

Montevideo ISD #129

Coaches Handbook

I. Coaching General Information

Head coaches shall be responsible for the functioning of the entire program. He/she shall meet with the coaches on all levels of the program so they understand the philosophy in developing the activity to its full potential. It is expected that the head coaches will coach the “program” not just the varsity team.

Athletic Fees and Scholarship

Fees for the 2025-26 Season

7th-8th Grade: \$80 per sport

9th-12th Grade: \$125 per sport

- Individual max of \$300.
- Free/reduced lunch students pay 50% of regular fee

Refund Procedure

- Refunds for a student deciding to terminate their participation in a sport or activity, will only be issued within the first week.
- Students are allowed to sign-up for activities until the fourth Monday following the start date.
- During the season, if a student has a season-ending injury or illness, a refund will be prorated based on the portion of the season completed up that point.
 - Refunds will not be issued if the season is more than 50% complete.

1. Certification

All head coaches in the Montevideo Schools must meet the Head Coach requirements set forth by the MSHSL. As of Fall 2026 all Montevideo ISD coaches, including volunteers, must complete the four Continuing Education Requirements (CERs) and concussion requirements on the MSHSL website. If the coach is not a district employee, they must have a background check completed by the Montevideo School District. All assistant coaches must be supervised by the head coach.

All head and assistant coaches are expected to meet the yearly MSHSL requirements before the first contest. Information is located on the MSHSL website.

2. Conditioning

It is expected that all coaches are to follow the rules and policies of the MSHSL regarding conditioning and pre-season heat acclimatization. It is also the policy of our activities program to refrain from punishment conditioning at an intolerable and/or humiliating level.

3. Dismissals

Please email the activities administrative assistant, two days prior to the day of the event. Please include the time your student-athletes need to be dismissed from school and a list of the students that are to be dismissed for each particular event.

Announcements are e-mailed to all staff by 10:00 a.m. daily.

If you are a teacher in the school district and will need a substitute for the class time you will miss for your event, use AESOP employee absence system to arrange for a sub at least two days prior to your event.

4. Injuries / Medical Procedure

- i. All injuries and accidents must be reported to the Activities Director and Athletic Trainer within two days.
- ii. Any injuries requiring medical attention (including a doctor's appointment) will require a coach to fill out the School District Accident Form describing the circumstances of the accident..
- iii. If an injury requires emergency medical services or hospitalization, the Activities Director should be immediately notified.
- iv. Emergency First Aid kits shall accompany the team at all times. These kits shall be kept with the team equipment after the season.
 1. It is the coach's responsibility to communicate with the athletic trainer and keep medical kits stocked.
- v. Coaches should follow all injuries / accidents up with a phone call to parents.

5. Locker Rooms

All coaches will be responsible to ensure that locker rooms are properly monitored and the facility is locked after practice. It is advised that student valuables should be locked securely.

Locker rooms may at NO TIME be propped open; this is a fire code violation. For Middle School programs, a member of the coaching staff will need to be available to open the locker room for participants at the beginning and end of practice, they should remain in (if applicable) the locker room or nearby to provide supervision. Coaches are

not to leave school until they ensure the locker room is empty and all students have cleared the school, or practice area.

6. Meetings

Coaches are expected to be present at coaches' meetings. There will be a full coaching staff meeting at the beginning of each school year and seasonal head coaches' meetings at the beginning of each season. Special meetings may be held periodically.

All head coaches are expected to hold a pre-season meeting with their coaching staff and are encouraged to conduct periodic staff meetings throughout the season.

Head coaches are expected to attend section and conference meetings that pertain to their sport. District transportation may be used.

All programs must hold a pre-season parent meeting. Information on time and date of the meeting should be communicated to Activities Director and the Activities Administration Assistant.

7. Pre-Season Program Duties

All coaches will be required to have a "Parent Informational Meeting" approximately one week prior to the start of their season. This meeting should be publicized in the school announcements (if during school year), and on the school website.

The meeting should provide parents with the following information:

- Start Date, Time and Location of First Practice
- Necessary equipment that family may need to purchase and/or what student-athlete should have at each practice – especially first.
- Contact information of coaches - at least one form of contact information (phone #, email, etc.) **MUST** be provided for each coach
- Overview of season procedures...time practices will end, what student-athletes should pack on game days, things to know about the sport.
- Discuss and explain eligibility rules and award requirements with participants.
- Discuss team goals, dress code, personal conduct, practice schedule, care of facility and equipment, school travel, and school requirements.

