



**Helena Public Schools  
Activities Handbook  
For  
Coaches, Assistant Coaches,  
Sponsors & Trainers**

**Grades 9-12**

**2018-2019**

**Note: Policies and procedures in the handbook are subject to revision at any time due to changes in Board Policy, Administrative Procedure or state statute.**

# **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. MHSA CONCUSSION REQUIREMENT**

- A concussion statement form must be completed and signed by both the student and the parent.

### **3. 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 MHSAA rules, contact the Principal/AD prior to a decision.

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

**MHSAA 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.mhsaa.org](http://www.mhsaa.org)

To be eligible for any activity sponsored by HPS or MHSAA, 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 MHSAA-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 MHSAA sanctioned sport or in any MHSAA 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. Of the four courses two must be taken in the school building and at least two may be completed online. Incomplete grades and grades received through a summer school or credit recovery program will not count towards eligibility.
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. Open Gym is limited to currently enrolled student body or non-secondary students within the school's attendance area who are not enrolled in another district.
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 MHSAA-approved foreign exchange program
3. The student applies for and receives a hardship ruling from the MHSAA Executive Director

## 7. **EJECTION RULE**

If a student, coach, or advisor is ejected from an MHSAA 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 administrator 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. Bus Transport:**

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 Vehicles:**

Private vehicles 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. Trip Itinerary:**

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. Travel Conditions and Safety:**

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 District Activities Administrator 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. Lodging & Meals for Bus Drivers**

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. Travel with Parent or Legal Guardian**

Students wishing to travel home from the event with a parent or guardian must be released directly to their parent or legal guardian. Coaches and sponsors must have the parent or legal guardian sign a release confirming in writing that they are transporting the student. Release to anyone other than a parent or legal guardian must have prior administrative approval. The administrator will take the request under consideration and make the final decision.

## **7. Unescorted Travel Prohibited**

For the protection of students, activity 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.

Parents and/or parent groups may provide “snack bags” for student participants while traveling. The value of each bag should not exceed \$5.00 and consideration must be given to the allergy and dietary restrictions of the students who will be receiving the “snack bags”.

### **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 \$5.00 Lunch \$6.00 Dinner \$10.00.

### **11. Trip Requests**

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**

Videos shown on the bus must meet School District Policy. No “R” or “X” rated videos.

### **13. Bus Inspections**

**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. Leave / Departure Times**

Coaches will have input into leave times through the District Activities Administrator. 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 District Activities Administrator, teams may be required to travel together. It is the responsibility of the coaches or sponsors to plan cooperatively.

### **15. Reporting Student Absences**

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. Attendance Requirements for Participation**

Students must be in school the day of a scheduled event. A student may not participate in a practice or competition on the day of an absence unless prior approval has been granted by the principal, or District Activities Administrator. 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. Missed 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. State and Divisional Travel**

Decisions regarding the day and time of departure for state or divisional tournaments will be based upon distance of travel to event location, weather conditions, time of the coaches meeting, and starting time for the event.

### **19. Contracted Bus Travel**

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 District Activities Administrator.

- 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

## **20. 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 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 District Activities Administrator 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. Coach / Advisor Competency:**

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. **Call 911.**
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.
  - The coach/advisor will receive detailed information from the principal regarding emergency care of the student.
  - 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 MHSAA 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:

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 regard 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, District Activities Administrator, or the district Title IX coordinator in the district personnel office. Questions regarding the Ridgeway Settlement can be answered in the MHS A 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 building administrator. 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 principal, or District Activities Administrator. 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:

Coaches and / or sponsors will:

1. Inform the building principal and District Activities Administrator of the violation and outline the planned discipline.
2. A meeting with the student, coach and building administrator 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 building administrator 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.
6. Appeals must be directed to the District Activities Administrator.

## **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. Concussion Form – Must be completed and on file.
3. Drug and Alcohol Form - Must be signed by the parent or legal guardian, and student.
4. Emergency Medical Card - An emergency information card that will accompany the student on trips. Must be signed by the parent.
5. 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.
6. 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 District Activities Administrator.
2. The District Activities Administrator 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 MHSAA Handbook online.

**To ensure compliance any funds spent on programs must be approved by the District Activities Administrator.** This includes both District funds and any funds raised or collected by outside entities including but not limited to Booster Clubs, fundraisers, etc.

