**COACHES, SPONSORS, &**

**ADVISORS ACTIVITIES**

**HANDBOOK**

**CIRCLE SCHOOL DISTRICT**

**CIRCLE SCHOOL DISTRICT ACTIVITIES-ATHLETIC HANDBOOK 2018-2019**

Circle Public Schools will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, or actual or potential marital or parental status, or, in accordance with binding guidance of the Federal Office of Civil Rights regarding the scope of Title IX’s sex discrimination prohibition, gender identity, sexual orientation, or failure to conform to stereotypical notions of masculinity or femininity. **(School Board Policy #3210)**

**PURPOSE**

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to the Circle School District Athletic and Activities Programs. The fundamental purpose of the athletic/activities program is to facilitate development of:

* Sportsmanship,
* A sense of responsibility to themselves and others,
* A devotion to an athletic and/or activities assignment,
* Pride of accomplishment of a job done to the best of one’s ability,
* Sense of belonging to a group,
* Social values derived from contact with students and adults from other communities and
* Healthy behaviors of participants.

**Activities Philosophy**

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

The clubs, activities, and athletics provided by Circle Schools shall afford opportunities for students to involve themselves outside the classroom. Besides providing these programs, the District encourages student involvement because it benefits both the individual student and the school. The student derives cooperation, dedication, personal pride and ownership, sense of purpose, enhanced self-worth, loyalty, success and recognition, physical and social development, and a wholesome use of time.

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

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

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

**GENERAL INFORMATION RELATING TO POLICIES**

**ACADEMIC ELIGIBILITY FOR PARTICIPATION**

Circle Public School will follow the eligibility rules as set forth by the Montana High School Association which reads as follows:

1. **MHSA Requirement:** A student must be enrolled and have received a passing grade in at least twenty (20) periods of prepared class work or its equivalent in the last previous semester in which the student was in attendance. Failure to meet this requirement will result in one (1) semester of ineligibility. Middle school students will be required to receive a passing grade in ten (10) periods of prepared work per week. A home school student is not eligible to participate for an MHSA member school. (Article II, Section (2) Eligibility, MHSA handbook)
2. No student who is enrolled in a grade below the ninth shall be eligible to participate in a MHSA Association Contest, except as established in Section (5) of the MHSA handbook.

**Circle Schools further stipulate:**

**Circle Schools Requirement:** A student must receive a minimum of a (2.00 GPA) during the preceding quarter in which the student was in attendance. Failure to do so will render the student ineligible until the posting of the mid-term grades for the quarter. If the mid-term grade report indicates that he/she has not received a 2.00 GPA he/she will remain ineligible for the rest of the quarter. If his/her GPA is above a 2.00 GPA the student will become eligible immediately. This applies to transfer students also. Academically ineligible participants will be expected to practice, but will not be allowed to participate in games, meets, or performances or travel with the team or group.

**Weekly “F” Policy**: The Activities Office and the in-season coaches/advisors will receive an Activity Eligibility Report every Tuesday morning during the season. This report will show all participants with a failing grade in any classes. If a participant appears on this report, they will have one probationary week to pull up their grade from an “F” to a passing grade. If their name appears on the list the following week, in any class, they will be ineligible for participation in any activities until the following Tuesday when the next report is run. Students and parents should continually monitor “Infinite Campus” so they are aware of what their student athlete’s grades are in each class

**Age Rule – MHSA**

Section (7) AGE RULE

7.1 No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

**Physical Exams**

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the Montana High School Association. The cost of the physical exam is the responsibility of the student athlete and his/her parents.

**Attendance the Day of an Activity**

**School Absences:** Absences from school and participation in practices, games, meets or performances.

* If you are absent from school for a school sponsored event you can practice, play in a game, or take part in a performance that day.
* If you are absent from school for a limited number of periods for a medical, dental, optometrist, etc. appointment you can participate with approval from the administration (principal, vice principal, or the activities director). A written excuse from the doctor is required.
* You may attend practice, play in games, or participate in performances with administrative approval if absent for a court appearance, bereavement, a family emergency, or some other reason deemed acceptable by the administration.
* If you are home sick and do not come to school for all or part of the day or are absent from any class (excused or unexcused) you cannot practice, play, or participate in performances. It is not in the best interest of our participants to be practicing when sick.
* If you are in school but are absent from class for reasons deemed unexcused, you may not participate in games, practices, or performances that day.
* High School/Middle School-If you are more than 15 minutes late to any period you will be marked absent and will not be able to practice, play, or participate in performances. 4th-6th-A Student will be counted absent for the morning if he/she does not arrive at school by the morning recess time. Also if a student leaves school after the noon hour, but before the afternoon recess they will not be able to practice, play or participate in performances.

