

# **HELENA PUBLIC SCHOOLS**

## **ACTIVITIES HANDBOOK**

### **GRADES 9-12**

#### **MISSION**

The mission of HPS Activities is to provide an educational opportunity for students to progressively grow in a variety of activities so they can become lifelong participants and spectators.

#### **BELIEFS**

1. We believe in taking care of people and our programs.
2. We believe in an activity program that balances the rigor of academics with activities.
3. We believe that activities teach us to balance obligations and prioritize tasks.
4. We believe in multi-activity participation and realize tradeoffs exist when conflicts arise.
5. We believe that participation enhances leadership skills, relationships, and maturity.
6. We believe that participation is a privilege, not a right.
7. We believe in the highest standards of sportsmanship.
8. We believe in conducting oneself in an ethical manner.
9. We believe that activities should challenge students to push themselves to their potential.
10. We believe in respecting diversity among people.
11. We believe in providing skills to properly handle adversity and success.
12. We believe that activities will develop loyalty, cooperation, fair play, and other desirable social traits.
13. We believe in promoting a positive image of Helena School District for our community!
14. We believe each program should be committed to striving for excellence.

# NATIONAL, STATE, AND LOCAL RULES/ GUIDELINES

**Students involved in school activities/athletics, are required to follow National, State, Local and Individual Team/Activities Guidelines.**

## FORMS REQUIRED FOR PARTICIPATION

### 1. PHYSICAL FORM

- Every person trying out for a team must have a completed medical history/physical form on file with the athletic trainer or turned into the coach the first day of tryouts.
- **NO ONE CAN PARTICIPATE WITHOUT A COMPLETED PHYSICAL/MEDICAL HISTORY FORM.** Physicals are valid for one school year. May 1<sup>st</sup> to May 1<sup>st</sup>.
- It is the head coach's responsibility to turn **all** physicals into the athletic trainer.
- An updated roster will be turned into the trainer 3 days after the first practice. The athletic trainer can keep the original on file.

### 2. EMERGENCY/MEDICAL RELEASE FORM

- The athletic trainer will keep the original physical/medical release form on file and make a copy for your program.
- A coach/advisor must travel with the Travel/Emergency Card.

## ACTIVITIES ELIGIBILITY

The Helena School Interscholastic Activities Program is subject to all current rules and regulations of the Montana High School Association concerning eligibility, age, transfers, residence, awards and student recruitment. . If a coach/advisor has a question regarding MHSAs rules contact the Principal/AD prior to a decision.

All rules and regulations of the MHSAs may be found in the MHSAs Handbook at [www.mhsa.org](http://www.mhsa.org)

**MHSAs COACHES CERTIFICATION PROGRAM:** A paid or volunteer coach must complete the battery of 9 tests. Once you have completed a unit, make sure to print your results. Once all 9 units are completed, your printed results need to be brought to the Activities Office as a permanent record. The course must be renewed every five years. Access to this program is gained on the Internet at [www.mhsa.org](http://www.mhsa.org)

To be eligible for any activity sponsored by HPS or MHSA, including pep band, music ensembles, drama, or any other school sponsored activity that requires practice on a regular basis; a student must meet the following criteria:

1. **Age Rule:** A student is not eligible for MHSA-sponsored events if he/she turns 19 years of age before midnight, August 31, preceding that school year.
2. **AWARD RULE:** No award exceeding one hundred dollars (\$100.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school. **However, this award rule does not prevent coaches from providing consumable items, such as water and sports drinks and training apparel for the team from funds raised by the students, themselves. Team meals while traveling can only be provided according to school district policy, which ensures gender equity (i.e. amount per meal), and must be provided by district funds. Pre-game meals must meet all award rule restrictions.**
3. **ENROLLMENT/ATTENDANCE RULE:** To be eligible to participate in a MHSA contest a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and must have received a passing grade in at least 4 classes.
4. **OPEN GYM RULE:** The open gym/field out of season concept means that all of the student body be invited and/or permitted to take part in the activities made available in/at the facility. Specific students cannot be invited for specific sport-related activities. During any open gym/open field activity, participants will be supervised to ensure the safety of the students.
5. **OUT OF SEASON RULE:** A coach/advisor can work on a one on one basis with individuals, but cannot work with more than one individual at one time from August 1<sup>st</sup> – May 31. From June 1<sup>st</sup> – July 31<sup>st</sup>, a coach/advisor can coach his/her players anytime, anywhere, during this period. Cross-Country, Wrestling, Track & Field, Swimming, Golf, Tennis, Music are not affected by this rule.
6. **TRANSFER RULE:** Transfer rules apply solely to **varsity** activities participation. Students who are ineligible due to the MHSA transfer rule may compete on the non-varsity level, against non-varsity competition **only**, but not in **any** MHSA varsity-level event. Any student who transfers from one high school or junior high to another high school (from one school district to another in different cities) is ineligible to participate for 90 pupil instruction (PI) days from the date of enrollment in the new school *except* in the following cases:
  1. There is corresponding change of residence by the parent or guardian
  2. The student is a member of an accredited MHSA-approved foreign exchange program
  3. The student applies for and receives a hardship ruling from the MHSA Executive Director
7. **EJECTION RULE**

If a student, coach, or advisor is ejected from an MHSA competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition. A second violation will

result in a four-competition suspension. The activities director may also institute further disciplinary action when considering the severity and frequency of occurrences.

## **OBLIGATION OF STUDENTS PARTICIPATING IN ACTIVITIES**

Students participating in high school activities owe a responsibility to fellow students, the district, and the community. That responsibility includes the obligation to be law-abiding citizens.

1. The administration shall place limits, up to excluding a student from participating in high school activities or being awarded school honors, if a student is found to have violated board policy or committed an act prohibited by Title 45, MCA. The finding may be based on an investigation, the results of which are supported by a preponderance of the evidence.
2. An appeal process which preserves the student's due process rights will be available for all students to dispute a finding that a violation has occurred. At a minimum, the appeal procedure will include notice to the student, the parents or guardian, an informal hearing with school officials, and a timely decision.

## **WEDNESDAY NIGHT ACTIVITIES**

The schools, to the best of their abilities, will not schedule events on Wednesday evenings after 7:00 p.m. All teachers and sponsors will try to end practices or meetings so that the participants may shower, eat, etc., and arrive at church activities by 7:30 p.m.

