

**STEVENSVILLE HIGH SCHOOL**



**STEVENSVILLE**

**YELLOWJACKETS**

**ACTIVITIES HANDBOOK**

**2021-2022**

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## **INTRODUCTION AND PHILOSOPHY**

The purpose of this guide is to establish rules, procedures, policies as well as philosophy as it pertains to our activities programs. Activities are an important part of the total educational program and experience offered to the students of Stevensville Public Schools. Participation in a formalized athletic program contributes to health, happiness, physical skill development, emotional maturity, and social competence and sound moral values. Involvement in activities can help teach the values of cooperation as well as the spirit of competition. Coaches must consider the development of the total athlete, including emphasis on academic performance. Our goal is to win, but when an athlete's well-being and winning come into conflict, the athlete's welfare comes first. Participation and skill development are important at the lower levels with the activity becoming more selective and competitive as athletes progress through our programs. Athletes and coaches are representatives of Stevensville Public Schools and the community of Stevensville as a whole. It is each individual coach's responsibility to teach sportsmanship and the elements of fair play and to require that his/her athletes represent Stevensville as positive models for our community.

Stevensville School District partners with Proactive Coaching to develop coaches, students, parents, and programs in alignment with the organization's values. Proactive Coaching helps to intentionally create character-based team cultures, provide a blueprint for team leadership, develop confident, tough-minded, fearless competitors, and train leaders for excellence and significance. Resources for coaches, students, and parents are available through the Stevensville Athletic Department.

## **APPAREL**

Teams will be provided game jerseys and a set of warmups or travel apparel depending on the sport. Only these items may be worn before/during/after games. School-provided apparel will not be customized with names. Coaches can give input into the design and quality of the purchased apparel.

The Athletic Department will provide necessary expendables (socks, undergarments, etc) for each athlete on a yearly basis. This will be a primary purpose of fundraising during the year.

Individual student-athletes may purchase additional apparel from the Athletic Department or outside groups (i.e. Booster Club). This apparel may not be worn before or during games.

Student-athletes, parents and the community can purchase apparel from the online store. This is an important source of fundraising for the program. Limited supply of apparel items will be available at games and events as well.

Coaches can organize a group purchase from approved apparel providers (Athletic Department, Booster Club) with careful consideration for student-athletes who may face challenges in purchasing these items.

For all apparel and Stevensville Yellowjacket branded items, the school district style guide must be followed carefully. All designs and apparel must be approved by the Activities Director if it will be used by members of the Stevensville athletic program or represent the school in any way.

## **ASB ACCOUNTS**

*See Fundraising section below for context*

All fundraising and donations to teams or the athletic department will be placed in the General Athletic account. These funds will be distributed on an as-needed basis as determined by the Activities Director with input from coaches and administration.

Existing funds in ASB accounts will be used toward their intended purpose in benefitting individual teams or groups. When those funds are depleted, all team purchases and revenue will come from the General Athletic account. All ASB purchases must follow standard purchasing protocols.

## **BANQUETS**

Each team may choose to spend up to \$5 per participant on the end-of-season awards banquet. These funds will come from the corresponding ASB Account. These funds may not be used for facility rental off-campus. Teams are encouraged to use the MPR on campus due to the existing dining area and necessary equipment.

Coaches must arrange time and date for their banquet with the AD. The coach or AD must fill out a Facility Use Request Form to ensure the proper maintenance and janitorial crews are prepared for setup and cleanup. Any team banquets off campus must get prior approval from the AD

## **BRANDING**

All Stevensville Public School branding may only be used with written board approval in accordance with established school district brand guidelines. See the Brand Guide in the shared Google Folder. All branding questions or issues can be directed to the Activities Director. Coaches, teams, and any related branding must strictly follow brand guidelines. Outside groups like Booster Club and the City of Stevensville may use Stevensville copyrighted images, colors, and fonts in accordance with brand guidelines.

Brand images: [https://drive.google.com/drive/folders/1JLtZoH09hsFPhdGeCJJzmtsDKid\\_Dqn?usp=sharing](https://drive.google.com/drive/folders/1JLtZoH09hsFPhdGeCJJzmtsDKid_Dqn?usp=sharing)

### **BRAND GUIDELINES**

<b>USAGE</b>	<b>PANTONE</b>	<b>CYMK</b>	<b>RGB</b>	<b>HEX</b>	<b>PAINT</b>
<b>SWARM GOLD</b>	465 C	13 31 63 12	186 152 99	#BA9863	Golden Wheat (Clark & Kensington)
<b>STINGER BLACK</b>	<b>BLACK</b>	60 60 60 100	0 0 0	#000000	Black
<b>WHITE</b>	<b>WHITE</b>	0 0 0 0	255 255 255	#FFFFFF	White

\*When using the color “Stinger Black”, tints 100% to 1% is permitted to be used when creating content.

