

Southeast Island School District



Activities Director Handbook

Revised September 2022

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SUPERVISION STRUCTURE

The following table outlines the structure of supervision for the stakeholders involved in the AD's responsibilities.

Position/Title	Supervisor
AD	Superintendent
Head Coaches/Activity Sponsors	Lead Teacher/Principal with AD support
Assistant Coaches	Head Coach
Student Athletes	Head Coach/Assistant Coach

DUTIES AND RESPONSIBILITIES

Responsibilities Before School Year Begins

Event Scheduling

- Meet with other island ADs to plan out schedules for elementary and MS.
- Share information with all lead teachers/secretaries.
- Update this information on the SISD website and public calendar.

Equipment

- Ensure the uniform room and coaches room are clean and organized.
- Inventory, maintain, and track all sports related equipment and items.
- Ensure equipment for sports (score books, balls, first aid kits, etc) are ordered.

Communication

- Meet with lead teachers/admin to advertise for all coaches positions anticipated for the entire school year.
- Plan for attendance at AD meetings (fall, winter, and spring), [ASAA Region V](#)
- Work with lead teachers and secretaries to coordinate gym times on the **PUBLIC - District Wide** Google calendar.
- Become familiar with the ASAA website and training needed for coaches.

Registration of Athletes

- Become familiar with planet high school (ASAA's online portal): planeths.org

General Duties and Responsibilities

Attendance

- Attend all District-sponsored tournaments

Communication

- Communicate and advertise updated K-12 sports information such as new season start/end dates, events, and tournaments to stakeholders through the following processes.
 - Update SISD website Athletics page and the SISD public calendar for K-12 sports to input new season start/end dates, events, and tournaments.
 - Update through Thrill Share - the editing software for the SISD website (Matt can get you set up for training)
 - Update SISD Facebook page.
 - Lead teachers need to advertise on their own facebook page and hang posters in their communities for games and events.
 - Update SISD Public Calendar.
- Accept activities complaints/concerns, report information to supervisor.

Safety

- Be available for emergency purposes 24 hours per day for students and coaches while they are on school-sponsored trips.
- Be available for emergency purposes 24 hours per day for visiting coach/advisors for any emergency situations as they arise.
- Ensure that equipment is up to safety standards and request new equipment when needed.
- Work with coaches to ensure that all accident reports are submitted promptly and accurately to supervisor.

Regulations

- Be aware of and implement the policies, rules, and requirements of Southeast Island School District, ASAA and the State of Alaska; require students and staff to work within these requirements.
- Maintain a drug, alcohol, and tobacco free environment at all times while working with students.

Recordkeeping

- Maintain a monthly record of all district-wide AD expenses (sports equipment that will be used district wide).

Competitions and Other Contests

Student Eligibility

- Ensure that participating students are eligible through Planet High School.
- Complete ASAA eligibility forms, rosters, academic lists, student waiver forms, etc. as necessary and enter forms into PlanetHS. Update as required.
- Ensure that each coach is aware that they must work with the school lead teacher/principal to ensure that participating students are academically eligible to practice/participate in games/travel, etc.

Registration of Athletes

- Submit all student information to Region V tournament director in a timely manner for inclusion in the tournament program.

Home Event Operations

- Obtain rosters from visiting schools and oversee production of game programs
- Ensure AASA (Region 5) housing procedures are followed.
- Oversee and provide transportation (pick up and delivery) for visiting teams.
- Coordinate with the POW Island-wide referee association to ensure that the process for obtaining officials is understood.
- Ensure Officials are hired and that they fill out appropriate paperwork (hiring and timesheets) so they can get paid. [Timesheet for "Basketball" officials](#) - Theresa Fairbanks will have updated pay information for Basketball - and will have rates for any other sports' officials if any. We would just need to modify the form (make a copy and then modify) for other sports' officials.

Away Event Operations

- Obtain roster information from coaches; organize and send to schools for competitions.
- Oversee that all travel arrangements for "away" competitions (flights, ferries, accommodations, transportation) are complete (requested by coaches and completed by District Office staff). [Travel Authorization Form](#)
- Ensure coaches are completing Travel Authorization forms in a timely manner.

Communication

- Contact [local media](#) about home game advertisements and results of games.

- Enter all final scores on the Athletic.net website.
- Contact regional and state media with game results and roster information as requested.
- Coordinate with district staff so that games can be streamed
- Work with Lead Teacher/Principal to ensure:
 - Gym is set-up for all “home” competition
 - Gym is cleaned after all “home” competitions
 - Staff are available to keep books, work admissions table and run clock at all “home” competitions

Activity Supervision

Team Travel

- It is the coaches’ and A.D.’s responsibility to ensure that there are 2 SISD approved adults (the coach can count as one) at each event.

