

LEWISTON/ALTURA HIGH SCHOOL COACHES' AND ADVISORS' HANDBOOK

DRAFT January 11 2021



Girls Basketball



LARP Cross Country



Volleyball



Boys Basketball



DANCE



TRACK & FIELD



Lewiston-Altura Baseball



Lewiston-Altura Softball



LARP Golf

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PURPOSE OF THE HANDBOOK

The purpose of the District 857 Coaches and Advisors Handbook is to develop an awareness of the policies and procedures of the extra-curricular and co-curricular activities.

All coaches and advisors should familiarize themselves with the content of the handbook and carry out their responsibilities to ensure a positive working relationship within the extra-curricular and co-curricular activities program.

We are committed to education, of the complete student and we believe that a well-structured program will be beneficial to all concerned.

PHILOSOPHY

It is the basic educational philosophy of School District 857 to prepare our students to become productive, contributing citizens of our community and society. We believe that a comprehensive program of student activities is vital to the educational development of our students. The extra-curricular and co-curricular programs are a complete extension of this philosophy.

Within this context, it is the purpose of the school's Activities Program to foster and promote:

- A. Appropriate physical, social, intellectual and psychological development.
- B. The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.
- C. The development of self-confidence, self-discipline, organization, decision-making skills, and goal orientation.
- D. The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
- E. A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches and the community as a whole.
- F. The goal of interscholastic athletics is the development of self-esteem and a healthy self-concept, regardless of the role student's play on a team.
- G. The program is designed to allow for the individuals to participate at their level of readiness and be able to achieve satisfaction and enjoyment. The program shall promote fun, enjoyment, and opportunities for all students, and a strong emphasis on building of skills at all levels.

PROGRAM DESIGN

The following guidelines were developed to help students, parents, and coaches understand the objectives and guidelines of participation in athletic activities at each grade level.

A. Grade 7 & 8 Participation

1. Equal participation for equal effort.
2. Emphasis is on the fundamentals.
3. No cutting of interested players.
4. Team play is learned.

B. Grade 9 Teams

1. The program design at grade 9 will lend itself to interscholastic competition.
2. A major focus on participation will continue but equal playing time may or may not occur due to the type of positions played, number of players at that position and situational conditions.
3. The program will be designed to allow for individual differences in growth patterns. Each coach should be looking for the potential in each athlete.
4. The continued emphasis on skill development will be stressed with an introduction of more defined team concepts in all aspects of play.
5. This grade level indicates a need for coaches to communicate with athletes regarding areas for improvement and the possibility of other opportunities in the activities program.
6. The program design calls for a balance between participation and winning. The program will allow each athlete the opportunity to participate in practice and scheduled contests.
7. No cutting of interested players.

C. Junior Varsity Play

1. The program design in Junior Varsity will lend itself to interscholastic competition.
2. A major focus will be on competing to win but all considerations will be taken to play everyone that put forth 100 percent effort and dedication.
3. The program will be designed to allow for individual differences in growth patterns. Each coach should be looking for the potential in each athlete and help student to assume a role on the team.
4. The continued emphasis on skill development will be stressed with an introduction of more defined team concepts in all aspects of play.
5. This grade level indicates a need for coaches to communicate with athletes regarding areas for improvement.
6. No cutting of interested, participating players

D. Varsity Play

1. Varsity competition lends itself to an emphasis on winning. Although winning is a point of emphasis, the program should never promote winning at the expense of the rules governing play, good sportsmanship, or the welfare of the team.
2. Recognition of performance will be judged on the basis of improvement shown during the entire season.
3. Individuals should be making maximum contributions within the limits of their abilities.
4. The program continues to lend itself to participation through the establishment of well-designed junior varsity competition.
5. Our major focus continues on the teaching of basic fundamentals to further develop the skill level of each participant.
6. Tryouts will be allowed. The maximum number of participants allowed by the MSHSL rules during tournament time may determine the number of students that a coach will select. It is permissible for a coach to keep more than the maximum number during the regular season if that coach chooses to. If a student is not selected in a tryout at the beginning of the season the student will be reimbursed that season's sports fee. If a varsity coach chooses to reduce the team's roster the following will occur:
 - a. Tryout date(s) will be set by the varsity coach. Information making students aware of the tryouts needs to be posted.
 - b. Tryout information will be handed out and discussed at the preseason coach's/parent's meeting.
 - c. Tryout information will include an outline of the sport-specific skills to be observed and the grading manner that will be utilized.
 - d. Students that do not make the team will be notified privately. Students may request a meeting with the coach to get reasons why they did not make the team.

