

Priest River Lamanna High School Athletic Handbook 2017-2018



Part I: Handbook Purpose

Introduction:

The interscholastic athletic program is completely voluntary. Participation is not required for graduation, nor are athletic credits needed for college entrance. Involvement in the athletic program, however, does require extra effort and time on a voluntary basis beyond the regular school day. Although interscholastic athletics are voluntary, those participating do represent their student body and communities. Therefore standards, including academic requirements, citizenship, sportsmanship, conduct and loyalty must be maintained at a high level. The total school program is reflected in the interscholastic athletic program.

The selection of team members is necessary. However, the selection of team members is not based solely upon athletic performance, but also upon attitude, conduct, cooperation, loyalty and an earnest and sincere desire by the student to participate on the team in a fashion that compliments the school and community. All students, grades nine through twelve are subject to the school's cut policy.

Philosophy of Activities

The Board of Trustees believes that a dynamic program of student activities is vital to the development of all students. Activity programs should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Activity programs should function as an integral part of the total curriculum. They should offer opportunities for the student to develop all-around growth, to learn the qualities of good citizenship, and to develop positive self-esteem.

Statement of Purpose

The purpose of the West Bonner County School District #83 Activity Programs:

1. To provide an atmosphere in which each student's self-image is positively influenced.
2. To provide a positive image of the school district.
3. To strive for excellence.
4. To provide a field of exploration that will allow our students to develop life skills and positive characteristics. This field of exploration should provide adequate and natural opportunities for:
 - a. Physical, mental, and emotional growth.
 - b. Acquisition and development of special skills in the activities of each student's choosing.
 - c. The development of team values, such as loyalty, cooperation and fair play.
 - d. Directed leadership and supervision that stresses self-discipline, self motivation, and the ideals of good sportsmanship that make for winning and losing graciously.
 - e. Achievement of initial goals as set by the activity group in general and the student as an individual.

Parental/Booster Club Relations: A positive relationship between all the interested parties is necessary for the overall success of each activity and the entire program. Each coach, parent, booster, and fan has an important impact upon the outcome of the experience of the athletes.

1. Coaches - are in charge of the program and the students. They decide team make-up, starting positions, strategies, playing time, and any other questions involving the welfare of their activity.
2. Parents - support the program, coaches, individual team members, and their child in a positive and constructive manner.
3. Boosters - support the entire program, the coaches, students, and work to improve facilities, equipment, and opportunities for every student in every activity.
4. Fans - support the programs, coaches, students and parents.

Chain of Command: The Chain of Command should be followed by coaches, participants, and parents.

- Assistant Coach - resolution to issues should begin here if applicable. If a satisfactory resolution cannot be accomplished at this level, appeal to the head coach.
- Head Coach- If the problem cannot be resolved at this level, progress to the Athletic director.
- Athletic Director-If the problem cannot be resolved at this level, progress to the principal.
- Principal. If the problem cannot be resolved at this level, progress to the superintendent.
- Superintendent-If the problem cannot be resolved at this level, progress to the Board of Trustees

Part II: Student Athlete Section

Rules and Regulations: The following rules and regulations concerning interscholastic athletics apply to all student athletes at Priest River Lamanna High School only during each given sports season as defined by the Idaho High School Activities Association (IHSAA), unless otherwise specified. Rules go into effect the first practice day for any given sport season.

1. Each student shall abstain from the use or possession of alcoholic beverages, tobacco products, (in the case of chewing tobacco, imitation products are included as well), drugs and narcotics during a given sports season. Drugs prescribed by a physician do not apply. The participant should notify the coach involved when he/she is receiving medication prescribed by a physician.
2. Students are not to attend any student parties or functions in which they have prior knowledge that alcohol or drugs will be present or in use. When a student attends a student function in which he/she discovers the presence or use of alcohol or drugs after he/she has arrived, he/she is to leave that function and notify their coach of the situation as soon as possible.
3. Each student athlete is expected to be a good citizen in school, in the community, and in all athletic events.
4. Each student athlete shall be in attendance at school for the entire day in order to be eligible for participation in practice or a contest on that day. Exceptions due to waivable absences (ex. medical/dental appointments, college visits or bereavement) may be made but only when prior arrangements have been made through athletic director or the principal **prior to the start of that school day the student may be missing**. Non waivable absences (ex. hunting, sleeping in) will not be excused even with prior arrangements. Circumstances beyond the student's control will be evaluated by the athletic director and principal on a case by case basis.
5. Student athletes must be in good standing with attendance and academics. Students must follow the academic eligibility rules outlined below.
6. Each student athlete representing Priest River Lamanna High School is expected to exemplify the highest standards of good sportsmanship and character.
7. Practices are considered of utmost importance for effective team learning and team commitment. Disciplinary action for missed practices will be determined by head coaches of each particular sport and will be communicated to the parents prior to the start of the season. Repeated instances of missing practice may result in dismissal from the team.

