the tenth (10) calendar day. Athletes shall be suspended for 15 days and on the 16th day they may compete.

**Second Offense:**

- A. Immediate suspension from extra/co-curricular activities for forty (40) calendar days.

**Third Offense:**

- A. Immediate removal from all extra/co-curricular activities for eighty (80) calendar days.

**Due Process:**

Parents/guardians will be notified of violations of these policies by phone, when possible, and by mail. At this time, the student and parent/guardian shall be notified of the consequences of such violations. The student or parent/guardian shall have the right to an informal conference with the appropriate administrator, for the purpose of discussing the disciplinary action. At such a conference, the student and the parent/guardian may be subject to questioning by the appropriate administrator.

**ACADEMIC ELIGIBILITY (SB Policy #2150)**

The Activities Director will determine and rule on eligibility.

Head coaches and activity advisors are responsible for monitoring participant's progress toward academic eligibility for participation in any activity sponsored by School District No. 30.

Student's eligibility status shall be determined at the end of each quarter as follows:

A participant must be registered and enrolled in School District No. 30.

A participant must pass five of seven classes.

If a participant is taking six or less classes they must pass four classes.

Transfer students shall have their academic eligibility determined by MHSA standards for the first quarter of attendance. Ninth graders entering School District No. 30 are eligible for their first semester.

Transfer grades will be used to determine eligibility, per current RHS standards.

Teachers aid class periods will not be considered for eligibility.

Activities are considered to be any organized club or MHSA sanctioned activity that is extra-curricular and bears the school name. Drug and Alcohol prevention groups are excluded from this rule.

Eligibility is determined by the preceding quarter, fourth quarter grades from previous year determines eligibility for the fall.

If an athlete is not MHSA academically eligible, he/she may not participate during that full season.

## **ACTIVITY CARDS**

We encourage our students to buy Student Activity Cards. Student passes are \$25.00, adult passes are \$45.00 and family passes are \$150.00. These cards/passes entitle the bearer to free admittance to all RHS home events except tournaments. All students participating in activities are required to purchase an activity card. This includes all athletes, music groups, and student council members.

## **SPORTSMANSHIP (SB Policy #2150P)**

We recognize that as coaches, one of our duties is to instruct our students about the lifelong skills that one learns through participation in extra-curricular activities. Two lifelong skills learned are appropriate behavior and sportsmanship. As coaches, we must address and teach appropriate behavior and sportsmanship through our words and actions.

- A) The following actions would be unacceptable and would be dealt with by the respective coaching staff and Activities Director:
- 1) Inappropriate language or conduct or ejection from any contest.

2) Unsportsmanlike conduct while a member of a RHS co-curricular team.

Consequences for exhibiting this unacceptable behavior will follow progressive steps, be well documented and communicated to parents/guardians. The consequences may include, but are not limited to:

\*Letter of apology written to school, officials and MHSA

\*Consequences by coaching staff.

\*Suspension from participation for a minimum of one competition.

\*Suspension from participation for the remainder of the season.

Any criminal behavior reported to the district may result in a student's removal from any co-curricular or school sponsored activity for an amount of time to be deemed appropriate by school administration and coaching staff.

These measures are not meant to be punitive. However, we believe our student-athletes represent our school, community, and families. We expect them to represent us in the best possible manner.

## **CHEERLEADERS**

### **Purpose**

The purpose of this organization shall be to develop school spirit, promote good sportsmanship, and to foster relationships between schools during athletic events.

### **Eligibility for Membership**

#### **(A) Eligibility for Tryout**

To be eligible to tryout and serve as a cheerleader, a student must:

- 1) Be academically eligible to compete.
- 2) Have completed all previous seasons, for which he/she was elected, as a squad member in good standing.
- 3) Have an approved sports physical on MHSA form.

#### **(B) Tryouts**

- 1) Tryouts will be conducted in the month of August. This squad will be a squad

assembled to be cheerleaders for the whole year by a committee of four people appointed by the Activities Director and Cheerleading Advisor. An additional tryout may be deemed necessary in the fall of each school year if necessary.