**School Suspension:** School suspension means the exclusion of a student from attending individual classes or school **and participating in school activities** for an initial period not to exceed ten (10) school days. This will be treated as an unexcused absence from the activity.

**Extra - and Co - Curricular Chemical Use Policy**

Students participating in extra- and co-curricular activities, whether sponsored by the MHSA or not, shall not use, have in possession, sell, purchase, or distribute alcohol, tobacco products, alternative nicotine and vapor products, or illegal drugs or abuse prescription or non-prescription drugs during their extracurricular seasons. These rules are in effect twenty-four (24) hours a day. If a student receives a MIP or is seen using tobacco, alcohol, or illicit drugs, the student will forfeit the privilege of participating in accordance with the activities and student handbooks (15 calendar days-including 5 days for practice).

Policy Coverage

This policy applies to middle and high school students who are involved in the extra- and co-curricular activities program.

**Policy Duration (School Board Policy #3340)**

This policy is in effect each school year from the date of first (1st) fall practice of fall activities (August) until the last day of all school activities. Violations are cumulative, through the student’s period of attendance in grades 4-8 and in grades 9-12. The Administration shall publish the participation rules annually in the activities and student handbooks.

**Student and Parent/Legal Guardian Due Process :**

If a determination is made that a student has violated this policy, the student and parent/guardian shall be notified of the violation by telephone and mail. Also at this time, the student and parent or guardian shall be notified of the type of discipline that will be administered. The discipline will follow the exact layout as stated in (School Board Policy #3340) or recommended to the Board.

Any parent or legal guardian and student who are aggrieved by the imposition of any action (other than a recommendation for exclusion from an activity) shall have the right to an informal conference with the Superintendent or Athletic Director, for the purpose of resolving the grievance. At such a conference, the student and the parent shall be subject to questioning by the Superintendent or Athletic Director, and shall be entitled to question staff involved in the matter being grieved.

If the discipline involves a high school student and the recommended discipline is exclusion from participation in extra- and/or co-curricular activities for a period in excess of ten (10) days, the parent and student will be notified of the date and time the Board will consider the recommendation. Only the Board can exclude a high school student from participation in extra- and/or co-curricular activities.

Legal Reference: § 20-5-201, MCA Duties and sanctions

**Suspension or Exclusion from Team**

Suspension of any student from a co-curricular activity needs to be brought to the attention of the

Activities Director in a timely fashion. Exclusion of any student from a co-curricular activity requires board action.

**Assumption of Risk Statement**

**Liability:** The coach/advisor/director, any other member of the school staff, or any member of the Board of Trustees will not be held liable or responsible in case of an accident incurred during practice, games, meets, matches, tournaments, concerts, or trips supervised by Circle Public Schools. Each parent or guardian will be responsible to sign a Participation Release statement indicating that the parents/guardians assume all risks for injuries resulting from such participation.

**(School Board Policy #2151)**

**Accident Report Form and Procedure**

**Injuries:** All injuries are to be reported immediately to the coach/advisor/activity director/parent regardless of the nature of the injury. The coach/advisor/director will fill out an accident report form and file it in the principal’s office within one (1) school day of the accident.

**Procedure for dealing with injuries**

**CARE OF THE INJURED ATHLETE**

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

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

* + - 1. Notify parents, if possible.

1. Administer necessary first aid.
   * + Send someone to call for an ambulance (if necessary)
     + Keep student still, comfortable and reassured
     + When in doubt, do not move injured athlete
     + Stay with injured athlete
     + Contact Activities Director
2. If, in the judgment of the coach, the injury is serious, the school will take the responsibility for calling an ambulance, if one is not present.
3. A coach will accompany the injured athlete to the hospital and arrange for treatment if the parents are not there. The coach should remain at the hospital with the injured athlete until the parents arrive. Brief the parents upon their arrival.
4. An Accident Report should be filed with the Activities Director for all injuries within one day.
5. The coach should follow-up on the progress of the injured athlete.
6. The coach should provide the parent or the person receiving the injured athlete with aftercare instructions.

The following basic emergency medical guidelines are to be implemented in the event of an athletic injury.