Violation of Rules and Regulations: A student athlete who does not abide by the above rules and regulations shall be subject to progressive disciplinary actions. Any disciplinary decisions, resulting from any violation, shall be subject to the following procedure:

1. In the event a coach has reason to suspect a student athlete of a violation of the rules, he/she shall have a conference with the athlete. If in the coach's judgment a violation has taken place, disciplinary action will be taken.
2. In incidents which may occur on any court, practice field, or during any athletic contest which require disciplinary action, (but not to the extent of dismissal of the participant) the coach of that squad will carry out the appropriate action.
3. Before dismissal, the head coach will discuss the situations with the athletic director and/or the principal within a reasonable amount of time.
4. Each student athlete of the Priest River Lamanna High School has the right of grievance for all athletic disciplinary actions. The discipline grievance procedure will follow the appropriate chain of command (coach, athletic director, principal, superintendent, board of trustees) in order to effectively resolve the situation.
5. If a student athlete is dismissed from a team for the remainder of the season for violation of rules and regulations, the student shall be ineligible for any and all awards for that season. The student will also need to follow the following guidelines.
 - a. Meet with the school principal, the athletic director, and possibly the coaches of the sports in which the athlete participates.
 - b. Request a meeting with the athletic director and coach prior to participating on another team. They will review previous violations and determine if the student-athlete will or will not be allowed to participate.

Violation of Drug, Alcohol, Tobacco Use

First Offense- Grades 9-12

1. The student shall be suspended for 20% of the competitions/contests for that season (ie. Basketball has 20 games so a student would be suspended for 4 games). If the suspension occurs during a time where there is less than 20% of games left to play, then the student would be done for the remainder of the season (including any district or state competition) and the remaining percentage from the next sport season (i.e. 10% at the end of basketball and 10% at the beginning of baseball) . If the infraction occurs during a state competition, the student will be suspended from state play with possible additional suspensions at the discretion of the principal and athletic director. If suspended for any part of the season, the student forfeits any post-season league honors and if suspended for district and state play, the student forfeits their letter and school post season awards. During suspension, the student will be allowed to practice but will not be allowed to travel, suit up for games, or sit on the bench at home games.
2. A student must also enroll in a principal and athletic director approved drug and/or alcohol substance abuse assistance program. The enrollment must occur before the suspension is over. The cost of the assistance program will not be paid by the district.

3. If the student does not agree to and abide by the conditions stated above, the student will be suspended from athletics for the remainder of the current sports season.

Second Offense-Grades 9-12

1. A student athlete's second offense of the use or possession of smoking or chewing tobacco products, alcohol or drugs or any imitation, throughout grades 9-12, will result in the following action.
2. Student shall be suspended for the remainder of the season of the current athletic program he/she is participating and also the next sports season for which the student is eligible and wanting to participate.

Third Offense- Grades 9-12

1. Student will be suspended from all extracurricular activities for the remainder of their high school career.

Hazing or Initiations: For the purpose of clarification, hazing shall be defined as: An act committed against a student or a student is coerced into committing an act that creates a risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any group, club, athletic team, grade level, activity or organization. Students engaging in hazing are subject to disciplinary action including school suspension and dismissal from the team.

Academic Eligibility:

In order to participate in activities at PRLHS:

- a student must have passed **ALL** classes in the previous semester
- have a cumulative GPA of at least 2.000 (consideration will be given for upper classmen through FALL 2018)
- be "on track" to graduate, meaning credits needed to graduate have, and are, being obtained

consideration will be given for upperclassmen through FALL 2018

During the participating season (beginning FALL 2017):

- the Athletic Director will supply coaches with weekly lists of grades
 - a "3 strike" system will be implemented for students with "F's"
1. student will be encouraged to attend tutoring to bring those grades up
 2. student will not participate for that week
 3. student will not participate for remainder of that season

Participation:

1. Paperwork/Forms - Prior to a student participating on an athletic team or being issued any equipment, he/she is responsible for having on file with school officials a record of the following:
 - a. Interim Questionnaire – Insurance and Parent contact information Parent signature on insurance waiver stating that the student is adequately covered by medical insurance Third party insurance information will be provided by the school.
 - b. Physical – Mandatory for 9th/11th grades or any incoming 10th/12 grade students.
 - c. Drug Testing Consent Form
 - d. Accident/Serious Injury Warning Page
 - e. Activity Contract Agreement
 - f. Concussion Awareness Form
2. Testing – Students must complete a baseline concussion (ImPACT) test prior to their 1st practice and pass a drug test prior to their 1st competition
3. Fees – each student must pay a \$35 ASB activity card fee prior to their 1st competition. This fee can be waived by working them off by making arrangements with the athletic director.
4. A student will participate in only one sport per sport season. The athletic director may grant exceptions. A student who wishes to compete in duals sports will need to meet with the athletic director, the head coaches of both sports he/she is wanting to participate in, and his/her parents to fill out and sign the dual sport contract. See Appendix A
5. No athlete dismissed from any team for disciplinary reason will be allowed to join another school team during the same sport season.
6. Athletes who are "cut" from a team by the coach, following team tryouts, are allowed to participate in another sport during the same sport season, regardless of the number of team practice sessions which may have accrued.
7. Within the first ten practice days of a new sport season, an athlete may quit a sport and join another team, on his own. After ten practice sessions, this will be highly discouraged and allowed only with the mutual consent of the coaches involved.