Head coaches shall work with the Activities Director to complete MSHSL and High School requirements:

- Students will not be allowed to practice until the coach receives confirmation from the Activities Director that a physical is on file, and/or the coach has the physical in their hand.
- Students will not be allowed to compete until they have completed all necessary

online registration forms.

- Complete a roster with grade, height and uniform numbers.
- Work with Activities Office arrange for team pictures and media day in first month of practice.

8. Post-Season Duties

All coaches will be responsible to complete the following requirements at the end of their season:

- Check-in and store equipment
- Complete inventory (see # 14)

i. Head coaches will be responsible to complete the following, additional, requirements

- Make All-Conference Selections
- Select team award winners and present the list to Activities Director, before giving the award
- Prepare for team banquet or award ceremony
- Make suggested changes in schedule to Activities Director
- Do an evaluation of season, staff, and self

9. Required Student-Athlete Information

All forms listed must be completed, signed, and returned to the Activities Director before the participant will be permitted to practice or compete.

- Physical Examination – A participant is required to undergo a physical examination once every three years. If the participant has a history of medical problems, we would recommend yearly examinations.
- MSHSL Athletic Eligibility and Student Information Form – The bulletin and information form are both part of the online registration documents that parents and students must complete and sign electronically.

10. Scheduling

Games, tournaments, and scrimmages are to be scheduled by or through the Activities Director. Priority in scheduling will be given to conference affiliation, section opponents, and distance. A primary concern will be given to our athletes.

The following are policies for practice and game scheduling:

1. No athletic event or practice may be held on Sunday, without prior administrative approval (Trap and skeet).
2. Events may not be scheduled on political caucus days after 6:00pm, and between 6:00 and 8:00pm on general election days.

3. Wednesdays are considered “Church Nights” by the community and, therefore, no events are to be scheduled or practices held after 6:00pm on Wednesday nights except as approved by administration or when section playoff dates fall on a Wednesday.
4. Coaches are to prepare a list of practice times for vacation periods and give this to the Activities Director.

11. Scores / Game Results / Promotion

All coaches need to report their scores to the activity’s administrative assistant. The head coach will work with the activities administrative assistant on posting scores on the MSHSL website. Head coaches are encouraged to attend booster and fund-raising meetings and to use media events to promote Thunder Hawk athletics.

12. Transportation

Two weeks prior to the opening practice date of your season the Activities Director will provide the Head Coach with a travel report. The Head Coach will complete and turn in to the Activities Director the report which includes mode of transportation requested for travel and time you intend to leave. The policy for excusing athletes for a trip is as follows:

- Excused 15 minutes prior to bus time if you are leaving from the school
- Excused 30 minutes prior to bus time if you are leaving from off-campus site
- It is the school’s responsibility to transport students to out-of-town competitions And return them to the school building. Therefore, students will ride to all competitions in the district provided mode of transportation and return the same way. Students may ride with a parent if the parent collects the athlete at the bus with direct, verbal consent of the coach or the parent fills out a transportation consent form.

Coaches are expected to follow these transportation guidelines:

- Supervise the loading and unloading of students
- Ensure adequate supervision – bus will not move without adult supervision on board
- Maintain student discipline while traveling
- Follow bus company rules
- Supervise general cleanup of the bus at the conclusion of the trip
- Head coach will serve as the official school representative at out-of-town events when the Activities Director, Principal or Superintendent are not in attendance.

Sixth grade students will not ride a High School bus nor shall they be excused early to attend a high school event. Elementary students in grades 1 – 6 are not eligible for participation in any MSHSL-sponsored activity; C-squad, B-squad, junior varsity, or

varsity event.

During the season, coaches are responsible to check the transportation schedule to make sure bus times and travel destinations are correct. It is suggested that this be done one week in advance.

For programs wishing to use a **Motor Coach**, please see Appendix B for appropriate protocol.

13. Uniforms and Equipment

Athletic Uniform & Apparel Color Guidelines

The Montevideo School District expects that its athletic teams project a positive school spirit through the express and conspicuous use and display of certain colors and color schemes on all team uniforms, apparel and accessories.

The official colors for the Montevideo Thunder Hawk athletic teams are purple and gold.

Purple, gold and black(with approval) should be the dominant primary colors of any team uniform, piece of warm-up apparel, or required accessory such as jackets and hats. Coaching staff who wish to use alternative colors such like grey may do so but the amount of the alternative color should be kept to a minimum (i.e. used as an accent color).

