

DRAFT

MINIDOKA SCHOOL DISTRICT

COACHES HANDBOOK

2017-2018



West

Minico

East



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Minico Sports Directory

Sport	AD/Head Coach	Email Address	Cell Phone
A.D. Minico	Ty Shippen	tshippen@minidokaschools.org	390-9719
A.D. East Minico	Terry Merrill	merrill@minidokaschools.org	431-7236
A.D. West Minico	Dennis Haynes	haynes@minidokaschools.org	431-6333
Baseball	Jared Price	pricejared@live.com	431-6818
Basketball Boys	Ty Shippen	tshippen@minidokaschools.org	390-9719
Basketball Girls	Anna Bateman	abateman@minidokaschools.org	970-381-3458
Bowling	Wally Studer	wallystuder@gmail.com	431-3604
Cheer	Michelle White	mwhite@minidokaschools.org	219-1493
Cross Country	Kyle Meyers	kmeyers@minidokaschools.org	312-3076
Dance	Sandee Nelson	snelson@minidokaschools.org	731-3214
Football	Tim Perrigot	tperrigot@minidokaschools.org	430-0814
Golf	Brenner Antone	brenner.antone@gmail.com	430-3988
Soccer Boys	Armando Tapia	armltapia@gmail.com	312-7104
Soccer Girls	Erin Ramirez	preston.gabe@hotmail.com	440-0523
Softball			
Swimming	Jessica Thomson	tyejess@icloud.com	931-1443
Tennis	Karen Ferguson	kferguson@minidokaschools.org	219-9634
Track	Steve Haugeberg	haugs@minidokaschools.org	219-2350
Volleyball	Donovan Terry	donoterry@yahoo.com	312-2529
Wrestling	Boe Rushton	brushton@minidokaschools.org	921-0818

Classifications

2016-2018 GENERAL CLASSIFICATION AND ALIGNMENT

District	5A 1280 & Over	4A 1279-640	3A 639-320	2A 319-160	1A Div. I 159 - 100	1A Div. II 99 & below
I (18)	Coeur d'Alene Lake City Post Falls	Lakeland Sandpoint	Bonnets Ferry CdA Charter Kellogg Priest River Timberlake	St. Maries	Wallace	Clark Fork Genesis Prep Kootenai Lakeside Mullan Northwest Academy
II (19)	Lewiston	Moscow		Grangeville Orofino	Clearwater Valley Genesee Kamiah Lapwai Potlatch Prairie Troy	Culdesac Deary Highland-C Kendrick Logos Nezperce Summit Academy Timberline-W
III (51)	Boise Borah Capital Centennial Columbia Eagle Kuna Meridian Mountain View Nampa Rocky Mountain Timberline-B	Bishop Kelly Caldwell Emmett Middleton Mountain Home Renaissance Ridgevue Skyview Vallivue	Fruitland Homedale Parma Payette Weiser	Cole Valley Christian Idaho Arts Charter Marsing McCall-Donnelly Melba Nampa Christian New Plymouth	Ambrose Compass Charter Greenleaf Friends Horseshoe Bend Idaho City Liberty Charter North Star Charter Notus Rimrock Riverstone Int'l Victory Charter Wilder	Cascade Council Garden Valley Meadows Valley Salmon River Tri-Valley <small>(Cambridge/Midvale coop)</small>
IV (31)		Burley Canyon Ridge Jerome Minico Twin Falls Wood River	Buhl Filer Gooding Kimberly	Declo Magic Valley Alt. <small>(Drama only)</small> Wendell	Glenns Ferry Hagerman Oakley Raft River Shoshone Valley Xavier Charter	Bliss Camas County Carey Castleford Community School Dietrich Hansen ISDB Lighthouse Christian Murtaugh Richfield
V (16)	Highland-P	Century Pocatello Preston	American Falls Marsh Valley Snake River	Aberdeen Bear Lake Malad Soda Springs West Side	Grace	North Gem Rockland Sho-Ban
VI (22)	Bonneville Hillcrest Madison Rigby	Blackfoot Idaho Falls Skyline	Shelley South Fremont Sugar-Salem Teton	Firth North Fremont Ririe Salmon West Jefferson	Challis	Butte County Clark County Leadore Mackay Watersprings
(157)	(21)	(24)	(21)	(23)	(29)	(39)

5 Year Calendar Per Sport

Idaho High School Activities Association Five-Year Calendar

DRAFT	2016-2017 Approved	2017-2018 Tentative	2018-2019 Suggested	2019-2020 Suggested	2020-2021 Suggested
Hall of Fame Banquet	Aug. 2	Aug. 2	Aug. 1	Aug. 7	Aug. 5
1 st FB practice for schools playing 0 week	Aug. 8	Aug. 7	Aug. 6	Aug. 12	Aug. 10
1 st Soccer Practice	Aug. 8	Aug. 7	Aug. 6	Aug. 12	Aug. 10
1 st FB practice w/o pads	Aug. 12	Aug. 11	Aug. 10	Aug. 16	Aug. 14
1 st VB/CC Practice	Aug. 12	Aug. 11	Aug. 10	Aug. 16	Aug. 14
1 st Soccer Competition	Aug. 19	Aug. 18	Aug. 17	Aug. 23	Aug. 21
1 st VB/CC Competition	Aug. 24	Aug. 23	Aug. 22	Aug. 28	Aug. 26
Early FB game date	Aug. 26	Aug. 25	Aug. 24	Aug. 30	Aug. 28
IHSAA Board Meeting	Sept. 27	Sept. 26	Sept. 25	Sept. 24	Sept. 22
District Soccer Completion	Oct. 15	Oct. 14	Oct. 13	Oct. 19	Oct. 17
State Soccer	Oct. 20-22	Oct. 19-21	Oct. 18-20	Oct. 24-26	Oct. 22-24
District VB/CC Completion	Oct. 22	Oct. 21	Oct. 20	Oct. 26	Oct. 24
State Volleyball	Oct. 28-29	Oct. 27-28	Oct. 26-27	Nov. 1-2	Oct. 30-31
State Cross Country	Oct. 29	Oct. 28	Oct. 27	Nov. 2	Oct. 31
1 st GBB Practice	Oct. 31	Oct. 30	Oct. 29	Nov. 4	Nov. 2
All-State Music	Nov. 17-19	Feb. 15-17	Nov. 1-3	Feb. 13-15	Nov. 5-7
1 st GBB Competition	Nov. 11	Nov. 10	Nov. 9	Nov. 15	Nov. 13
1 st BBB Practice	Nov. 11	Nov. 10	Nov. 9	Nov. 15	Nov. 13
1 st Wrestling Practice	Nov. 14	Nov. 13	Nov. 12	Nov. 18	Nov. 16
Football Milk Bowl	Nov. 18-19	Nov. 17-18	Nov. 16-17	Nov. 22-23	Nov. 20-21
District Drama Completion	Nov. 19	Nov. 18	Nov. 17	Nov. 23	Nov. 21
1 st BBB Competition	Nov. 26	Nov. 25	Nov. 24	Nov. 30	Nov. 28
1 st Wrestling Competition	Nov. 30	Nov. 29	Nov. 28	Dec. 4	Dec. 2
State Drama	Dec. 2-3	Dec. 1-2	Nov. 30-Dec. 1	Dec. 6-7	Dec. 4-5
IHSAA Board Meeting	Dec. 6	Dec. 5	Dec. 4	Dec. 10	Dec. 8
IHSAA Board Meeting	Jan. 18	Jan. 17	Jan. 23	Jan. 22	Jan. 20
Girls District Basketball Completion	Feb. 11	Feb. 10	Feb. 9	Feb. 15	Feb. 13
GBB State Tournament	Feb. 16-18	Feb. 15-17	Feb. 14-16	Feb. 20-22	Feb. 18-20
District Wrestling Completion	Feb. 18	Feb. 17	Feb. 16	Feb. 22	Feb. 20
State Wrestling	Feb. 24-25	Feb. 23-24	Feb. 22-23	Feb. 28-29	Feb. 26-27
1 st BA/SB/Track/Tennis Practice	Feb. 24	Feb. 23	Feb. 22	Feb. 28	Feb. 26
1st Golf Practice	Feb. 27	Feb. 26	Feb. 25	Feb. 24	Feb. 22
Boys District Basketball Completion	Feb. 25	Feb. 24	Feb. 23	Feb. 29	Feb. 27
District Debate Completion	Feb. 25	Feb. 24	Feb. 23	Feb. 29	Feb. 27
BBB State Tournament	Mar. 2-4	Mar. 1-3	Feb. 28-Mar. 2	Mar. 5-7	Mar. 4-6
1 st Spring Sports Competition	Mar. 8	Mar. 7	Mar. 6	Mar. 11	Mar. 10
State Debate	Mar. 10-11	Mar. 9-10	Mar. 8-9	Mar. 13-14	Mar. 12-13
State Dance / Cheer	Mar. 17-18	Mar. 9-10	Mar. 15-16	Mar. 20-21	Mar. 19-20
District Speech Completion	Apr. 1	Mar. 31	Mar. 30	Apr. 4	Apr. 3
IHSAA Board Meeting	Apr. 5	Apr. 11	Apr. 10	Apr. 15	Apr. 14
State Speech	Apr. 7-8	Apr. 13-14	Apr. 19-20	Apr. 17-18	Apr. 16-17
State Solo Music Contest	May 6	May 5	May 4	May 2	May 1
District TR, GO, SB, Tennis Completion	May 13	May 12	May 11	May 9	May 8
State Golf	May 15-16	May 14-15	May 13-14	May 11-12	May 10-11
State Track	May 19-20	May 18-19	May 17-18	May 15-16	May 14-15
State Softball	May 19-20	May 18-19	May 17-18	May 15-16	May 14-15
State Tennis	May 19-20	May 18-19	May 17-18	May 15-16	May 14-15
Baseball Completion	May 20	May 19	May 18	May 16	May 15
IHSAA Board Meeting	Jun. 14	Jun. 13	Jun. 12	Jun. 17	Jun. 16