## **FONT**

Headline Typeface – Tomorrow Bold

Paragraph Typeface – Open Sans (Font Family)

\*Tomorrow Bold and Open Sans are available for download on Google Fonts.

## **BUS CONDUCT**

Stevensville Public Schools are very fortunate to have excellent team buses for the transportation of activity participants. Coaches are required to provide the supervision necessary to ensure that students conduct themselves in an appropriate manner and to abide by all school transportation rules concerning personal conduct, consumption of food and drink and general bus safety.

Some of our buses are equipped with video viewing equipment and the head coach or advisor must approve all videos before being viewed. All movies or content viewed on the bus must be rated G or PG.

## **CHAIN OF COMMAND**

Coaches should seek to develop communication and conflict management skills in their players. The chain of command is intended to encourage students to primarily communicate with coaches regarding issues related to teams and activities. If a

particular issue cannot be resolved in this manner, parents may schedule a meeting with the coach to seek understanding and try to diplomatically reach a solution. Parents and coaches are strongly encouraged to arrive at a solution. If a peaceful resolution is not possible, a parent may schedule a meeting with the Activities Director, which will take place after the AD has been briefed by a coach on the matter. In the unlikely event that a parent is still unable to resolve their concern, the parent should feel free to continue through the chain of command to the appropriate Principal, the Superintendent of Schools, and the Board of Trustees, in this order.

Coaches will follow the chain of command, taking all problems, requests, or concerns first to the Activities Director, then the building principal, followed by the superintendent if necessary.

### **CHECKLIST FOR STARTING SEASON**

1. Meet with the Athletic Director in advance of the first day of practice. Review schedules, budget and pre-season procedures. More frequent meetings and communication are encouraged. Coaches should be involved in decisions concerning scheduling of the season's events.
2. Athletes **are not** to participate in practice or games until they have turned in a completed MHSA Confidential Athletic Pre-Participation Physical Examination Form. It is the Head Coach's responsibility to ensure that the MHSA form is completed properly, to collect ALL forms, make a copy for themselves, and turn in the originals to the Athletic Director. Athletes receiving medical treatment during the season need to bring a release form to their coach before participating in practice or games.
3. Ensure all coaches and student-athletes are enrolled in Dragonfly with required paperwork uploaded properly per MHSA rules. Dragonfly accounts can be created and managed at [www.dragonflymax.com](http://www.dragonflymax.com).
4. Turn in team rosters after the first week of practice. Use the roster template provided by the Athletic Department.
5. Recruit reliable managers for your team.
6. Create and use uniform and equipment check out forms when checking out equipment to athletes.
7. Coaches are encouraged to access Dragonfly for medical release documents, which will be accessible through the website or app. Coaches may make a copy of the medical release page from the physical form for each athlete.

### **CHECKLIST FOR FINISHING SEASON**

1. Turn in a complete, up to date, inventory to Activities Director.
2. Evaluations - Head coach will evaluate assistant coaches in cooperation with the Activities Director.
3. Turn in a typed list of athletes who completed the season, listing awards and letters to be awarded.
4. Organize an awards ceremony where team and players are recognized for all of their accomplishments; i.e. team awards, all-conference, academic all-state, etc.
5. Turn in prioritized list of supply requests for next year.
6. Equipment will be organized and placed in proper storage area with all uniforms hung or properly folded.
7. Encourage athletes in your sport to be involved in other sports during the year. Also, encourage athletes to engage in weightlifting and off-season work. Be willing to share supervision duties in the weight room throughout the year.
8. Final coaching checks will be authorized for release when the season ends, and all of the above are complete.

### **COMMUNICATION**

The single most important thing coaches can do to ensure a successful season is to communicate. Communicate clearly with your students. Coaches must clearly communicate athlete expectations, ask for input, and listen to their concerns. Communicate with parents. When speaking with parents, coaches may talk about their athlete only. Make sure that parents are clearly informed about those things that impact their children, both positive and negative. Don't make the mistake of avoiding parent contact. Communicate with your administrators. Make sure that your supervisor is aware of what's going on in the program. Communicate with the student body. Put announcements in the daily bulletin so every student in school stays updated on the program. Clear, consistent communication reduces conflict and increases efficiency for every program.