### **BUILDING KEYS / ACCESS CARDS**

1. Facility keys / access cards will be issued by the building administrator Facilities Department. Coaches/advisors are

responsible for his/her own keys and/or access card. 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 and/or access cards should be returned at the end of the season unless other arrangements are made with Facilities Department. 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-**

**Prior to tryouts, the head coach and their staff shall establish written criteria. Once established, the criteria will be shared with the athletes through either direct contact, written contact or posting on the activities web page. (NOTE: for the 2018-**



**2019 season all coaches/sponsors will at a minimum share verbally cut criteria with those trying out at the first practice.)**

1. Decisions are to be 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. Criteria can be both objective and subjective in nature as long as all requirements are evaluated for all perspective participants and have been communicated to participants prior to the beginning of tryouts.
2. Decisions regarding team placement will not be made individually. All staff members will be included in the evaluation of players, sharing of information, and making recommendations with final decisions resting with the head coach/sponsor.
3. It is an expectation that the announcement of team members be done in a respectful, confidential manner. Individual meetings between coaches and players should be held upon the completion of tryouts to review performance and team placement. 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!

**DISTRICT FACILITIES**

Due to the complexity of financing and maintenance on the district facilities, and also the fact that most facilities are multipurpose, the District Activities Administrator, 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.”

- MHSА 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.
3. Locker Room Facilities should be scheduled ahead of time and physical education teachers notified as soon as possible of any conflicts.
4. 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 policies and procedures outlined by the district. Coaches and sponsors 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.

Fundraising affords coaches and sponsors the opportunity to provide enhanced resources for their activity. As noted fundraising is allowed with the permission of the building principal and is subject to all the rules established by the District, MHSAA and Title IX.

## **HAZING / BULLYING**

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.*

Any allegations of hazing / bullying must be reported to the building administrator and appropriate discipline administered up to and including removal from the program.

## **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 District Activities Administrator, 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.

Criteria for lettering must be consistent under Title IX. Different criteria can not be used to award the same benefit. Criteria can be both objective and subjective but must be consistent.

## **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. MHSА events have priority over non-MHSА 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 District Activities Administrator 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 District Activities Administrator, 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 District Activities Administrator.

## **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

TITLE	Head Coach
PURPOSE	This position is responsible for leading, directing and maintaining the grades 9-12 specific program in accordance with the mission and vision of Helena Public Schools.
REPORTS TO	Activities Director and Building Principal

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

The Activities Department of Helena Public Schools is a fundamental component of the education process. Students, parents and community members commit time, energy and resources to ensure students are afforded the opportunity to learn in a competitive and supportive environment. The Coaching staff is responsible for adhering and modeling the guiding principles of the District as well as ensuring the mission of creating a student-centered educational community.

### REQUIREMENTS UPON HIRE

- Recommended completion of First Aid/CPR Certification.
- Complete and maintain MHSA Coaches Certification Program.
- Complete and understand the HPS Student and Activity Handbook.
- Complete the CDC concussion training session required by the MHSA.

- Register for and continually observe MHSAA Annual Online Rules Clinic.
- Seek growth as a coach/advisor by attending camps, clinics, and pursuing other opportunities to learn current trends and teaching techniques in the activity.
- Be active in professional organizations such as the state and national organizations.

## CRITICAL JOB FUNCTIONS

- Coaches and Leads in a professional and effective manner.
  - Incorporates and promote a positive environment for all students that promotes life -long learning, self-esteem, high values and team function.
  - Understands and is aware of District policies and procedures and the impact to the students and program.
  - Follows District policy and procedures for fundraising.
  - Represent Helena Public Schools, your school and the Helena community in a positive manner that reflects the best in sportsmanship and professional conduct. Be an advocate for Helena Public Schools Activities and Educational Mission.
  - Leads 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.
  - Instruct all participants in the rules of the activity with an emphasis on the rules, which have safety and sportsmanship implications.
  - Assist in the evaluation, care, and prevention of injuries.
- Technically performs at a professional level.