All coaches have the right to remove a student from the team if the student's attitude and actions are detrimental to the team.

PROFESSIONAL AND PERSONAL RELATIONSHIPS

Expectations of a Lewiston-Altura Coach

- A. Cooperates with the Director of Activities and building principal in regard to submitting participant lists, bus times, parent permission, and MSHSL health eligibility and health questionnaire, physical forms, year-end reports, program information relative to said sport, and coaching plan (goals) prior to the season.
- B. Follows policy in the activities handbook and meets all criteria as outlined in the job description.
- C. Provides training rules to team members in writing and follows due process procedures in dealing with infractions.

- D. Develops rapport within the activity staff, with other teachers, advisors, and administrators.
- E. Is appropriately dressed at practice and contests.
- F. Actively participates in in-service meetings and other activities to improve coaching/advising performance. Attends meetings necessary to the welfare of the Activities department.
- G. Develops sound public relations. Cooperates with media, booster clubs, parents and spectators.
- H. Understands and follows rules and regulations set forth by the Minnesota State High School League, School Board and Three Rivers Conference.
- I. Participates in the various awards programs, pep assemblies and letters to colleges regarding players.
- J. Maintains suitable sideline/bench conduct at contests toward players, officials, workers, and spectators.
- K. Supports school and district policies.
- L. Promotes all activities in the extra-curricular program attempting to bolster positive school spirit.
- M. Cooperates and communicates with parents during the entire year.
- N. Works to develop positive activities for youth in the community.
- O. Counsels students regarding activity, academic and personal concerns. Seeks additional assistance as may be needed or required.
- P. Anticipates problem areas and plans accordingly to facilitate administration of said activity.
- Q. Turns all end of year information that is needed to process for appropriate awards and certificates in to the Activities Director eight (8) days before awards and certificates are needed.

COACHING PERFORMANCE

Expectations of a Lewiston-Altura Coach

- A. Develops respect by example in appearance, manners, behavior, language and conduct during practice and contests.
- B. Provides proper supervision and administration of contest sites, practice sites, locker rooms, and team bus at both home and away settings.
- C. Is well versed and knowledgeable in matters pertaining to the activity.
- D. Establishes positive individual participant, team discipline and control.
- E. Develops a well-organized practice schedule, which utilizes any support staff (assistants, managers, trainer, etc.) to maximum potential.
- F. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.
- G. Holds periodic staff meetings to implement said philosophy, skills, and techniques.
- H. Works to develop integrity within the coaching staff and with fellow coaches and advisors.
- I. Is fair and understanding with team members, yet supports necessary rules and

- regulations.
- J. Is innovative in introducing new techniques and ideas to already proven methodologies.
 - K. Is prompt in meeting the team for practice and contests.
 - L. Shows an interest in participants as young adults in off-season activities and classroom efforts.
 - M. Provides and promotes leadership and attitudes that produce positive efforts by participants.
 - N. Knows the appropriate medical aspects of coaching the sport.
 - O. Delegates authority while maintaining accountability.
 - P. Is receptive to suggestions to improve the program
 - Q. Motivates students in a positive manner, emphasizing the value of competition, acceptable personal behavior, values and decision-making to each individual.
 - R. Utilizes technology (videotape, etc.) and provides instruction on proper care and use of same.
 - S. Utilizes practice time for both individual and team development.
 - T. Strives to bring individuals together to function as a team (where appropriate).