The 2017-18 State Dates and Locations

2017 -2018 Idaho High School Activities Association

Sites / Dates/ Managers

Event	Dates / Location	Managers
SOCCER	Oct. 19-21	Manager
5A	Eagle/Meridian/Rocky Mt	Scott Criner/Mike Graefe/Troy Rice
4A	Brothers Fields, Caldwell	Josh Hegstad
3A	Vallivue H.S.	Todd Zucker
CROSS COUNTRY	Oct. 28	Manager
	Eagle Island State Park	Tim Severa
VOLLEYBALL	Oct. 27-28	Manager
5A	*Lake City H.S.	Jim Winger
4A	*Post Falls H.S.	Craig Christensen
3A	*Coeur d'Alene H.S.	Mike Lindquist
2A	Lakeland H.S.	Tim Cronnelly
1A DI	Lewis/Clark SC	Kelly Caldwell
1A DII	Lewiston H.S.	Corey Williams
FOOTBALL	Nov. 17-18	Manager
5A	TBD	TBD
4A	TBD	TBD
3A	TBD	TBD
2A	TBD	TBD
1A DI	TBD	TBD
1A DII	TBD	TBD
DRAMA	Dec. 1-2	Manager
	Century H.S.	Dana Facer
GIRLS BASKETBALL	Feb. 15-17	Manager
5A	Ford Idaho Center	Randy Strong
4A	Mountain View H.S.	Luke Wolf
3A	Skyview H.S.	Eric Bonds
2A	Kuna H.S.	Greg Carpenter
1A DI	Columbia H.S.	Randy Potter
1A DII	Nampa H.S.	Ty Thomas
WRESTLING	Feb. 23-24	Manager
	Holt Arena	Travis Bell

BOYS BASKETBALL	March 1-3	Manager
5A	Ford Idaho Center	Doug Standlee
4A	Borah H.S.	Vince Mann
3A	Meridian H.S.	Mike Graefe
2A	Capital H.S.	Steve Sosnowski
1A DI	Vallivue HS.	Todd Zucker
1A DII	Caldwell H.S.	Josh Hegstad
DEBATE	March 9-10	Manager
	District III	TBD
DANCE/CHEER	March 16-17	Manager
	Ford Idaho Center	Julie Hammons / Lisa Hahle
SPEECH	April 13-14	Manager
	Madison H.S.	TBD
GOLF	May 14-15	Manager
5A	Lewiston H.S. (Lewiston GC)	Corey Williams
4A	Sandpoint H.S. (Idaho Club GC)	Kris Knowles
3A	Kellogg H.S.	Lisa Cheney
2A	District I/II	TBD
SOFTBALL	May 18-19	Manager
5A	Highland H.S.	Travis Bell
4A	Blackfoot H.S.	Cody Shelley
3A	Bonneville H.S.	Tyler Johnson
2A	Pocatello H.S.	Robert Parker
1A	District III	Larry Taylor
TENNIS	May 18-19	Manager
5A	Boise Racquet Club	Pat Coffey
4A	Timberline H.S.	Winston Tilzey
3A	Vallivue H.S.	TBD
TRACK	May 18-19	Manager
5A/4A	Dona Larsen Park	Terry Beck
3A/2A/1A	Middleton H.S.	Gerry Nutt

The following is a list of items you need to know to assist you in doing the best job you possibly can while coaching for the Minidoka School District and influencing our young people in a positive manner.

Mission

The Minidoka Athletic mission is to provide a rigorous athletic program which complements and supports a challenging academic program by teaching students to persevere, to work well with others, and to challenge themselves.

It is our goal to give our student athletes the tools and skills to achieve this mission. Being a part of a team not only promotes a healthy lifestyle but provides multiple opportunities for skill enhancement, competition, collaboration, and cooperation. We also believe that physical fitness, discipline and success can help promote academic success, and we expect that our athletes take pride in their performance in the classroom as well as on the field. While we strive to build competitive, winning teams, our primary mission is to promote the value of school spirit and fair play.

Philosophy

Participation in Minidoka athletics is not only a fun and rewarding experience but also a privilege and a valuable educational experience. The impact of sports on an individual can have a monumental and lasting impact upon a student athlete, and with that in mind, students, faculty, and parents approach the game with the following high standards and moral values in mind: sportsmanship, hard work, leadership, individuality and community, learning with passion and rigor, tradition and innovation, and diversity. These ideals reflect the goals of the Minidoka Athletic Department and are applied specifically to the athletic teams and programs, as it serves as another arena in which students learn to improve themselves. Here, just as in the classroom, student athletes achieve one success after another. The Minidoka Department of Athletics is committed to a broad based program of competitive excellence for all student-athletes. Administrators, coaches and staff are dedicated to supporting each student athlete's journey toward academic and athletic success. Recognizing this commitment, the department embraces an obligation to reaches the highest level of success. We strive for our student/athletes to conduct themselves in a manner of high moral character, academic distinction and acknowledged athletic proficiency. Influenced by our values, student-athlete development is accomplished through quality coaching, adequate resources, and an environment that fosters personal growth.

Program Goals

- Provide competitive and learning environment which facilitates development of moral character, self-discipline, and potential.
- 100% Graduation Rates for all student athletes.
- 100% Student Athletes to continue their academic career at a college or university
- Encourage faculty and parental involvement in athletic endeavor.
- Provide opportunity for recognizing academic achievement.
- Enhance and promote academic success.
- Recognize, direct, and support athletes with academic deficiencies.