Event Operations

- Serve as event coordinator for regional/state tournaments or events with multiple teams participating.
- Ensure that crowd control is addressed at all events .
- Ensure that EMT are invited to all events (AD and/or Lead Teacher/Principal).

Advisors/Coaches

Recruitment

- Assist school and district office personnel to recruit advisors and coaches for extra-curricular positions and make recommendations to the principal.

Policy and Communication

- Provide consistency for coaches/advisors among programs in terms of eligibility, travel requirements, accommodations, etc.
- Provide coaches/advisors with pertinent district, regional and State information relating to their activity.

Records

- Document pre-season meetings with coaches (agendas, dates, etc.) and receipt of coaches’ handbooks.

- Ensure that records of physical exams and parent permission/medical release forms are completed and distributed to the coach, site admin, and copies are stored and filed by the AD.

Miscellaneous

Communication

- Inform coaches, Lead Teacher/Principals of the best method of contact for non-emergencies; in the case of an emergency, the AD is available 24 hours/day.
- Be available for conference calls and meetings related to school activities.

Inventory and Ordering

- Prepare and submit orders for rule books and supplies for all activities programs

Recordkeeping

- Ensure hiring paperwork is complete before coaches, activities advisors, and officials commence work. Approve extra duty compensation agreements, and other relevant paperwork is complete at the end of the season.
- Coordinate with coaches/advisors for end of activity student check-out
- Work with lead teacher and site admin in maintaining high school sports lettering record

Moral and Ethical Standards

- Ensure fair and equitable treatment of all students
- Serve as a role model for students in speech, conduct, and appearance

SPORTS SCHEDULES

High School Sports Schedule

Schedule for high school sports can be found at ASAA.org

Elementary and Middle School Sports Schedule

Below, you will find a seasonal schedule for elementary and middle school sports

Sport	Month(s) Season is Held	Duration
Elementary and Middle School Cross Country	August to October	5 weeks
Sport	Month(s) Season is Held	Duration
Elementary K-5 Indoor Soccer	October to Thanksgiving Break	6 weeks
Middle School Basketball	October to November	8 weeks
Elementary/Middle School Wrestling Grades K-8	January to February	7 weeks
Middle School Volleyball: Grades 6-8	February to March	8 weeks
NYO	State Competition is in April	6 weeks
Elementary Basketball Grades k-5 (grouped k-2 and 3-5)	March to April	6 weeks

SPORTS DESCRIPTIONS

Below, you will find descriptions of elementary and middle school sports. High school sport information can be found at ASAA.org.

Elementary School Sports Descriptions

Grades K-5

AD Responsibilities

- The A.D. will generate a schedule for teams, both in SISD and with other POW school districts.
- Refer to the coaches handbook for eligibility requirements and needed documentation from students and parents.

Elementary Cross Country: Grouped k-5 and 6-8 for meets.

One week of practice prior to the first meet. Thorne Bay hosts one of the meets. The timer, boundary ribbon, placing ribbons for participants, and other needed materials are found in the Thorne Bay equipment room in a black/yellow tote labeled cross country. The uniforms are youth size t-shirts that need to be distributed at the race, gathered back at the end of each race and washed by the coach. There is a washer and dryer available in the uniform room. There are running shoes available in the uniform and lost and found, as well as white long socks in the uniform room. See Appendix A for an example of a meet.

Elementary Indoor Soccer: Grouped k-5

Two weeks of practice prior to the first tournament. Competes with other SISD schools on the island. Each school with a gym with a participating team will host one tournament during the season. Soccer balls and nets are found at Thorne Bay, Naukati, and Coffman Cove. Uniforms are the color coded youth t-shirts in the gray tote found in the Thorne Bay uniform room. A.D. will make a schedule depending on how many teams are participating, usually it is made once all athletes show up to the tournament. Try to keep students on the teams of their own school. 5 kids make a team. Other sites with extra players can join other teams if they do not have enough to make their own. Each site needs their own coach. Need to find refs (local, not official) to ref the games. Each site gets to play a minimum of 3 games. About 1-2 hour tournaments. See appendix for example schedule.

Elementary and Middle School Red Tide Wrestling (Club Wrestling)

This sport is a “club”. Usually work with the Craig Red Tide coach to coordinate information and events. Dues are required to the Red Tide organization per athlete. Dues need to be paid to the Red Tide wrestling organization. Youth wrestling uniforms are found in the Thorne Bay Uniform room, as well as a few extra pairs of wrestling shoes.