School calendars, athletic, and music department schedules will be provided to the Helena Ministerial Association.

## **SUNDAY PARTICIPATION/OPEN GYM/FIELD PARTICIPATION**

1. NO practice/instruction of any kind for any association contest will be held **anytime** on Sunday. That includes team meetings with coaches for purposes of game film study/review, chalk talks or **any** instructions in game skills.
2. The Sunday statement cannot be used in relationship with "out of season coaching" interpretations. The "Sunday Rule" is a separate entity.
3. The open gym/field out of season concept means that all of the student body be invited/permitted to take part in the activities made available in/at the facility. Specific students cannot be invited for specific sport related activities - i.e. football players being invited and tested in specific game skills; related speed tests, agility tests and strength tests.
4. **During the out of season period**, coach(es) can be in attendance during the open gym/field but cannot coach players in game skills.

## TRAVEL

1. The Helena School District will use a combination of district-owned buses, transportation contractor-owned buses, and chartered buses to perform the-over-the-road transportation needs of the District. The assignment of the individual trips among the various types of buses shall be at the discretion of the District administration.
2. Private cars are not to be used for transportation of District student participants to and from athletic contests or any other District sanctioned activities unless approved by the administration. In any event students are not to drive their cars to out of town events.
3. When on trips, be sure your students know where the group will be staying and the approximate time of arrival in Helena after the completion of the trip. A trip itinerary should be used. The information on the itinerary can be helpful to parents, principal, activities secretary, transportation office and anyone else who is interested in the whereabouts of the people who will be making the trip.
4. When on out of town trips you as the individual in charge have the prerogative to stay overnight if you feel the travel conditions are not safe. This decision should be made after consulting with the bus driver. We want to first consider the safety of the passengers. When staying overnight the Building Administrator and Activities Director will be notified. When both schools are competing in the same town, both buses should travel together. When returning late at night or early morning make sure that you do **NOT** leave until all of your students have transportation. Please limit the amount of shuttle time while you are on out of town trips. This will give the bus driver a chance to rest/sleep.
5. On all overnight trips the driver's rooms will be reserved, as part of the activity block of rooms and paid for by the activity being transported. All drivers meals will be paid by the bus company then billed to the Activity by receipt.
6. Students wishing to travel home from the event must have prior permission from the coach and a written note must be signed in advance by an administrator. Students are to be released directly to their parents or legal guardian only. .
7. For the protection of students, activities sponsors and the District, no student will be dismissed for disciplinary or other reasons from an activity and allowed to travel home unescorted. This administrative procedure recognizes the fact that sponsors and the district are responsible for student safety and supervision for the duration of any activity.
8. POST-SEASON TRAVEL - At the conclusion of post season play teams will return home at the discretion of the coach. This information must be included with the trip itinerary.
9. Student Meals - The district does not pay for student meals during activity trips. Students should be told in advance, by the coach or advisor, how much money the student should bring for meals, where they will be eating, and how many meals are to be involved. Coaches are not expected to become activity trip bankers. If they do so it is because they have chosen to do so. The students should be made responsible for bringing and caring for their own money. Students qualifying for free or reduced lunch program will be funded for meals on trips. Students must contact school bookkeeper to receive funds before each trip.

10. Coaches Meals and Lodging - Coaches and sponsors will be reimbursed for meals missed while traveling with teams for scheduled events. Reimbursement allowances are as follows: Breakfast \$4.00 Lunch \$4.50 Dinner \$5.50
11. Trip request must be completed and sent to the Activities office. To assist with departure time, the travel chart below will help. This is to arrival at the schools.

Billings	4 ½ hours
Bozeman	2 hours
Great Falls	1 ½ - 1 ¾ hours
Missoula	2 ½ hours
Kalispell	4 ½ hours
Butte	1 ¼ hours
Townsend	45 minutes
Boulder	45 minutes

12. Videos shown on the bus must meet School District Policy. No “R” or “X” rated videos.
13. **Bus inspection must take place prior to the trip and at the conclusion of the trip by both the driver and the coach or sponsor.** At least two coaches must be on the bus each trip. Coaches are responsible for the behavior of the team or group. Students who cause problems on trips will be eliminated from future trips.
14. Coaches will have input into leave times through the Activities Director. Leave times may not be changed except by approval of the Activities Office or Building Administrator. **Coaches should not call the transportation company to adjust times.** The District’s bus plan will be followed for all activity trips. When determined beneficial by the Activities Director, teams may be required to travel together. It is the responsibility of the coaches or sponsors to plan cooperatively.
15. On any trip causing students to miss school time, a list of departure time, involved student’s names and IDs, and destination should be submitted to the attendance office a minimum of 2 days in advance of the trip. It is the coach’s responsibility to monitor the attendance of their student/athletes. .
16. Students must be in school the day of a scheduled event unless they are excused. An unexcused student may not participate that day or subsequent days if on a weekend. They should also be in school the day after a scheduled event. A student may not, under any circumstance, take part in practice or competition on a day he/she has been suspended nor is truant from school. Participation gives no one a license to absent themselves from school. Coaches should strongly encourage class attendance and be aware of its impact on academic performance.
17. Missing Buses - If a student misses the bus on a scheduled Activities trip, it must be understood that participation by that student on that day will not be allowed. As the Head coach you may delay departure time as long as you want, short of creating a safety hazard for the bus driver in reaching your destination.

18. Traveling on buses contracted by the district. The only passengers on activity buses shall be team members, coaches, and/or sponsors and chaperones or guests as approved by the Activities Director.

- Student behavior during all phases of any trip is subject to school policy
- General rules while on the bus:
  - Remain seated at all times and speak softly
  - Use personal stereos and headsets
  - Gambling for money is prohibited
  - Dispose of all garbage upon return
- Student dress should be neat and clean.
- Other people shall be treated with respect.

Coaches and/or Sponsors will be excused from their regular teaching duties one hour before the scheduled time of departure for any activity trip. Exceptions to this procedure should be cleared with the activities office **and** the building administrator. Substitutes will be hired in either half-day or full-day increments dependent on the “one hour” before the scheduled departure time. If the “one hour before the scheduled departure time is in the middle of a coaches/sponsors teaching period the substitute will be in the classroom when the coach/sponsor is scheduled to leave.