Successful communication guidelines:

- 1) Anticipate conflicts and get ahead of them by clearly addressing them early in the season and remind players/parents during the season. Some examples include playing time philosophy, expenses, schedule changes, player expectations and consequences.
- 2) Use the Athletic Department's official communication method – TeamReach.
- 3) Send weekly updates to players/parents. Do not assume players will relay information to parents. Send a recap of the week, schedule for the upcoming week, and any other pertinent information. Plan to send this on Fridays or as necessary.
- 4) Include the AD on weekly updates.

## **COVID**

Students who test positive for COVID must complete the required isolation period. Upon clearance from Ravalli County Health, the student must complete the MHSA Return To Play form before participating in team activities.

All activities will follow COVID protocols as outlined by MHSA on an annual basis.

Game attendance policies will be determined as needed by school administration depending on the current conditions in the county and state.

## **DRESS**

All participants and coaches will represent our school in a professional manner at all times. Participants and coaches will dress modestly and appropriately during practice, competition, and travel. Head coaches will ensure that all participants are dressed appropriately at all times.

## **DRUG AND ALCOHOL POLICY**

As representatives of Stevensville Public Schools, student-athletes have elevated responsibilities to their school, teammates, and themselves to uphold and promote positive values and serve as role models in the school community. Due to this elevated role in the community, and out of concern for personal health, student-athletes are held to the highest standards for drug, alcohol, and substance use. The following rules apply to all Stevensville Public School athletes, managers, cheerleaders, and students involved in other extra-curricular activities. Coaches must inform students of their obligations to abide by this policy, and must report any alleged offenses upon receiving information on potential infractions.

**Any alcohol, illegal drugs, or tobacco use, possession or sale is prohibited. An athlete or participant guilty of using or possessing any of the above substances will be reprimanded as follows, based on a school year.**

### **FIRST OFFENSE:**

1. The student will be suspended for fourteen (14) calendar days from all extra-curricular competitions and events. Suspension will begin on the day an administrator is informed of the offense.
2. The student may practice during the suspension.
3. The school district recommends students complete a drug and alcohol awareness program. Western Montana Addiction Services Ravalli County is the primary provider in this area.
4. Failure to comply with these stipulations will result in further suspension from activities.
5. If the student misses a postseason tournament caused by a drug/alcohol related suspension, the student will not participate in any subsequent postseason tournaments for that activity.
6. If parents and students deny an infraction, which an investigation later confirms, student suspensions may be extended based upon the discretion of administration and the nature of the offense.

**SECOND OFFENSE:** The second drug and alcohol related offense in the same school year will result in student termination from all participation in extracurricular activities for the remainder of that school year.

**THIRD OFFENSE:** Third infractions and subsequent discipline will be subject to administrative review.

## **DUTIES AND RESPONSIBILITIES OF A HEAD COACH**

- Conduct the total program within all MHSA and Stevensville School District policies and regulations.
- Provide the necessary leadership for the overall program. It is the responsibility of the Head Coach to ensure a detailed daily practice plan in evidence at every level.
- Be on time for all practices and see that all athletes are supervised at all times.
- Organize and oversee the issuance, collection, acquisition and maintenance of all equipment used during your season.
- Ensure that the activity area used for your program is safe and in proper condition. Report any deficiencies or problems to the Athletic Director.
- Complete the MHSA rules clinic for each sport, (yearly) the NFHS Concussion Course (yearly) and national coach certification (every five years) for your sport and make sure that all of your coaches are aware of any rule changes.
- Act as a positive role model for athletes and students. The eyes of your students are on you and you are responsible for the “life lessons” that they learn from you. Teach and personify dignity and sportsmanship at all times.
- Be sure all athletes have gone home or been picked up at the end of your practice or competition before you leave. If you are the last one in the building, arm the alarm system before leaving.
- All practices are to be closed, with no other people on the gym floor other than the practicing athletes. Do not allow students to loiter in the gym area during practice.
- Promote your program. Make certain that you create positive relations with the newspapers and the radio. Make sure that timely and accurate reports are completed and called or faxed in after each contest. Also, turn in timely reports to the Missoulian.
- Provide clear lettering guidelines and individual program rules for athletes and Activities Director prior to the start of the season.
- Make certain that all participants are eligible to participate.
- Speaking with the MEDIA...keep in mind FERPA (Family Educational Rights and Privacy Act)
- Cooperate with the Activities Director in the enforcement of rules and regulations and report any irregularities that violate sound competitive practices.
- Recruit players and coaches to assist in setup/teardown of facilities before and after games as needed.