1. Coach in charge will make an immediate general assessment of the injury, checking for:
   1. First, any sign of unresponsiveness
   2. Second, ABCs (Airway, Breathing, Circulation)
   3. Third, for gross deformities, i.e. apparent fractures
   4. Fourth, for general athletic injuries.
2. In the event of a serious injury, the coach-in-charge must decide whether or not to call an ambulance. DO NOT MOVE A SERIOUSLY INJURED ATHLETE!!!
3. If contacting the emergency medical staff:
4. Coach-in-charge will designate an assistant or responsible athlete/manager to call the ambulance.
5. Coach-in-charge will stay with the injured athlete.
6. Callers are to give the following information to the dispatcher:
   * + - Who is calling
       - Where you are calling from (building)
       - Phone number you are calling from
       - What has happened
       - Assistance being given
       - Where to enter facility, if known
       - Don't hang up until dispatcher does.
7. Callers report back to coach-in-charge.
8. Coach-in-charge will send a responsible person to meet the EMTs and guide them to the location of the injured person.
9. Coach-in-charge will continue to give proper basic first aid procedures until qualified medical staff arrives and relieves the coach of that responsibility.
10. A copy of the athlete's medical form should be available to be given to EMTs before leaving with the athlete.
11. Contact the parents/guardians and notify them of the injury.
12. Contact the AD and notify him/her of the injury.
13. File a written report with secretary.

The Athletic Director, school administrator, or Coach will call a parent or parental designee so that the parent may arrange for care or treatment of an injured student/player. When a parent/guardian cannot be reached, and it is the judgment of the Athletic Director, school administrator, or coach that immediate medical attention is required, an injured student/athlete may be taken directly to a hospital.

**Medication Policy (issuing meds to athletes)**

ADMINISTERING MEDICINES TO STUDENTS **(School Board Policy # 2151 and #3416)**

Circle Schools recommends that medication be given at home whenever possible. Students requiring medication shall be identified by parents and/or physician and will be encouraged to notify coach/sponsor or Activities Director. Under no circumstances will school personnel provide aspirin or other patient’s medication to students.

**Insurance and Injury**

Circle Schools requires that the parent, guardian, caretaker relative of student’s participating in school sponsored activities (co-curricular, extra-curricular, etc.) provide verification of their child’s health insurance coverage status.  The school district does not provide health insurance to pay for injuries of students while participating in school sponsored activities (extra-curricular, co-curricular, etc.).   If the parent, guardian, caretaker relative elects not to provide private health insurance coverage for their child, they are accepting responsibility for any medical expenses incurred by their child in the event they are injured while participating in the school sponsored activities (extra-curricular, co-curricular, etc.) that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee, or agent of the School District.

Also, Circle Schools does not provide student accident insurance coverage for students.  Student accident insurance coverage may be purchased by parents through a private company for a fee.  Student accident insurance information is distributed at the beginning of the school year and available throughout the year.  Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions.  This is an opportunity to provide student accident insurance coverage while your child is at school or participating in activities.  A parent seeking coverage must make sure the student accident insurance coverage is in place prior to the first day of practice and/or school.  Please contact the coach or athletic director for additional information.

**Activities Offered**

**ELEMENTARY ACTIVITIES**

4-6-Girls & Boys Basketball(Jamboree)

5-6-Football, Cross Country

6-Track, Volleyball

4-6-Wrestling

**MIDDLE/JR HIGH SCHOOL ACTIVITIES**

7-8-Girls & Boys Basketball-6th grade may move up when #’s are needed

7-8-Football, Track, Volleyball, Cross-Country, Wrestling-5th & 6th may move up when #’s are needed

Music Festival

Pep Band

**HIGH SCHOOL ACTIVITIES**

Girls Volleyball

Boys Football

Girls & Boys Basketball

Wrestling

Girls Cross-Country

Girls and Boys Track

Blues Choir

Pep Band

Speech & Drama

All Class Play

BPA

National Honor Society

Music Festival

Student Council

Cheerleading

**Job Descriptions (Head and Assistant)**

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

**Qualifications:**

1. Possess current NFHS & MHSA coaching certifications. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
2. Successful coaching experience.
3. Specialized preparation emphasizing the coaching of the respective sport.
4. Good physical health.
5. Knowledge of the care and preparation of athletic injuries and current first aid card.
6. Such alternatives to the above as the board deems necessary and appropriate.
7. Pending hire will be determined by passing background check.
8. All hiring will be done by School Public Schools on an annual basis.