Coaches should remain with their teams at all times,

If overnight trips are involved, coaches/advisors are to supervise motel and hotel rooms at all times and conduct themselves as if in the classroom

19. **WINTER/INCLEMENT WEATHER TRAVEL:** While traveling during winter, please remind students to bring some extra clothing as well as hats and gloves. Salient points about travel include:

- We want to maintain our schedule.
- We will not travel if the opposing team advises against traveling to their city.
- We will have our bus drivers along with consultation with coaches to determine whether or not to proceed to or from a contest.
- All of our programs are directed to stay overnight if conditions become too severe while returning to Helena.
- When staying an additional night, parents must be notified and given an update on departure and arrival times.

## **Home-Stay Events**

Due to the potential problems that can arise when students are housed in private homes. During out of town events, the following procedures have been agreed upon by the advisors.

1. At all out of town “home stay” events, no fewer than two students will be assigned to a single host home. One student may not be assigned to a host home by him/herself.
2. Host families will preferably have school age children in the family. This is not necessary in the case of well known, reputable host families.
3. Host families should be made aware of special medical or dietary considerations for students with special requirements (e.g., allergies, prescription drugs, etc.).
4. Advisors should make arrangements with their students to have a first night call-in time when the advisor is available at a specific time and place. All students will call at that time to verify that they are safely and adequately placed with an appropriate host family.

## **Media/Publicity**

### **News Media**

1. News releases pertaining to scheduling and other significant concerns should be cleared through the office of the activities coordinator or principal before being given to the news media. **This rule does not prevent coaches from speaking directly to the media concerning pre-season issues and event results**
2. Publicity in general will be handled through the Activities Office. Interviews will be requested by the newspaper from time to time, and the head coach/sponsor should cooperate and conduct him/herself in a professional manner. Each staff member should cooperate with the press, radio, and TV. Information desired by the press should be supplied as long as it is appropriate and professionally handled.
3. All coaches/sponsors should use discretion, honesty, and good judgment when making statements to the press, radio, or TV. Coaches should refrain from making negative statements, condemning or criticizing or hurting others

## **Publicity and Promotion**

### **Public & School Relations Philosophy**

1. An effective, on-going public relations program must be established and maintained. Good publicity and promotion provide the key to success and survival of any activities program.
2. All Activities Department personnel need to cultivate good rapport with non-coaching members of the faculty (i.e., cooperate in their ventures, show interest in their projects). Make sure that participants have a high regard for class attendance and academic work. Keep the faculty posted of all activities and notify them of changes.
3. Win the respect of the community and for the whole program, not just by winning but by showing respect for people, exhibiting a professional image, and working with community groups.



## LEGAL

1. It is reasonable that the public would expect competence in coach/advisors. According to legal decisions, a coach/advisor must be able to perform as if he/she were completely qualified to instruct the activity. A coach/director must anticipate potential dangers when supervising an activity. A coach/director must have: a) knowledge of the rules of the activity; b) knowledge of the techniques and skills required; and c) familiarity with the nature of the activity (where/when injuries are most likely to occur and what dangers there are for participants). Coach/advisor must plan lessons (practices) so as to provide a reasonable progression of activities appropriate to the maturity and condition of the participants. Knowledge of and ability to properly apply first aid and emergency care procedures is also included in any consideration of what makes a coach/advisor competent. The doctrine of “assumption of risk” leads to the subject of a coach/advisor’s obligations. The court cases of the last decade and a half have delivered a message that the coach/advisor must adequately communicate the risks involved and are certain that the participants understand and appreciate those risks. A **KNOWLEDGE OF THE RISKS** by the coach/advisor is not enough. Warning the participants is not enough. There must be on the part of the participants an **UNDERSTANDING AND APPRECIATION OF THE RISKS!** Remember that an individual assumes only those risks of which he/she is knowledgeable and which he/she should appreciate.
2. **THE COURT SYSTEM HAS DETERMINED** that the profession of coaching/advising has some inherent legal duties that must be met. Those duties are as follows:
  - **ADEQUATE, GENERAL AND SPECIFIC SUPERVISION** – coach/director must effectively carry out their supervisory duties at all times, including pre-and post-practice, practice, games, and all trips from start to finish.
  - **CLEAR AND PRESENT WARNING OF RISKS** – the coach/advisor must warn assistants, parents, and participants of the inherent risks prior to the beginning of the season.
  - **PROVISION OF a SAFE PHYSICAL ENVIRONMENT**- the coach/advisor must make sure that the practice and game field and facilities do not present any dangers.
  - **FAIR MATCHING OF PARTICIPANTS** – the coach/advisor must take into account age, weight, skill level and any other important variable.
  - **KNOWLEDGEABLE EVALUATION OF INJURIES** – the coach/advisor must always handle injuries in a conservative manner and must not put students back in action too soon.
  - **PROVIDE FAIR AND EQUITABLE OPPORTUNITIES** – the coach/advisor will have the rules of the program in writing and make sure they are followed consistently and fairly.
  - **INSURING SAFE CONDUCT BY ALL PARTICIPANTS** – the coach/advisor must effectively enforce rules and safety procedures precluding horseplay or undisciplined activity.

- **FAMILIARITIES WITH SAFETY PROCEDURES** – the coach/advisor must insure all participating members are familiar with the skill/activity and the proper safety procedures before performing activities.

## **Medical**

### **Emergency Procedure**

1. Prepare
  1. Have all emergency equipment and phone numbers readily available.
  2. Know emergency procedures, sports first aid for the sport, and life saving techniques.
2. Assess the Situation
  1. Always follow the most conservative opinion. If the parent, coach, and trainer are all involved in the decisions, the most conservative is the one to follow.
  2. Check for vital signs, consciousness, numbness, etc.
  3. Move the student as little as possible, especially in the case of serious injury.
3. Act
  1. Take lifesaving measures if necessary.
  2. Do not go beyond the limits of your training.
  3. Decide if ambulance transport is necessary and make appropriate calls.
4. Notify
  1. Notify the parents or legal guardian immediately.
  2. Identify a staff member to accompany student to the hospital if applicable.
5. Report
  1. Complete an injury report form immediately.
  2. Report injury and circumstances to principal, trainer, head coach, and other appropriate people.
6. Follow-up
  1. Call to check on student.
  2. Require written clearance from physician/trainer prior to return to participation.