Beliefs

- We believe students are our highest priority.
- We believe the dignity, worth, and self-esteem of participants should be paramount in all athletic activities.
- We believe the most important result of competition is the development of life long values and skills.
- We believe the athletic program is an integral part of the high school experience.
- We believe high school athletics should be fun and rewarding.
- We believe athletic programs are most beneficial when they are competitive.
- We believe winning is an attitude resulting from optimum preparation, concentrated effort and a deep commitment to excel.
- We believe well-designed athletic programs promote community and school pride.
- We believe open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- We believe morale, satisfaction, and performance are enhanced when athletes work together as a team.
- We believe well qualified coaches and program administrators are important components in a successful athletic program.
- We believe positive parent support and involvement enhance student growth and program quality.

Coaches Certification Requirements

RULE 3 - COACHES

- 3-1** The head coach of any IHSAA sport or activity must be certified to teach in Idaho or have completed a coaching fundamentals course. Authorized courses are: NFHS Fundamentals of Coaching and ASEP Coaching Principles.
- 3-1-1** Assistant and sub-varsity coaches need not be certified teachers as long as they have been officially approved by their local Board of Trustees. Assistant and sub-varsity coaches are strongly encouraged to complete a coaching principles course.
- 3-2** All coaches of IHSAA activities must complete:
- A First Aid course with a CPR component from a school district-recognized provider. A “recognized provider” is one whose curriculum is similar to the American Red Cross and American Heart Association. New coaches must complete the course during his/her first year of coaching. At no time may a team practice, travel or compete without at least one adult present who has met this requirement.
 - All coaches (includes head coaches, directors, assistant coaches, and volunteers of all IHSAA activities) must take the St. Luke’s online concussion course prior to the first day of practice. All coaches (includes head coaches, directors, assistant coaches, and volunteers of all IHSAA activities) are required to review the St. Luke’s Online Concussion Course on even numbered years. IHSAA Statewide Concussion Review dates: 2016-17, 2018-19, etc. Only courses completed after May 1 will be accepted. The IHSAA Board of Directors must approve alternative concussion courses or seminars.
 - All coaches (includes head coaches, directors, assistant coaches, and volunteers of all IHSAA activities) must take the NFHS Sudden Cardiac Arrest course prior to the first day of practice. All coaches (includes head coaches, directors, assistant coaches, and volunteers of all IHSAA activities) are required to review the NFHS Sudden Cardiac Arrest Course on even numbered years. IHSAA Statewide S. C. A. Review dates: 2016-17, 2018-19, etc. Only courses completed after May 1 will be accepted.
- 3-3** No coach or athletic director may accept remuneration of any kind from sources outside the local board of education in return for services rendered in instructing or coaching any high school athletic team. Coaches may receive appreciation gifts from team members, parents or community organization that do not exceed the value of an IHSAA player award (\$300).
- 3-4** If additional funding sources are used for instructing or coaching any high school team, funding must be approved and distributed through the local board of education.

Recap: CPR, Sudden Cardiac, and Concussion courses must be completed for all coaches on even numbered years once the initial certification has been completed.

Eligibility

Academic Eligibility

Student-Athletes in Minidoka County will follow the IHSAA guidelines in Rule 8 for eligibility prior to a season. During the season student-athletes must meet the same guidelines. (example: students taking 6 classes (not counting advisory) must be passing 5 classes during the season to be eligible to play in a contest. Athletes may have a one-week grace period signed off by their teacher in case of grade entry logistics. The second week and beyond there will be no game participations with any athlete failing 2 classes.

RULE 8 - INDIVIDUAL ELIGIBILITY

8-1 ACADEMIC

To be academically eligible for athletics, a student must be enrolled full-time in his/her school, on target to graduate based on State Board of Education graduation requirements, and have received passing grades and earned credits in the required number of courses during the previous reporting period. Equivalency is determined by the following: criteria:

- | | |
|---------------------|--------------------------|
| 3 classes available | must pass all three |
| 4 classes available | must pass at least three |
| 5 classes available | must pass at least four |
| 6 classes available | must pass at least five |
| 7 classes available | must pass at least five |
| 8 classes available | must pass at least six |
- a. Students participating with a cumulative GPA below 2.0 must have an academic improvement plan in place as developed by the local school district. This plan must include monitoring, additional assistance, time provided for assistance, and an appropriate timeline. (The number of students with an academic improvement plan will be reported on the Eligibility Verification Report).
 - b. Being “on target to graduate by State Board of Education requirements” means: a student not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of the summer following their senior year in order to be eligible for activity participation. (The number of students with a graduation plan will be reported on the Eligibility Verification Report.)
 - c. Schools may adopt stricter academic eligibility policies.

8-1-1 Credit is granted for an approved course meeting for five periods a week, for the prescribed 18 weeks (semester) or an approved equivalent. Approved trimester scheduling is acceptable. Approval of equivalent scheduling must be approved by S.D.E. (See 8-1 to determine equivalent scheduling.)

- 8-1-2** An approved course is one which is taken for credit toward graduation. A college credit course that is also allowed for high school graduation is acceptable.
- 8-1-3** When a student from a member school enrolls in any college course, summer school, night school course, or correspondence course approved by the Idaho State Department of Education and such student desires to have the credits count toward IHSAA scholastic eligibility requirements, the student must obtain written approval from the high school principal stating that each specific course credit will be accepted and counted toward graduation.
- 8-1-4** An incomplete or conditional grade received at the end of a semester counts as a failure until the deficiency is removed.
- 8-1-5** A student must have satisfactorily completed the preceding semester/trimester and the academic eligibility requirements to be eligible for the current semester/trimester.
- 8-1-6** For students enrolled in an approved special education program in which the I.E.P. is the standard of measurement for progress toward graduation, the district shall verify that the student is making satisfactory progress and meeting the standards of the I.E.P.

Attendance

Student-athletes must be in attendance for a minimum of THREE periods on the day of competition in order to compete in contests or practice, unless they have been excused through the office or if the team is leaving early for a contest. If a team is leaving early, athletes must be in attendance until time of departure. (religious classes do not count as a period).

Season Eligibility

Fall initial eligibility will be based on final grades in the spring. (5 of 6 classes)

Winter initial eligibility will be based on final trimester one grades and a snapshot of semester one grades at the end of trimester one grading period. (5 of 6 classes) Athletes can become eligible in semester classes when passing. If an athlete fails a semester one class and that puts them with two failing grades between semester one and trimester one, then they will be ineligible for the remainder of the season.

Spring initial eligibility will be based on Trimester two classes and semester one final grades. (5 of 6 classes) A list of Student athletes with D's and F's will be given to each coach each week so they can follow up their athletes. (Monday study halls on P.D. days are great times for team study halls.) If coaches want to go above and beyond the IHSAA guidelines for grades during the season they may, but they must be clear with parents and players before the season begins.

Transfers

New Transfer Students

Please communicate with the athletic director on any student new to the school that was not previously at Minico the year prior (excluding freshmen). They will need either an athletic transfer form (legit move with parent), eligibility regulation form (JV eligible only), waiver of transfer form (hardship application for varsity participation). All three forms can be picked up at the athletic Director's office. If you suspect you have a transfer student please notify the A.D. immediately to begin the paperwork.

Home School

Students must live in our zoned boundaries and have an accredited program they are working on documented and on file. The program used should be on record with attendance.

Foreign Exchange

Foreign exchange students participating in a foreign exchange program approved by C.S.I.E.T. may participate in interscholastic athletic competition as long as they meet requirements by IHSAA. Foreign Exchange students with F-1 Visas are eligible for full participation for one year. J-1 visas are eligible for junior varsity competition only.