District funds shall not be used to blend or otherwise pay for an athletic team's uniform, warm-ups, and/or other required apparel that display any alternate color as the primary color.

The activities director shall have the final discretion on the colors and color combinations that are used on all team uniforms, apparel, and/or accessories. All designs and color schemes must receive written approval by the activities director, prior to purchase.

At the start of each season coaches should assign one uniform to each member of the team. A uniform checkout sheet should be filled out with an assigned (numbered) uniform listed next to the NAME of the student who checked it out.

At the end of each season, the head coach will collect uniforms and submit the uniform

checkout sheet to the Activities Director. Please highlight any students who have not returned equipment.

-- if we're missing a belt from an athlete – and we checked one out – write it down --

At the end of each season, the head coach will take note of any equipment that needs to be replaced and/or repaired and make the Activities Director aware of the need.

It is the responsibility of the head coach to ensure that the storage space assigned to their sport is orderly and that all equipment is properly put away at the end of the season.

II. Varsity Programs

1. Awards

The following recommendations and policies are to be followed in granting awards and honors.

i. Recommendations for Captain Selection

1. Should be a minimum of a high school junior and preferably a high school senior.
2. Should not have a MSHSL violation for one calendar year.
 - Montevideo High School violations could be considered if confirmed by school principal.
3. It is advisable to run your recommendation by the HS Principal and Activities Director.
4. It is advised to not announce captains until the start of the season, or to announce preliminary captains should a violation occur during the off-season.

ii. Athletic awards given to athletes, the coaches should consider:

1. Number of years participating in the sport
2. Past violations
 - Someone with a violation during the season should not receive an award
3. Adherence to training rules
4. Promptness and attendance at practice
5. Attitude and cooperation

6. Skill development and performance
7. Injuries that occurred during the season

iii. Lettering

1. The letter is the highest award granted
 - Criteria should be developed and followed
 - Should not be awarded merely as a participation award
2. Students will receive one letter
 - They will receive a pin the first time they letter in each sport
 - Subsequent years lettering will be signified by a bar
3. Letters, pins and bars will be given to the coach once a list of letter winners has been turned in to the Activities Director
4. Lettering criteria should be created and understood by athletes and parents prior to the season. An evaluation of these requirements should be evaluated every three to five years.

2. Coaching Vacancies

When vacancies occur on the coaching staff, the head coach should inform the Activities Director to fill the opening. Human Resources will then be contacted by the Activities Director and the job will be posted. When the closing date for the open position has passed, the Activities Director will begin the process of hiring the most suitable candidate.

When a coach elects to resign his/her position, a written statement to that effect must be presented to the Activities Director. When the Head Coach recommends a change in the coaching staff, the reason for that change must be presented to the Activities Director.

3. Coaching Clinic, State Association/State Tournament Policy

Head Coaches will be allowed to attend **one** clinic per year with clinic fees and, if necessary, up to two professional days provided (for ISD 129 staff only). These professional days must be requested and granted by both the Activities Director and building Principal no less than 5 school days in advance of the clinic. It is the policy of the district not to abuse the system. If a professional day is not needed one should not be taken. Head Coaches will be allowed one professional day for a State Tournament and may substitute a clinic day for a State Tournament day. The tickets will be paid for. School transportation will be available upon request and parking paid for. This must be approved by the Activities Director in advance.

Up to 2 assistant coaches in each program will be allowed to attend a clinic or State Tournament each year. Clinic fee or tickets will be paid for. One professional day will be provided (for ISD 129 staff only) and is subject to the same request rules as a Head Coach.

Those attending clinics should be prepared to give a summary of the key learning items to the Activities Director upon return.

The activities office will pay for every coach to join the MSHSCA and for each Head Coach to join their specific sports associations (for awards purposes). If an assistant coach wants to join a specific sport organization that fee will not be paid by the activities office.

4. Evaluation

Within two weeks after the end of the season, the head coach will prepare an evaluation of the season and include positive and negative reactions and feedback. The head coach will include an evaluation of present staff with, if necessary, recommendations for change. These evaluations and recommendations will be presented to the Activities Director by the head coach within two weeks after the end of the season.

5. Requests

All requests, whether maintenance, equipment orders, or otherwise must be brought to the Activities Director first. The Activities Director will process requests through the appropriate channels.