- Maintains and retains Medical Information/Waiver Card and medical First Aid Kit.
- Selects assistant coaches/advisors following district hiring procedures and evaluate on an annual basis.
- Cooperates with the AD/Building Administrator in the following matters:
  - Equipment inventory, maintenance, concerns and purchases
  - Complete transportation-trip forms and trip itineraries
  - Arrange practice times, use of alternate practice sites and ensure prior approval of the gym coordinator
  - Letter requirements and training rules are consistent and applied to all participants
  - Schedule substitutes for activities trips
  - Track student attendance, roster, activity fees, eligibility and academic progress and ensure the excused list is current and sent to the attendance office
  - Collect and complete all eligibility information and checklist and turn in to AD/Building Administrator
  - Ensures all fundraising monies are deposited with the building bookkeeper
  - Assist in making work assignments for activity completion (i.e. chain gang, line judges, ball persons, etc.)
  - Completes other duties as assigned by the Activities Director in the interest of the Activities Department
- Maintains a high standard of conduct.
  - Acts as a positive role model for young people and for the community.
  - Models high standards of morality, integrity, character, and sportsmanship.

- Coaches/advisors will not use or consume alcohol, drugs, or tobacco during anytime in which they are supervising activities.

## QUALIFICATIONS REQUIRED

- Strong understanding of secondary education and specifically the purpose and mission of the Helena Public Schools the Activity, understanding technical coaching, teaching and mentoring.
- Teaching background preferred but not required. Strong understanding and in-depth experience of activity rules, regulations, function and fundamentals is required, as well as demonstrated coaching experience.
- Must have excellent organizational skills and the ability to manage a large volume of diverse priorities, conflicting goals and navigate difficult situations.
- *Excellent computer skills including Microsoft office products, word processing, spreadsheets, email and technology.*

## COMPETENCIES

Effective demonstration of the following behavioral competencies along with measurable, observable actions associated with the fulfillment of this job description directly related to skills, abilities and knowledge contribute to the success of the individual within the district.

- Initiative and Adaptability

Ability to identify where and when to take action and address needs in the interest of the district without being asked to do so. Acts independently with a focus on the school district's interest, and assumes responsibility and accountability for ones actions. The ability and motivation to see a project to completion in the face of obstacles, issues or circumstance with professionalism and mindfulness.

Ability to set priorities, plan and allocate time and resources in the best interest of the district.

Attend to detail to ensure high quality outcomes and effective information.

- Communication and Integrity

Cooperating with others while maintaining focus on district initiatives.

The ability to work effectively with different people and teams while promoting clear, non-defensive communication.

Acknowledging diverse opinions, promoting consensus, while being respectful of other's interests and district's interests.

Understanding and applying flexibility and the confidence to stand firm on a decision depending on what the situation requires.

Demonstrating leadership at an appropriate level by adjusting approach to the situation, and maintaining professionalism on behalf of the district.

Ability to work well under pressure, with ambiguity and multiple leaders while maintaining personal self-control, effective communication and district purpose.

- Influence and Personal Effectiveness

Demonstrates positive, professional behaviors in the office and on behalf of the Helena Public Schools, working with set standards, with appropriate authority. Demonstrates leadership, shared ideas, solutions, inspires confidence, honors agreements and develops effective working relationships with peers, coworkers, clients and the public.

Ability to instill trust and demonstrate integrity through daily interactions, work functions and as a team member. Is responsive to change, district interests and ability to act responsively, responsibly, and professionally in difficult situations.

- Service and Organizational Commitment

The ability to understand and be sensitive to a diverse client base with divergent needs and perceptions. To provide prompt, efficient service that meets expectation of the clients and holds to the highest value the district’s approach and service.

Demonstrated actions that show steady commitment, loyalty, support of district decisions and active participation in district activities, committees and duties outside of normal expected job description functions.

✓ **ASSISTANT COACH**

<b>TITLE</b>	Assistant Coach
<b>PURPOSE</b>	This position is responsible for assisting in the leadership, direction and maintenance of the grades 9-12 specific program in accordance with the mission and vision of Helena Public Schools under the direction of the Head Coach.
<b>REPORTS TO</b>	Head Coach and Activities Director

The Activities Department of Helena Public Schools is a fundamental component of the education process. Students, parents and community members commit time, energy and resources to ensure students are afforded the opportunity to learn in a competitive and supportive environment. The coaching staff is responsible for adhering and modeling the guiding principles of the District as well as ensuring the mission of creating a student-centered educational community.