- 2) Varsity cheerleaders will be selected by committee. Ten (10) cheerleaders will be selected for the Fall sports and ten (10) cheerleaders will be selected for the Winter sports.
- 3) Only varsity cheerleaders may travel with the teams when the Activities Director or High School Principal approves travel one week in advance of the scheduled contest.
- 4) If there is sufficient interest during spring/summer or fall tryouts at the beginning each season six (6) JV cheerleaders will be selected for the Fall sports, and six (6) JV cheerleaders will be selected for the Winter sports. These cheerleaders will be candidates from the Varsity cheerleader tryouts. These cheerleaders will cheer at home events only.

### **(C) Replacement**

Should a cheerleader leave, become ineligible, or be dismissed prior to the beginning of the year of service, he/she will be replaced provided there were other candidates for that squad. A vacancy occurring during the season may be filled at the discretion of the Activities Director and Cheerleader Advisor. The vacant position will be offered to the candidates in the order they ended up in the balloting. If none of the candidates will accept the position, it will remain vacant.

## **Title IX**

"This is to certify that the Ronan Public Schools do not discriminate on the basis of gender and adheres to the provisions of Title IX and the Settlement Agreement."

The Settlement Agreement deals with the gender equity in interscholastic athletics in regard to number of sports offered, coaches, coaching salaries, publicity, team support scheduling and facilities, laundry facilities, recognition, meals, overnight accommodations, uniforms, equipment and supplies, Booster Club, transportation, trainers, and officials. Copies of the Settlement Agreement may be obtained from the School District No. 30 Office.

Sandra Beal, RMS Principal has been appointed coordinator and is responsible for the implementation of the provisions of the Settlement Agreement. If you have questions regarding the provisions of the Settlement Agreement, she can be reached by calling 676-3390, ext. 7400.

If any student feels that he/she has been discriminated against solely on the basis of gender or that his/her right under the Settlement Agreement has been violated, he/she may appeal through the grievance provisions outlined below:

- Step 1 Complaint must be presented in written form to the coordinator (forms are available from the coordinator). The coordinator will have five (5) school days to render a decision.
- Step 2 In the event the complainant is not satisfied with the resolution of the complaint at this level he/she may appeal the decision to the Superintendent of Schools within ten (10) school days. The Superintendent will have five (5) days to render a decision.
- Step 3 If the complainant is not satisfied with the decision of the Superintendent, he/she may, within ten (10) days, appeal the decision to the Board of Trustees. The Board of Trustees will render a decision at the next regularly scheduled board meeting.
- Step 4 If the complainant is not satisfied with the decision of the Board, the complainant may within ten (10) days, file a written appeal with the County Superintendent of Schools.
- Step 5 If the complaint is not resolved at this level the complainant may appeal to the Superintendent of Public Instruction.
- Step 6 If the complaint is not resolved at this level, the complainant may exercise his/her right to judicial review.

Position, office locations and phone numbers of the District Title IX Coordinator and others designated to provide information and assistance include:

Title IX Coordinator: RMS Principal, 676-3390, ext. 7400  
 Building Contacts: RHS Principal, 676-3390, ext. 7500  
 RHS Counselor, 676-3390, ext. 7505  
 RMS Principal, 676-3390, ext. 7400  
 RMS Counselor, 676-3390, ext. 7402  
 KWH Principal, 676-3390, ext. 7300  
 KWH Counselor, 676-3390, ext. 7309  
 PES Principal, 676-3390, ext. 7700  
 PES Counselor, 676-3390, ext. 7703

**EVALUATION OF COACHES**

The Activities Director will evaluate each head coach using the enclosed form. The head coach will be given a copy of the evaluation 2 weeks before the board meeting for Fall (December), Winter (April), and Spring (July). This will be followed by a conference between the coach and the Activities Director.

Coaching assignments for Fall sports will be reviewed the first meeting in December; coaching assignments for Winter sports will be reviewed the first meeting in April; and coaching assignments for Spring sports will be reviewed the first meeting in July.

No head coach may be terminated in mid-contract without cause. If a mid-contract termination is performance related, the coach must have been notified of the specific deficiencies in his/her performance and given reasonable time to remedy the deficiencies. In the case of a serious breach of ethics, morale or professional conduct, no notice or opportunity for remediation is necessary.

Head coaches will be subject to yearly hire by the School Board. The School Board will consider the evaluation and input from the public prior hiring. Public input may be accepted by the School Board on properly signed official forms and/or oral presentation to the board.