**Reports to:** Activities Director

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

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

**Performance Responsibilities:**

1. To work closely with the Activities Director in program development and implementation.
2. To enforce MHSA and local administrative policies relating to athletics.
3. To work closely with the Activities Director in the recruitment, assignment, supervision and evaluation of the other coaches in your program.
4. To monitor athletes academic progress and check on the eligibility of your players as per MHSA and local eligibility requirements.
5. To hold regular staff meetings during the season to assure program coordination.
6. To secure a completed Parental Approval/Physical Form from each player before they are allowed to participate. Secure an emergency treatment form to be available at all events.
7. To inform players of training rules and to enforce them consistently and uniformly. Notify the Activities Director of any violation immediately.
8. To inform players of the accident insurance coverage and file an Accident Report with the Activities Director immediately following an injury.
9. If payment is needed at an event at least one week notice is given to the Activities Director
10. Account for all receipts and expenditures during trips.
11. Prepare a program budget and submit to the Activities Director as requested.
12. Discuss program, personnel and recommendations for program improvement at the conclusion of each sports season.
13. Plan and implement a program to assist athletes in developing the knowledge, skills and attitudes necessary to successfully compete in interscholastic athletics.
14. Coordinate and supervise the total program.
15. Assist in preparing physical facilities for games and practices.
16. Be responsible for care and security of all equipment and submit an inventory to the Activities Director at the conclusion of the season.
17. Actively support the efforts of the Athletic Booster Club.
18. Work closely with the Activities Director to minimize lost school time.
19. Assist college-bound athletes in obtaining college scholarships.
20. Instruct and supervise athletes/students during practices, games and trips.
21. Develop, issue, and collect safety guidelines signed by athletes and their parents.
22. Secure only high school managers.
23. Promote your sport and sportsmanship at pep rallies and through the news media.
24. Develop itinerary for all overnight trips and give a copy to athletes and the Activities Director.
25. Improve professional development through reading, attending clinics, etc.
26. Develop performance goals and submit to the Activities Director prior to the beginning of the season.
27. Notify instructional staff well in advance of taking students out of school.
28. Complete MHSA on-line rules clinic.
29. Review assistant coaches job responsibilities with assistant coaches annually.
30. To make sure all student-athletes adhere to all the expectations and rules in the high school handbook.

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

**JOB DESCRIPTION**

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

**Qualifications:**

1. The ability to work with young athletes.
2. Knowledge of the fundamentals of the sport.
3. Dedication to the program and loyalty to the head coach.
4. Current first aid card.
5. Completion of NFHS & MHSA coaches' certification programs. (National Federation of State High School Association Coaches Education Program, Coaches Rules Clinic)
6. Pending hire will be determined by passing background check.
7. All hiring will be done by Circle Public Schools on an annual basis.

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

**Supervises:** Student athletes

**Job Goal:** To assist the Head Coach in developing a viable program.

**Performance Responsibilities:**

* + - 1. Assume full responsibility for the team you are to coach.
      2. Instruct, prompt, and supervise student-athletes/students for whom you are responsible during practices, games and trips.
      3. Inform student-athletes of scheduled practices and games.
      4. Assume responsibility for the care of equipment issued to your team members.
      5. File a completed Accident Report with the Activities Director for any injury to your team members.
      6. Assume any additional responsibilities assigned by the head coach.

**Volunteer/Chaperone Policy**

**VOLUNTEERS (School Board Policy #5430)**

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. A volunteer by law is an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of “employee” under the appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he/she is volunteering.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground, and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken. Volunteers who have regular unsupervised access to children are subject to the District’s policy mandating background checks.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Volunteer coaches must be cleared by the Athletic/Activities Director. Volunteer coaches will be required to submit a formal application to the Athletic/Activities Director and any offer of a volunteer coach position will be contingent upon successful completion of a background check per (**School Board Policy #5122)**. Volunteer Coaches must abide by the same policies as paid coaches. Volunteer coaches are required to complete the coach’s certification program just as paid coaches are. The Montana High School Association (MHSA) has indicated that any post graduate participants that come in to help must be considered a volunteer coach. They will be expected to complete coach’s certification in order to instruct or compete with participants in practice, and must complete the NFHS concussion course at their own expense. Individuals who volunteer to assist the School District during meets, tournaments, etc. will not be subjected to a background check with the understanding these volunteers would **never** be in a one on one situation with a student in an isolated environment. The District will provide volunteers with an Athletic Handbook, go over the expectations and require acknowledgement of the handbook.

**MHSA Certification Requirements**

* NHSF Coach Education Program: All coaches must be certified through the National High School Federation. All coaches (paid or volunteer) must complete the program prior to contact with students. Certification for the NFHS Program is good for five (5) years. The test is found at [www.nhsflearn.com](http://www.nhsflearn.com)
* NHSF Concussion Education: (Dylan Steigers Protection of Youth Athletes Act) All coaches (paid or volunteer) must complete the program prior to contact with students. Again, the program may be found at [www.nhsflearn.com](http://www.nhsflearn.com)
* MHSA Cultural Diversity: Coaches must view the Cultural Diversity training clinic found on [www.mhsa.org](http://www.mhsa.org)
* MHSA Sport Specific Rules clinic: All coaches must view the rules clinic specific to their sport. The clinic is found at [www.mhsa.org](http://www.mhsa.org)Rules Clinic (a coach in each sanctioned sport must attend annually)

**FIRST AID/ CPR/COACHES CERTIFICATION**

All coaches, paid and volunteer, prior to the start of the season are required to be certified in the following:

* CPR and First Aid Certification (renewed every 2 years)

**Coaches Clinic**

It is highly recommended that ALL head coaches attend the Montana coaches clinic in Great Falls, Montana. The school district will pay for membership and registration as well as accommodations. When available same gender coaches/sponsors will share a room. It is recommended for the coach or sponsor to take a school vehicle in which gas will be paid by the district. If traveling in a private vehicle no reimbursement will be granted. Food is at the participant’s expense.