6. Responsibilities of Head Coaches

- i. Be knowledgeable of Minnesota State High School League and Montevideo High School Rules and Policies.
- ii. Support and defend school policies and decisions.
- iii. Ensure a safe environment for all athletes.
- iv. Promote your program at functions (available to media, pep fests, school functions, etc.)
- v. Support all programs to improve the quality of all activities.
- vi. Follow the policies outlined in Middle School Section of this manual.

- vii. Coach the program, not just the varsity team. The entire program is your responsibility and it is your duty to ensure all levels are receiving a quality experience.
- viii. Observe and coordinate middle school programs.
- ix. Be involved with organization, implementation, and support of all summer programs.
- x. Establish and revise team rules and expectations. Ensure all participants and parents understand these rules, policies, and expectations.
- xi. Attend one coaching clinic and/or one coaching seminar once every two years.
- xii. Set a moral example for all participants.
- xiii. Be fair, honest, respectful, and consistent in dealing with athletes or parents.
- xiv. Coach the athletes the game, don't coach the game to the athletes.
- xv. Create an atmosphere where athletes want to participate in your program.
- xvi. Teach your athletes:

1. To "Compete"	7. Resilience
2. Sportsmanship	8. To Value Preparation
3. Team work	9. Attitude Control
4. Sacrifice	10. Time Management
5. Loyalty	11. Relationships
6. Work Ethic	12. Diversity

Assistant Coaches Responsibility:

- i. The primary responsibilities of the assistant coach are as follows:
- ii. Assist head coach in overall development of the program.
- iii. Assist the head coach in registration of athletes.
- iv. Assist head coach in issuing equipment.
- v. Assist head coach in preparing information to be turned into the AD office.
- vi. Assist in return, storage, and inventory of equipment.
- vii. Recommend athletes for awards.
- viii. Recommend equipment to be purchased.
- ix. Recommend facility maintenance and improvement.
- x. Complete post-season evaluations and conduct one-on-one conferences as directed by head coach.
- xi. Assist with awards banquet
- xii. Additional responsibilities as assigned by the head coach may include, but not limited to: scouting, training, equipment, breaking down film, and publicity

7. Scouting

Scouting will be allowed with pre-approval from the Activities Director. Scouts will have their gasoline (not actual mileage) reimbursed by the district, please retain receipts

for submission with reimbursement requests. The number of trips and chosen destinations are subject to review by the Activities Director.

8. State Tournament Participation

The Montevideo School District will provide all means, transportation, and lodging for any team or individual that will be competing in the State Tournament.

A meal allowance of \$20.00 per day, or \$8.00, per meal, per half day, will be provided for participants, varsity and assistant varsity coaches. Costs are paid while team is active in their given tournament. Once team is no longer active, participants and coaches will return to the school. Coaches wishing to return to the tournament do so at their own expense. Alternative arrangements shall be at the discretion of the Activities Director.

The Montevideo School District will not provide transportation for teams and/or individuals that have not qualified for a district or state tournament.

9. Student Activity Accounts

These funds are used to account for dollars raised **by** the students **for** the students. These funds are to further enhance the student experience in the activity.

1. Activity Purpose Form – please note that these forms must be filled out each year. Please also note that your signature states that you “acknowledge that I will be held accountable for any deficit balance.” Please manage your money wisely. A copy of this form is available at Appendix C.
2. Purchasing – Completed requisitions signed by the coach and the student officer are to be submitted to the Activities Director for approval. A purchase order will be prepared and submitted to the company. Please avoid having parents and others order items and request reimbursement. A copy of this form is available at Appendix D.
3. Receipt of Order - Orders must be received by the school district, **not** to be picked up by individual personnel. Upon receipt of ordered material, the Activities Director will inventory the merchandise then notify the appropriate coach. This will enable the office to keep an accurate account of all transactions and equipment.

10. Summer Coaching

Coaches must keep in mind both the language and the intent of Bylaw 307 regarding summer coaching. Coaches can encourage and motivate their athletes to participate in off-season programs, conditioning, training sessions, and to attend camps, etc.; but may not require attendance as a condition of participation or playing time for the school

season. **Any punishment of our athletes for missing off-season activities will not be tolerated. Remember this is high school and our students need to have the freedom to participate in other sports, activities and/or academic programs – or just take time off.**

11. Uniform Schedule

The purpose of a staggered uniform schedule is to allow the budget to be more consistent from year to year. Different sports have different timelines for uniform replacements. Fill-in uniforms will be purchased in certain sports to replace damaged uniforms.