Dead Week

From August 1st until first day of practice there is to be ABSOLUTELY NO games, matches, meets, practices, weights, runs, meetings, open gyms, etc during this time as mandated by the IHSAA

Transfer Guidelines & Frequently Asked Questions



1. Please be advised that the Idaho High School Activities Association Eligibility Committee and Board of Directors will NOT recognize the following as hardships:

- ❖ Athletic motivation
- ❖ Driving distance
- ❖ Proximity to school
- ❖ Gas Prices
- ❖ Playing time or other coaches decisions
- ❖ Small or large class sizes
- ❖ Allegations of a better education
- ❖ Less than a full family move
- ❖ Sadness or anxiety

2. Harassment, intimidation, and bullying will only be considered if the following documentation is provided:

- ❖ The school or district anti-harassment, anti-intimidation, anti-bullying policies and procedures have been strictly followed and complied with by both the member school and the student/parents.
- ❖ The school or district provides the IHSAA with a copy of the policy and procedures.
- ❖ The school or district secures the appropriate releases from the student/student's parents authorizing the release of a complete record of the events and circumstances on which the policies and procedures were initiated including:
 - A specific, detailed report of the incident(s).
 - An outline of the procedures used to respond to and investigate the reported incident(s).
 - A copy of the findings that were a result of the complaint process and investigation.
 - A specific, detailed disciplinary procedure for any individual found guilty of harassment, intimidation or bullying.
 - All reports of notification to parents or guardians of any student involvement in the incident(s).
 - A report of the intervention strategies and remedial action the school has undertaken to assist the student and redress the complaint.
- ❖ The school or district provides the IHSAA with all of the above referenced records.

3. In cases involving medical questions, the request for a hardship must be accompanied by the statements of two or more medical experts (from different offices) explaining, in detail, the medical aspects of the case.

Participation Requirements:

Participation IHSSA (13)

Before a student may practice or play, he/she must:

- Have a current physical signed by a physician (freshman/junior years)
- Physical examinations must be recorded on the Idaho High School Activities Association's physical examination form. This form includes signed permission from the parent authorizing student participation in interscholastic athletics.
- Athletes must have taken out athletic insurance through the school or be able to show proof that he/she is covered by a family policy. Athletic insurance policy forms are provided to each athlete prior to the beginning of practice for each sport. A waiver of athletic insurance and a proof of insurance form must be signed by the parent prior to the student beginning practice.
- All students participating in sports and their parent/guardian must attend a mandatory meeting prior to the beginning of each sporting season.
- All students participating must pass the minimum of classes (see athletic eligibility).
- All students and parents/guardians of the student participating in interscholastic athletics must first have provided a signed statement agreeing to the Minidoka Joint School District #331's Code of Student Athletic Conduct.
- Students may be required to participate in random drug testing as established by the Minidoka Joint School District. Athletes must agree to participate, and parents/guardians of student athletes must agree to allow their student participate in random drug testing.
- Once a student has participated at the varsity level in a district contest/he/she may not compete at the sub varsity level. (Contests Rule 5-10)

Register My Athlete:

All student-athletes will register at www.registermyathlete.com prior to participating in practice or competitions. Register my athlete can be accessed by each head coach for a list of student-athletes and what they have completed. Forms that will be online are:

- Minidoka drug/alcohol policy.
- Spartan Pride Form
- Insurance
- Physicals 9th & 11th grades, and new students
- Questionnaires 10th & 12th grades

[Register My Athlete Instructions for Parents and Students](#)

Instructions For Parents Register My Athlete allows parents to register their athletes for sports online. Here are some basic steps to follow when registering your athlete for the first time:

1. Find Your School: Find your school by going to <http://registermyathlete.com/schools/>, selecting your state, and finding your school. Click on the school to continue to the next step. Schools are encouraged to make a direct link from their school's website.
2. Create an account: Now begin creating your account by clicking the “Create An Account” button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.
3. Add a new athlete: The next step is to add an athlete. You can do so by clicking the “My Athletes” tab on the left-hand side of the page or by clicking “Add Athlete” underneath the “My Athletes” tab. This only needs to be done once during your athlete's entire career at a school. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
4. The athlete's profile: After you've created your athlete you will be brought to their Profile page. This page is a summary of their info and involvement.
5. Register for a sport: Click “+ Register For A Sport” to begin registration, you will be asked to choose which sport your athlete is registering for.
6. Your registration checklist: This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration including agreeing to documents, and completing the physical.
7. Physicals: Physical documents should be completed by the parents (or medical professionals as needed). Parents have the ability to upload these physical documents to the system. Uploaded documents will need to be verified by the admin at the school prior to be accepted as complete. (If a document upload is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the document for verification.)
8. Complete registration: Your registration is complete once all items on the checklist have been completed.
9. After registration: After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team. Additional Athletes Under the same account, repeat steps 3-9 to register additional athletes. Future Seasons & Years Once your athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport. Register My Athlete Tech Support Email Support: support@registermyathlete.com Phone Support: 435-213-1601 Phone Support Hours: Monday – Friday: 8:00am – 5:00pm

Physicals/Questionnaires

RULE 13 - PHYSICAL EXAMS

- 13-1** Students are required to undergo a physical examination and have it, along with an *Interim Questionnaire*, on file with the school prior to their first practice in any IHSAA sponsored sport, cheerleading, or dance activity. *The Idaho Health Examination & Consent Form and Interim Questionnaire are available online at idhsaa.org.*
- 13-2** Physical exams must be taken and on file with the school prior to the first day of practice in the 9th and 11th grades. Any physical taken before May 1 of the 8th grade year will not be accepted.
- 13-3** Physicals are required in the 9th and 11th grade year. Students who have a physical in their 10th grade year must have another for the 11th grade. Students will not be required to take an additional physical examination during the 10th and 12th grades unless:
1. The physician recommends the student have an additional examination.
 2. The parents request an examination in the *Interim Questionnaire*.
 3. Affirmative answers on 1-9 of the *Interim Questionnaire* indicate a possible need for a repeat physical examination.
 4. A student has transferred to Idaho from another state.
- 13-4** Physical exams must be conducted by a licensed physician, physician's assistant or nurse practitioner.
- 13-5** The *Interim Questionnaire* consent form is to be completed by the student's parents. One copy shall filed with the school principal, and a copy may be retained by the parents.
- 13-5-1** It is the principal's responsibility to consult with the physician regarding any answers to questions on the *Interim Questionnaire* that may indicate a possible need for a repeat physical examination.

Physicals: <http://idhsaa.org.live.phydostyle.com/manage/articlefiles/99-PhysicalExam.pdf>

Questionnaire: <http://idhsaa.org.live.phydostyle.com/manage/articlefiles/99-InterimQuestionnaire.pdf>

Activity Cards

Student-Athletes are required to purchase an activity card before participating in their first contest. Activity cards are \$40 and each sport gets activity portions. If players do not pay their cards there is a percentage that comes out of activity shares for those sports in which they participate. If a student is unable to buy an activity card due to hardship, students can see the athletic director and bookkeeper and make a payment plan or do school service that will account for the activity card.

Conduct:

Sportsmanship IHSSA (4-1)

Good sportsmanship is expected by all coaching staff as well as patrons/employees. The conduct of participants and school personnel at all activities shall be such that it does not bring discredit to the school or IHSAA. Such conduct must not disrupt the discipline, order, safety or educational environment of high school activities.

We expect all students, athletes, coaches, and spectators to behave in a sportsmanlike manner at all contests. The guidelines mandate that spectators must:

- Not use obscene cheers or offensive actions,
- Not throw objects onto the playing surface.
- Not exhibit violent behavior or make threats of violence to others.
- Respect the judgment of officials.
- Abide by the rules of the contest.
- Display no behavior that could incite fans.
- Cooperate with officials, fellow coaches, and fellow participants in a fair contest.
- Represent Minico by behaving positively and appropriately at all times.
- Treat opposing teams and their supporters hospitably as our guests at Minico.
- Teach spectators to cheer for their team and not against the opponent and should not interact negatively with the other team or its fans.