8. Athletes, who quit a particular sport on a physician's orders, may participate in another sport during the same sport season with the same physician approval in writing.
9. Athletes held out from participation in practice or a contest by physician's orders may resume such activities only after he/she has been released in writing by a physician.

Equipment

1. School equipment checked out by the student is his/her responsibility. He/she is expected to keep it clean and in good condition.
2. Loss of issued equipment or damage to issued equipment except during participation will be the student's financial obligation.
3. Issued equipment is to be worn only while participating with the team in practice, during scheduled contests, or for spirit purposes on contest day. Warm-up jackets, sweats, etc. are not to be worn as personal clothing.

Travel: The West Bonner School District will provide travel to and from athletic contests.

1. All student athletes must travel to and from athletic contests with the team and in transportation provided for this purpose. Only upon personal request by the parent/guardian to the athletic director prior to the start of the day of the event, will this be waived to allow the student athlete to travel with his/her parents/guardians.
2. Each team member will remain with the team under the supervision of the coaching staff when attending away games. Team members will not leave the building or the field when at away events.
3. Each member, while traveling to and from athletic contests, will follow district bus rules as stated in the PRLHS student handbook.
4. Students are allowed to ride home with their parents from contests providing parents meet with the head coach at the activity site and sign the proper documentation.
5. Students wishing to return from a contest with someone other than their parent must meet the following requirements:
 - a. Submit a request in writing from their parent in the office of the athletic Director the day of the contest at the latest and receive verbal confirmation from an administrator
 - b. Student must be riding with someone over the age of 21 and will preferably be a family member or parent of a teammate.
 - c. Any student who violates this provision are subject to disciplinary action.

Student Manager: Each manager is to be selected by the coach in charge of the sport. The managers are expected to be assigned to certain duties by the coaches/sponsors and be held responsible for such assignments. Discretion should be used in selection of mixed gender managers. Student managers are expected to follow the same participation, eligibility, and behavior rules as the student athletes. Number of managers per sport and lettering requirements is at the coach's discretion.

Lettering

1. In order to qualify for an athletic letter, the student must meet the requirements set forth by the head coach of each sport. It is the discretion of the head coach to determine these requirements and which individuals have met these requirements. The criteria for lettering in each sport/activity must be on file in the Athletics Office before the beginning of each season. These letter requirements must be reviewed with the parents and students at the opening meeting for the season.
2. General Requirements for lettering for all sports:
 - a. To be eligible to receive a letter, each student must complete the sport season, unless there are medical reasons for not doing so.
 - b. A student/athlete who is a senior and has not previously lettered in a given sport and who has participated in that sport for 3 consecutive years shall letter in that given sport
 - c. The athlete must be in good academic standing.

Part III: Coach/AD Section

The IHSAA Code of Ethics for Athletic Coaches and Officials

Believing that my role as a coach and leader is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the game, observe the work of other coaches or officials and will, at all times, and attempt to improve myself and the game.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.
4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning "calls" after a game. I will respond when the news media requests scores/game information or ensure that the requested information is available in a timely manner.
6. I will uphold and abide by all rules of the IHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the IHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.

Fourteen Duties for Athletic Administrators and Athletic Coaches Related to Negligence Litigation

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. *These standards have the weight of moral obligation for coaches and athletic administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.*

1. **DUTY TO PLAN** – This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). *Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.*
2. **DUTY TO SUPERVISE** – A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise coaching staff members competently. In addition, athletics administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION** - Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. A new area of concern that may grow from the duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American with Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.
4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS** – Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Courts have held athletics supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of

extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.

5. **DUTY TO PROVIDE PROPER EQUIPMENT** – Coaches and athletic administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer’s specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.
6. **DUTY TO INSTRUCT PROPERLY** – Athletics practice must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.
7. **DUTY TO MATCH ATHLETES** –Athletes should be matched with consideration for maturity, skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **DUTY TO CONDITION PROPERLY** – Practices must account for a progression of cardiovascular and muscular-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.
9. **DUTY TO WARN** – Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.
10. **DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE** – Athletic administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehensions should be required of parents and athletes.
11. **DUTY TO PROVIDE EMERGENCY CARE** – Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries – especially those that are potentially life-threatening.
12. **DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN** – Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a telephone, a stocked first aid kit, spine board and other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.
13. **DUTY TO PROVIDE PROPER TRANSPORTATION** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmage or practices.
14. **DUTY TO SELECT, TRAIN AND SUPERVISE COACHES** – Athletic administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

Board Policies: As per board policy, each coach must adhere to the board policies outlined below:

PERSONNEL – 5900 – WBCSD#83

Coaches Rules: To ensure that the West Bonner County School District has qualified coaches on staff, it is a requirement that all junior high and high school coaches and activities directors of all IHSAA sanctioned activities meet the following requirements and all current IHSAA Rules for coaches (Rule 3): IHSAA sanctioned activities are: Football, Volleyball, Basketball, Track, Baseball, Softball, Cross Country, Wrestling, Golf, Cheerleading, Dance/Drill, Soccer, Tennis, Debate, Drama and Speech, Music