The activities director will record and maintain a uniform rotation schedule.

III. **Middle School Programs**

The Head Coach of each program is responsible for the Middle School Programs. Middle School Program goals and policies are:

1. Middle School programs are for 6th, 7th and 8th grade students.
 - i. For information regarding 6th graders on Middle School teams, please see Appendix C for appropriate protocol.
2. Middle School programs will play a year end tournament if available.
3. Student-Athletes can only move up in a team sport to a higher level of competition after a joint meeting with the coach, activities director, and parents.
4. Emphasis must be placed on participation, sportsmanship, responsibilities, fundamental skill development, fun and development of values.
5. Coaches will need to supervise open, close and supervise locker rooms on a daily basis.

IV. **School and MSHSL Policies**

All coaches are responsible to know and enforce all MSHSL, academic, chemical, behavioral and athletic program policies.

1. It is the responsibility of the Head Coach to follow all participation policies.
2. Eligibility rules for the MSHSL and Montevideo High School will be followed. All policies are listed in the Student Calendar/Handbook. Rules apply to all MSHSL sponsored and non-league sponsored activities.
3. All coaches are expected to report all violations and infractions, and a written report will be submitted to the building administrator and Activities Director.

4. When violations of rules occur and are reported, school officials are expected and required to investigate and, if necessary, enforce the penalties prescribed.
5. Students who are suspended from school are not allowed to participate in activities, practice or compete during the suspension.

Code of Ethics for District Coaches

Montevideo Public Schools expect all coaches to adhere to the “Code of Ethics for Coaches” according to the Minnesota State High School League Handbook, listed below:

CODE OF ETHICS FOR COACHES

Statement of Philosophy. The Minnesota State High School League has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach is an official representative of the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

Code of Ethics. A coach will be in violation of the standards for good sports established by the Minnesota State High School League by:

A. making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench or through any public news media;

B. arguing with officials or goes through motions indicating dislike/disdain for a decision;

C. detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or

D. being ejected from any contest.

Actions and Response. Negative actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate. Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.

Commentary. It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assure the responsibility for their actions.

CODE OF SPORT ETHICS FOR COACHES

High school interscholastic sports are unique in their mission to provide educational opportunities for students through athletic programs sponsored by their schools. As a coach, you carry the primary responsibility to teach students how to reason, make choices and understand the impact of their decisions on others. These opportunities to teach occur throughout your sport season. The students hear your words as you talk to them and their teammates. They see how you treat their opponents and observe your respect for the letter and spirit of the rules.

The lessons you teach must be compatible with the educational mission of your school district. The lessons must: support and ensure fair play and honorable competition; treating people with dignity and respect; ensure equity, fairness and justice; and promote activities which enhance healthy lifestyles.

As a coach, you are expected to model positive sport ethics based on the moral guides of justice, honesty, responsibility and beneficence/producing good.

The following statements will help you review your responsibilities as a coach so the students under your care will have a full and fair opportunity to develop into healthy and responsible citizens.

I understand

- *I understand and support the relationship of the sport/activity program to the academic mission of our school district.*
- *I understand our district provides interscholastic athletics so our student athletes can learn to reason, make choices and understand the impact of their decisions on others through their participation in sports.*
- *I understand the principles of justice, honesty, responsibility and beneficence/producing good and will incorporate them into my coaching philosophy and actions.*
- *I understand I must role model decisions and behaviors which teach students how to compete within the letter and spirit of the rules for our sport so that all competitors have the same fair chance for success.*
- *I understand that thinking about what is the right thing to do is called moral reasoning and student athletes should learn how to morally reason through our sport.*

I will

The following moral guides are drawn from the principles of justice, honesty, responsibility and beneficence/producing good. These principles will help coaches decide which are the appropriate ends to pursue. They are reminders that the letter and spirit of the rules are meant for everybody and for the good of everyone alike.