RULE 4 - CONDUCT/DISCIPLINE

4-1 The conduct of participants and school personnel at all IHSAA sponsored activities shall be such that it does not bring discredit to the school or the Association. Such conduct must not disrupt the discipline, order, safety, or educational environment of high school activities. (Also see Rule 1-1-4)

4-2 The member school principal is responsible for initiating appropriate disciplinary measures against students or school personnel for improper or unethical practices. A report of such action shall be forwarded to the Executive Director

4-3 EJECTIONS

4-3-1 In any athletic contest, including jamborees, any coach, player or bench personnel ejected by an official for unsportsmanlike or flagrant act will be suspended for the remainder of the contest/game/jamboree –and, will be suspended for the next regularly scheduled contest at that level of competition, and all other games/meets/matches in the interim, in any sport, at any level of competition. Note: Jamborees shall not be considered a regularly scheduled contest.

- a. At the time of ejection, the coach must leave the field of play and assume a position that will not enable him or her to see or be seen.
- b. During the suspension of the next regular scheduled contest, the coach is permitted to watch the contest but may not have any contact with players or coaches three (3) hours preceding the contest, at half time and through conclusion of the contest.
- c. Coaches/players will also be required to take the NFHS free, online sportsmanship course and submit a certificate of completion to school administration prior to reinstatement. The course must be completed between ejection and reinstatement.

4-3-2 A second violation will result in being suspended for the next two (2) regularly scheduled contests. The third ejection will result in suspension for the remainder of that season. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over to that particular sport until the next school year. In the case of a senior student, the penalty will continue to the next IHSAA sponsored sport.

- 4-3-3** The procedure for suspension and notification is:
- a. The officiating crew must approve any additional suspension by a majority vote at the conclusion of the contest.
 - b. The officials shall issue a card to the coach or school administrator when a player/coach/bench personnel is ejected from competition. The card must be issued at or prior to the conclusion of the competition in which the infraction occurred.
 - c. The referee must notify the ejected players school administration/coach of the suspension for the next contest at or prior to the conclusion of the competition in which the infraction occurred.
 - d. The game official that disqualifies an individual for an unsportsmanlike act must notify the District Commissioner with a written report by the conclusion of the next day.
 - e. The District Commissioner, upon receipt of the report, shall notify the District Secretary, President of the District Board of Control, the school, and the IHSAA with a written report of the incident by the conclusion of the next school day.

4-3-4 The responsibility to enforce the penalty for being suspended lies with the school principal. Any dialogue concerning the suspension should come from the school principal and be directed to the President of the District Board of Control of the region in which the contest took place. The President of the District Board of Control (of the region in which the contest took place) may appoint a hearing committee to hear any appeals within 48 hours of the receipt of a complete report of the incident. It is the responsibility of the secretary of the District Board of Control in which the hearing took place, to notify the district Board of Control secretary in which the student athlete or coach resides. Appeals may not deal with decisions made by contest officials.

4-3-5 When an individual is suspended for the next contest, the interpretation of “contest” is as follows:

Football: next game	Volleyball: next contest
Basketball: next game	Cross Country: next meet
Wrestling: next contest	Softball: next game
Baseball: next game	Track: next meet
Tennis: next contest	Golf: next match
Soccer: next game	

4-3-6 Any ejection that is the result of physical contact or excessive verbal abuse by a player/coach on a game official will be referred to the local District Board of Control for review to determine if any additional reprimand or suspension is warranted.

4-3-7 If a coach is ejected from an IHSAA contest, the designated school administrator must appoint an appropriately qualified adult to supervise the remainder of the contest or forfeit the contest.

Coaches are to conduct themselves with decorum at all times. Be a positive role model and exhibit good sportsmanship. Under no circumstances are you to put your hands on student athletes unless it is in an encouraging way or necessary to demonstrate a specific technique.

It is always unwise to joke with student athletes about crude or “off color” topics, their love life or other coaches. Do not discourage or let your emotions ruin the opportunity for the student athlete.

Coaches are expected to offer support to the administration and the custodial staff.

Drug and Alcohol Policy

Student athlete code of conduct: Drug, Alcohol, and Tobacco

The Minidoka School District's student athletes are expected to consent and conform to standards which encourage good citizenship and assure the establishment and continuation of a favorable school reputation. Participation in athletics is a privilege, not a right. Student athletes are held to the highest standards of personal, moral and ethical behavior. Failure to meet those standards may result in the student being declared ineligible for competition and being removed from the team. Any student participating in athletics in the Minidoka School District will abide by the following Code of Student Athletic Conduct. **The Student-Athlete Code Conduct will be enforced at school, at school functions, and in the community at large as an example to the rest of the student body.**

The Code of Conduct applies to all school and school-condoned organizational activities whether on campus or not. Rules of conduct also apply to situations not related to school activities. Violations of the Code of Conduct will accumulate from the first day of school or first activity practice of the student's freshman year, until the last day of the student's final activity season or graduation, whichever occurs last.

The student-athlete shall not use or consume, have in possession, buy, sell, or give away any controlled substance. Note: It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's use by his/her doctor.

During the school year, whether in season or not, regardless of quantity, a student shall not use or have in possession any beverage containing alcohol, or tobacco in any form. Should any member of the school administration, coaching staff, or faculty witness or have evidence of a student athlete making use of, being in possession of, or being under the influence of any of the previously mentioned substances, that student will be disciplined according the Code of Conduct Consequences below.

Violations on School grounds or on school sponsored activities:

The Minidoka School District will not condone the possession or use of alcohol, tobacco, or any other illegal substances by any student athlete. Any student under the influence of, or in possession of, any of the above substances at school or engaged in a school sponsored activity falls under the Alcohol, Tobacco, and Drug Policy of Minidoka Joint School District #331(policy #502.30) Suspension from school and from school sponsored activities will be administered in accordance with the 502.30 policy for substances on school premises and functions.

Suspension from school and from school sponsored activities will be administered in accordance with the 502.30 policy for substances on school ground or on school sponsored activities.

A student is determined to be under the influence of, or in possession of, any of the above substances during the sport season but outside of school time or school sponsored activities will be dealt with according to the Code of Conduct Consequences.

Consequences of Violating Drug/Alcohol Code of Conduct off of School Grounds:

When student-athlete drinking or drug use has been reported to administration the following will take place: A trained SRO (School Resource Officer) will follow up with those students involved in the report. The SRO will then convene with administration and coaches. Once a decision has been made that a violation of conduct has occurred (not just an accusation) the following are the minimum consequences:

1. The first violation will result in 10% of the season suspension from play and a mandatory drug/alcohol education course (in the community or online) must be completed before returning to play to educate the student-athlete. The athlete will be required to attend all practice sessions, and may be required by the coach to accompany the team to competition and sit with the team on the bench. The athlete will not be allowed to dress in team uniform at competition. The athlete will be placed on probation for one calendar year from the date of the first day of suspension.
 - a. If 10% of the season does not remain in the current activity season, the same consequences will be enforced into post season or until the current season ends
 - b. Parents will be notified of the suspension by administration. Then with the coach and administrator meet in person or via phone conference together.
2. A second offense during the probationary period will result in dismissal from the team. The athlete will be ineligible to participate in athletics for the remainder of the school year.
3. The third violation during the probationary period will result in a permanent loss of eligibility.

NOTE

An athlete who does not violate the terms of the probation will have their record cleared upon completion of the probation (365 days from the last incident).

Before any suspension provided for under the Student-Athlete Code of Conduct Regulations take effect, the student shall be verbally notified by administration/SRO of the alleged violation and the student shall have an opportunity to explain or justify the action. If after such conference the coach and administrators are satisfied that suspension is justified, the student and parent/guardian will be notified. The consequence of any infraction may be appealed to the Minidoka School Board District #331. Appeal must be made in writing to the high school athletic director and principal.