Requirement for Coaches:

1. The head coach of any IHSAA sport or activity must complete a coaching fundamentals course. Authorized courses are: NFHS Fundamentals of Coaching and ASEP Coaching Principles.
2. The assistant, JV and JH coach of any IHSAA sport or activity must complete a coaching principles course.
3. All coaches of IHSAA activities must complete a First Aid course with CPR component from a school district-recognized provider. A “recognized provider” is one whose curriculum is similar to the American Red Cross and

American Heart Association. New coaches must complete the course during his/her first year of coaching. At no time may a team practice, travel or compete without at least one adult present who has met this requirement.

4. All coaches (includes head, junior varsity, volunteer and assistant coaches of all IHSAA activities) must take the NFHS online concussion course prior to the first day of practice.
5. All coaches with the assistance of the athletic director will be required to maintain the "Coaches Standards Summary Sheet". The summary sheet will be part of the coach's permanent personnel file.

PERSONNEL – 5905

Coaches Discipline: All coaches of West Bonner County School District coaching any IHSAA sanctioned activity will be held to the IHSAA Code of Ethics and West Bonner County School District Policies and Procedures. Any coach of West Bonner County School District violating Board Policy, IHSAA Code of Ethics for Coaches or established rules and regulations of the District will be held to the disciplinary action as stated in Board Policy 5825. Any coach accused of any criminal actions and/or any of the following acts: sexual misconduct, abuse, battery, assault, bullying or intimidation; may be placed on immediate suspension from all coaching activities until a full investigation has been conducted. In order for the coach to retain his or her position the investigation must prove the coach was not guilty of the allegations brought forth.

Coaches Employment and Guidelines: With those employees hired because of exceptional skills or expertise as a coach, it is understood that the employee has been employed to perform extracurricular duties and that the contract is separate from their teacher contract. If the school district terminates the employee's extracurricular duties, this action shall be considered separate and apart from the termination or discharge from instructional duties.

Coaches are considered to be "AT WILL" employees. Coaches are hired with a seasonal contractual agreement with WBCSD #83. In simple terms this means the contract expires at the end of the season. No coach has any objective expectancy of reemployment, and no contract entered into pursuant to this section shall be construed employment pursuant to a subsequent contract, including a winning season. Athletic coaches shall be assigned annually to coaching duties. Non-renewal of a coaching assignment, for any reason, can be recommended by the Athletic Director. Coaches do not attain tenure.

Authorization to begin coaching duties: A coach or volunteer may not coach or be in contact with athletes during in-season, off-season, summer programs, or the school district approved athletic classes until he or she has been cleared by the Human Resource Department to begin the coaching assignment.

Coaching General Responsibilities – Includes but not limited to:

Pre-season

1. Have a team/participant meeting to distribute paperwork, start times, etc.
2. Make sure all participants have completed all paperwork, testing and paid fees before they practice
3. Emergency Information – Copies must be in Med Kit on every athlete/manager
4. Parent meeting – Take attendance and published information should be sent to parents not in attendance. See the Pre-Season Meeting Signature page See Appendix E for and Meeting outline.
5. Give athletic director a hard copy of your program's guidelines, rules, expectations, etc.
6. Stock up on first aid items- make sure to check out and check in Med- kits
7. Coordinate practice times with athletic director, facilities, and other coaches
8. Attend ISHAA pre-season officials meeting/clinic
9. Inspect facilities and equipment to make sure you have all necessary equipment and it is safe.
10. Turn in official roster(s) at least one week prior to the first competition/contest.
11. Make sure all participants have completed **all** paperwork before they practice

During Season

1. Continue to effectively communicate program expectations to all stakeholders
2. Update the athletic office of any roster changes immediately
3. Monitor student grades and provide support through ASST if students are placed on study table.
4. Maintain care of equipment and facilities including locking up after use
5. Contact the Spokesman Review, Gem State Miner, Priest River Times, and Beacon after each home competition.
6. Official evaluations done on time.
7. Maintain character of the program in the public eye (looks, attitudes, body language)
8. Maintain the chain of command when working with issues
9. Adhere to handbook policies and support administrative decisions
10. Supervise the athletes at all times (before, during and after practice/contests) on the field, in locker rooms, waiting areas, etc.
11. Document practice plans
12. Document release to parents from contests
13. Evaluate, treat and report all injuries according to current procedures. See Appendix B

14. Report incidents of serious nature to the athletic director and/or principal immediately.
15. Attend league meeting before district tournament

Post Season

1. Turn in inventory within 2 weeks after the final game or contest of the season (this includes collecting uniforms)
2. Have an awards banquet within 3 weeks after the finish of the season (Need one week to order awards and prepare)
3. Evaluations of assistant coaches done within 2 weeks after the final contest
4. Meet with AD for final evaluation within 30 days of last contest

Volunteer Coaches

1. Volunteer coaches must seek prior approval from the athletic director as well as must meet the district guidelines set forth by the Human Resources Office. All newly appointed coaches and volunteers are subject to a background check based on district policy
2. Volunteer coaches must follow all guidelines set forth for coaches.