Justice: *fairness of treatment, opportunities, benefits, and policies; being impartial; having integrity*

- *I will model language and behavior that is non-biased and inclusive of individuals regardless of ethnicity, race, religion, sex and disability.*
- *I will educate and sensitize myself to gender fairness and equity issues.*

- *I will intervene to let others know I will not tolerate ethnic, disability or sexist jokes, racial or religious slurs, or any action which demeans any individual or group.*
- *I will educate and sensitize myself to the cultural heritage and traditions of others.*
- *I will initiate actions which would prevent prejudice and discrimination against individuals or groups.*

Honesty: *being truthful and trustworthy in dealing with others; character; integrity; dealing fairly, obligated to follow the rules.*

- *I will be aware of my influence on the education of the student athlete and will not place the value of winning above the teaching of ethical values.*
- *I will respect the student athletes' responsibilities to their academics and other school, community and family activities.*
- *I will model the moral value of honesty to my student athletes and expect them to play within the spirit and intent of the rules.*
- *I will exhibit complete respect for and will observe the rules of our sport to ensure a positive sports contest and atmosphere for competition.*
- *I will be knowledgeable about the rules which govern the eligibility of our student athletes and will apply them as intended.*
- *I will teach our student athletes that it is always wrong to intentionally violate the rules to gain an advantage; that cheating denies their promise to follow the rules and destroys the positive sports contest.*
- *I will coach within the letter and spirit of the rules and will not engage in gamesmanship (pushing rules to the limit) or use unethical means to achieve my self-interests.*
- *I will work within the established process to change rules and policies.*

Responsibility: *being accountable for your actions; capable of determining one's own actions*

- *I will set an example of the highest ethical and moral conduct in all personal contact with the student athletes, officials, school administration, media and the public.*
- *I will keep the competitive nature of the sport in perspective by remembering the priorities of students are to learn new skills, be able to play and have fun.*
- *I will coach the letter and spirit of the rules and will not use a strategy which includes intimidation and unethical conduct to gain an advantage. I understand such acts can lead to violent response when opponents believe such actions are unfair.*
- *I will recognize the positive sports performance of all deserving participants on our team, on the opposing team and officials.*
- *I will exhibit respect for contest officials and will not engage in any conduct which reflects disrespect for the officials or their decisions.*
- *I will teach our athletes to accept officials' decisions and not to indicate any inappropriate displeasure, verbally or nonverbally.*
- *I will consider public criticism of officials or another team's coaches or players as unethical and will take steps to prevent such actions.*
- *I will demonstrate disapproval of and will take steps to prevent any acts intended to disrupt or detract from the performance of our opponents.*

- *I will exhibit ordinary courtesy and politeness.*

Beneficence/Producing Good: *doing no harm, preventing harm, removing harm and doing good; the act of giving to another above and beyond the requirement of rules; the act of civility*

- *I will treat all student athletes with equal respect, helping each to develop their skills.*
- *I will be responsible at all times for my behavior.*
- *I will place the emotional and physical well being of our student athletes ahead of any personal desire to win.*
- *I will provide positive instruction and refrain from put-downs, yelling and abusive statements, remembering that students learn from receiving positive support.*
- *I will use respectful language at all times and will not use profanity that is casual or directed at any individual; I will expect the same from student athletes.*
- *I will discipline our student athletes in a positive manner and will not use rigorous training activities as punishment for negative behaviors.*
- *I will never coach our athletes to personally foul with the intent of injuring an opponent.*
- *I will differentiate between corrective discipline and punishment. I will not use physical actions, such as pushing or throwing objects, to discipline or exhibit displeasure.*
- *I will do my best to provide a safe practice and competitive environment for our student athletes.*
- *I will do my best to organize practices and contests that are fun and challenging for all student athletes.*
- *I will listen respectfully to concerns brought to my attention by parents/guardians of our student athletes.*
- *I will take an active role in the prevention of alcohol, tobacco, steroid, and other drug use and will never indirectly or directly condone their use.*
- *I will model appropriate use of alcohol or other legal substances if I choose to use them.*
- *I will be sensitive to issues of body image and will respond to signs of eating disorders among my student athletes.*
- *I will be sensitive to the emotional bonding that may occur in the coach-athlete relationship and will be responsible to act ethically from my position of power as a coach. I will not encourage or act upon any sexual or romantic involvement with an athlete.*
- *I will motivate with praise, not name-calling and will never use gender-based terms, racial or religious slurs or any other demeaning action to shame or discipline a player.*

This form is to be filled out at the time of the occurrence, either by the person who cared for the student or by the person in attendance.