**Criminal Record Checks/Fingerprinting (prior to hire)**

**Fingerprints and Criminal Background Investigations (School Board Policy #5122)**

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and or fingerprint criminal background investigation conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board. The District will pay costs associated with fingerprinting, and/or background investigations.

**Keys/Swipe Cards/Codes, etc.**

**KEYS AND ACCESS CARDS**

Keys will be issued at the beginning of the school year. Staff must sign for your keys and a record is kept in the vault. Upon termination of employment, the keys are to be returned. If coaches/sponsors/advisors are returning for another year of employment with the District, they may keep their keys over the summer months.

Should the keys become lost or stolen, it must be reported to the office immediately. Staff allowing unauthorized individuals access and/or use of their keys could be grounds for disciplinary action up to and including termination of employment. If your key fob is being used you must be in the building.

Keys are not to be loaned to anyone, particularly students. Should anyone other than authorized personnel desire a key, he/she should be sent to the principal.

**Drug-Free Workplace**

**Drug Free Work Place (School Board Policy #5226)**

Because of the dangers of drug and alcohol in the work place, all employees (including volunteers) of School District #1 are prohibited from:

1. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, including employees possessing a “medical marijuana” card.
2. Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

Reporting of the unlawful possession, use or distribution of illicit drugs or alcohol by employees is mandatory. Law enforcement officials will be notified. Violation of these standards of conduct will be considered grounds for disciplinary action up to and including termination action.

Employees seeking assistance may contact their family physician, a local hospital, or a social service agency. A list of resources may be found in the telephone directory under “drug abuse information and treatment.”

Employment will be terminated for employees convicted of a drug-related crime.

Legal Reference: 20 U.S.C.S. 3172 Safe and Drug-Free Schools and Communities Act

**Tobacco Free Schools/Workplace Policy**

**Tobacco Free Schools/Workplace (School Board Policy #8225)**

In the interest of having healthy employees and positive health models for students, CircleSchools maintains a tobacco free facilities/vehicles and grounds.

* + 1. All school buildings, vehicles and properties are hereby declared as tobacco free.
    2. No use of tobacco will be permitted on CirclePublicSchools facilities, vehicles or grounds.
    3. Prohibitions of tobacco use are applicable to all hours.

**Dress and Grooming-Dress for Activities**

Dress for success!! Coaches/sponsors/advisors and students represent our school and community.

Coaches/sponsors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole.

Such standards and/or practices must be of a reasonable nature, appropriate to the group’s activity and reflect positively on the image of the group and school.

Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

**Sportsmanship (MHSA Handbook p. 26-27)**

Section (33) SPORTSMANSHIP GUIDELINES

1. Statement of philosophy: The Montana High School Association has established policies, expectations and responsibilities which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner.

The coach represents the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

1. Code of Conduct: A coach will be in violation of the standards for good sportsmanship established by the Montana High School Association by:
2. Making degrading/critical remarks about officials during or after a contest either at the competition site, from the bench, in the locker area or through any public news media;
3. Arguing with officials or going through motions indicating dislike/disdain for a decision;
4. Detaining the officials following a contest to request or argue a ruling or explanation of actions by the official;
5. Being ejected from a contest;
6. Physically assaulting an official.

**Grievance Procedure (School Board Policy #1700)**

As circumstances allow, the District will attempt to provide the best working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question is answered quickly and accurately by District supervisors or administration. The District will endeavor to promote fair and honest treatment of all employees. Administrators and employees are all expected to treat each other with mutual respect. Each employee has the right to express his or her views concerning policies or practices to the administration in a businesslike manner, without fear of retaliation. Employees are encouraged to offer positive and constructive criticism. Each employee is expected to follow established rules of conduct, policies, and practices. Should an employee disagree with a policy or practice, the employee can express his or her disagreement through the District’s grievance procedure. No employee shall be penalized, formally or informally, for voicing a disagreement with the District in a reasonable, businesslike manner or for using the grievance procedure. **An employee filing a grievance under a collective bargaining agreement is required to follow the grievance procedure for that agreement.**

**Evaluation**

**EVALUATION OF COACHES**

The Activities Director will evaluate each head coach at the end of each season. The head coach will be given a copy of the evaluation 2 weeks before the board meeting for Fall (December), Winter (April), and Spring (July).