Nothing in this policy creates any right or expectation of continued employment for coaches past the term of their yearly individual coaching contracts.

Each head coach will evaluate his/her assistants using the enclosed form. The form should be submitted to the Activities Director at a post-season conference along with the Program Evaluation Form.

Hiring of assistant coaches will be made upon recommendation to the Activities Director from the head coach to the Board of Trustees of School District No. 30 for hire. It is the head coach's responsibility to inform each prospective assistant coach they must complete a district application, resume, and a letter of interest before consideration on a yearly basis. Hiring of assistant coaches at both the middle school and high school level will be ongoing but is encouraged to be done by the month of June for Fall activities, September for Winter activities, and January for Spring activities.

#### **WALL OF FAME:**

The Wall of Fame is to honor those student athletes who have met the criteria set forth by the following policy at School District No. 30. The following are criteria for membership on the Wall of Fame:

1. Be recognized as All-State in (FB, BB, GBB, VB, SB) or State Champion in (WR, TR, TN, GF, or Speech and Drama)  
or
2. An athlete must meet one of the following criteria to gain membership in the Wall of Fame:
  - A. Be nominated for the Shrine Game or MonDak Football Game.
  - B. Be nominated for the Montana/Wyoming Basketball Game.
  - C. Place in the top three finishers at the State competition level during an athlete's athletic career for the following sports (XC, GF, TN).

### **Wall of Fame State Champion Team Picture:**

The Wall of Fame State Champion team pictures are to honor those teams and athletes who win the state championship as a team. The head coach that wins a specific State Championship must submit a MHSAA approved roster to the Athletic Director to determine which athletes shall be pictured in the Wall of Fame State Championship Team Picture.

### **All Conference/State Placers Pictures:**

To honor those athletes who place individually on the state level (WR, XC, TR, TN, GF, Speech and Debate) or earn first team all-conference in (FB, GBB, VB, BBB) shall have a picture placed in the Event Center above the west entrance of the gym. These pictures will be on a two year cycle.

### **Music Wall of Fame:**

To honor those musicians who earn a "Superior," rating at the State Music Festival or earn membership in All-State Band/Choir or All-Northwest Band/Choir. This wall shall be placed in the Performance Hallway in the Event Center.

## **MONDAY NIGHT MUSIC NIGHT**

Monday night will be designated as Music Arts Night. Students involved in Music Groups must be allowed to leave practice at 6:45 pm to allow music students to attend practices for band or choral groups. **NO concerts or groups will be scheduled for the second Monday of each month.**

## **CHURCH/FAMILY NIGHT (SB Procedure #2150 P)**

The Ronan/Pablo School Board along with the Ronan/Pablo ministerial society has requested and been granted, by the School Board, a night where all school activities are done:

- In grades K-5 student activities will not be scheduled after 5:00 p.m.
- In grades 6-12 students activities will not be scheduled after 6:45 p.m.
- In grades 7-12, when individual student scheduling conflicts occur on church/home night, students will be released from scheduled school activities to attend scheduled church activities.

## **CELL PHONE/VIDEO CAMERAS/CAMERAS**

Inappropriate (Improper) cell phone use during school sponsored events (including to and from the event on school transportation) may result in disciplinary action.

## **ATHLETIC AWARDS MHSA policy - \$50.00**

Athletic awards are presented at Award Night Ceremonies that take place at the conclusion of each individual season. At the end of the season, the head coach should complete an Athletic Award Requisition Form and file with the Activities Director indicating the names of students to receive certificates, chenille letters and inserts. In addition, each head coach may request a maximum of three individual trophies. Awards ceremony will take place before the Activities Director's evaluation of the head coach.

## **OVERNIGHT POLICY**

It is the policy of the school to schedule regular season contests so that the teams return home after each away contest. This policy extends to all tournament and post-season competition except where distance and tournament schedules make such practice less than reasonable. All overnight trips must be anticipated and budgeted in advance.

## **OUT OF STATE TRIPS**

Out-of-state trips for organized clubs and activities should not be paid for out of District funds. Approval to travel out of state for athletics must be approved by the Board of Trustees.

## **SCHOOL MEDIA COVERAGE**

The School Publications class and its publications, the student newspaper, and the student yearbook, shall provide equal, fair, and considerate coverage of each sport. This coverage shall observe not only the "comparable sports" concept as defined in the Settlement Agreement, but also be generally equitable for girls and boys for any given year. Equity of coverage shall include reporting, headlines, photos, layout, and extensiveness.