**REQUIREMENTS UPON HIRE**

- Recommended completion of First Aid/CPR Certification.
- Complete and maintain MHSA Coaches Certification Program.
- Complete and understand the HPS Student and Activity Handbook.

- Complete the CDC concussion training session required by the MHSA.
- Register for and continually observe MHSA Annual Online Rules Clinic.
- Seek growth as a coach/advisor by attending camps, clinics, and pursuing other opportunities to learn current trends and teaching techniques in the activity.
- Be active in professional organizations such as the state and national organizations.

### CRITICAL JOB FUNCTIONS

- Coaches and Leads in a professional and effective manner as directed by the Head Coach.
  - Incorporates and promote a positive environment for all students that promotes life -long learning, self-esteem, high values and team function.
  - Understands and is aware of District policies and procedures and the impact to the students and program.
  - Follows District policy and procedures for fundraising.
  - Represent Helena Public Schools, your school and the Helena community in a positive manner that reflects the best in sportsmanship and professional conduct. Be an advocate for Helena Public Schools Activities and Educational Mission.
  - Implements the Head Coach’s 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.
  - Instruct all participants in the rules of the activity with an emphasis on the rules, which have safety and sportsmanship implications.

- Implements technical training, practice and activities as directed by the Head Coach.
  - Reports outcomes of practices, activities and student performance.
  - Handles media relations as directed by the Head Coach.
  - Assist in the evaluation, care, and prevention of injuries.
  
- Technically performs at a professional level.
  - Assists Head Coach with the maintenance and retention of Medical Information/Waiver Card and medical First Aid Kit.
  - Assists Head Coach with cooperative efforts with the AD/Building Administrator in the following matters:
    - Equipment inventory, maintenance, concerns and purchases
    - Complete transportation-trip forms and trip itineraries
    - Arrange practice times, use of alternate practice sites and ensure prior approval of the gym coordinator
    - Letter requirements and training rules are consistent and applied to all participants
    - Schedule substitutes for activities trips
    - Track student attendance, roster, activity fees, eligibility and academic progress and ensure the excused list is current and sent to the attendance office
    - Collect and complete all eligibility information and checklist and turn in to AD/Building Administrator
    - Track student accomplishments, statistics and activity benchmarks to ensure success of the program

- Ensures all fundraising monies are deposited with the building bookkeeper
  - Assist in making work assignments for activity completion (i.e. chain gang, line judges, ball persons, etc.)
  - Completes other duties as assigned by the Activities Director in the interest of the Activities Department
- Maintains a high standard of conduct.
  - Acts as a positive role model for young people and for the community.
  - Models high standards of morality, integrity, character, and sportsmanship.
  - Coaches/advisors will not use or consume alcohol, drugs, or tobacco during anytime in which they are supervising activities.
  -

#### QUALIFICATIONS REQUIRED

Strong understanding of secondary education and specifically the purpose and mission of the Helena Public Schools the Activity, understanding technical coaching, teaching and mentoring.

Teaching background preferred but not required. Strong understanding and in-depth experience of activity rules, regulations, function and fundamentals is required, as well as demonstrated coaching experience.

Must have excellent organizational skills and the ability to manage a large volume of diverse priorities, conflicting goals and navigate difficult situations.

*Excellent computer skills including Microsoft office products, word processing, spreadsheets, email and technology.*

#### COMPETENCIES

Effective demonstration of the following behavioral competencies along with measurable, observable actions associated with the fulfillment of this job description directly related to skills, abilities

and knowledge contribute to the success of the individual within the district.

- **Initiative and Adaptability**

Ability to identify where and when to take action and address needs in the interest of the district without being asked to do so. Acts independently with a focus on the school district's interest, and assumes responsibility and accountability for one's actions. The ability and motivation to see a project to completion in the face of obstacles, issues or circumstance with professionalism and mindfulness.

Ability to set priorities, plan and allocate time and resources in the best interest of the district.

Attend to detail to ensure high quality outcomes and effective information.

- **Communication and Integrity**

Cooperating with others while maintaining focus on district initiatives.

The ability to work effectively with different people and teams while promoting clear, non-defensive communication.

Acknowledging diverse opinions, promoting consensus, while being respectful of other's interests and district's interests.

Understanding and applying flexibility and the confidence to stand firm on a decision depending on what the situation requires.

Demonstrating leadership at an appropriate level by adjusting approach to the situation, and maintaining professionalism on behalf of the district.