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

Head coaches will be subject to yearly hire by the School Board~~.~~ Public input may be accepted by the School Board on properly signed official forms and/or oral presentation to the board.

If the Athletic Director or Superintendent make a recommendation for the non-hire of a head coach, the School Board will act upon this recommendation prior to the position being posted as a vacancy.

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

Hiring of assistant coaches will be made upon recommendation to the Activities Director from the head coach to the Board of Trustees of Circle Public School for hire. It is the head coach’s responsibility to inform each prospective assistant coach they must complete a district application, resume, and a letter of interest before consideration on a yearly basis. Hiring of assistant coaches at both the middle school and high school level will be ongoing but is encouraged to be done by the month of June for Fall activities, September for Winter activities, and January for Spring activities.

**Supervision statement to include all areas of athletics (locker room, weight room, gym, athletic fields, pool, etc.)**

**Supervision**

* 1. Coaches are expected to supervise students at all times. Coaches are expected to report and identify hazing or bullying. If you see it correct the behavior and, report it.
  2. Coaches will monitor locker rooms and practice areas.
  3. Coaches are expected to be on time for practice or competitions. Coaches are not to leave the building until all participants have left. When returning home from an event, the coach shall not leave until all participants have left the school premises.

# Supervision of Student-Athletes

Coaches/sponsors/advisors are responsible for the supervision of their student-athletes while engaged in school-sponsored practices, workouts and contests. This is particularly true of high-risk areas such as the weight room, whirlpool, etc.

No coach/sponsor/advisor may leave their team/group unsupervised except as when in the case of an emergency and appropriate supervision arrangements have been made.

While engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.

Coaches/sponsors/advisors should always be the last person to leave the facility after practice and when returning from away contests and competitions. Coaches/sponsors/advisors should never leave a student-athlete waiting for a ride after returning home from a contest or competition. Coaches/sponsors/advisors are responsible for assuring their area is locked and secured before leaving.

**Scheduling Practice Times and Contests**

A.  The Athletic Director shall work with the coach/sponsor/advisor in scheduling all practice times and M.H.S.A. contests.  Every effort shall be made to keep prime time varsity scheduling for female and male activities equal.  Under no circumstances is a coach/sponsor/advisor to schedule an event without prior knowledge and consent of the Athletic Director.  This includes summer camps.

B.     Facilities Use:  When there is conflict in prime-time use of a facility, Circle Schools will have those parties involved work out an equitable schedule for facility use.  If this cannot be done, the Athletic Director will present the parties involved with an equitable schedule, which will be strictly adhered to.  M.H.S.A. scheduled events take precedence over practice times.

**Coach/Sponsor/Advisor Rules and Regulations** A coach/sponsor may elect to have additional rules/regulations beyond those addressed in handbook. A copy of the additional rules must be provided to administration, parents and student athletes prior to the first practice.

It is encouraged that all coaches/sponsors develop a list of team rules and non-compliance consequences and distribute to all team members to be reviewed by the participants and parents at the first meeting of the team/group. This will include all common Activity Handbook rules and any additional rules/regulations the coach/sponsor deems appropriate. The parents and participant will sign the rules and return to the coach/sponsor. A copy of the rules must be on file in the activities office.

**Open Gym**

Coaches/sponsors/advisors are to be cognizant of MHSA rules governing “practices”, “contests”, “open gyms”, and “student eligibility” when promoting their activity, conducting off season programs for training and conditioning, or when holding open gyms to assure that violations do not occur.

Open Gym cannot be required by the coach throughout the summer or school year as stated in the MHSA handbook.

**Special Events Insurance Coverage**

The school district requires any coach, sponsor, or advisor to obtain special events insurance coverage prior to conducting any non-school sponsored events, such as summer camps, athletic tournaments for fundraisers, or other weekend contests. Contact the Athletic Director, Principal, or Superintendent for further information.

**Travel Rules, Regulations and Procedure**

**Travel Requirements:** All participants must travel to and return from all out of town activities with the team unless prior written permission is asked by their parents and granted by the administration. **Participants will be released to travel with their parent/guardian only, after signing out with their coach/sponsor.** If a parent/guardian is requesting that the student leave an activity with someone other than themselves, a request must be made in writing prior to the scheduled activity and must be preapproved at least a day in advance by the Athletic Director or the Superintendant as stated in the Student Activities Handbook on page 16.

**Transportation To/From a Contests**

**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district’s transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior Administration approval.

No student is to be permitted to perform district business with his/her own vehicle, a staff member’s vehicle, or a district-owned vehicle. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver’s license. A driver may only transport the number of students as there are seatbelts in his/her vehicle.