Student's name: _____ Grade: _____ DOB: _____

Sex: _____

Parent/Guardian: _____ Home Phone: _____

Location of Accident: _____ Date: _____ Time: _____

Who was supervising at the time of accident? _____ Position: _____

Describe what happened:

Adult witness: _____ Statement: _____

Nature of Accident	Check	First Aid Given/Comments
Abrasion		
Bruise/Bump		
Burn		
Cut		
Convulsion		
Head Injury		
Laceration		
Puncture		
Shock		
Swollen Area		

Other		
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First aid given by: _____ Paramedics called: _____ Time: _____

Disposition: Return to Activity (time) _____ Home (Time) _____ Other (Time) _____

Person notified: _____ Time Notified: _____ Relationship: _____

Name of person filling out report: _____ Position: _____

To be filled out by Activities Director

This report was received on: _____ Signature: _____

Follow up: _____

Montevideo School District
Guidelines for Use of a Motor Coach for Transporting Students

While the School District recognizes that occasions may occur from time to time, when students are transported to a destination via motor coach that is owned and operated by a company other than 4.O Transportation, the School District's expectation is that students be transported by school bus, owned and operated by 4.O Transportation, for any and all school related/sanctioned events. Furthermore, it is the expectation of the Montevideo School District that the following procedure be followed when considering the use of a motor coach.

Coaches/Teachers/Supervisors of Students are expected to travel in a school bus provided by 4.O Transportation when travelling to a school related/sponsored event.

Motor coach transportation may be considered as potentially approvable under the following conditions. The conditions under which the activity is attempting to justify motor coach transportation rather than a school bus must be included as part of the written request.

- a. Trips exceeding three hours (one-way) in duration where motor coach can eliminate time spent on restroom stops and/or provide better seating for students to rest/sleep while traveling.
- b. Travel to special events, such as final conference games and state tournaments.
- c. The ability to cover the excess costs of motor coach transportation through non-School District sources. A justification that relies only on the ability to generate funds to cover the excess cost of motor coach transportation shall not, in and of itself, be considered approvable.

If it is the desire to have students travel via a motor coach, the following procedure shall be used:

1. The Activities Director shall be notified in writing as soon as possible and more than five days in advance of the date of the event that travel is needed.
2. Once the Activities Director has been notified of the desire to take motor coach transportation; he/she shall contact 4.O Transportation to make the necessary arrangements.
3. If the request to take a motor coach is submitted to 4.O Transportation six (6) business days or more prior to the date that transportation is needed, the School District will contribute an amount equal to the cost of being transported by a school bus. Arrangements must be completed to cover the excess cost of the motor coach at the time the request is made and approved by the School District.

4. If the request to take a motor coach is submitted to 4.O Transportation five (5) business days or less, the School District will **not** make a contribution towards the cost of traveling by motor coach. Arrangements must be completed to cover the entire cost of the motor coach at the time the request is made and approved by the School District.
5. If the request to take a motor coach is submitted to 4.O Transportation five (5) business days or less, one seat on the motor coach may be reserved for use by 4.OTransportation.
6. The School District reserves the right to approve or deny the use of a motor coach for any school related/sanctioned function.

Montevideo Athletics Policy for 6th Graders on Middle School Teams

Montevideo will make every effort to not promote 6th graders to Middle School Teams. However, in some cases the promotion of 6th graders is needed and what is best for all student athletes involved. Examples of cases where 6th graders could be invited to “Move Up” would be:

1. The seventh-grade team does not have enough members to participate as their own standalone team at the Middle School level in team sports (FB, VB, BBB, GBB, Baseball and Softball).

The following stipulations would be in place:

1. Under no circumstances would a 6th grader be allowed to participate in any event labeled as “JV” or “B” team, or against anyone in 9th grade or above, or against anyone who has participated in these levels, either in games or practices. (These are all MSHLS violations).
2. 6th graders will not move beyond the 7th grade team and would at no time displace or take away playing time from 7th grade athletes. 6th graders and their parents must understand that playing time will not be guaranteed or equal.
3. All interested 6th graders would have the opportunity to play and practice. The opening up of a Middle School team would be for all and no “cuts” would be made, nor would the opportunity to participate be “invitation only”. 6th graders moved up will be based on need, not skill level.
4. In order to participate, 6th graders must complete an MSHSL qualifying sports physical, complete all MSHSL and Montevideo High School student-athlete paperwork and pay the \$ athletic fee.
5. Prior to inviting any 6th graders, coaches must meet with the activities director with concrete numbers, for approval. The athletic director has final say based on numbers, schedules and other factors in the inclusion of 6th graders for that sport. This will be a year-to-year decision for each sport.