RELATED COACHING RESPONSIBILITIES

Expectations of a Lewiston-Altura Coach

- A. Demonstrates concern about the care, issuance, collection, inventory, repair, and storage of equipment.
- B. Is cooperative in the preparation of scheduling and officiating.
- C. Is cooperative in sharing facilities.
- D. Shows self-control and poise in areas relating to coaching responsibilities.
- E. Displays enthusiasm and exhibits an interest in coaching and advising.
- F. Keeps Director of Activities and/or Principal informed about unusual events or situations.
- G. Is cooperative in helping service clubs, booster clubs, municipal agencies and other organizations with projects, which relate to the activities program.

OBJECTIVES FOR COACHES

- A. To realize their responsibility to the total school program adhering to the objectives as stated by the total faculty.
- B. To recognize coaching as teaching in its truest form.
- C. To recognize winning as being important, but never at the expense of our total program, or the welfare of our student participants.
- D. To work towards a goal of improvement from the standpoint of the individual and the team during the course of the season.
- E. To give careful consideration to the physical condition of our participants at all times, including following up on injured students.
- F. To deal fairly with each student participants and be responsive to individual needs and concerns.

- G. To provide opportunities for each student participant to actively participate in practice sessions, whenever possible in game situations, and to strive for additional opportunities to participate through scrimmages, etc.
- H. To conduct oneself in the highest professional manner.
- I. To provide, through association, a positive role model for students.
- J. To recognize loyalty as a very important ingredient in the success of any program, and to be loyal to fellow coaches, teachers, the school, and the community.
- K. To recognize all programs as developmental activities for the individual and the team concept as well.
- L. Head coaches are responsible for the organization and implementation of their program at all levels.
- M. Regular meetings with assistants within your program are strongly recommended. It is important that head coaches and advisors, and their assistants work closely together sharing input and responsibilities. It is vital that the lines of communication be left open among all staff. This can be an important ingredient in solving problems.

PRE-SEASON

Make certain that each MSHSL participant has the following information on file in the Activities Director's office **prior to participating in practice:**

- A. A signed form that the participant has had a physical exam within the last 3 years. The form must be signed by a physician and is valid for 3 years from the date of the physical.
- B. A Minnesota State High School League eligibility/Parent Permit form, **signed by a parent or guardian and the athlete.**
- C. Any rules or regulations that a coach or advisor may impose beyond the MSHSL rules and regulations. Coaches must make sure that all participants in their program clearly understand any special rules that a coach establishes for his/her program. A copy of any special rules must be given to the Principal and the Activities Director for prior approval before implementation in any sports program.
- D. Head coaches or Advisors should inform the Director of Activities of all special site or facility needs including field markings, court markings, etc., at least two weeks in advance of first practice.
- E. Head coaches should meet with the Director before the first practice on all transportation needs for the squad during the season. This includes games, scrimmages, special trips, etc. Also, departure time should be decided during this time.
- F. Head coaches and the Director should meet before the season to determine needs and make all preparations for the season.
- G. Coaches are to have the emergency Medical Authorization Form for each participant available during practices and games and a copy is to be given to the high school secretary.

ROSTERS

Turn in final rosters to the Activities Director, of the participants competing in your activity, before the first week of practice is complete so that eligibility lists can be compiled and the payment of sports fees can be monitored. ***Be sure to make prompt notifications of participants that are to be added to these lists or those that are to be dropped from these rosters.***

PARTICIPATION FEES

- A. Participation fees are to be paid prior to competing in any interscholastic game excluding scrimmages. If there are extenuating circumstances involved, the Principal may waive this requirement.
- B. The Participation fee for the following activities will be \$75 per season for grades 7 through 12. Football, Volleyball, Basketball, Wrestling, Cross Country, Golf, Track, Softball, and Dance Line. The maximum sports fee per family will be \$250. These fees may be paid anytime prior to the first event participation and should be paid to the office. The office personnel will issue a receipt to verify payment.
- C. There will be no charge for the following activities: Band, Choir, FFA, FCCLA, Junior High Play, Knowledge Bowl, Musical, National Honor Society, One Act Play, Play 9-12, School Yearbook, Speech and Student Council.
- D. No student will be denied an opportunity to compete in activities because of financial hardship. Those students on free or reduced lunches may have their sports fee obligation waived.