I have read this policy:

PARENT: _____

DATE: _____

Student-Athlete: _____

DATE: _____

Finances:

Accounts

Be aware of account balances and expenditures. If summer sports deposit ANY money into their district/school account, a travel form must be completed and approved by the Board BEFORE the event takes place (overnight or out of state). If they are traveling within radius, a form must still be completed and signed by the Superintendent. If a club or sport plans to open a bank account, the school name **may not be used** on the title of the account (i.e. Minico Baseball).

See budget form on next page: This should be updated on file with the bookkeeper each year.

Fundraising

All fundraisers must be Board approved. ALL funds collected must be counted and given to the bookkeeper in the office (see policy #505.30). A proposal must be submitted to the Board in **June** for the following year's fundraising requests. The proposal needs to list how much money is needed, how it will be raised, and how it will be used.

Purchasing

If a coach wishes to purchase equipment, etc. they are to fill out a requisition from with the cost of the item and submit it to the bookkeeper. The requisition is to include the supplier's name, address, and description of the item with total cost. When the requisition is completed and given to the bookkeeper, the coach may receive a P-Card. This is a credit card that has a set limit. It is to be used mainly for travel. All requisitions must be approved by the athletic director, purchase orders will be approved by the Superintendent.

Alarms & Keys

If you are the last activity in the building, it is your responsibility to make sure the building is secure and alarm is set. (see your administrator for codes). You will need to mark on the clipboard in both the multi and main buildings when you leave. Failure to set or unset the alarms may result in a police officer visit.

Keys are to be for coaches use only. Please do not distribute your keys to anyone else and keep them inventoried with the office secretary. Any need of keys can be requested in school dude with our facilities manager.

Coaches Expectations

Coaches are expected to:

- Run their program under all the IHSAA guidelines.
- Attend rules clinics prior to seasons and prepare assistants for the season as well as educate players on the skills of the game and conduct as a Minico representative.
- Be immediately accessible to the activity they are in charge of.
- Able to react immediately and appropriately to emergencies.
- Run an offseason program that may include camps/summer weight training/conditioning programs/tournaments/skill development as seen appropriate for individual sport.
- Stay at the school until the last athlete under their charge has departed the premises.
- Establish season goals and meet with the Athletic Director to discuss them.
- Communicate and collaborate with the school, parents, community, media, and fellow coaches in working with student athletes.
- Maintain a high integrity of character and discipline.
- Manage individual team budgets and inventory in a responsible and transparent way.
- Meet all the requirements for pre and post seasons responsibilities.
- Evaluate and hire assistants and manage any volunteers as necessary..
- Be an advocate for the sport and school, including good news reports, media, and social events.
- Be honest, true, and willing to work with others.

Coaching Out of Season

RULE 17 - SEASONS

17-1 SPORT SEASONS

Seasons have been established for sports and specific activities sponsored by the IHSAA. A season will commence with the first allowed day of practice and will end with the completion of the state championship in that sport, or other date established by the Board of Directors.

17-1-1 Regular season practices are held during the sport season and include items that are not allowed at any other time. The following are usually a part of regular season practice: a) Publicized announcement of the start of practice; b) Restricted attendance according to school boundaries, age, sex, abilities, etc; c) Required attendance; d) Intra squad scrimmages; e) Teaching team concepts as well as individual techniques and skill through the use of drill, "chalk talks", films; f) The use of school uniforms and/or protective equipment.

17-2 PRE & POST SEASON REGULATIONS

Only in certain circumstances may school personnel be involved in practice or competition for IHSAA sponsored sports outside the sport season. The regulations listed below are in effect for any program in which students are instructed in the skills and techniques of a specific sport.

17-2-1 Students may participate in pre/post season activities during non-school time provided the following conditions are met:

- a. Attendance is limited to non-school time.
- b. Participation is strictly voluntary and is open to all high school students.
- c. All fees and expenses are provided by the student or his/her parents. No school funds, booster club funds (*except those raised by the student and his/her parents for that specific activity/event*) or other such funds can be used for entry fees, equipment, uniforms or transportation.
- d. Spectators are admitted without charge.
- e. Award limits and amateur regulations of the IHSAA are followed.

17-2-2 The School Year The school year is considered to be concluded after the last IHSAA spring sport state championship.

17-2-3 Rule of Two

- a. No more than two students may be coached at one time by a member of their high school (grades 9-12) staff of that sport during the school year. (i.e., A boys basketball coach may coach girls basketball players of the same school and vice versa.)
- b. Sport-specific or athletic classes (does not include cheer, dance or speech arts) offered during the regular school day must meet the following criteria:
 1. Must be open to all students.
 2. Must be a class for credit.
 3. If the coach is teaching the class, he/she must be the teacher of record for that class.

17-2-4 Pre-Season Coaching Coaches are not allowed to coach students of the school competitively (during competition) from August 1 to the start of that sport season during the school year.

17-2-5 Summer Programs Summer programs must be voluntary and must be terminated by the last day of July. Conditioning programs such as weightlifting and running may continue. The IHSAA supports member schools' involvement in voluntary summer programs. However, the IHSAA believes that students need time off during the summer and strongly recommends that member schools schedule at least ten days of non-student contact during the summer each year.

17-2-6 Protective Equipment No school-owned uniforms and/or protective equipment may be used without written permission from the IHSAA. With that permission, schools may use their own protective equipment in a camp or clinic for a period of seven days within a ten day period upon written request from the trustees of the school. Included in the request shall be a statement of recognition that IHSAA sponsored catastrophic insurance provides no coverage for the activity and any and all

liabilities rest solely with the school, camp, or clinic. Individual students from a specific school are not required to use the school's protective equipment in the same camp as other team members. Each individual student will only be allowed to use an IHSAA member school's protective equipment by renting or loaning for a period of seven days within a ten day period.

17-2-7 Summer Camps Students will only be allowed to attend team camps from the last day of IHSAA state competition to the last day of July.

17-2-8 Summer Moratorium Member schools are prohibited from hosting athletic camps involving students from IHSAA member schools during the month of August. Coaches from member schools are prohibited from working in or hosting athletic camps involving students from IHSAA member schools during the month of August.

17-3 FOUR-SPORT SEASON

Junior high school leagues are allowed to offer four seasons of play in sports. Athletes are still restricted to one season in each sport.

17-3-1 In the event a ninth grade athlete wishes to compete on a high school team, in addition to the junior high program, the following conditions must be met:

- a. The athlete must not exceed either the allowed number of a contests or weeks per season.
- b. The athlete must not compete following the completion of the regular high school season.

Rosters

Please have rosters into athletic director no later than one week before start of season. Communicate with athletes and get accurate names and numbers for programs. Coaches are responsible to coordinate the timing of their own team pictures with Ryan Thomas and given to yearbook and cheerleaders at a reasonable time in the season

Practices In Seasons

Seasons have been established for sports and specific activities sponsored by the IHSAA. A season will commence with the first allowed day of practice and will end with the completion of the state championship in that

Practicing IHSAA (8-12-1), (8-12-2), (17-1-1)

Regular season practices are held during the sport season and include items that are not allowed at any other time. The following are usually a part of regular season practice: a) Publicized announcement of the start of practice; b) Restricted attendance according to school boundaries, age, sex, abilities, etc.) Required attendance; d) Intra squad scrimmages; e) Teaching team concepts as well as individual techniques and skill through the use of drill, "chalk talks", films; f) The use of school uniforms and/or protective equipment.

Practice Before Contests IHSAA (8-12-1) Practice is defined as a scheduled physical fitness activity designed for the preparation of athletes for the ensuing sports season. Practices must be conducted under the supervision of the school coach or supervisor. (8-12-2) A student must have ten days of practice prior to the day of the first contest of an interscholastic athletic competition season. Football and wrestling participants must have ten days of practice in that sport. **a.** The day of the first scheduled contest shall not be allowed to count as one of the ten days in meeting the ten-day practice rule. **b.** Athletes who have participated in an IHSAA sanctioned sport during the preceding sport season may count ten days of practice/or games in the previous sport during a three week period prior to the first contest of the current sport. **c.** Participation in physical education classes does not constitute a practice. **d.** A student may count only six days of practice in a seven day calendar week (with the week beginning on Sunday) towards his/her required ten days of practice.