**Transporting students with Personal Vehicles**

**USE OF PRIVATE VEHICLES FOR DISTRICT BUSINESS**

The use of private vehicles for district business, including the transportation of students, is generally discouraged. Staff members should use district-owned vehicles whenever possible, scheduling activities and other transportation far enough in advance to avoid any non-emergency use of private vehicles. No staff members may use a private vehicle for district business without permission from the Superintendant or Administration. Before transporting any students, the owner of any private vehicle must provide proof of sufficient liability insurance, current registration and a current Montana driver’s license. A driver may only transport the number of students as there are seatbelts in his/her vehicle and a parent/guardian will be notified.

**Overnight Travel**

1. A chaperone for either/both genders of participants traveling will accompany groups when the activity requires an overnight stay.
2. At no time should students of the opposite gender be allowed in a room without the direct supervision of the coach/chaperone and/or sponsor.
3. If both genders are traveling together, the groups will be separated by the aisle or one group will be seated at the front and the other at the back with coach/sponsor/advisor sitting between the groups.
4. Rotate the seating arrangement to allow each group equal opportunity to sit at the front and back of bus.
5. Managers of opposite sex will sit near the coaches.

**Out of State Trips (School Board Policy #2320)**

At any time, a coach/sponsor is planning travel out of the state of Montana, the coach/sponsor must first discuss the possible travel with the activities director prior to assembling travel plans. The coach/sponsor must fill out an Out of State Travel Request form.

After the coach/sponsor has consulted with the activities director a formal itinerary must be assembled and submitted to the activities director with a request that he/she place the request for travel on the next regularly scheduled Board of Trustees meeting for approval by the Trustees.

\*\*\*\* A request for placing travel on the Trustees Agenda MUST go through the activity director’s office. DO NOT FORWARD REQUESTS TO BE PLACED ON THE BOARD AGENDA WITHOUT APPROVAL FROM THE ACTIVITIES DIRECTOR. \*\*\*\*

Submitting requests for travel to the activities director MUST be completed a minimum of 45 days prior to the intended travel. Following the approval of travel by the Trustees, the coach/sponsor may begin making appropriate travel arrangements.

**Student Sign Out Sheet (protocol when students request to leave site)**

Students are not permitted to leave the facility in which their coach/sponsor is present without specific permission from their coach/sponsor in advance of the student’s departure.When permission is granted to leave the facility by the coach/sponsor, the student(s) must sign out with the coach/sponsor.

**Corporal Punishment (Discipline and Punishment of Pupils M.C.A. 20-4-302)**

For the purpose of this section, “corporal punishment” means to knowingly and purposely inflict physical pain on a pupil as a disciplinary measure. A person who is employed or engaged by a school district may not inflict or cause to be inflicted corporal punishment on a pupil.

A person who is employed or engaged by a school district may use physical restraint, defined as the placing of hands on a pupil in a manner that is reasonable and necessary to:

* quell a disturbance;
* provide self-protection;
* protect the pupil or others from physical injury;
* obtain possession of a weapon or other dangerous object on the person of the pupil or within control of the pupil;
* maintain the orderly conduct of a pupil including but not limited to relocating a pupil in a waiting line, classroom, lunchroom, principal's office, or other on-campus facility; or
* protect property from serious harm.

No District employee or person engaged by the District may inflict or cause to be inflicted corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

**College Recruiting**

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

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

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

**Purchasing Procedure**

Coaches/sponsors are not permitted to order, purchase or acquire any item for their activity without receiving prior approval of the activities director and completing the appropriate requisition with all signatures in place on said requisition. This includes items on a preview or trial basis.

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

**Uniform/Equipment Replacement/Rotation Procedure**

Each coach shall have on file with the Activities Director, an inventory of equipment being used. Each inventory is to be updated annually.

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

**Inventory**

Coaches/Sponsors/Advisors must collect **ALL** uniforms and equipment. Check that such uniforms and equipment are properly cleaned and stored prior to a final check off for your activity, turn in checked out equipment before receipt of final payment for coaching/sponsoring the group.

**Discipline and Discharge**

Failure of a coach to abide by the expectations and guidelines outlined in this handbook could result in disciplinary action ranging from a letter of reprimand to dismissal from the coaching staff.

*Any coaches employed within the Circle School district outside of their regular coaching duties (Classroom Teacher, Aid/Para, Secretary, Admin, etc.) will need to submit a leave request for “School Related Activities” and “Professional Development” to the superintendent for approval in order for the sub request/cost to be covered by the district.*

***Please sign and return the following pages to the Athletic Director***

**Coaches Code of Ethics**

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and standard of eligibility.
8. To encourage leadership, use of initiative, and good judgment.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game-not a matter of life or death for a player, coach, school, official, fan, community, state, or nation.