## **UNIFORM/EQUIPMENT REPLACEMENT**

Each coach shall have on file with the Activities Director, a five year uniform/equipment replacement plan. Each plan is to be updated annually.

The Activities Director shall use these plans to anticipate program needs and co-ordinate uniform/equipment replacement on an equitable basis.

## **OFFICIALS**

Securing of officials shall be the responsibility of the Activities Director. Only M.O.A. officials shall be used for varsity, junior varsity and freshman male and female extracurricular contests. The best available, qualified officials shall be hired from area

pools for these contests.

## **SCHOOL LOGO**

The gender free, "Flying R" shall be the school logo.

## **LOCAL BROADCAST POLICY**

All rights for broadcasting of any school sponsored events are inherent in and the property of the School District No. 30. School authorities have both legal and implied obligations that are inherent in the in loco parentis relationship toward the students while they are under the jurisdiction of the Board. Exclusive of regularly scheduled newscasts, all broadcasting of school athletic games and contests will be prohibited unless arranged and conducted in accordance with policy.

Arrangements for broadcasting school sponsored events, exclusive of regularly scheduled newscasts, will be prohibited unless approved by the superintendent or his/her designee. There will be no advertisements for tobacco, beer, or other alcoholic beverages in connection with any broadcasting of events originating in Ronan and involving teams representing district schools.

Broadcasts of events will be arranged and conducted without cost to the district.

Any and all out-of-town television and radio stations wishing to broadcast any event sponsored by the district must comply with the same policies, rules, and regulations as those governing local stations.

In the event broadcasting would be found not to conform to School District No. 30 policy, the broadcasting group failed to cooperate with Ronan-Pablo School personnel, or ANY negative statements were made or implied against coaches, athletes, students, school employees, school administrators, Board of Trustee members, workers, officials, or volunteers at any game, the community or community members of Ronan or Pablo, (all of these either former or current), the permission to broadcast may be immediately revoked, in which case a letter will be sent to the broadcasting station informing them of this action.

The producer will further agree to the following guidelines before approval may be granted:

- 1) The producer must agree not to sell or re-use the recording or any such broadcast without written permission of Ronan Public Schools.
- 2) The producer must agree to the free use of recordings by Ronan Public Schools.

Agreements made between broadcast groups and the District shall be limited in time so as

not to extend beyond the conclusion of the school year in which the agreement was made.

### **ATTENDANCE ON DAYS OF ACTIVITIES**

In order to participate in an extracurricular activity including practice, students must be in school for 75% of their scheduled day (to the minute) on the date of the event or on the last school day prior to the activity if the activity falls on a non-school day. Prior to the absence, pre-approved exceptions may be made by the administration.

It is the responsibility of the coach or sponsor to enforce the rule. A list of all participants in the co-curricular activity must be turned in to the office prior to the activity.

### **DROPPING OUT OF AN ACTIVITY**

If a student drops out of an activity the individual forfeits his/her letter and the benefits of being on a team or club. "To drop" means to quit without a conference with the coach or sponsor and a release by that coach or sponsor from that particular activity. If you are released from an activity, you may participate in another activity if the sponsors so consent, and if the MHSAA requirements have been fulfilled.

### **OPEN GYMS**

When promoting their activity, conducting off season programs for training and conditioning, or when holding open gyms, coaches are to be cognizant of MHSAA rules governing "practices", "contests", "open gyms", and "student eligibility", and take measures so that violations do not occur.

These programs or open gyms shall not interfere with other programs which are in season. Respect for in-season programs and athletes are expected, and in-season programs shall have three weeks to commence before any open gyms or out of season programs are permitted.

These out-of-season activities must be supervised and the building secured upon conclusion.

### **COLLEGE RECRUITING**

Coaches are encouraged to promote their athletes for scholarships whenever possible, however this should be done after consultation with parents.

Documentation of all contacts with representatives of secondary institutions should be forwarded to the Activities Director.

When counseling athletes or their parents, coaches should inform them of NCAA student-athlete eligibility requirements.

## **BOOSTER CLUBS (Policy #4210/4210P)**

Donations and support from Booster Clubs, whether actual or "in-kind", should be coordinated with special projects from the district so that the result is balanced and equitable for boys and girls programs.