8-11 **OUTSIDE COMPETITION**

8-11-1 Outside competition is defined as a student who competes in organized, non-school contests or events after the starting date of the high school season in that sport, except as provided in Rule 12.

8-11-2 Violation of this rule will result in the following:

- a. The student will be ineligible for the next regularly scheduled contest plus an additional regularly scheduled contest per infraction. Regularly scheduled contests include: season contest, district, and state.
- b. Infractions will be reported to the District Board of Control, who may levy additional fines or penalties.

8-11-3 A second violation during the four years of eligibility by that student of the outside competition rule will result in the following:

- a. The student will be ineligible for the school team for the remainder of that sports season.
- b. Additional assessments may be possible.

8-11-4 Contests may not be scheduled to create eligibility.

8-12 **PRACTICE BEFORE CONTESTS**

8-12-1 Practice is defined as a scheduled physical fitness activity designed for the preparation of athletes for the ensuing sports season. Practices must be conducted under the supervision of the school coach or supervisor.

- 8-12-2** A student must have ten days of practice prior to the day of the first contest of an interscholastic athletic competition season. Football and wrestling participants must have ten days of practice **in that sport**.
- The day of the first scheduled contest shall not be allowed to count as one of the ten days in meeting the ten-day practice rule.
 - Athletes who have participated in an IHSAA sanctioned sport during the preceding sport season may count ten days of practice/or games in the previous sport during a three week period prior to the first contest of the current sport.
 - Participation in physical education classes does not constitute a practice.
 - A student may count only six days of practice in a seven day calendar week (with the week beginning on Sunday) towards his/her required ten days of practice.
- 8-12-3** A school team may compete in one officially sanctioned jamboree in each sport during the school year prior to the first competition in that sport.
- Jamborees must be registered through the Idaho Youth Endowment for Activities Foundation.
 - In the sport of football, a participant must have ten days of practice before they can participate in a football jamboree.
 - In the sport of wrestling, a participant must have five days of practice before they can participate in a wrestling jamboree. Wrestling jamborees must follow the take-down tournament format. The jamboree may count as one of the wrestlers ten days of practice.
 - In all other sports, a jamboree may be scheduled prior to the first contest in that sport and count as one of the ten days of practice.

8-18 **UNDUE INFLUENCE**

- 8-18-1** Definition of Undue Influence: The use of influence by any person connected directly or indirectly with an IHSAA member school, to induce a student to transfer from one member school to the other, or to enter the ninth grade at a member school for athletic competition purposes, whether or not the school presently attended by the student is a member of the IHSAA. (Recruiting)
- 8-18-2** The use of undue influence to secure or retain a student for competitive purposes is prohibited, shall cause the student to be declared ineligible for high school athletics for a period of up to one calendar year, and may jeopardize the standing of the high school in the Association.
- 8-18-3** Evidence of undue influence includes, but is not limited to, personal contact by coaches and sponsors in an attempt to persuade transfer by gifts or money, jobs, supplies, coaching, free transportation, admission to contests, invitation to attend practices and or games, free tuition or any other considerations not accorded to other students similarly situated.

Community Relations

- Call or email in scores or results after all games.
- KMVT Brittney Cooper 933-2843, cell 208-933-2843
- Times News Newspaper Alex 735-3230 Cell 859-462-3131

Post Season

All Tournament brackets and seeding are determined by sport and will be done as soon and as early as possible. Please be active in this process within the district. Head coaches have the discretion to award or assign district and state rosters and felt necessary.

All hotels and transportation will be taken care of for you but please communicate times and itinerary with parents and athletic director. hotels can be negotiated but must be done in advance. The school will pay up to \$85 per room (typically a room per 4 athletes and a room per two stipend coaches). Meal money will be \$10 for athletes per day and \$15 per coach. Any state championship will be an extra \$500 for program to use whether for nicer banquet or put toward rings at coaches discretion.

Banquets:

Some type of end of year awards should take place. It does not have to be elaborate. Pins and letters are available for all varsity letter recipients from the athletic director. Certificates and awards are available in the attendance office. Get names in as soon as possible.

Please know that the end of the year coaches banquet is open to all coaches to attend.

Summer Programs

Summer programs must be voluntary and must be terminated by the last day of July. Conditioning programs such as weightlifting and running may continue. The IHSAA supports member schools' involvement in voluntary summer programs. However, the IHSAA believes that students need time off during the summer and strongly recommends that member schools schedule at least 10 days of non-student contact during the summer each year.

Inclement Weather

Unless otherwise noted: if there is no school there will be no practices or contests. If practices are allowed to be held, they should be held early, so athletes can get home safely. All rescheduling of games and contests will be communicated with the head coach and opposing coach and Athletic Director in a timely manner.

Injuries

If an athlete under your care is injured at a game or practice, you need to provide first aid. Call 911 if necessary and follow up with the injured athlete's parents after practice or the game, especially if the athlete has been transported. Do not play an injured athlete. A student injury report from is to be filled out by the coach on all athletic injuries .These are to be filed with the school office the day following an injury. In order to return to play or practice, we must have a doctor's release to return.

Inventory

All uniforms and equipment will be inventoried yearly. A report showing current inventory will be sent out from the office. You are responsible to look it over, if there is a discrepancy, you will note it on the inventory list, so it can be updated. When ordering new equipment or uniforms, please give the necessary information to the secretary, so it can be added to the existing inventory list.

Locker Rooms, Gyms and Storage Areas

All storage areas, locker room areas and coaches' offices are to be kept clean and neat. Locker rooms are to be locked at all times. Police the area when your team has finished if you are on the road or at home. Make sure doors are locked and area is clean. Players should also leave opposing locker rooms in good shape.

Parent Meetings

Coaches will meet with parents prior to the season to discuss the program and requirements of students. Coaches can meet with parents as needed. It is good practice never to meet with parents alone or directly after a contest. Schedule a time when an assistant, athletic director, or administrator can attend if situation permits.

Supervision

It is the coach's responsibility to supervise or delegate supervision to assistants and educate all players and coaches within that program. This includes away games, hotels, bus rides, etc until players are no longer under a coach's care. Education on hazing, bullying, and social media to players is essential and should be done prior

to the beginning of the season including parent meeting. Report immediately to administration in the event something has happened.

Transportation

Team members are required to ride the bus to his/her sporting event. The only exception is if he/she has an appointment in the designated city and the parent brings them to the event. Team members can ride home with his/her parent only if the parent checks in with the coach.

Travel Requests:

<https://www.minidokaschools.org/Page/1512>

Purchasing (Requisition): (A form must be filled out and submitted to the athletic director for approval.)

Travel Forms

Forms must be submitted to the athletic director for travel at the beginning of the year or as soon as possible with the athletic director and bookkeeper. The tabs at the bottom of the page show the types of forms. Non-Board Student Travel is for those trips not staying overnight and not needing Board approval – only the Superintendent’s approval; Board Student Travel is for those trips that will be overnight. **YOU MUST HAVE BOARD APPROVAL FOR THESE TRIPS AND MUST BE SUBMITTED BEFORE THE MONTHLY BOARD MEETING.**

Hiring Assistants

It is the responsibility of head coaches to hire assistants. All assistants and volunteers must meet background checks and fingerprinting. New head coaches reserve the right to hire or release previous assistant members on staff as deemed appropriate. When a head coach is released from a program the assistants can be released based on head coaching decisions.