## **DUTIES AND RESPONSIBILITIES OF AN ASSISTANT COACH**

- Complete the NFHS Concussion Course (yearly) and national coach certification (every five years) for your sport.
- Coach the team or area assigned and commit to the philosophy and direction of the Varsity Head Coach and the Athletic Director.
- Perform the duties assigned by the Head Coach.
- Make a personal effort to improve your knowledge of your sport by clinic attendance, reading, film study and sharing with fellow coaches. Always be open to learning something new.
- Accompany and supervise teams as assigned by the Head Coach.
- Assist with the care, storage, distribution, and collection of equipment.
- Operate within the limits of the MHSA, District and department rules and regulations.
- Act as a positive role model for athletes and students. The eyes of our students are upon you, and you are responsible for the life lessons that they learn from you.
- Always have a documented practice plan prepared and available before every practice session.

## **ELECTRONIC DEVICES ON TRIPS**

Coaches may collect electronic devices at their discretion. All devices will be returned to the participant at the end of the trip or when the participant checks out.

## **ELIGIBILITY (Academic)**

The following policy is to be applied throughout all programs with no variation:

This policy applies to students participating in extra-curricular activities or club trips, i.e. ski club, pep club, etc. sponsored by Stevensville High School that are not co-curricular. The term “co-curricular” indicates that participation in the activity, club, or competition has a direct impact on a student’s academic grade in a specific course. This policy does not apply to singular events such as dances, homecoming spirit activities, fundraisers, etc.

Students must meet all MHSА requirements in order to be eligible.

### **2020-2021 Stevensville High School Eligibility**

Continue weekly (Monday) Academic Intervention grade checks (D/F List) for Jacket Academy and AM/PM Tutoring assignments.

**Full MHSА compliance** - if a student is not passing a minimum of four classes at the end of a semester, he/she is ineligible for participation at any level in any MHSА sanctioned activity during the subsequent semester.

**SHS compliance** – Weekly Eligibility Reports of a 2.00 GPA take place on Monday of each week. Eligibility runs from Monday to Monday.

If a student is below a 2.00 GPA at any eligibility report while participating in an extra or co-curricular activity, he/she will be placed on academic probation for one week and will be assigned academic intervention. The student will still be able to fully participate in the activity.

If the student continues to fall below a 2.00 GPA at the next eligibility report, he/she will be ineligible for competition and or travel for one week and will continue with assigned academic intervention.

If the student has a 2.00 GPA or better at the next eligibility report, full eligibility is re-instated.

If the student continues to fall below a 2.00 GPA at the next eligibility report, he/she will remain ineligible and may be dropped from the activity until such a time the student achieves a 2.00 GPA or the student is removed from participation by Board action. This recommendation will be determined by administration with input from the coach/sponsor.

**\*Unique circumstances will be reviewed by the building administrator and administrative discretion will be used within determining final eligibility status\***

In addition, a grade check will be conducted every Monday based on the current quarter grades of each student. A student who has one “F” will be placed on probation and may participate until the next weekly grade check. If, at the time of the next weekly grade check, the student on probation has at least one “F” (in any class), the student will immediately become ineligible to participate in activities, club travel, competitions, etc. The student will remain ineligible for activities, club travel, competitions, etc. until he or she is passing all classes at the time of a weekly grade check.

A student who receives more than one “F” on a weekly grade check will immediately become ineligible for activities, club travel, competitions, etc. and will remain ineligible until he or she is passing all classes at the time of a weekly grade check.

While ineligible or on probation, students may practice at the discretion of the head coach or sponsor.

Students and/or parents have the right to appeal any decision regarding eligibility by following Board Policy 1700P.