## **SAFETY GUIDELINES**

Coaches are responsible for working with the Activities Director in the development and monitoring of safety guidelines for each activity.

## **SECURITY**

Coaches need to remember that unsupervised building and equipment is an attractive nuisance to students and as such constitute a hazard for both the student and the district.

Upon leaving, coaches are to evacuate the building, turn off lights and lock the doors unless another staff person is present to assume responsibility.

## **PERSONAL POSSESSIONS**

Students are reminded to secure jewelry, watches, wallets, purses, money, and other valuable items during practice. To avoid loss or invitation of theft, they should not be left in the dressing room. The school is not responsible for loss of or damage to students' personal possessions if they are not secured. Students who do not have a locker or other means to secure valuables should make such arrangements with their coach prior to practice or games.

## **UNIVERSAL AIDS PRECAUTION**

### **(A) Using Barrier Precautions**

Wear rubber gloves whenever touching open skin, blood, body fluids, or mucous membranes. Change gloves after contact with each athlete. You may wear a mask or protective eyewear if the care you are giving is likely to produce droplets of blood or body fluids. These barriers will prevent exposure of the mucous membranes of the mouth, nose, or eyes to the blood or body fluid.

### **(B) Washing Hands**

Wash your hands with soap and water immediately after exposure to blood or body fluids even if you used gloves.

### **(C) Cleaning Surfaces**

Any surface (e.g., counter, floor, pool deck, wrestling mat) must be thoroughly washed after blood has come in contact with it. Use a household bleach solution

of 1 part bleach and 10 parts water as a cleaner.

**(D) Disposing of Sharp Objects**

You will not be involved in the use of hypodermic needles. However, you may need to dispose of scalpel blades or callous cutters. Place all sharp implements being discarded into a red container specifically designed for disposal of the implements.

**(E) Avoiding Contamination**

Do not allow athletes to share towels contaminated with blood or bloody body fluids. Provide a receptacle lined with a plastic bag to isolate contaminated washable items before laundering.

**(F) Disposing of Soiled Linens**

Discard towels and clothing contaminated with blood or bloody body fluids in a receptacle designed for that purpose. These materials should be double-bagged and handled as infective material by laundry personnel. The items should be washed in a detergent with hot water.

**(G) Covering Wounds**

Be sure that all athletes' wounds are well covered before practice or competition. Not only will the bandage protect the injured site, but it will also decrease the probability of others coming in contact with the athlete's blood.

**(H) Providing CPR**

Although saliva has a very low risk of AIDS virus transmission, the use of breathing bags and masks allow additional protection in that CPR (cardiopulmonary resuscitation) can be performed effectively without mouth-to-mouth contact.

**(I) Providing Care When You Have An Open Wound**

If you have an open wound, especially on the hands, avoid providing first aid care of injuries involving bleeding and body fluids until your wound is healed. If you must care for an athlete, wear gloves.

Note: Adopted from guidelines provided by the U.S. Public Health Service, Centers for Disease Control.

## **SUMMER CAMPS AND TOURNAMENTS**

Coaches are encouraged to run a camp or put on a tournament for their respective programs. The coaches will be exempt from paying the facilities use fee. In exchange they are to keep the camp cost effective for Ronan students and families. It is expected that they help maintain the building's up-keep during this time. All monies must be submitted to the district office and the district office will reimburse the coaches an appropriate stipend amount according to the Activities Director and

District Office. Dates for camps and tournaments need to be submitted by April 1 of each academic year to the Activities Director.

## **ARTICLE I - LETTERING**

Section I Requirements to letter: To letter, an athlete must **COMPLETE** the season as a team member in good standing. A letter will be withheld and eligibility will be denied for the Wall of Fame(s) if a player was suspended from participation from that activity, quits during the season or at a post-season tournament, even though there were no games remaining. The athlete must also fulfill the requirements for the individual activities as listed below.