FUNDRAISING

All fund-raisers must have the permission of the Building Principal and Superintendent. A request must go to the superintendent for the final approval of any fund raising project. The appropriate form can be found on the Lewiston-Altura district website and must be submitted to the office or activities director. This permission also includes approaching the Booster Club. No fund-raising activity may begin without final approval.

CORRESPONDENCE

A copy of any Letter to be sent home should be given to the AD or Principal for Review.

EVALUATION OF A SPORT

All head coaches and advisors will be evaluated at the end of each athletic season by the activities director and high school principal. In return, all head coaches along with the Activities Director will evaluate those coaches (J.V., B-squad, and C-squad coaches) working with them. Furthermore, all coaches will submit to the activities director, completed inventory, team statistics, a list of supplies, equipment, and any additional requests needed for the following year.

CODE OF ETHICS

Minnesota State High School Coaches Association

As a Professional Educator:

A. I WILL

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athletes.
3. Encourage the integrity and personality of the individual athletes.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletes and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.

B. I WILL NOT

1. I will not approve commercialism, solicitation, subsidizing, or professionalism entering into high school activities.

C. Minnesota State High School League

1. All required MSHSL materials relating to student activities are available in the activities office and on the MSHSL web site.
2. No student participant will be allowed in practice until the participant meets all necessary requirements of the MSHSL.
3. All regulations of the MSHSL are available in the Director of Activities office. All head coaches are responsible for communicating information to the assistant.

NIGHT, WEEKEND, and MORNING PRACTICE

- A. All evening practices must conclude at 9:30 p.m. with all students out of the building by 9:45 p.m.
- B. No games or practices may be held on Sundays.
- C. Wednesday practices are to be done by 6:00 PM to enable students to participate in church related activities.
- D. Saturday practices may be scheduled sparingly.
- E. Morning practices before school may be scheduled after a discussion with the activities director.
- F. All practices must be scheduled in advance through the Activity Director.

PARENT MEETING

Coaches and advisors at all levels shall communicate clearly by verbal or written communication to athletes and parents the following information.

- A. Introduction of assistants.
- B. Squad selection process.
- C. Objectives of participation.
- D. Attendance requirements.
- E. Lettering requirements.
- F. MSHSL general rules, non-school competitions and training rules, and mood altering chemical rules.
- G. District 857 policies.
- H. Risk in sport and insurance waiver.
- I. Season schedule.
- J. Practice schedule, weather cancellation procedure.
- K. Complaint procedure.
- L. Informed consent materials.
- M. Local arrangements for lodging during inclement weather.

PRACTICE SCHEDULES

- A. Practice schedules will be drawn up by the varsity coaches or advisors and the Activities Director.
- B. When practices are held in the gymnasium prior to an evening athletic contest, the practice session must be completed with all equipment vacated 30 minutes prior to any start.

BUDGET

- A. The formation of, and adherence to, a budget is one of the main responsibilities of the Director of Activities. In most cases, no matter what method of finance is utilized, the Director is required to submit an itemized list of materials and services that will be required and their cost.
- B. The School District provides the major financial support for the activities program, which indicates that they believe athletics are equal in value to other phases of our educational program. If the program is well organized, diversified, and includes as many students as possible, the activities plan will be accepted by the community.
- C. The Director of Activities will submit the proposed budget to the administration.
- D. During budget developing time, the head coach will study the inventory with the Director of Activities.
- E. The head coach will then determine the sport's needs for the next season. All desired equipment and supplies are to be included in the coach's budget to be submitted to the Activities Director at the end of the conference season. Be sure

to include the following information:

1. Number of item needed.
 2. Size.
 3. Item.
 4. Manufacturer.
 5. Catalog number.
 6. Price.
- F. Annual budget procedures
1. Varsity Coaches submit budget requests for their sports to the Director of Activities.
 2. Director of Activities, after review, submits total activities budget request to the building principal.
 3. Send out bid sheets to sporting good dealers. This will be done by the Director of Activities.
 4. The Director of Athletics will submit purchase requisitions to the high school principal.