## **EMERGENCY PROCEDURES**

Coaches are cautioned to exercise great care in dealing with injuries, particularly those that are of a serious nature. Following is a checklist of considerations:

- Coaches are obligated to administer first aid if the need is evident, but remember that medical treatment is the responsibility of the medical profession.
- If, in the judgment of the coach, the injury is deemed serious enough, call for an ambulance for transportation of the injured athletes.
- Designate one person to call for the ambulance. Make sure that they communicate exactly where the injured athlete is and what entrance to use.
- Designate one person to remain with and help stabilize the injured athlete.
- Do not move the injured athlete without medical assistance.
- Designate one coach to notify the parents/guardians.
- A coach will accompany the injured player to the hospital or clinic and arrange for treatment if the parents are not in attendance or cannot be reached. The permission form is authorization for medical treatment in this case. The coach will remain at the hospital or clinic until the parents/guardians arrive and can be briefed on the situation.
- Fill out the accident report and turn it in to the Athletic Director within 48 hours of the injury. If the situation is life threatening, contact the Athletic Director, Principal, or Assistant Principal as soon as possible at home or by cell phone.
- Follow-up with the parents and doctors as the athlete recovers. Make sure you get a signed approval to resume activities report from the doctor before allowing the athlete to resume practice. The participant's well-being is the most important consideration.

## **EQUIPMENT**

Participants are responsible for the safe return of all equipment checked out to them. Game uniforms, practice gear, equipment, travel bags and other school issued items are to be checked back in with the coach, sponsor, or advisor at the completion of each individual's participation. If an athlete quits, notify the Activities Director immediately and complete the following:

- Make changes to rosters
- Notify attendance office to change the roster also.
- Collect all gear immediately

The AD will issue a warning to athletes and their parents for unreturned gear approximately one week after it was due. If the equipment is not returned by the extended due date, the athlete will be billed for the replacement cost of the equipment. The parents will receive a notice of billing and the District Office will be notified. The school prefers the timely return of the equipment, but if it has been lost or cannot be returned, replacement fees can be paid at the high school office.

## **EQUIPMENT PURCHASING**

All purchases must be pre-approved by the Activities Director. Review purchasing needs with the Activities Director and upon approval, the AD will submit a purchase order to the District Office. Coaches who make unauthorized purchases may be held personally responsible for payment of invoice. A coach may not order anything from a vendor unless he or she has a purchase order signed by the administration.

## **EVALUATIONS**

Head coaches will be evaluated at the end of each season by the Activities Director. Head coaches will evaluate their assistant coaches in conjunction with the Athletic Director. The Athletic Director will make recommendations for rehire for all coaches, grades 9-12. The Board of Trustees has the final authority to hire or not hire coaches.

## FUNDRAISING

- All fundraising must be proposed in writing and approved by the AD and/or high school principal before the start of a fundraiser.
- All fundraisers will be done through the Athletic Department and will benefit the entire department. Teams will be expected to take part in these fundraisers, especially while in-season.
- o Individual teams may perform fundraisers under the Athletic Department's authority. These funds must be spent according to Title IX compliance rules and regulations and at the discretion of the Activities Director.
- Coaches may not contact businesses or seek personal donations or sponsorships of any kind.
- All fundraising and sponsorship will be approved by and handled through the Activities Director to ensure coordination with other fundraising groups.
- The school district will not accept earmarked donations for individual teams. All donations will be made to the Stevensville Athletic Department to be distributed according to need as determined by the Activities Director.
- Parents and community members may not donate in-kind items without the advanced consent of the Activities Director to remain in compliance with Title IX regulations.

## HARASSMENT, HAZING, BULLYING, INITIATION:

Any form of harassment will not be tolerated in SHS activities programs. Students found guilty of any of these behaviors will be disciplined appropriately as determined by school officials and may be permanently dismissed from the team or activity. Students will be subject to additional consequences as stated in the Stevensville Schools Student Handbook. A conference will be held with the participant, parent/guardian, coach/advisor, and Activities Director as soon as possible following the violation. If necessary, a written report of the incident will be filed with the Principal and Superintendent. If necessary, an investigation will be conducted to determine any further action that may be necessary. Students and their families should be aware that serious civil and criminal charges may arise from initiation and hazing incidents.

## HOMESCHOOL ELIGIBILITY

*Stevensville Public Schools will adhere to MHSAs rules regarding homeschool student participation in school activities. The homeschool student eligibility additions to the MHSAs Handbook are listed below.*

**Exception** – Non-public or home school students who meet the requirements of 20-5-109 can participate in MHSAs member school extra-curricular activities with the following stipulations:

- 1) The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment).
- 2) The same rules of the MHSAs apply including age, semesters, and academics (see #3).
- 3) The academic eligibility for extracurricular participation for a student attending a nonpublic school must be attested by the head administrator of the nonpublic school. The academic eligibility for extracurricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the MHSAs school principal. Academic eligibility includes provisions 2.2, 2.3 and 2.4.
- 4) The student may only participate in the school in the student's attendance area and cannot transfer.