Ability to work well under pressure, with ambiguity and multiple leaders while maintaining personal self-control, effective communication and district purpose.

- **Influence and Personal Effectiveness**

Demonstrates positive, professional behaviors in the office and on behalf of the Helena Public Schools, working with set standards, with appropriate authority. Demonstrates leadership, shared ideas,



solutions, inspires confidence, honors agreements and develops effective working relationships with peers, coworkers, clients and the public.

Ability to instill trust and demonstrate integrity through daily interactions, work functions and as a team member. Is responsive to change, district interests and ability to act responsively, responsibly, and professionally in difficult situations.

- **Service and Organizational Commitment**

The ability to understand and be sensitive to a diverse client base with divergent needs and perceptions. To provide prompt, efficient service that meets expectation of the clients and holds to the highest value the district's approach and service.

Demonstrated actions that show steady commitment, loyalty, support of district decisions and active participation in district activities, committees and duties outside of normal expected job description functions.

✓ **ATHLETIC TRAINER JOB DESCRIPTION**

TITLE	Trainer
PURPOSE	This position is responsible for leading, directing and maintaining the grades 9-12 specific program in accordance with the mission and vision of Helena Public Schools.
REPORTS TO	Head Coach and Activities Director

*These are general descriptions for all positions. More specific descriptions can be obtained from the Human Resource Director.*  
The Activities Department of Helena Public Schools is a fundamental component of the education process. Students, parents and community members commit time, energy and resources to

ensure students are afforded the opportunity to learn in a competitive and supportive environment. The Coaching staff is responsible for adhering and modeling the guiding principles of the District as well as ensuring the mission of creating a student-centered educational community.

#### REQUIREMENTS UPON HIRE

- Complete and maintain First Aid/CPR Certification.
- Obtain NATA Certification or work in association with a certified trainer
- Complete and maintain Helena School District 1 Athletic Handbook
- Understand MHSA rules specific to the activity
- Complete the CDC concussion training session required by the MHSA.

#### CRITICAL JOB FUNCTIONS

- Assist in the evaluation, care, and prevention of injuries.
  - Attend all varsity athletic events and staff the training room when other sub-varsity events are occurring.
  - Guide and direct athletic training assistants in the immediate care and prevention of injuries.
  - Recognize, evaluate, care, and treat athletic injuries for all programs and follow NATA, MHSA, and Helena School District 1 ideals.
  - Evaluate athletes who are exhibiting signs, symptoms and behaviors consistent with a concussion.
  - Rehabilitate and condition athletes for their effective return to play.
  - Supervise the athletic training room.
  - Provide water and/or sports drink for athletes during competition.

- Establish and organize the records for an athlete's physical/consent form, and medical release form.
  - Maintain an effective system of filing and keep files on record for seven years.
  - Assist head coaches in the organization and care of travel med-kits.
  - Communicate with coaches directly involved about the status of injured athletes.
  - Guide coaches and athletes in the practice of preventative measures.
  - Maintain effective communication and rapport with physicians, coaches, parents and teachers.
  - Complete other duties as assigned.
- Maintains a high standard of conduct.
    - Acts as a positive role model for young people and for the community.
    - Models high standards of morality, integrity, character, and sportsmanship.
    - Coaches/advisors/trainers will not use or consume alcohol, drugs, or tobacco during anytime in which they are supervising activities.
    -

#### QUALIFICATIONS REQUIRED

Strong understanding of secondary education and specifically the purpose and mission of the Helena Public Schools the Activity, understanding technical coaching, teaching and mentoring.

Teaching background preferred but not required. Strong understanding and in-depth experience of activity rules, regulations, function and fundamentals is required, as well as demonstrated coaching experience.

Must have excellent organizational skills and the ability to manage a large volume of diverse priorities, conflicting goals and navigate difficult situations.

*Excellent computer skills including Microsoft office products, word processing, spreadsheets, email and technology.*

## COMPETENCIES

Effective demonstration of the following behavioral competencies along with measurable, observable actions associated with the fulfillment of this job description directly related to skills, abilities and knowledge contribute to the success of the individual within the district.

- **Initiative and Adaptability**

Ability to identify where and when to take action and address needs in the interest of the district without being asked to do so. Acts independently with a focus on the school district's interest, and assumes responsibility and accountability for ones actions. The ability and motivation to see a project to completion in the face of obstacles, issues or circumstance with professionalism and mindfulness.