INJURIES

- A. Any coach or advisor in charge of a given activity should take care of the injured participant to the best of that coach's ability for all participants who are injured during the activity and refer those persons to the proper medical attention.
- B. Local ambulance service will be at all varsity football games.
- C. The coach in charge of the activity must take the responsibility that a first aid kit will be available at all practice sessions and contests at all schools.
- D. Local ambulance service will be used to transport all injured athletes facing life-threatening situations to the hospital. (Call 911 immediately)
- E. Procedures to follow when a student is injured:
 1. Notify the parents of the injured immediately.
 - a. Parents should assume the responsibility of contacting the family physician for any injury.
 - b. Less serious injuries-have parents provide transportation for necessary medical attention.
 - c. In more serious injuries, not life threatening, get permission from parents to use the ambulance service.
 2. If parents are not available, use the following procedure:
 - a. Member of coaching staff accompanies the athlete to seek the necessary medical attention.
 - b. Serious injuries-call ambulance immediately.
 3. In both of the above-mentioned cases, continue to call parents to advise them of the situation.
 4. Handling athletic injuries
 - a. Make an immediate injury assessment to try to determine the severity of the injury and whether emergency help is needed.
 - b. If the injury is serious enough to require further medical assistance, the coach who is best qualified in first aid techniques should stay with the

- victim. Another coach or student should then be sent for help.
- c. Immediately notify a school administrator. If an administrator is not available, telephone 911 for ambulance assistance if the injury assessment calls for immediate medical assistance beyond what you are capable of providing. If the Principal, Activities Director, or Superintendent have not already been contacted, they should be called.
 - d. Please be aware of attempting to do more than you are qualified to do in the area of first aid treatment.
 - e. It is a good policy to have a list of parent's telephone numbers in the first aid kit to have available in an emergency.
 - f. Know where a working telephone is located.
 - g. A member of the coaching staff, designated by the Head Coach at the beginning of the season, should go to the hospital or doctor's office whenever possible, unless parents transport the athlete.
 - h. Notify parents of all noticeable injuries, illnesses, infections, and document communication. The parents should always make contact with the family physician.
 - i. When there is any question as to the seriousness or nature of injury, seek professional medical help immediately.
 - j. For all injuries that occur during any away game that would require professional medical help, the coach should do the following:
 - (1) Contact the parents.
 - (2) Secure the name and address of the attending physician.
 - (3) Secure the name and address of the hospital, if any is involved.
 - l. All coaches shall complete an injury report form on each student athlete injured during practice or during an athletic contest immediately following the injury. This form will be given to the Director of Activities.
 - m. Coaches should to contact the parents, regardless of the seriousness of the injury. Follow-up by the coach is mandatory.
 - n. The telephone numbers of the ambulance, police department, hospital and the local physicians must be posted above all telephones located nearest to the areas of activity.

INJURY INSURANCE PROTECTION

All athletes participating in the interscholastic athletic program in School District 857 must have insurance to cover injuries that might occur. The athlete must be protected by family policies or through the Student Insurance Program. All athletes must have on file in the athletic office the insurance waiver form before participation in a practice session or game.

MAINTENANCE OF FACILITIES AND GROUNDS

- A. All coaches are responsible for the care and maintenance of all athletic facilities including:
 - 1. Offices provided for coaches.
 - 2. Locker room areas.