### **General**

1. **Ambulance** - If, in the judgment of the coach/advisor, an injury is deemed serious enough, the coach is authorized by the school district to take the responsibility to call an ambulance to transport the student to a hospital. Ambulance Service of St. Peter's Community Hospital is located at 2475 Broadway, non-emergency phone 444-2228.
2. **Christian Science Students** - The coach or advisor should secure the names of all members of his/her squad who are members of the Christian Science Faith. The names must be submitted to the principal, who will obtain permission from the parents to provide medical care in the case of an emergency.
  1. The coach/advisor will receive detailed information from the principal regarding emergency care of the student.
  2. School personnel are authorized to take whatever measures are necessary to save the life of the participant. In all other cases, nothing should be done except as indicated by the parents.

## **Insurance**

1. School District No. 1 is not responsible for medical expenses resulting from injuries in the normal course of participation in Helena School District and MHSA activities.
2. The District currently purchases a blanket medical policy which covers all activities participants. This is a service to the participants and must be financially evaluated each year. This is a Supplemental Group Plan. A family's medical coverage is considered the primary coverage and will pay first in the event of an injury. For a family without a family medical policy this policy will act as primary coverage. Policy is subject to the limitations and exclusions as indicated on the policy.

**Concussion injuries.** In the event of a head injury occurring during a training session or event in which the student-athlete exhibits signs, symptoms or behaviors consistent with a concussion, the coach or athletic trainer shall remove the youth athlete from the activity. Once removed, the youth may not return to any such activities until the athlete:

1. no longer exhibits signs, symptoms or behaviors consistent with concussions; and
2. receives an evaluation by a licensed health care professional and receives written clearance to return to play from the licensed health care professional.

The written clearance must state:

- a. that the licensed health care professional has evaluated the youth athlete; and
- b. that in the licensed health care professional's opinion, the youth athlete is capable of safely resuming the athletic activity.

## **EQUITY/TITLE IX**

1. True equity is based, not on the letter of the law but instead, on the spirit of the philosophy. The best way to think of equity is that all basketball players, whether male or female, deserve the same treatment. The fact that they are male or female should make no difference in the type of program we provide for them.
2. All staff members in the HPS activities program are expected to be well acquainted with the expectations of MHSA, Ridgeway Settlement, and Title IX. The Helena School District is committed to adhering to the spirit as well as the letter of the law in regards to gender equity. The spirit of equity for gender in all areas is to be established and maintained in the following areas for equivalent programs in regard to:
  - Schedule
  - Practice facilities
  - Uniform purchase, replacement and rotation
  - Hiring of coaches/advisors
  - Evaluation of coaches/advisors
  - Team support (boosters, etc.)
  - Transportation
  - Number of activities
  - Coaches/advisors' pay
  - Meal arrangements
  - Motel accommodations

- Game and contest facilities
  - Medical and training facilities
3. In addition to specific equity requirements in activities, all activities' staff members are expected to be knowledgeable of and sensitive to all forms of discrimination, bias, and harassment that may occur on the basis of gender, race, nationality, or other factors. We are dealing with "kids" and they all deserve equal opportunity, treatment, and a chance for success. All of the policies and guidelines contained in this book are intended to apply to all student participants, regardless of personal characteristics.
  4. Helena School District affirms that no person shall, on the basis of gender, be excluded from, be denied the benefits of, or be subjected to discrimination under any education program or activity. Students or employees with questions or complaints concerning the provisions of Title IX may contact their building representative, building administrator, activities director, or the district Title IX coordinator in the district personnel office. Questions regarding the Ridgeway Settlement can be answered in the MHSA handbook or may be directed to the district activities' office.

### **SPORTSMANSHIP**

Good sportsmanship is viewed by the National Federation of State High School Associations and Helena Public Schools as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. Athletes and coaches must:

- Play fair, take loss or defeat without complaint and victory without gloating.
- Treat others as you wish to be treated.
- Be respectful of others and one's self.
- Impose self-control, be courteous, and gracefully accept results of one's actions.
- Display ethical behavior by being good citizens and acting appropriately.

### **DISCIPLINE**

When a violation of a district rule occurs, the coach/advisor or sponsor must inform the proper persons of the violation or infraction. Before a decision is made on the type of discipline, it is the responsibility of the coach/advisor to inform the AD. Violations or infractions may occur in any of the following areas:

1. District rules regarding eligibility, attendance, chemical use, or rules governing student behavior. NOTE: A student may not participate in a practice or competition on the day of an absence unless prior approval has been granted by the parents, principal, or Activities Director. A student may not, under any circumstance, take part in practice or competition on a day he/she has been suspended or is truant from school
2. Program rules regarding practice attendance behavior, hours, and other expectations.
3. MHSA rules regarding academic and resident eligibility, age, etc.

When a student commits a violation, the following due process procedure is to be followed:

1. Inform the building principal and Activities Director of the violation and outline the planned discipline.
2. A meeting with the student and coach/director will take place to inform the student of the rule violated and what evidence exists.
3. Listen to the student's explanation for the violation of the rule.
4. The coach must inform the parents of the violation and the planned discipline. A meeting may be called if necessary.
5. If a serious violation occurs that could result in suspension, the coach or sponsor, Parents, administrator and student may meet to discuss the charges and the proposed discipline

# **GENERAL INFORMATION**

## **Pre-Season Responsibilities of Students**

All students participating in activities will be expected to have all pre-season responsibilities taken care of prior to the start of practices for that activity. All paper work (physicals, etc.) should be turned in to the designated person in the building of attendance before the start of the season. The students will not be allowed to practice or compete until all paper work is cleared and on file. This includes all necessary signatures.

The following must be completed and on file for the first practice:

1. Physical Form - Required for athletics, dance team, and cheerleading must be signed by doctor, parents or legal guardian, and student.
2. Permission Form - Required for forensics and music. Must be signed by the parent or legal guardian, and student.
3. Emergency Medical Card - An emergency information card that will accompany the student on trips. Must be signed by the parent.
4. Participation Fees - A fee paid at the building of attendance. The fee schedule is as follows per activity - High school athletics, competitive forensics, cheerleading, drill teams, competitive athletics.
5. Required of all high school activity participants in athletics, competitive forensics, cheerleaders, drill teams. The activity card admits students to all games at HHS and CHS, including cross-town games.

## **RECORD BOARDS/HALL OF FAME**

Head coaches are responsible for submitting the information for accurate and up-to-date record boards, team or individual records, and for submitting records and statistics to designated building administrator.