Ability to set priorities, plan and allocate time and resources in the best interest of the district.

Attend to detail to ensure high quality outcomes and effective information.

- **Communication and Integrity**

Cooperating with others while maintaining focus on district initiatives.

The ability to work effectively with different people and teams while promoting clear, non-defensive communication.

Acknowledging diverse opinions, promoting consensus, while being respectful of other's interests and district's interests.

Understanding and applying flexibility and the confidence to stand firm on a decision depending on what the situation requires.

Demonstrating leadership at an appropriate level by adjusting approach to the situation and maintaining professionalism on behalf of the district.

Ability to work well under pressure, with ambiguity and multiple leaders while maintaining personal self-control, effective communication and district purpose.

- **Influence and Personal Effectiveness**

Demonstrates positive, professional behaviors in the office and on behalf of the Helena Public Schools, working with set standards, with appropriate authority. Demonstrates leadership, shared ideas, solutions, inspires confidence, honors agreements and develops effective working relationships with peers, coworkers, clients and the public.

Ability to instill trust and demonstrate integrity through daily interactions, work functions and as a team member. Is responsive to change, district interests and ability to act responsively, responsibly, and professionally in difficult situations.

- **Service and Organizational Commitment**

The ability to understand and be sensitive to a diverse client base with divergent needs and perceptions. To provide prompt, efficient service that meets expectation of the clients and holds to the highest value the district's approach and service.

Demonstrated actions that show steady commitment, loyalty, support of district decisions and active participation in district activities, committees and duties outside of normal expected job description functions.

## **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. Phone Numbers for Training rooms – located in the East end of the gymnasium
  - HHS Training Room 324-2351
  - CHS Training Room 324-2510
2. Cell Phone
  - HHS Athletic Trainer 406.475.4577

CHS Athletic Trainer 406.836.9923

3. Main Office

HHS 324-2200

CHS 324-2500

4. AMBULANCE ---Dial 911. Note: 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

Shawn Ruff --- Capital High 406-836-9923

### **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 District Activities Administrator.
4. Directly responsible for coordinating Activity programs.
5. General Responsibilities:
  - Supervisory control over program.

- Active in Professional Organizations.
- Knowledge of rules and regulations concerning MHSAA.
- Assist the Principal and District Activities Administrator as otherwise assigned.

6. Specific Responsibilities:

- Schedules - Plan with the District Activities Administrator schedules of all activities. Contact Elementary/Middle Schools for practice and game schedules.
- Meetings - Coordinate communication between Principal and District Activities Administrator. Attend weekly meetings called by Principal and District Activities Administrator.
- 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 District Activities Administrator or Buildings and Grounds.
- Tournaments - Assist in the coordination of MHSAA tournaments held in Helena. Communicate information about MHSAA 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 MHSA 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 SUGGESTED CHECK LIST**

1. Philosophy of Program
2. School Expectations
  - a. Attendance – before contest/after contest
  - b. Grades – pass 4 classes MHSA 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. Travel home from out of town events, participant can only be released to a parent or legal guardian after checking out with the coach. Release of participant to any other person requires prior approval from building administrator that must be communicated to coach prior to leaving on trip.

**HELENA PUBLIC SCHOOLS  
ACTIVITY CHECK LIST**

1. All participants have a physical, activity card, activity fee  
Y      N
2. Paid, completed concussion form signed by parents 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 MHS A 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. MHS A 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

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Please detach and sign the “Notification Acknowledgement” below. All assistant coaches, assistant sponsors and trainers needs to return the signed form to their head coach. Head coaches will return all signed forms (including their own) to the District Activities Administrator.

**Helena Public Schools**  
**2018-2019 Activities Handbook for Coaches, Assistant Coaches,**  
**Sponsors & Trainers**  
**Notification Acknowledgement**

I acknowledge that I have received the 2018-2019 District Activities Handbook for Coaches, Assistant Coaches, Sponsors and Trainers. I understand that the handbook contains important information pertaining to my employment with the District, that I am responsible for making myself aware of that information and further acknowledge that I have received a copy of the handbook. I also understand that I should direct any questions to the District Activities Administrator.

\_\_\_\_\_

Staff Member Signature

Date