A home school or nonpublic school student who participates at a MHSAs member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or home school). This provision protects member schools and nonpublic and home school leagues regarding dual participation.

Academic eligibility must be attested in writing by the educator providing the student instruction with verification by the MHSAs school principal.

- Grading Period – one semester (one half of a school year – approximately 18 school weeks or 90 school days).
- A participant must have received a passing grade and received credit in at least twenty hours of prepared class or work or its equivalent in the last previous semester in which he/she is enrolled.

- Participants who are academically ineligible cannot participate in any Association contest (varsity or sub varsity) for a period of one semester. They can practice if the school allows but they cannot suit up or participate in any games at any level of competition.

*To meet the same standards as required in the law, a home school and/or nonpublic school student must demonstrate they have passed four half credit classes in the previous semester (90 school day period). This is meeting the same standard. Otherwise, students who are failing could transfer to home school and have their educator state they are passing in that semester to become eligible academically without verification of number of classes and passing work, etc. Also, the nonpublic school administrator or home school educator must demonstrate the student is on course to graduate complying with the MHSAA semester and age rules.*

## **HOTEL/MOTEL CONDUCT**

School related overnight trips are to be considered extensions of the regular school day. Students are to be under the supervision of an adult during the duration of any trip. Students wishing to leave the hotel/motel, for meals or recreational purposes, must be accompanied by a coach traveling with the team.

Coaches, advisors or chaperones will designate appropriate times for students to be in their rooms and for “lights out”. “Quiet Time” should normally begin at 10:00 pm and “Lights Out” at 11:00 pm. In the event that the team arrives after 11:00 pm, “Lights Out” is to be 45 minutes after arrival. Students are expected to be in their rooms at the appropriate times and to exhibit behaviors that are considerate of other hotel/motel guests, (i.e., no running up and down the halls, slamming doors, yelling etc.)

When staying in lodging provided by the school district, students are not authorized to incur any additional charges to their rooms. Charges for the items such as phone charges or room service are prohibited. When checking into your motel make sure that the desk clerk turns off the phones and is aware that students are not permitted to charge anything to their room.

Students must have a same-gender chaperone designated by the school for all overnight trips. Chaperones may be a coach (hired or volunteer), a parent, or a staff member. Teams with only opposite gender coaches must have a same-gender chaperone designated for overnight trips.

Chaperones should stay in adjacent rooms if possible. Chaperones must stay in the same hotel as the students under their supervision. Students are not allowed in opposite gender rooms at any time. Students should ideally stay on separate floors of the hotel according to gender. Chaperones will check in with students under their care periodically throughout the day. Chaperones will conduct a final in-person check in the room prior to the curfew set by the coach.

The school district will cover chaperone expenses in accordance with the established policy for coaches on overnight trips. This includes travel expenses, hotel, food stipends.

## **INJURY OCCURRING AT PRACTICE**

Minor injury – Coach treats with appropriate first aid and athlete returns to practice or sits out the remainder of practice. Instruct the athlete to tell his/her parent/guardian about the injury.

Major Injury - Coach gives appropriate first aid, coach designates someone to notify EMS, and that same person will notify the parent/guardian. Coach must complete an accident report.

## **INJURY OCCURRING DURING A CONTEST**

Minor injury – Coach treats with the appropriate first aid and athlete returns to the game or sits out the remainder of the game. Instruct the athlete to tell his/her parent/guardian about the injury (if not in attendance).

Major injury - Coach assesses the situation, signals for help from EMS team in attendance. Coach directs teammates and fans to keep clear of the area. Following assessment by the medical team the athlete will return to the team bench or be

removed from the situation by the ambulance crew or doctor in attendance. In the case of an out of town medical emergency, the coach should notify the parents, if they are not in attendance.

Accident reports must be completed following any significant injury! Make sure that you always have an ample supply of accident report forms. Submit the report to the Athletic Director within 48 hours of the injury.

For injuries that occur at away games, coaches must inform the AD and athletic trainer upon return to ensure the athlete receives proper care.

\*\* This includes injuries to coaching staff!!

### **MANAGERS AND STAT KEEPERS**

Students interested in the athletic program but who choose not to be team members are encouraged to become team managers and/or stat keepers. Coaches will select managers and stat keepers from students. Team managers and stat keepers are viewed as extensions of the team and are subject to the same rules that govern the team as a whole.