Evaluation Process for Coaches: The purpose of the evaluation is to provide a method for appraising coaching performances in a variety of different areas. This process will:

1. Recognize and reinforce outstanding coaching;
2. Mark accomplishments and note areas where improvement is needed;
3. Develop a plan of improvement for coaches who are not meeting expectations;
4. Determine whether continued assignment is warranted.

Coaches will be evaluated on the following criteria:

1. Coaching performance
2. Practice and game management
3. Organizational duties
4. Communication

Head coaches will be evaluated by the athletic director at the conclusion of the season for each sport he/she is coaching. The athletic director shall have an evaluation conference with the coach during a scheduled time within a four (4) week period at the conclusion of the coach's contract period.

1. The head coach shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the employee and the employee has received a copy, but the signature shall not imply concurrence with the findings.
2. The head coach has the right to include a written statement as an addendum to the evaluation. The addendum must be completed and submitted to the supervisor within five (5) days of the conference.
3. Evaluations shall be submitted to the Human Resource department with a copy to building principal at the end of the evaluation time line.

The assistant coaches will be evaluated by the head coach and Athletic Director. The written evaluations shall be completed within four weeks of the conclusion of the coaches' contract period as determined by WBCSD #83 policy.

Practice Sessions: Practice times should be coordinated between the head coach, the high school athletic director, and/or the athletic director of the junior high. During this time, the following should be established:

1. Calendar of dates established for the entire season.
2. Designate start and stop times of practices.
3. Field or gym rotation established

Additionally, the following should be taken into consideration when establishing practice schedules and plans:

1. All practices are to be held on school days if at all possible (Saturday practices are permissible, but not encouraged). Sunday practices, team meetings, or student activities must be voluntary.
2. Practices held on vacation days such as Thanksgiving, Christmas and Spring Break, shall not be scheduled if possible, taking into consideration the family commitments of the majority of the team members.
3. Detailed practice plans should be in writing and kept on file for review if needed.
4. Any change in practice times should be cleared through the Athletics Office.

Scheduling of Events: The athletic administrator is responsible for scheduling all interscholastic athletic contests for each team within the athletic program.

- 1) The athletic administrator shall consult the head coach to discuss teams to be scheduled at all levels of the respective program.
- 2) The athletic administrator may assign scheduling responsibilities to the head coach but retain the power of approval before the issuing of any game contracts.
- 3) The head coach is responsible for the scheduling of scrimmages.

4) Contest Limitations: The number of allowable varsity contests is regulated by state association (IHSAA) limits for respective sports. Some lower-level team limits may be reduced by local or league regulations for the respective sports. In non-revenue sports, the athletic administrator reserves the right to limit the number of contests in time of financial crisis. The following are the maximum events permitted per sport, per team, per season: Baseball (22), Basketball (20), Cross Country (8), Football (9), Golf (10), Soccer (16), Softball (22), Track (8), Volleyball (16), Wrestling (15)

5) League Commitments: Conference/league schedules drawn up by the athletic administrators and approved by the conference/league principals shall be played in their entirety. Any conference/league postponements shall have priority over other scheduled contests.

6) Non-league Contest Considerations: Every effort will be made to schedule teams that are on a competitive skill level with the squads of Priest River Lamanna High School. The following considerations will be given in scheduling non-league contests, special events, etc.: Natural Rivalries, Income to be Derived, Relationships of the Schools, Distance to be Traveled, Size of School, Expenses to be Incurred, Established Patterns of Scheduling Invitational Considerations, and Amount of School Time Missed.

7) Invitational and Tournaments: It will be the policy of the athletic department to host an invitational or tournament event whenever possible. The reasons are: Promote the Sport, Bring Large Numbers of Teams and Spectators into Our School, Income to be Derived, Expose Athletes to Extensive Competition, Establish Traditions

Postponing Contests: If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

1) **Coaches confer with the athletic administrator.** (If unavailable, confer with the principal.)

2) **Factors considered in the decision are:** Playing conditions of the field, Safe travel for the team, Safe travel for the opponents, Safe travel for the officials, Safe travel for the students and fans, Safe travel for the game workers, Damage to equipment,) Safety of the spectators in or on the school grounds, gym or field

After considering factors, it will then be up to the athletic administrator or principal to play the game or postpone the game. The athletic administrator will re-schedule the contest. Proper notification must be given the bus transportation office, athletic administrator's office, officials, visiting schools, etc. The decision to postpone an afternoon game or meet must be made in time to give notification to the visiting school(s).