Basketball: Grouped k-2 and 3-5.

All POW school districts participate in elementary basketball. Each school with a gym with a participating team will host one tournament during the season. Coordinate with Klawock, Craig, and Hydaburg on scheduling the tournaments. Each hosting district's A.D. will make their own schedule depending on how many teams are participating. Need to find refs (local, not official) to ref the games. Each site gets to play a minimum of 5 games. About 2-3 hour tournaments. See appendix for example schedule.

Middle School Sports Descriptions

Grades 6-8

AD Responsibilities

- The A.D. will generate a schedule for teams, both in SISD and with other POW school districts.
- Refer to the coaches handbook for eligibility requirements and needed documentation from students and parents.

Cross Country: Grouped k-5 and 6-8 for meets.

See above information under elementary sports. Middle School has one additional meet in Ketchikan with Schoenbar school in the beginning of October.

Basketball

Play in games and an island tournament with Klawock, Craig, and Hydaburg. Each school with a gym with a participating team will host games and one tournament during the season. Coordinate with Klawock, Craig, and Hydaburg on scheduling the weekly games and end of season tournament. Each hosting district's A.D. will make their own bracket for tournaments depending on how many teams are participating. Need to find certified referee officials to ref the games and make sure they fill out the W2 paperwork and refs timesheet found in the coaches office file cabinet (and in appendices).

Red Tide Wrestling

Usually work with the Craig coach to coordinate information and events. Wrestling uniforms are found in the Thorne Bay Uniform room, as well as a few extra pairs of wrestling shoes.

Volleyball mix 6 team

Usually work with the Craig, Klawock, and Hydaburg coaches to coordinate information and events. Ketchikan didn't allow the mix 6 co-ed teams to compete at their Ketchikan tournaments because they only have girls teams and didn't allow for boys to try out due to the competitive female tryouts. Volleyball uniforms are found in the Thorne Bay Uniform room. Each school with a gym with a participating team will host games and possibly a tournament during the season.

High School Sports Descriptions

Please see ASAA.org and Planeths.com for more information

COACHES TRAINING

Meet with coaches as soon as they are hired and go over the entire coaches handbook with them. Help prepare them for the parent/student meeting and attend to provide additional support if needed or requested by the coach.

- Elementary School: Parent meeting includes the season schedule and signed by parent/athlete code of conduct. Student athletes must be enrolled in an SISD school for at least one hour and must have a registration packet on file. AK-TRAILS is an SISD school.
- Middle School: Parent meeting includes the season schedule and signed code of conduct by the parent/athlete, plus a physical before they can join. Physicals are good for a year. Student athletes must be enrolled in an SISD school for at least one hour and must have a registration packet on file. AK-TRAILS is an SISD school.
- High school: Parent meeting includes the season schedule and signed code of conduct by parent/athlete, all online paperwork and videos on planeths.com. plus a physical before they can join. ASAA states that physicals need to be updated every 18 months. Follow ASAA regulations for nono-SISD high school students' participation on an SISD team.

Appendix

Appendix A–Cross Country Meet

Below you will find the information needed to set up and execute an elementary/middle school cross country meet.

Terms

- Rabbit
 - The rabbit is the person that goes slightly ahead of the lead runner during the race. Typically, and ideally, this will be a person on an ATV/4 wheeler/smaller vehicle fast enough to outpace the first place runner. If individuals with these vehicles cannot be found, a car or truck will work.

- Turtle
 - The turtle is the person that follows the last runner during the race. Like the rabbit, ideally this person will be on an ATV/4 wheeler/quad/smaller vehicle.

- Timekeeper
 - The individual who records race times for all participants. This person also starts the race.

- Turnaround Person
 - This person stands at the halfway mark of the race. Once a runner reaches the turnaround person, the turnaround person marks their hand with a marker.

- Course Monitors
 - If you decide to make the race more than an out-and-back down Sandy Beach Rd., you will need course monitors to keep runners on the right track.

- Chute Monitors
 - The chute monitors keep runners in the order they have finished. They also hand out a place holder of some kind that identifies their place in the race.

- Race Recorder
 - Records the names and finish times of runners

Setup

There are many steps to the setup. The number one thing to keep in mind is safety.

- Determine and Mark Route
 - There will be groups of runners. Each group will have a different distance to run for their race. Consult other ADs beforehand to determine these distances.