3. Practice fields, courts, and rooms provided for practice sessions and squad meetings.
4. Training rooms.
5. Equipment rooms.
6. Outdoor athletic fields, etc.
- B. All breakdowns and problems related to facility should be reported to the Director of Activities immediately.
- C. The Director of Activities will be responsible to have necessary maintenance staff available, or on call, if we would experience an emergency breakdown of facilities during a scheduled interscholastic contest.
- D. All other breakdowns should be reported immediately to the Director so arrangements can be made for repair.
- E. Preseason "Work Orders" should be submitted to the Director of Activities before the start of each season for improvement of all facilities to be used. This form should be in writing and discussed with the Director, who in turn, will submit it to the Principal.
- F. Our entire coaching staff will cooperate fully with the maintenance staff, recognizing that ultimate building and grounds maintenance responsibility rests with the custodial and maintenance staff.

LOCKER ROOM POLICIES

- A. At least one coach or teacher will be in the immediate vicinity of the locker room area at all times. Responsibility includes supervision and complete charge of this area. Coaches and teachers should demand a tidy locker room and the best conduct of our participants at all times.
- B. A tidy locker room will require each teacher-coach to teach all students to keep lockers neat and to take care of all school district as well as personal equipment. This is an essential part of a student's training.
- C. Insist that all students lock their lockers at all times when away from the locker room.
- D. Coaches-teachers are responsible for bulletin board material. Make certain all boards are meaningful and attractive.
- E. Clean speech is mandatory! No profanity, no loud or boisterous talking, and no scuffling is permitted at any time.
- F. Property and equipment must be respected - Do not mark, deface, or damage school property.
- G. Custodial staff will not open locker rooms under any circumstance, unless a coach is present to supervise activity.
- H. All locker rooms being used by visiting teams must be available at 6:00 p.m.
- I. The locker room is a focal point in athletics. It is very important that safety precautions and health measures are adhered to for the protection of students and coaches alike. Food and drink beverages are not allowed in the locker room. This needs to be enforced uniformly and not randomly by a few coaches while others look the other way.

- J. The coach or advisor will be the last one out of the locker room and should check to see that all players pick up any towels, equipment or other materials that were left on the floor. Check to see that lights are turned out and that the locker room is locked before leaving the locker room

INVENTORIES

Each coach or advisor should inventory his/her equipment and have it in storage within two weeks of the completion of his/her activity season. A copy of this inventory will be given to the Activities Director during the end-of-the-season conference.

EQUIPMENT

- A. All equipment and supplies will be issued by the head coach and designated manager.
- B. The head coach will be responsible to see that all equipment is numbered when received by the department at the start of the season.
- C. Failure to return the equipment by a student participant will result in charges being levied at replacement cost prices.
- D. The head coach or advisor must inform the Director of Activities of all equipment not returned within the end of the season inventory report.
- E. All participants receiving equipment will be responsible for the equipment issued.
- F. The head coach or advisor is responsible or the staff, to record the number of each article of equipment on the student record card. A duplicate record shall be completed and given to the Director of Activities.
- G. At the end of the season, when equipment is returned, each item must be checked against the player's equipment card by the head coach.
- H. The head coaches are responsible for the efficient management of equipment and supply rooms.
- I. Equipment is to be stored in the proper storage areas in a neat fashion.
- J. No school uniform or practice gear should be worn by a participant except at official practice sessions, scheduled contests, or game days at school.

EQUIPMENT ROOMS

Program objectives:

- A. Keep the storage areas for equipment locked at all times. Only coaches and physical education instructors should be in these areas unsupervised.
- B. Coaches should take pride in the appearance and condition of these equipment rooms. Coaches will assist in the task of keeping these rooms clean and neat during the entire year and not just at the beginning and end of their respective sports season. This will also apply to the "coaches room". We ask students to take pride in their work, so let's lead by example.

PURCHASING OF EQUIPMENT

All purchasing must be done through the Athletic Director. All effort will be made to get the best equipment for the price. **Remember:** The office is insisting that any emergency

purchases must have a purchase order number. These may be obtained from the business office.

SUPERVISION OF WORKOUTS

Participants during the season shall not work out on school property without direct supervision of a coach. For liability reasons a coach must be in the area.

TEAM CONDUCT

All coaches/advisors should try and make sure that their participants conduct themselves in a positive manner home and away. Each coach/advisor should have some type of procedure that is set up to handle all types of disciplinary problems. This should be explained to the students verbally and in writing, at the start of each season.