## **BUDGETING RESPONSIBILITIES**

1. Each head coach/advisor shall submit a budget to Athletic Director.
2. The Director of Activities and the head coach involved will do the budgets cooperatively.
3. All budgets must meet the requirements of Title IX and the Ridgeway Agreement, found in MHSA Handbook online. To insure compliance any funds spent on programs must be approved by the Athletic Director.

## **BUILDING KEYS**

1. Necessary keys will be issued by the building administrator. Coaches/advisors are responsible for his/her own keys. Coaches/Advisors will not give keys to students unless to manager for managerial duties. Coaches/Advisors are responsible for taking measures to lock up facilities at the end of practice sessions and games when appropriate. It is the responsibility of the coach/advisor to make sure the building is secure and lights, showers, etc., are turned off. Coaches/Advisors should communicate with the custodial staff to make sure that all security responsibilities are covered.
2. The coach/advisor has the major responsibility for all facilities he/she uses for practice, meetings, or competitions, as well as for securing the building upon return from trips.
3. Keys should be returned at the end of the season unless other arrangements are made with school administration. The head coach is responsible for getting keys back from assistant coaches.

## **COACHES CLINIC**

It is our belief that our coaches should continually engage in professional development opportunities to improve their skills and overcome deficiencies as this is in the best interest of the students and their programs. It is the intent of the Activities Office to encourage attendance at the annual Montana Coaches Association Clinic held in Great Falls as a primary source for this type of professional development. This event brings some of the best known coaches in the country on a yearly basis. It is each coach's responsibility to pay for their yearly dues to MCA. These dues cover award costs, some liability insurance, and other incidentals. It is encouraged by the Helena Public Schools that a coach attend the MCA Clinic.

## **CUT POLICY- A WORK IN PROGRESS**

1. Prior to tryouts, the head coach and their staff establish written criteria. Once established, this needs to be shared with the athletes.
2. Decisions are made from a holistic perspective. Usually, one deficiency is not the only reason an athlete has been cut. Coaches must use tangible criteria as well as explaining intangibles.
3. Be honest! However, some things do not need to be stated. We are all human and each of us has strengths and weaknesses. We do not want to tear people down!
4. Prior to tryouts and preferably within six months of the upcoming season, athletes need to have a clear understanding of what it will take to make the squad.

## **DISTRICT FACILITIES**

Due to the complexity of financing and maintenance on the district facilities, and also the fact that most facilities are multipurpose, the Director of Activities, Facility Services, building administration, and all coaches and sponsors must work cooperatively to schedule, maintain, secure, and improve the district facilities.

### 1. Scheduling Facilities:

- Top priority will be given to school activities over outside groups.
- Decisions should be based upon “what will best serve the greatest number of people.”
- MHSA sponsored events will have priority over non-sanctioned events.
- Competition schedules will have priority over practice schedules.
- Post-season will have priority over regular practices.
- In-season activities will have priority over out-of-season activities.
- Higher lever activities (i.e. varsity) will have priority over lower level activities.
- Pre-scheduled activities will have priority over “last minute” activities.
- Equity must be maintained in the scheduling of facilities.
- All use of athletic facilities (gym, practice fields, and off-sight locations) must be scheduled with the facilities coordinator.

2. Locker Room Facilities should be scheduled ahead of time and physical education teachers notified as soon as possible of any conflicts.

### 3. Outside Groups:

- A signed contract must be completed either at the building level then the business office and/or activity office.
- Proof of facility liability insurance must be provided with the contract.
- Payment must be made in advance unless prior approval is obtained to delay payment.
- School activities will *always* have priority over non-school activities.

## **EMAIL AND WEB PAGES**

All coaches and directors must readily use email. Coaches who are staff members of school district have email accounts. The activities office has addresses for our other coaches as well. Our districts web page is [www.helena.k12.mt.us](http://www.helena.k12.mt.us)  
This web page will link to Helena Public Schools and our activities pages.

## **FUNDRAISING**

Programs who wish to fundraise may apply to do so. An application can be obtained from the building administrator. A coach or director will then complete the application and return it to the building administrator for review. It is **absolutely imperative** that coaches follow the fundraising procedures outlined by the district. Coach must work with the school bookkeeper. Funds raised must be deposited with the bookkeeper. Any student may choose to opt out of the fundraising process without any fear of retribution or other negative consequences.



## **HAZING**

Hazing of students is not acceptable and will not be tolerated. School district policy defines hazing as follows,

*“Hazing” includes but is not limited to any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including but not limited to forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.*

## **INFORMATIONAL REQUIREMENTS**

It is imperative that all coaches and advisors be good communicators to relay information effectively to various groups and individuals. This task is necessitated not only by legal duties as defined by the courts, but also by the fact that many problems can be eliminated early by ensuring that all persons involved (participants, parents, boosters, etc.) are aware of the expectations of the program. The following items constitute the principle expectations in this area.

1. **Participant/Parent Meeting:** All coaches and advisors are required to have a meeting with all interested participants and parents at the beginning of the season. See provided checklist for topics to be covered.
2. **Program Promotion.** The coach or advisor is expected to communicate game, contest, or event results to the news media. Coaches should call the media immediately following an out-of-town event regardless of whether the result was a win or a loss. The participants deserve recognition no matter what the final result.
3. **Parent Communication.** The coach/advisor is expected to communicate with parents whenever there is a problem with, concern about, or special praise for their son or daughter. This may be done by phone, face-to-face, or appropriate texting or email.
4. **Administrative Communication.** The coach/advisor is expected to communicate at all times with the Activities Director, Gym Coordinator and Building Administration. Whenever a controversial situation arises the coach/advisor should immediately inform the administrator and seek additional input as to how to handle the situation.
5. **Under no circumstances is a coach to allow a student to participate in a contest or practice without the athlete’s completed forms on file in the Coordinator’s office.**

## **LETTERING REQUIREMENTS**

A student, who successfully completes an activity and meets the specific program’s lettering requirements, will be given a letter and pin. An actual letter will be issued for their first letter and certificates and pins thereafter.

## **LOCKER ASSIGNMENTS**

Each season lockers in the athletic locker areas will be reassigned to athletes. Preference for an athletic locker will be reserved for in-season athletes. Remaining lockers will be given to other athletes on a first-come-first serve basis. Coaches are responsible for having athletes clean out their locker at the conclusion of their season. If lockers are not cleaned out, the coaching staff will clean lockers and will place items in the lost and found.