### **OBJECTIVES**

The objective of the Stevensville Public School Athletic Department is that all participants should learn:

- To remember that academics are always more important than athletics or extracurricular participation.
- The importance of good sportsmanship.
- To work cooperatively to create team or group success.
- To accept direction and authority from coaches or advisors.
- Socially acceptable emotional control.
- The importance of self-discipline.
- To compete/participate within a given set of rules or guidelines.
- To set reasonable goals and work toward their realization.
- To better understand other people's feelings and attitudes.
- To maintain physical well-being.
- The importance of constructive release of energy.
- To handle socially acceptable recognition.
- To think under pressure.

### **PHYSICAL EXAM**

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an MHSA 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 or at the high school office. NOTE: Whenever the Association's Rules and Regulations specify that physical examinations shall be required or that doctors shall be present at certain events or that reports or physical examinations or certificates of physical fitness shall be furnished to an official of the Association, the rules and regulations shall be deemed complied with if the services are performed within the scope and limitations of his/her practice. This complies with Section 33-22-111 of the Laws of Montana which provide for freedom of choice of practitioners.

Physical exams must be uploaded to student accounts on Dragonfly in accordance with MHSA rules.

## **PICTURES**

Team pictures will be taken during each sports season. When team pictures are taken, no athlete will be included in the picture if not in uniform. Participants are not to wear hats or headbands for team pictures and are to be instructed to refrain from making gestures that are inappropriate. Coaches are to be included in all team pictures that are taken during the season.

The advisor, sponsor, coach, and Activities Director will make the final decision about who will take the picture for each sport.

## **POST SEASON PARTICIPATION**

For team sports, i.e. football, basketball, etc., only the varsity team, managers, cheerleaders, and band are eligible to travel. For individual sports, i.e. wrestling, speech and drama, etc., only those who individually qualify for the event along with managers, cheerleaders and band are eligible to travel.

## **PROFANITY OR ABUSIVE LANGUAGE**

Swearing and/or abusive name-calling or any type of verbal abuse by a coach is absolutely prohibited. Any allegations reported by student participants, parents, or others that have observed same shall first be investigated by the Activities Director and then discussed with the appropriate building principal to determine whether or not disciplinary action against the coach is necessary. Coaches will receive one warning that shall be discussed and recorded in writing. Subsequent violation of this policy may result in dismissal from coaching duties.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection involving athletes or club members are not appropriate while the student is a representative of Stevensville Public Schools.

## **RETURNING FROM AWAY CONTESTS**

Participants may use the cell phone on the bus to call parents and let them know what time they will arrive home. These calls should be short in length and not for conversations. Start calling about one half hour from home.

Upon returning home, coaches are expected to stay on site until all athletes have been picked up or departed for home.

Before leaving the school, the coach must make sure that the building(s) is secure and that the alarm is set.

## **RETURNING FROM POST SEASON TOURNAMENTS**

As a general rule, teams will return home from a tournament on the day they are eliminated from the competition. Exceptions to this rule may be made on a case-by-case basis depending on factors such as time, the weather, the inability to cancel a hotel contract, etc.

## **SCHOOL KEYS**

Do not loan keys/swipes/security codes to students or other unauthorized persons! If you lose a school key/swipe, immediately report the loss to the Activities Director.

## **SPORTSMANSHIP**

Both athletes and coaches are expected to exhibit good sportsmanship at all times.

Both are expected to shake hands before and after contest, as is appropriate.

Athletes penalized by the officials for unsportsmanlike conduct must be removed from the game immediately.

Continued instances of unsportsmanlike conduct will result in removal from the team.

It is the coaches' responsibility to manage the conduct of players. Athletes will rise to coach expectations and follow their personal example. Therefore, coaches must exhibit and promote the highest standard of sportsmanship. Coaches who are not able to provide the necessary leadership are also subject to sanction and, ultimately, removal from their coaching position.

## **SUPERVISION OF PARTICIPANTS**

Locker rooms and practice areas are to be supervised at all times. Adequate supervision will safeguard you from safety and liability issues and will increase the lifespan of our equipment and facilities.

## **SUSPENSION FROM SCHOOL**

Students assigned OSS will not be allowed to participate in practice or perform in any school-sponsored activity during the time of the suspension.