Open Gym/Facilities: will be considered as a coach providing the supervision of a practice facility for the use of any student of the appropriate age level to use during "out-of season" time or "non-scheduled practice" time. (Example, a coach may hold open gym in the morning during the season but attendance cannot be mandatory and the facility must be open for any age appropriate individual who chooses to participate). Open gym facilities are for any age appropriate individual to use on a voluntary basis without pressure from the coach. A coach violates the intent of the open gym facility when he/she has mandatory or "so-called" voluntary attendance at open gyms/facilities. "So-called" voluntary attendance is an implied requirement for an individual to attend open gyms/facilities as pre-requisite membership. All open gyms and player coach contacts must be in compliance with the IHSAA guidelines.

Camps:

Putting on a Camp: All camps either individual or team related must be pre-approved by the athletic director and the proper paperwork on file prior to beginning the camp. Financial expectations must be met prior to the approval. All participants must fill out a liability waiver form approved by the WBCSD. All funds brought in must follow district policy regarding deposits and be placed in the sport's fundraising account.

Attending a Camp: No district general funds can be used to fund individual participants at any camp. These camps are voluntary only and should in no way be a requirement for in-season participation. Camps should be completely funded by each individual participant if at all possible and within IHSAA guidelines for any support outside of individual financial support. School equipment must not be used without letter signed by WBCSD Board of Trustees

Season Cancellations: The principal and athletic director reserve the right to cancel a season or level of a sport season at any time for reasons such as lack of participation or lack of funding.

Game Management: The athletic director will work with the PE department, coaches and custodians to set up facilities prior to the game.

Annual Budget: The administration of athletics has become a very complicated process involving large volumes of documentation in order to meet the demands of accountability. A major portion of the athletic administrator's duties involves finances; therefore, every athletic department needs to have a written policy on budgeting. It is the responsibility of the athletic administrator to create a budget that is balanced, defensible and fair to all concerned. A sequential procedure must be established and followed. Long- range rotation of large purchases for individual sports should be planned so that major requests from various sports may be staggered over several years. Continuity and adherence, plus the flexibility to handle emergencies, are all important.

Budget Responsibilities

- 1) Head coaches are responsible for making the budget requests for their entire program in the areas of uniforms, equipment, transportation, entry fees, books, clinics, booster club and fund raisers. Assistant coaches in each program will make their budget requests through the head coach. Coaches should use the following criteria for developing their budgets: a) Present inventory of uniforms and equipment. b) Condition and age of existing equipment. c) Uniform rotation plan. d) Number of teams and athletes in the program. e) Equipment rule changes. f) Projected long-range needs of the program. g) Projected gate revenues. h) Projected assistance from the school board/booster club. Head coaches will submit the budget requests for the next year two weeks after the end of their season or at post- season evaluation conferences with the athletic administrator. Budget requests shall be on the appropriate forms and be accompanied by the end of season inventories for their sport.
- 2) The athletic administrator's budget responsibilities are: 1) project the total gate receipts and other athletic department revenues in order to determine the amount of money to request, 2) analyze the coaches' requests by sport to determine the amount to be budgeted for each respective sport within the limits of the total budget, and 3) prepare the budget request in the non-coaching facets of the athletic department operation. In most cases this would include: a) Awards, b) Officials, c) Transportation, d) Operating personnel (police, gate help, etc.), e) Coaching salary (unless a Board expense), f) Clinics - tournaments , g) Medical supplies (provided there is no trainer), h) Equipment repair, i) Field maintenance supplies, j) State and District Fees, j) Miscellaneous
- 3) The annual budget shall be prepared by the athletic administrator and be submitted to the administration and Board of Education for approval.

Inventory of Equipment: Head coaches will be responsible for the care, issuing and secure storage of athletic equipment and uniforms for their programs.

- 1) The head coach shall provide to the athletic administrator an Equipment-Uniform-Check-Out Sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
- 2) Head coaches shall submit their athletic inventories to the athletic administrator within two weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.
- 3) Once equipment and uniforms are no longer serviceable, the following procedure will be used for disposal:
 - a. Uniforms may be sold through the athletic office at a reduced price or discarded.
 - b. Equipment may be sold or given away with a written liability release.
 - c. Rejected football helmets shall be sawed in half before disposal.
- 4) During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

Fundraising: All fund raising activities by groups or teams at Priest River Lamanna High School must be pre-approved by the Athletic Director, student council president, and the principal. Fundraising forms can be obtained in the Athletics Office. Any fundraiser that will be asking local business for "direct donations," must seek approval from the principal prior to completion of the standard fundraising form. See fiscal section for clarification.

Gate Revenues:

1) Contests Requiring an Admission

Admission tickets will be sold at all athletic events sponsored by the School District where the contest facility is designed to permit a controlled spectator environment. This policy may be affected and altered by: a) League rules and regulations, b) Spectator interest, c) Contest site

2) Use of Gate Receipts

All gate receipts collected will be used to finance the athletic programs of the School District as provided for in the annual athletic budget.