## **OPEN GYM DEAD PERIOD**

There will be *NO* open gym for the first two (2) weeks at the beginning of each sport season. This does not preclude an athlete from lifting or participating in plyometrics.

## **PARTICIPATION CONFLICTS**

1. Activity performances take precedence over practices with no undo pressure or threat of exclusion by either coaches/advisor or sponsor in the event of conflict. Final competitions take priority over regular season competitions.
2. In the event of performance conflicts between MHSA activities, a district, state, or national level event will take precedence over a regularly scheduled event.
3. MHSA events have priority over non-MHSA events unless prior arrangements have been made with the coaches/advisor and/or sponsor.

## **POST -SEASON PROCEDURE**

**Staff Evaluations** The following procedure will be utilized by the Helena Public Schools to assess the performance of staff members accepting coaching/sponsoring assignments:

1. High School head coaches will be evaluated by the Director of Activities and Building Administrator upon the completion of the season for that activity. A written evaluation will be provided and an evaluation conference held.
2. High School assistant coaches will be evaluated by the head coach within three weeks after the completion of the season. If a head coach feels that an assistant should not be retained, the head coach must confer with the Activities Director, with reasons in writing, within three weeks after the end of the season. The head coach must follow this process and time line if they are requesting that assistants be dismissed. Copies of the evaluation form should be sent to the Director of Activities.

## **STATE CONTESTS/COMPETITION WHEN TEAMS DON'T QUALIFY**

The Helena Public Schools will provide leave, mileage, one motel room, meals, and tickets for the state tournament for the head coach. An additional assistant (s) may travel with the Head Coach with the approval of the AD. Assistants will be provided one day of leave despite needing two days to attend a state tourney. Expenses for other family members or guests are to be assumed by the coach.

## **UNIFORMS/LOST EQUIPMENT/STEALING**

- All uniforms/equipment assigned to the students from an activity, must be returned. If lost or damaged, student will be assessed a replacement fee.

# COACHES JOB DESCRIPTIONS/DUTIES

These are general descriptions for all positions. More specific descriptions can be obtained from the Human Resource Director.

## HEAD COACH/ADVISOR JOB DESCRIPTION

### Summary:

It is the responsibility of the Head Coach to lead, direct, and maintain the specific program according to the mission of the Helena Public Schools and its Activities Program. All head coaches/advisors are responsible to know the MHS A rules and regulations and the HPS student and activity handbook.

### Reports To:

Activities Director and Building Principal

### Job Requirements Once Hired:

1. Complete and maintain First Aid/CPR Certification.
2. Complete and maintain MHS A Coaches Certification Program.
3. Complete the CDC concussion training session required by the MHS A.

### Duties/Responsibilities:

1. Incorporate and promote a positive environment for all students that promote self-esteem, high values, and life-long learning.
2. Oversee and take responsibility for the entire program grades 9-12.
3. Be a positive role model for young people to emulate. Model high standards of morality, integrity, character, and sportsmanship. Be principled and beyond reproach ethically. Coaches/advisors will not use or consume alcohol, drugs, or tobacco during anytime in which they are supervising activities.
4. Represent Helena Public Schools, your school and the Helena community in a positive manner that reflects the best in sportsmanship.
5. Collect and complete all eligibility information and checklist and turn in to AD/Building Administrator.
6. Carry with you, at all times, Medical Information/Waiver Card and medical first Aid kit.
7. Select assistant coaches/advisors following district hiring procedures.
8. Cooperate with the AD/Building Administrator in the following matters:
  - Equipment concerns and purchases
  - Transportation-trip forms
  - Trip itineraries
  - Arranging practice times – use of alternate practice sites must have prior approval of the gym coordinator before any arrangements are made
  - Letter requirements and training rules
  - Substitutes for activities trips
  - Excused list to attendance office
  - Alphabetized list of participants

- Assist in making work assignments for contests (i.e. chain gang, line judges, ball persons)
  - A roster to main office so that student activity fees can be recorded and then returned to the coach/advisor.
9. Be a positive role model for student students. Always exhibit good sportsmanship, a positive attitude, and appropriate language. When responsible for and supervising students, never use tobacco, alcohol or other drugs, or visit bars/lounges. You are in charge and what you model for your student is very important.
  10. Observe and register for MHSA Annual Online Rules Clinic.
  11. Ensure equitable tryouts and opportunities for all student athletes.
  12. Seek growth as a coach/advisor by attending camps, clinics, and pursuing other opportunities to learn current trends and teaching techniques in your sport.
  13. Run vigorous and well-organized practice with a specific practice schedule, which includes specific objectives and goals for each day's practice. Practices should be limited to two hours with allowances for travel to practice sites.
  14. Instruct all participants in the rules of the activity with and emphasis on those rules, which have safety and sportsmanship implications.
  15. Ensure all participating students are academically and residentially eligible.
  16. Track student attendance and academic progress.
  17. Maintain an effective inventory that is clean, organized, and updated.
  18. Be active in professional organizations such as the state and national organizations.
  19. Assist in the evaluation, care, and prevention of injuries.
  20. Evaluate assistant coaches on a yearly basis.

## **ASSISTANT COACHES/ADVISORS**

### **Summary:**

It is the responsibility of an Assistant Coach to lead, direct, and maintain the specific program according to the mission of Helena Public Schools, its Activities Program, and the program's head coach. All assistant coaches/advisors are responsible to know the MHSA rules and regulations and the HPS student and activity handbook.

**Reports To:** Head Coach and Activities Director

### **Job Requirements Once Hired:**

1. Complete and maintain First Aid/CPR Certification.
2. Complete and maintain MHSA Coaches Certification Program.
3. Complete the CDC concussion training session required by the MHSA.