## **TEST AND RULES CLINIC FOR COACHES**

All coaches will complete national certification every five years for each sport coached. Rules clinics will be viewed yearly by the head coach, and assistant coaches are encouraged to view them as well. Failure to complete the rules clinic on time will result in a fine from the MHSAA. Links for national certification and rules clinics can be found at [www.mhsa.org](http://www.mhsa.org)

## **TRAINING ROOM SUPPLIES**

A medical kit will be provided for every sports season. It is a coach's responsibility to make sure that the kit is adequately stocked prior to the start of the season and to maintain necessary supplies throughout the season. Coaches are expected to stock their medical kits. Students should never have free access to training room supplies. Contact the Activities Director for necessary supplies or supply shortage.

## **TRAVEL**

No students are to be transported in any vehicle driven by someone other than certified district drivers unless permission is granted in advance by the administration of Stevensville Schools.

A complete roster of the traveling members must be submitted to the office at least one full school day before an activity trip. Only students directly involved with the activity are allowed to ride the bus.

All leave requests for staff members must be processed through the appropriate supervisor allowing plenty of time for the hiring of substitutes. Please submit leave requests at least one full week in advance.

Coaches and students on school sponsored trips are under the jurisdiction of the school and its policies as outlined in this Activities Handbook, the Student Handbook and the School District #2 policy manual. The Activities Director and/or coach make arrangements with the Transportation Department prior to every away event. Students must travel to and from the activities by transportation authorized by the school.

Occasionally, circumstances require special travel arrangements. On those occasions, the Parent/Guardian must contact the Activities Director or building Principal for the approval of the travel plan twenty-four (24) hours prior to the bus leaving for the event. Parents wishing to have their student ride home with them after an event are to personally notify the coach/sponsor and sign the Student Release Form.

Coaches and students are asked to keep in mind that when they travel, they are Stevensville's "Ambassadors" and are expected to behave in a manner that will reflect positively upon themselves and our community.

Students apprehended for breaking the law, consuming or having consumed alcohol, or inappropriate use of prescription or non-prescription drugs will forfeit their opportunity to participate in the present activity, will be sent home, and will be subject to further disciplinary action. If a student is sent home, the parent/guardian will be required to provide transportation or pay the cost of providing transportation. In the event that this is necessary, the responsible coach will contact the Athletic Director, Principal, or Assistant Principal for guidance in securing the necessary transportation.

**All participants must wear masks on buses in accordance with local and national laws.**

## **TRAVEL PER DIEM**

The district will pay for student meals for overnight regular season travel and post-season tournament travel only. Meal budgets are as follows: \$4.00/breakfast (\$5.00 for adults), \$6.00/lunch, \$8.00/dinner (\$12.00 for adults).

The coach must have a receipt for all expenditures and turn them into the business office upon return from the activity. Coaches will use the district credit card on overnight trips. Coaches may fill out a separate per diem request for personal meal expenses at the end of each season.

### **TRYOUTS**

Coaches must follow the tryout protocols to ensure objective, quantifiable results that will help avoid perceptions of bias or unfairness.

- 1) AD will advertise sport signups via internal emails, social media posts, school website, Infinite Campus messages at least 2 weeks prior to the first tryout date.
- 2) Coach will set try-out schedule and communicate to the AD, school, students, and parents.
- 3) Coach will work with the AD to determine a plan for roster size and roster cuts if necessary. This plan varies sport-to-sport in accordance with factors like MHSA rules, jersey availability, number of hired coaches, etc.
- 4) The head coach will use a scoring system for tryouts to ensure fair, objective results. Roster selections must be justifiable based on scoring results or intangible characteristics of a player that should be documented. Scoring systems should be relevant for each sport.
- 5) The head coach must have at least one other coach or knowledgeable evaluator to record results and contribute to decisions for roster selection.
- 6) The tryout process and roster selections must be conducted in good faith with the highest level of integrity and fairness.

### **UNIFORM ROTATION**

2021-22	Football, Wrestling, Cheer
2022-23	Softball, Soccer
2023-24	Volleyball, Track, Tennis
2024-25	Basketball, Pep, Golf

### **USE OF TOBACCO, OR ILLEGAL DRUGS BY COACHING STAFF MEMBERS**

Coaches and or sponsors will not possess or use alcohol or tobacco products (including smokeless) while directly involved in coaching duties. Stevensville School District #2 will not permit the use, sale or possession of illegal substances by any member of the coaching staff at any time.

Any member of the coaching staff found to be in violation of the above will be sanctioned and may be removed from any coaching responsibilities.