3) Ticket Sale Policy

The ticket admission price will be established by the local Board of Education following the recommendations set forth by the League/State Athletic Association. The proposed gate admission prices for 2017-2018 are:

2017-2018 Ticket Prices

| | |
|-------------|---|
| \$6 | Adults |
| \$4 | Students without ASB, Visiting Students with ASB, Children ages 6-12 (Must be accompanied by an adult) |
| Free | WBCSD Students with ASB, Children ages 0-5 (Must be accompanied by an adult) |
| Free | Sr. Citizens w/Pass (60+), District Staff (District Staff + One guest, must provide district ID) |

Family Pass **\$100 per sport Season or \$175 for the year - Covers Mother, Father and Kids under 12**

Single Pass **\$75 per sport or \$100 for the year - Covers One Adult over 18**

Note: Passes or discount tickets are not acceptable at any district or state-sponsored tournament contests being hosted by Priest River Lamanna High school or any other school.

Accountability of Gate and Concession Receipts

- 1) Cash Box Start-up: At the conclusion of the sales for each contest, the ticket seller will reconcile his cash box with the beginning and ending ticket numbers. The ticket seller will fill out and sign a ticket seller's report which will be verified by the athletic administrator who will take control of the monies.
- 2) Deposit of Receipts: The athletic administrator (or administrator on duty) will verify the deposit slip and immediately deposit all receipts (less the start-up change) in the high school vault for next day pick up by district courier.

Athletic Worker Fees and Payment policy:

- 1) The procedure for hiring workers for an athletic contest will be to survey non-coaching faculty members for availability during each sport season.
- 2) Priority for job assignment will be based on seniority in working athletic events followed by seniority on staff.
- 3) All co-curricular athletic workers who are employees of the school district will be reimbursed on their regular paycheck with the appropriate deductions applied to the additional wages.
- 4) Non-staff workers will be paid on the 25th of each month and be sent a 1099 Form at the year's end.
- 5) The following requirement are for all home games. Payments to workers come from the athletic master account.

| Position | Rate/Contest | No. | Report Time | End Time |
|--|---------------------|------------|--------------------|----------------------------------|
| Pass Gate/Ticket Seller <i>(For all level games – Varsity, JV and C)</i> | \$20.00 | 1 to 2 | 90min prior | Start of 4 th quarter |
| Concessions Supervisor <i>(For all level games – Varsity, JV and C)</i> | \$20.00 | 1 to 2 | 90min prior | Conclusion of Game |
| Announcer <i>(For Varsity Games only)</i> | \$20.00 | 1 | 30min prior | Conclusion of Game |
| Score Board Operators <i>(For all level games – Varsity, JV and C)</i> | \$20.00 | 1 to 2 | 30min prior | Conclusion of Game |
| Book Keeper/Statistician <i>(For all level games – Varsity, JV and C)</i> | \$20.00 | 1 to 2 | 30min prior | Conclusion of Game |
| Chain Crew/Lines <i>(For all level games – Varsity, JV and C)</i> | \$20.00 | 2 to 4 | 30min prior | Conclusion of Game |

Appendix A- Dual Sport Contract

**Dual-Sport Participation Policy
Priest River Lamanna High School**

RATIONALE

Priest River Lamanna High School seeks to provide quality co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular athletic season.

RULES OF DUAL-SPORT PARTICIPATION

1. A student who wishes to participate in two sports during the same season must designate a primary sport before the beginning of the first appointed date of practice set by IHSAA for the season of participation.
2. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence if agreed upon by both coaches.
3. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
4. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
5. The student and parents or legal guardians, must sign a contract of dual-sport participation before the first practice session he or she attends.
6. In the event that a student is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. For example-Student A is suspended 20% of a season for drug use. That suspension is to be served for both the primary sport and non-priority sport.
7. The athletic director and the principal will serve in the capacity of advisors and final judgments on matters concerning dual-sports participation.

Request for Dual Sport Participation

It is the intention of the athlete named below to participate in two sports during the same season. In order for this to occur, the following stipulations must be met in accordance with PRLHS Policy:

1. The process must be initiated by a scheduled conference with the athletic director.
2. The athlete must declare which sport is primary and secondary for participation purposes.
3. Approval may be denied because of academic concerns at any time during the sport season. The athlete then will participate in the primary sport only.
4. Practice and game/meet requirements must be established prior to the sport season. Contests take precedence over practice if agreed upon by both coaches, and the primary sport contests take precedence over secondary sport contests. This should be detailed in writing below after a conference between the student, parent/guardian, athletic director, and coaches involved.

Name of Athlete: _____ Sports: _____

Primary Sport: _____

Practice and Game/Meet Requirements (attach calendar):

Additional Stipulations:

Signature of Student Athlete Date

Signature of Parent/Guardian Date

Signature of Primary Sport Coach Date

Signature of Secondary Sport Coach Date

Signature of Athletic Director Date

Signature of Principal Date

Appendix B
Athletic Injury Protocol
Priest River Lamanna High School

Athletic Medical Information

It is the coach's responsibility to inform and ensure that all prospective participants, including managers, have the following on file with the trainer and athletic office before any participation begins: physical examination, medical history, insurance, consent to participate, release for treatment, personal medical notification, acknowledgment of injury risk, and drug testing form. Coaches and athletic trainers are responsible for the safety and wellbeing of students under their supervision.

All coaches are to have the properly signed authorization for medical services forms in their possession at all practices and contests.