### **Duties/Responsibilities:**

1. Carry out the program planned by the head coach/advisor; be of assistance required and perform delegated duties as set forth by the head coach/advisor.
2. Keep abreast of new ideas and techniques by attending clinics and workshops.
3. Be knowledgeable of and abide by the rules and regulations concerning his/her activity, and keep abreast of rule changes.
4. Be active in professional organizations such as the state and national organizations.
5. Assist head coach in proper registration of all students.
6. Assist head coach/advisor in making systematic issuance of equipment and inventory. Assume responsibility for constant care of equipment and facilities being used.
7. Assist head coach/advisor in providing accurate information needed to compile eligibility lists and other reports.
8. Review the district policy on accident reporting and insurance procedures.
9. Assist head coach/advisor in recommending students who have fulfilled requirements for activity letters, certificates or special awards.
10. Assume supervisory control over all students and teams assigned and over all students when such control is needed.
11. Use techniques, drills, formations, etc. that are indicated by head coach/advisor. Demonstrate sportsmanship, honesty and ethical behavior at all times.
12. Be in regular attendance at all contests and practice sessions.
13. Emphasize safety procedures and use accepted training and injury procedures.
14. Conduct oneself and teams in an ethical manner during practice and contests.
15. Instruct players on rules, rule changes, new ideas and techniques.
16. Directly supervise or designate a supervisor of all dressing rooms and lock up all facilities at the close of each practice or contest.
17. Report outcome of contests to the local media.
18. Select equipment and make recommendations for purchase of such to head coach/advisor.
19. Maintain records of team and individual accomplishments.
20. Communicate to players our sportsmanship expectations..
21. Complete other duties as assigned.

## **ATHLETIC TRAINER**

**Summary:** It is the responsibility of the Head Athletic Trainer to provide care and treatment of athletic injuries as well as promoting optimum health through informative practices and positive examples in nutrition, conditioning etc. It is the responsibility of the trainer to follow the mission of Helena Public Schools, its Activities Program, and the various programs they assist. All trainers are responsible to know injury prevention and uphold the ideals of NATA, MHSA, and Helena Public Schools.

**Reports To:** Activities Director and Head Coaches

**Starting Date:** First day of Fall Sports (Schedule Attached)

**Ending Date:** End of Spring Sports

### **Job Requirements Once Hired:**

1. Complete and maintain First Aid/CPR Certification.
2. Obtain NATA Certification or work in association with a certified trainer.
3. Complete and maintain Helena School District 1 Athletic Handbook.

### **Duties/Responsibilities:**

1. Treat athletic injuries for all programs and follow NATA, MHSA, and Helena School District 1 ideals
2. Guide and direct athletic training assistances in the immediate care and prevention of injuries.
3. Cover all varsity athletic events and present in/and around training room when other sub-varsity events are occurring.
4. Provide water and/or sports drink for athletes during competition.
5. Establish and organize the records for an athlete's physical/consent form, and medical release form.
6. Maintain an effective system of filing and keep files on record for seven years.
7. Assist head coaches in the organization and care of travel med-kits.
8. Communicate with coaches directly involved about the status of injured athletes.
9. Guide coaches and athletes in the practice of preventative measures.
10. Recognize, evaluate, care, and treat athletic injuries.
11. Evaluate athletes who are exhibiting signs, symptoms and behaviors consistent with a concussion.
12. Rehabilitate and condition athletes for their effective return to play.
13. Supervise the athletic training room.
14. Maintain effective communication and rapport with physicians, coaches, parents and teachers.
15. Complete other duties as assigned.

## **INJURY PLAN/PREVENTION**

The Head Athletic trainer should be the first person notified on any injury. It is the athletic trainer's responsibility to communicate effectively with all interested parties so that student athletes are cared for in the best possible manner.

1. No athlete will be seen without a referral from the certified athletic trainers. This first consultation is free of charge.
2. The coach is responsible for the medical kit provided for the team. It is the coach's responsibility to turn it in at least 2 school days before a road trip for restocking. Please return it to the training room within one week of the completion of the season. If a kit is damaged, lost or not returned, \$90.00 (the replacement value) will be assessed to your sports budget.
3. Please immediately provide the athletic trainer with a copy of your practice schedule and any change to it.
4. Holiday hours (depending on practice times) will be posted in the athletic training room and emailed to head coaches.

## **ON-SITE INJURIES**

1. The athletic trainer covering the event is responsible for the immediate care of an injured athlete.
2. In the event that a student athlete has to be hospitalized an ambulance will be called unless otherwise noted by the parent or guardian.
3. If a parent or guardian cannot be reached the student athlete may be transported to the ER or Urgent Care by staff member or ambulance.

## **OFF-SITE INJURIES**

1. It is the duties of the head coach to notify the parent and athletic trainer of an injury to a student athlete.
2. The head coach with the assistance of a student athletic trainer is to provide first aid care until further medical help arrives.

## **ON-THE-ROAD-INJURIES**

1. The head coach/advisor is responsible for an injured student at an away contest.
2. If a student is hospitalized for any length of time it is the responsibility of the head coach or coach delegated to remain with the student until a parent/guardian arrives or the student is released to go home.

## **INJURED ATHLETES AND RETURN TO PLAY**

1. Athletic Injuries include but are not limited: Sprains, Strains, MTBI (concussions), Fractures, Dislocations.

**NO ACTIVITY (NA) – The athlete is unable to practice.**

1. The injury is in the acute stage or a recurring injury.
2. Athletes will be spending their time in the training room
3. Athletes will be undergoing treatment – modalities and early stages of rehabilitation

**LIMITED ACTIVITY (LA) – The athlete is recovering but not physically ready to return to participate due to excessive swelling, lingering strength deficits and/or persistence of acute pain.**

1. Athletes will be present during team/individual meetings.
2. Athletes will dress in shorts and tee shirts.
3. Athletes will accompany team and participate in team stretching
4. Athletes are expected to observe pertinent segments of practice, to be dismissed back to the training room to continue rehabilitation
5. Athlete will participate in training activities set fourth by athletic trainer individually
6. \*Remember that PAIN IS ALWAYS AN INDICATOR FOR THE ATHLETE!

**FULL ACTIVITY (FA) – No practice restrictions.**

1. Athletes' return-to-play status will be determined by:
  - Athletes ability to perform sport specific activities with tolerated pain
  - Range of motion within normal limits
  - 80% strength compared to uninjured part
  - Return to play agility drills
  - The athlete must be cleared either by a physician or the certified athletic trainer prior to full activity.
  - If an athlete fails to show for rehabilitation and they have not notified that certified athletic trainer it will be looked upon an unexcused practice, subject to discipline set forth in their team rules.

**RETURN TO ACTIVITY/PLAY**

2. If for any reason a student has been removed from activity/play due to illness, injury or surgery by a physician, the student may not return to activity/play without written consent from the attending physician. The written consent will be placed in the student's medical file.
3. If an athlete has been removed by the athletic trainer from an activity/play due to illness or injury they may not return to activity/play until the certified athletic trainer reports directly to the head coach and has been documented in the athletes file.
4. If an athlete has been removed from an activity because of symptoms consistent with a concussion, the athlete may not be permitted to return to the activity without evaluation and clearance from a licensed health care provider.