Volunteer Coaches

Volunteer coaches must fill out a volunteer application and have a background check completed by the District (District Policy 1008F.00 (See Link Below) Form:

<http://www.minidokaschools.org/cms/lib03/ID01001937/Centricity/domain/102/1000/1008.00F%20Volunteer%20Application.pdf>

Parent Survey

[Post Season Parent/Athlete Survey](#)

Head Coaches' Evaluations:

Minico High School Head Coach's Evaluation Check Sheet

NAME:

SPORT:

YEAR:

The following items must be completed PRIOR to the official evaluation by the Athletic Director:

_____ Equipment Inventory

_____ Uniforms Checked in

_____ Facility Cleaned and Equipment Cared for and Stored Properly

_____ Fine List to the Bookkeeper

_____ Assistant Coaches Evaluations/Recommendations – (Meet with asst. coach – include signature)

_____ Financial Balance of Account (with Kris Christensen, Bookkeeper--Write the amount here: \$_____)

Recommendations for next year's schedule or future scheduling:

Fundraiser List for the Program and Plan for use of that money:
(Form coming from central office)

Fees players are responsible to pay per player (if any) and what those costs are used for:
Program needs/wants for next year:

Head Coach's Evaluation Form

Name: _____ Sport: _____ Date: _____

RATING SCALE: 1 = POOR 2 = NEEDS IMPROVEMENT 3 = AVERAGE 4 = ABOVE AVERAGE 5 = EXEMPLARY

ADMINISTRATIVE RESPONSIBILITIES:

- _____ Cooperates with requests for information from the athletic office on time.
- _____ Concussions, CPR/First Aide, Sudden Cardiac, and coaching certifications complete.
- _____ Ensures athletes are not allowed to practice without proper registration and paperwork.
- _____ Communicates with assistant coaches in regards to roles, duties, and expectations.
- _____ Regularly monitors academic performance of athletes.
- _____ Abides by all relevant school district policies, administrative, and IHSAA guidelines.
- _____ Attends required trainings, IHSAA rules meetings and all-conference meetings.
- _____ Follows proper budget and purchase order procedures.
- _____ Maintains and updates team and individual records.
- _____ Supervises practice area and locker room when athletes are present.
- _____ Publicizes team and individual accomplishments to the media and school.
- _____ Demonstrates care of school facilities and equipment.
- _____ Submits the bus schedule and release times to A.D. and attendance secretary.
- _____ Maintains a detailed inventory of team equipment and updates it after each season.
- _____ Prepares end-of-season list of award winners and presents athletes with awards and letters at an organized team banquet or get-together.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school athletes.
- _____ Communicates well with athletes & parents, including beginning of season parent meeting.
- _____ Establishes and maintains good rapport with faculty, administration, and other coaches.
- _____ Encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information & interviews.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Tracks and reports injuries to trainers/doctors and follows athletic injury protocols.
- _____ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Uses personnel and strategies effectively in games.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism to help athletes improve.
- _____ Maintains effective individual and team discipline at practice and in games.
- _____ Provides opportunities for all members of the team to contribute, depending upon their ability and effort, while maintaining a competitive squad.
- _____ Team's performance reflects enthusiasm, motivation, fundamentals, and sportsmanship.
- _____ Stays on top of best practices, strategies, and trends in the sport by attending clinics, networking with other coaches, and reading coaching publications.

Head Coach's Feedback

Assess the team's performance this season:

Assess your overall performance as a head coach this season:

What are your goals for next season?

What suggestions or recommendations do you have for the Athletic Department and administration that could help you achieve your team and personal goals?

Head Coach's Comments:

Coach's Signature

Date

ATHLETIC DIRECTOR'S COMMENTS:

Head Coach's Signature

Date

Athletic Director's Signature

Date

Principal's Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has ten days to respond in writing to any portion of this evaluation to which he/she does not agree

Coaches Checklist

PRE-SEASON RESPONSIBILITIES:

- ____ 1. Medical clearance of athletes wishing to participate in sport according to Minico High and I.H.S.A.A regulations. Must be accomplished before athlete can practice. Physicals/Questionnaires
- ____ 2. Alphabetized list of athletes to Athletic Director on first day of practice for determination of academic eligibility.
- ____ 3. Register My Athlete complete including: Insurance, drug and alcohol policy, and spartan pride.
- ____ 4. All staff have completed requirements for CPR/First Aide, Concussion, and Sudden Cardiac.
- ____ 5. Rules clinic for sport was attended.

SEASON RESPONSIBILITIES:

- ____ 1. Rough draft of roster to Athletic Director by 6th day of practice
- ____ 2. Following cuts on 5th day of practice issuance of extra-curricular activities rules for participation in sport
- ____ 3. Supervision of squad members from the time they reported to school for a practice or game until they left the school at the conclusion of the activity
- ____ 4. Care of equipment, supplies, and school facilities
- ____ 5. Care of injuries and completion of injury report forms for student health records and insurance purposes
- ____ 6. Proper procedures followed for squad members to be excused from school for activities
- ____ 7. Personal pre-game preparations (transportation, equipment, facilities)
- ____ 8. Personal conduct at games toward players, officials and spectators
- ____ 9. New releases executed in a timely manner

POST-SEASON RESPONSIBILITIES:

- ____ 1. Roster of athletes completing season (Varsity letter winners, J.V. letter winners, special award winners)
- ____ 2. Completion of end of season summary report to Athletic Director 15 days after season.
- ____ 3. Detailed list of athletes with equipment not returned 15 days after season.
- ____ 4. Inventory of equipment on hand (indicating condition) 15 days after season.
- ____ 5. Assistant and self-evaluation completed and to Athletic Director 15 days after season.
- ____ 6. Final district coaches meeting attended and player recognition for honors.

PLEASE RETURN PERSONALLY TO ATHLETIC DIRECTOR FOR DISCUSSION OF SELF-EVALUATION.

Assistant Coach Evaluation

Minico High School

ASSISTANT COACH'S PERFORMANCE REVIEW

Coach _____ Sport _____ Year _____ Date _____

RATING SCALE: 1 = POOR 2 = NEEDS IMPROVEMENT 3 = AVERAGE 4 = ABOVE AVERAGE 5 = EXEMPLARY

TEACHING QUALITIES

SUMMARY OF COACH'S STRENGTHS

Solid knowledge of skills and techniques	1 2 3 4 5

Uses appropriate motivational techniques	1 2 3 4 5

Good teaching methods	1 2 3 4 5

Individual/Team discipline is evident	1 2 3 4 5

PERSONAL QUALITIES

SUMMARY OF RECOMMENDED IMPROVEMENT

Displays a positive attitude	1 2 3 4 5
Promotes program loyalty	1 2 3 4 5
Is a good role model	1 2 3 4 5
Works well with other coaches	1 2 3 4 5
Works well with players	1 2 3 4 5
Works well with parents	1 2 3 4 5
Demonstrates personal leadership	1 2 3 4 5
Demonstrates loyalty to head coach	1 2 3 4 5
Knows athletic program objectives	1 2 3 4 5
Philosophy is in harmony with the program	1 2 3 4 5
Supports school, and district policies	1 2 3 4 5
Attends coaching education workshops	1 2 3 4 5
Understands liability issues	1 2 3 4 5
Meets established deadlines	1 2 3 4 5
Is punctual and reliable	1 2 3 4 5
Demonstrates professional leadership	1 2 3 4 5

RECOMMENDED GOALS

PROFESSIONAL QUALITIES

RECOMMENDATION/COMMENTS

Assistant Coach

Head Coach (evaluator)

Date

HEAD COACH'S COMMENTS AND RECOMMENDATIONS:

I AM IN AGREEMENT WITH THIS SELF-EVALUATION, EXCEPT AS NOTED ABOVE.

SIGNATURE OF ATHLETIC DIRECTOR _____ DATE _____

The coach's signature indicates he/she has read this evaluation. The coach has ten days to respond in writing to any portion of this evaluation to which he/she does not agree.