 - Determine your route. Typically, we have done an out-and-back down Sandy Beach Rd., but a new route can be made.

- Mark the starting point with spray paint on the shoulder of the road, and identify it as the start with an S. You can use chalk, or run a secured ribbon across the road to indicate the start and finish line. The start/finish line should also be marked clearly with cones or flags.
- Mark the turnaround. If you are going down Sandy Beach Rd., you can mark the turnaround line on the shoulder for the younger groups. Identify it with K-3, or whatever the group is. For longer turnaround points past the asphalt, clearly identify the turnaround with cones and a ribbon tied on the side of the road. You can identify the group on the cone.
- If your finish line is different from the start line, clearly define where runners need to go for the finish with cones or ribbon.

Execution

Volunteer Placement and Responsibilities

- The Rabbit
 - The rabbit is placed roughly fifty to one hundred feet in front of the runners before the race begins.
 - Once the timekeeper starts the race, the rabbit maintains this distance in front of the runner.
 - This is to keep the course clear and safe, to monitor that runners are staying on course, and to address potential emergencies.
 - The rabbit turns around at the halfway point, and returns to the finish/start line cautiously, being mindful to avoid runners if the race is an out-and-back.
- The Turtle
 - The turtle is placed behind or to the side of the starting line. Once all runners have started the race and approximately fifty to one hundred feet of distance has been created between the turtle and the last runner, the turtle maintains this distance behind the runner in last place for the entirety of the race. This is for safety purposes, as well as to address potential emergencies.

- The turtle turns around at the turnaround point of the course, or they will follow the last placed runner back if they decide they cannot complete the entire distance of the race.
- The turtle cannot go ahead of the last runner under any circumstances.
- The Turnaround Person
 - This person stands at the midpoint of the race. They mark runners' hands with a marker as they turn around or reach the halfway point. Runners without marks on their hands at the finish line will be disqualified, so it is important to emphasize this to the runners, and to the turnaround person. The turnaround person will need to move farther down the course as the distance increases with the older runners races.
- Timekeeper
 - The timekeeper typically starts the race so they can start the stopwatch. The timekeeper will then go to the finish line so they can record times as runners finish. There are many different stopwatches/time recorders that can record many times at once. There are digital versions and a version that prints out a paper copy. Make sure to practice this before the race begins.
 - After the race is over, the timekeeper will give finish times to the race recorder.
- Chute Monitors
 - This is the most difficult portion of the race to execute. It is suggested that 2-3 volunteers act as Chute Monitors
 - Make sure the chute quickly tapers to one person wide and is long enough to hold all runners in a single file line.
 - You will create a system for runners to show the race recorder what place they came in. For example, some meets use popsicle sticks with numbers on them (1-10 for example). As the runner crosses the finish line a chute monitor hands the popsicle stick with the number they finished in to the runner. The first place runner gets the popsicle stick with a 1, second place gets a popsicle stick with a 2, sixth place gets one with a 6, etc.

- Handing out popsicle sticks or other place markers can get hectic if there is a large group finishing at once. This is why it is suggested to have two people with popsicle sticks. This is for two reasons. Firstly, they are less likely to drop the popsicle sticks if they have less in their hands, and secondly if they are not currently handing out sticks, they can help corral runners to ensure they get the correct stick. For example, person A might have the popsicle sticks 1-5, and Person B may have 6-10. While person A is handing out sticks, person B is helping to make sure the correct runner is getting the correct stick. While person B is handing out sticks, person A can help to make sure they go to the right runner. This is very helpful when there are large groups of runners finishing at the same time.
- The last Chute monitor will make sure runners stay in the correct order while in the chute and approaching the race recorder.
- Race Recorder
 - The race recorder registers runners before the meet.
 - They record the name, school, and finishing place of each runner at the end of the chute.
 - They record the runners' times when the timekeeper gives them the information immediately after the race.

General Summary

- The rabbit is ahead of the start line
- The runners line up
- The timekeeper starts the race, begins stopwatch, and then goes to the finish line to record runner's times as they finish the race.
- The rabbit maintains its distance in front of the first place runner
- The turtle follows the last placed runner.
- The runners get their hands marked at the turnaround point. After the turtle passes, the turnaround person goes farther to the next midpoint if it changes for the next group.

- The runners cross the clearly marked finish line
- As the runners cross the line, the chute monitors give them their place identifier (popsicle stick). Another chute monitor ensures they stay in order in the chute as they approach the race recorder.
- The race recorder records the runners name, school, and place as runners reach the table.
- The race recorder then records the runners' times when they receive them from the timekeeper.