**EMERGENCY PLAN**

The emergency plan is initiated when an individual's life or limb is threatened, or if there is suspected damage to the head, neck or back region. Causes may be from athletic injury, accidents, or natural disaster.



## **EMERGENCY PHONE NUMBERS**

1. Training room – located in the East end of the gymnasium
2. Phone-HHS Training Room 324-2351 CHS Training Room 324-2510
3. Cell Phone --- HHS ATC 218-639-2302, CHS ATC 459-8856
4. Main Office --- HHS 324-2200 CHS 324-2500
5. AMBULANCE ---Dial 911
6. If using school phone dial 9-911

## **PRACTICE/GAME LOCATIONS**

Basketball/Volleyball/Wrestling – Capital High Gymnasium

Basketball/Volleyball/Wrestling – Helena High Gymnasium

Wrestling Practice Facility – Helena High Upper Gym

Wrestling Practice Facility – Capital High School Multi-Purpose Room

Football/Track Competitions – Vigilante Stadium

Softball/Soccer – Northwest Park at Capital

Soccer – Sieble Fields Helena High

Softball – Mihelish Fields Helena High

Tennis – Capital High School, Lockey Park, Civic Center, Barney Park

Golf – Bill Roberts Golf Course, Green Meadow Golf Course, Fox Ridge Golf Course

## **TRAINERS**

Paul Cullen ---- Helena High 406-475-4577

Steve Gross --- Capital High 406-459-8856

## **COORDINATORS**

1. Demonstrate an interest in and appropriate training for performing the tasks listed.
2. Liaison between Principal's office and the Department of Activities to carry out policies and objectives of the Activity program.
3. Directly responsible to the building Principal and Director of Activities.
4. Directly responsible for coordinating Activity programs.
5. General Responsibilities:
  1. Supervisory control over program.
  2. Active in Professional Organizations.
  3. Knowledge of rules and regulations concerning MHSA.
  4. Assist the Principal and Activities Director as otherwise assigned.

6. Specific Responsibilities:
- Schedules - Plan with the Director of Activities schedules of all activities. Contact Elementary/Middle Schools for practice and game schedules.
  - Meetings - Coordinate communication between Principal and Director of Activities. Attend weekly meetings called by Principal and Director of Activities.
  - Practice - Set up practice schedule for all activities. Coordinates use of equipment, lockers and office for all Activities.
  - Facilities - Coordinate use of facilities for Physical Education classes, in conjunction with P.E. department head.
  - Officials - Provide support services for officials.
  - Contest Site/Workers - As directed by Assistant Principal assume responsibility for contest workers. Prepare game, meet or match site for competition.
  - Transportation - Coordinate with coaches, advisors, and sponsors on Pre and Post trip reports.
  - Equipment - Coordinate with coaches inventory of all athletic equipment.
  - Maintenance - Communicate field and gym maintenance needs to Director of Activities or Buildings and Grounds.
  - Tournaments - Assist in the coordination of MHSAs tournaments held in Helena. Communicate information about MHSAs tournaments to coaches.
  - Awards - Coordinate awards with individual coaches. Assume responsibility for Hall of Fame, Record Boards and Trophy Case.

#### **PRACTICE SCHEDULE**

1. Practice schedules are determined by the Gym Coordinator and head coach or sponsor in accordance with the rules and regulations of the School District and MHSAs Practices and training sessions must be carefully planned in the best interest of the participants. High school practice sessions should be limited to two (2) hours with allowances for travel to practice sites.
2. Practices or team meetings are not allowed on Sunday. Practice is not allowed after 7:00 p.m. on Wednesdays.

**HELENA PUBLIC SCHOOLS  
PARENT/PARTICIPANT MEETING  
CHECK LIST**

1. Philosophy of Program
2. School Expectations
  - a. Attendance – before contest/after contest
  - b. Grades – pass 4 classes MHSAA required
  - c. Player fees/Activity fees
  - d. Activity Fees
  - e. Chemical Policy
3. Warning of Inherent Risks
4. Schedule-Competition & Practice/Practice Attendance/ Travel Itinerary
5. “Cut” criteria – Possibly send out in letter before season.
6. Letter Requirements
7. How & when to approach a coach
8. Equipment care & use
9. Injuries  
Trainer has final say
10. Unless there is an emergency, travel from events must be on the bus. Prior approval is necessary with a written note approved by an administrator and coach. Students must be released to parent only, not other students or siblings.

**HELENA PUBLIC SCHOOLS  
ACTIVITY CHECK LIST**

1.	All participants have a physical, activity card, activity fee paid and emergency card on file with trainer	Y	N
2.	Rosters turned in to the Building Coordinators and Activity Office.	Y	N
3.	Chemical use forms are completed.	Y	N
4.	Letter requirements are posted and a copy sent to Activity Office.	Y	N
5.	Practice schedules have been worked out with coordinator.	Y	N
6.	Plans are made for team pictures, Hall of Fame and Annuals.	Y	N
7.	Phone tree is established and a copy sent to Activity Office.	Y	N
8.	Rules Clinic for MHSA has been attended.	Y	N
9.	Get copies of teams to attendance office.	Y	N
10.	Inform parents (at parents meeting) and participants of inherent dangers (maybe video tape this).	Y	N
11.	Read the policy handbook for School District #1.	Y	N
12.	Make sure to check with Assistant Principals about eligibility of transfer students, and academic eligibility.	Y	N
13.	All pre-trips must be completed at least two weeks before the season begins and turned into the Activity Office.	Y	N
14.	Locate and organize equipment with the equipment manager before the season starts.	Y	N
15.	MHSA Coaches Certification.	Y	N
16.	All new employees must have a background check prior to the start of the season.	Y	N
17.	Bus Drivers maybe requested by name.	Y	N

**HANDBOOK COMMITTEE**  
**SHIRLEY CHESTERFIELD-STANTON**  
**TONY ARNTSON**  
**LINDA PAULL**  
**SHEILA WILLIAMS**  
**LEE CARTER**  
**CARL STRAUB**  
**WALT CHANCY**  
**KIRK ERMELS**  
**KELLI KESSLER**  
**JIM OPITZ**