Section II The requirements for lettering in each individual sport are:

- 1) Football:
  - a) Play in 13 varsity quarters
- 2) Basketball:
  - a) Play in 40% of the quarters, or
  - b) Be a member of the tournament team
- 3) Cross Country:
  - a) Qualify for the top seven places that advance to State, or
  - b) Make all practices and meets, unless excused by the coach
- 4) Wrestling:
  - a) Accumulate twenty six (26) varsity points, or
  - b) Place in the top six at the state tournament, or
  - c) Be a Senior and complete the season in good standing
- 5) Volleyball:
  - a) Participate in 75% of the varsity matches, or
  - b) Be a member of the tournament team
- 6) Track:
  - a) Score a pre-determined number of points, set by the coaching staff prior to the season and each parent/guardian and participant notified of this requirement.
  - b) Meet qualifying mark or speed determined by the coaching staff,
  - c) Qualify for the state meet
- 7) Tennis:
  - a) Play in 75% of the varsity matches, or
  - b) Play in the Divisional Tournament

- 8) Golf:
  - a) Pre-determined number of points and criteria, complete season in good standing.
  
- 9) Softball:
  - a) Play in 50% of the varsity games.
  - b) Be a member of the tournament team
  
- 10) Managers:
  - a) Complete the season in good standing
  
- 11) Cheerleaders:
  - a) Remain a member in good standing for the entire season
  
- 12) Speech:
  - a) Complete the season in good standing
  - b) Earn the minimum lettering points necessary through practice and participation at invitational tournaments. See the team handbook for point requirements (On file with AD).
  
- 13) Pep Band:
  - a) Letter requirements to be on file with the Activities Director on a yearly basis submitted by the Band Director by the start of the academic school year. Each parent/guardian must be notified of this requirement.

**ARTICLE II - AWARDS**

Section I                      The first time an athlete letters he/she will receive a chenille "R", a certificate, and an appropriate insert.

Each time subsequent to the first, he/she will receive a certificate and the appropriate insert.

Feathered "R" given to three letter winners in a given year. Basketball, Football, Cross Country, Wrestling, Volleyball, Track, Golf, Tennis, Cheerleading, Pep Band, Softball, Speech and Drama and Managers.

**School District No. 30**  
**Evaluation of Head Coach**

Name \_\_\_\_\_

Date \_\_\_\_\_

Assignment \_\_\_\_\_

This evaluation is based on observations at \_\_\_\_\_ games and \_\_\_\_\_ practices.

3 - Exceptional      2 - Satisfactory      1 - Needs Improvement      0 - Not Applicable

**I .      PROFESSIONAL PERFORMANCE**

1.1	Professional growth through reading, clinics, etc.	3	2	1	0
1.2	Rapport with other coaches and teachers	3	2	1	0
1.3	Encourages good sportsmanship by example	3	2	1	0
1.4	Promotes the sport through news media, pep rallies, parent's night, etc.	3	2	1	0
1.5	Develops respect by example in appearance, manners, behavior, language, and interest in athletes	3	2	1	0
1.6	Appropriate dress at practices and games	3	2	1	0
1.7	Rapport with parents	3	2	1	0
1.8	Active in program development	3	2	1	0
1.9	Shows interest in athlete's other activities	3	2	1	0
1.10	Cooperates in staff recruitment and development	3	2	1	0
1.11	Submits written program evaluation at the conclusion of the sport season	3	2	1	0
1.12	Actively supports the Booster Club	3	2	1	0
1.13	Develops individual performance goals prior to the season	3	2	1	0
1.14	Attends MHSA rules clinics	3	2	1	0
1.15	Has written long range program goals	3	2	1	0

## **II. COACHING PERFORMANCE**

<b>2.1</b>	<b>Has long range plan for sequential skill development</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.2</b>	<b>Effectively teaches skills</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.3</b>	<b>Practices are well organized and utilize time effectively</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.4</b>	<b>Develops well-conceived game plans based on scouting</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.5</b>	<b>Effectively executes game plan</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.6</b>	<b>Effectively conditions team</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.7</b>	<b>Effectively motivates athletes</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.8</b>	<b>Knowledgeable in matters pertaining to the sport</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.9</b>	<b>Has individual and team discipline</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.10</b>	<b>Successfully recruits and retains athletes</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.11</b>	<b>Conducts an effective off season program</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.12</b>	<b>Places athletes well-being foremost</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.13</b>	<b>Effectively promotes good team morale</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.14</b>	<b>Practices and games are well supervised</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2.15</b>	<b>Develops a competitive program</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