**Therefore, by participating as Coach, I willing agree to adhere to the following Codes of Conduct. I will place the emotional and physical well‐being of my players ahead of a personal desire to win.**

**Expected Behavior:**

* Using appropriate language in appropriate tones when interacting with players, league officials, game officials, parents and spectators.
* Include all players in team activities without regard to race, religion, color, sex, sexual orientation, national origin, ancestry, mental or physical disability, economic or social condition, marital status, or any other legally protected classification.
* Conduct myself with the highest degree of integrity and professionalism during and off season.
* Treat all players, league officials, game officials, parents and spectators with dignity and respect.
* Play all players according to the equal participation rules established by the league and the spirit of those rules.
* Encourage players to participate in other sports and activities to promote all aspects of their development.
* Allow reasonable absences from practice.

**I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.**

**Expected Behavior:**

* Recognize the differences of each student and treating each player as an individual while demonstrating concern for their individual needs and well-being.
* Encourage all players, regardless of skill level, to be included as a member of the team and to remain involved in sports.
* Recognize that some physical tasks, drills and demands are not appropriate for all players.
* Recognize that players may vary greatly in physical, social and emotional maturation and considering these factors when setting up competitions and when interacting with players.

**I will do my best to provide a safe playing situation for my players.**

**Expected Behavior:**

* Maintain a high level of awareness of potentially unsafe conditions.
* Protect players from sex based harassment, bullying, hazing, intimidation, assault and physical or emotional abuse.
* Correct and avoid unsafe practice or playing conditions.
* Using appropriate safety equipment necessary to protect all players.
* See that the players are provided with adequate adult supervision while under the coach’s care.

**I will promise to review and practice the basic first aid principles needed to treat injuries of my players.**

**Expected Behavior:**

* Keeping basic first aid supplies available in all practice and game situations.
* Recognize and administer proper first aid to an injured player.
* Demonstrate concern for an injured player, notifying parents and cooperating with medical authorities.
* Protect the players’ well-being by adhering to the concussion protocol, removing them from activity when injured and not returning them to activity if they are compromised by injury.

**I will do my best to organize practices that are fun and challenging for all my players.**

**Expected Behavior:**

* Establish practice plans that are interesting, varied and productive. Practices need to be aimed at improving all players’ skills and individual abilities.
* Devote appropriate time to the individual improvement of each player.
* Conduct practices of reasonable length and intensity appropriate for the age and conditioning of the players.

**I will lead by example in demonstrating fair play and sportsmanship to all my players.**

**Expected Behavior:**

* Adopt the position, teaching and demonstrating that it is our basic moral code to treat others, as we would like to be treated.
* Abide by and supporting the rules of the game as well as the spirit of the rules.
* Provide an environment conducive to fair and equitable competition.
* Using the influential position of coach as an opportunity to promote, teach and expect sportsmanship and fair play.

**I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all Circle School District sports events.**

**Expected Behavior:**

* Be alcohol and drug free at all team activities or in the presence of players.
* Refrain from the use of any type of tobacco products at all team activities or in the presence of players.
* Refrain from providing any type of alcohol, drug or tobacco products to any of the players.
* Encourage parents to refrain from the public use of tobacco products or alcohol at team activities.

**I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.**

**Expected Behavior:**

* Become knowledgeable, understanding and supportive of all applicable game rules, league rules, regulations and policies.
* Teaching and require compliance of these rules among players.

**I will use those coaching techniques appropriate for each of the skills that I teach.**

**Expected Behavior:**

* Teaching techniques that reduce the risk of injury to both the coach’s own players and their opponents.
* Discouraging illegal contact or intentional dangerous play and administering swift and equitable discipline to players involved in such activity.

**I will remember that I am a sports coach and that the game is for children and not adults**.

**Expected Behavior:**

* Maintain a positive, helpful and supportive attitude.
* Exercise authority/influence to control the behavior of the fans and spectators. Exhibit gracious acceptance of defeat or victory.
* Accept and adhere to all league rules and policies related to the participation of adults and youth.
* Allow and encourage the players to listen, learn and play hard within the rules.

CircleSchool District reserves the right to take appropriate disciplinary action, up to termination of the contract, involving any coach in violation of this code of conduct.

I acknowledge that I have read the Circle School District Coaches Code of Conduct and will do my best to fulfill the promises made herein.

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**Signature**  **Printed Name** **Date**

**Coach Acknowledgement Form:**

**Failure of a coach to abide by the expectations and guidelines outlined in this handbook could result in disciplinary action ranging from a letter of reprimand to dismissal from the coaching staff.**

**My signature below indicates that I have received the Coaches Handbook and I have read and understand the contents.**

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**Coach Signature** **Printed Name** **Date**

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Return acknowledgement form to Human Resources within 5 days of hire date. Form will be placed in the employees personnel file.