Make sure participants inform coaches or trainer when they have been injured. Coaches must report injuries to the trainer or other appropriate person immediately upon occurrence. This may include parent, physician, EMT/Paramedic, trainer, or administrator, depending on severity. Coaches are responsible for the care of athletes when away from home. A coach will accompany any injured player to emergency room or doctor's office. At a contest, the decision as to whether or not an injured player may return to action is made in conference with the trainer and physician (if available). When an athlete has sustained an earlier injury and has seen a physician, the decision to continue practice or play in another contest shall be made by the trainer, assuming there is no physician's statement restricting participation.

The athlete's physician will make the final decision for continued play in the event of any injury to the athlete. This decision will over-ride any other decisions, including that of the coach, parent or other party. In the absence of a physician, the certified athletic trainer will make this decision. In the absence of the athletic trainer, the coach will wait for clearance from physician or athletic trainer before allowing an athlete to return play.

Whenever an accident occurs, the coach/trainer completes an Accident Report Form available from the athletic office or trainer. Copies need to be kept by the athletic trainer, athletic office and coach

Coaches are required to communicate to all of their student athletes the risks of severe bodily injury inherent in sports. This responsibility is to be fulfilled by exercising reasonable care for the protection of athletes. The coach is to provide proper conditioning and instruction in the necessary individual techniques as well as game participation skills to satisfy this responsibility.

Coaches will include in their practice plan instruction regarding the risks of bodily injury in that particular sport. This will be done at the beginning of each sport season and as the need arises during the season.

It is the required responsibility of the coach to report to the Athletic Director or Administration, any athletic facilities sites, or equipment in need of repair.

Appendix C
Pre-Season Meeting Signature Page
Priest River Lamanna High School

It is the responsibility of the administration to see that a pre-season meeting with parents is conducted for all sports. The coach assumes primary responsibility for conducting the meeting. The following is an outline of information that must be covered (additional items may be added by a coach):

1. Review of the activity code
 - a. Expectations for student/athlete behavior, including the expectation to “. . . set positive examples in the school and community with his/her personal conduct”.
 - b. School attendance (entire day) and practice/game participation
 - c. Discipline protocol and substance abuse violation
 - d. Lettering and team selection process
2. Parents assume financial responsibility for medical/dental expenses as a result of injuries. The school district has third party medical insurance available.
3. IHSAA Regulation: the school is a member of the Idaho High School Activities Association and is required to follow applicable regulations including the following:
 - a. Students are limited to 8 consecutive semesters of eligibility
 - b. Students may not participate in non-school competitions in the sport in which they are currently participating.
 - c. Academic eligibility – passing 5 out of 6 courses.
 - d. A student becomes ineligible on their 20th birthday
 - e. To maintain eligibility amateur status must be maintained
 - f. A student who transfers to or from another school must go through an application process.
 - g. Required paperwork and fees.
4. Review the IHSAA requirement that conduct of spectators “. . . must not disrupt the discipline, order, safety, or educational environment of high school activities.”
5. Review the appropriate time and method to address any parental concern
6. Review the understanding that any athlete’s directory information will be exchanged with other schools and media outlets
7. Encourage involvement with the booster club and parent support group
8. Review admission charges and available discounts (season passes – family and individual)

Sport: _____ Coach: _____

Parent Signature: _____ Date: _____

Appendix D
**Overall Progress of Program Evaluation Survey
Priest River Lamanna High School**

Extra-Curricular Philosophy:

1. Was this program good for raising kids?
2. How would you evaluate the commitment and dedication of athletes?
3. Who are the leaders stepping forward?
4. What did you do to teach individual character development?

Participant Numbers:

1. How many players did you start with and how many did you end with?
2. What is the target number for next year?

Future Improvements:

1. What changes would you like to see in your schedule?
2. What can administration do to help the program progress?
3. Did you use weightlifting as part of your conditioning?
4. Do you have off-season plans for players and coaches?
5. What would one look for next year as signs of improvement?

TICKET SALES REPORT FORM

EVENT _____ DATE _____

Amount of Change at Opening \$ _____ Cash Received _____

\$6 Adult Tickets

Beginning Roll # _____

End Roll # _____

Total Number Sold # _____ @ _____ \$ _____

\$4 Student Tickets w/out ASB

Beginning Roll # _____

End Roll # _____

Total Number Sold # _____ @ _____ \$ _____

\$4 Tickets – Children 6-12, Visiting Students w/ ASB

Beginning Roll # _____

End Roll # _____

Total Number Sold # _____ @ _____ \$ _____

Free Tickets – Children 5 and under, Senior over 55, WBCD Students w/ ASB, District/IHSAA Passes

Beginning Roll # _____

End Roll # _____

Total Number Sold # _____ @ _____ \$ _____

Total Cash Received: _____

Less Change: _____

Total Receipts Turned in: _____

I CERTIFY THE ABOVE FACTS FAIRLY REPRESENT THE TRANSACTIONS PERFORMED BY ME AS A TICKET SELLER.

(TICKET SELLER'S SIGNATURE)

(DATE)

(VERIFIED BY)

(DATE)