## **III. PROGRAM MANAGEMENT**

<b>3.1</b>	<b>Prompt in getting reports to the Activities Director</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>3.2</b>	<b>Keeps Activities Director informed</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>3.3</b>	<b>Demonstrates responsibility in financial management</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>3.4</b>	<b>Responsible in care of facilities and equipment</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>3.5</b>	<b>Cooperative in sharing facilities</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>3.6</b>	<b>Enforces MHSA and local administrative policies</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>3.7</b>	<b>Monitors athletes academic progress and MHSA eligibility</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

3.8	Requires completed physical before participation	3	2	1	0
3.9	Informs players of training rules and enforces them	3	2	1	0
3.10	Informs players of insurance coverage and files accident reports immediately	3	2	1	0
3.11	Notifies instructional staff well in advance of taking athletes out of school	3	2	1	0
3.12	Develops itinerary and requests check book well in advance of trips	3	2	1	0
3.13	Completes MHSA official ratings promptly	3	2	1	0

**STRENGTHS:**

**AREAS NEEDING IMPROVEMENT:**

**RECOMMENDATION(S):**

\_\_\_\_\_ Renewal    \_\_\_\_\_ Renewal w/Advice    \_\_\_\_\_ Non-Renewal

\_\_\_\_\_  
Signature: Coach

\_\_\_\_\_  
Signature: Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**School District No. 30  
Evaluation of Assistant Coach**

This form is to be completed by the head coach for each of his/her assistants and submitted to the Athletic Director at the post season conference.

Name \_\_\_\_\_ Assignment \_\_\_\_\_

3 - Exceptional      2 - Satisfactory      1 - Needs Improvement      0 - Not Applicable

**I. PROFESSIONAL PERFORMANCE**

1.1	Professional growth through reading, clinics, etc.	3	2	1	0
1.2	Rapport with other coaches and teachers	3	2	1	0
1.3	Encourages good sportsmanship by example	3	2	1	0
1.4	Helps promote the sport through pep rallies, parent's nights, etc.	3	2	1	0
1.5	Develops respect by example in appearance, manners, behavior, language and interest in athletes	3	2	1	0
1.6	Appropriate dress at practices and games	3	2	1	0
1.7	Rapport with parents	3	2	1	0
1.8	Cooperative in program development	3	2	1	0
1.9	Shows interest in athlete's other interests	3	2	1	0
1.10	Cooperates in staff recruitment and development	3	2	1	0
1.11	Actively supports the Booster Club	3	2	1	0
1.12	Demonstrates loyalty to the head coach	3	2	1	0
1.13	Attends MHSA rules clinics	3	2	1	0

**II. COACHING PERFORMANCE**

2.1	Contributes to and helps implement head coaches long range plan for sequential skill development	3	2	1	0
2.2	Effectively teaches skills	3	2	1	0
2.3	Practices are well organized and utilizes time effectively	3	2	1	0

2.4	Develops well-conceived game plans	3	2	1	0
2.5	Effectively executes game plan	3	2	1	0
2.6	Effectively conditions team	3	2	1	0
2.7	Effectively motivates athletes	3	2	1	0
2.8	Knowledgeable in matters pertaining to the sport	3	2	1	0
2.9	Has individual and team discipline	3	2	1	0
2.10	Assists in recruiting and retaining athletes			3	2
1	0				
2.11	Conducts an effective off season program	3	2	1	0
2.12	Places athletes well-being foremost	3	2	1	0
2.13	Effectively promotes good team morale	3	2	1	0
2.14	Practices and games are well supervised	3	2	1	0
2.15	Accepts responsibility willingly	3	2	1	0

**II. PROGRAM MANAGEMENT**

3.1	Responsible in care of facilities and equipment	3	2	1	0
3.2	Cooperative in sharing facilities	3	2	1	0
3.3	Enforces MHSA and local administrative policies	3	2	1	0
3.4	Notifies instructional staff well in advance of taking athletes out of school	3	2	1	0

**STRENGTHS:**

**AREAS NEEDING IMPROVEMENT:**

**RECOMMENDATION(S):**

\_\_\_\_\_ **Renewal**    \_\_\_\_\_ **Renewal w/Advice**    \_\_\_\_\_ **Non-Renewal**

\_\_\_\_\_  
**Signature: Assistant Coach**

\_\_\_\_\_  
**Signature: Head Coach**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**