NEWS MEDIA – PUBLICITY

- A. All coaches and advisors should make available to the press statistical information after each interscholastic contest.
- B. Coaches and advisors should call in all scores to local media and area news media requesting our score.
- C. News releases will be issued by Activities Department to promote interest in the interscholastic programs at Lewiston-Altura High School as appropriate.
- D. Meetings shall be conducted with the news media (radio - newspaper) prior to the opening of school each year to work out arrangements for the coming year.
- E. Coaches should be very guarded in all comments to the news media. Comments should be positive.

SCHEDULING

- A. All interscholastic schedules are drawn by the Three Rivers Conference. All non-conference scheduling will be scheduled around the Three Rivers established dates.
- B. All non-conference contests, within the limits of the MSHSL regulations, will be made on the recommendations of the Head Coach or advisors in a given activity.
- C. The Activities Director is responsible for scheduling, but does appreciate recommendations from coaches.
- D. Special consideration will be given to the following factors in scheduling non-conference contests, special meets, etc.:
 - 1. Distance traveled.
 - 2. Size of school.
 - 3. Cost of event.
 - 4. Established patterns of scheduling.
- E. Postponements - Any time there is to be a postponement or cancellation, the following procedure should be used:
 - 1. A conference between the principal and Director of Activities should determine if the contest or meet should be held.

2. All rescheduling of athletic events, postponed or canceled, must be made by the Director of Activities.

SCHOOL CANCELLATION OR EARLY DISMISSAL

- A. All practices and contests are automatically postponed.
- B. On days involving MSHSL events, the following procedures will be followed:
 1. The Section or MSHSL will be contacted and informed of our situation.
 2. If the contest at this level is not being postponed, an administrative decision will be made concerning our involvement in the event.
 3. All weather and road conditions will be reviewed and will be the basis of a decision.

TRANSPORTATION TO AND FROM SCHOOL SPONSORED EVENTS

Students participating in a school-sponsored event must ride to and from that activity in a school owned vehicle. The coach or director of the activity, the principal, or the superintendent may grant exceptions for students wishing to ride home with a parent. A signed note from the parent is necessary for permission to be granted, and the parent must see the coach or director of the activity to notify the coach/director that the parent is present to take the student.

At least one coach or supervisor is required to travel to and from all athletic contests with the team. Exceptional situations must have the approval of the AD or Principal.

ELIGIBILITY LISTS

It is the responsibility of the AD and Principal to update eligibility lists and send them to the coaches. Coaches are to monitor the eligibility lists and make the appropriate adjustments.

ACADEMIC ELIGIBILITY

Students must be earning passing grades to be eligible to compete or perform in school extra curricular activities. Students are allowed to practice while being ineligible for academic reasons.

SUPERVISION

The coach must supervise his/her athletes at all times. If he/she is to be gone on a date when a practice or event is to be held, he/she must make arrangements with the Athletic Director and Principal to cover his/her responsibilities. It is also required for the coaches/supervisors on arriving home from an event to have at least one supervisor/coach stay and supervise until the last child has gone. This does not apply if there is another contest going on in the building and a child chooses to stay and watch that contest/game. It is also reasonable for a supervisor/coach to assume that a child will be picked up in a timely manner. If a child repeatedly causes a supervisor/ coach to wait unduly, steps may be taken to have that child only play in home events.

OUT OF TOWN TRIPS

- A. Participants should be neatly dressed and coaches should monitor the clothes of the athlete.
- B. Check the locker room or facility that you use prior to your participants using the facility to assess any damage that may exist prior to your use. Be the last one to depart the room at the end of the event and once again do an assessment of conditions to determine if anything was damaged. Leave the room as clean or cleaner than when you first entered it.
- C. Check the bus you are using before your participants board it and be sure to check the interior prior to leaving the bus. It is not the bus driver's job to clean up a mess made by participants using the bus for a trip.

CLINICS

All extra curricular activities coaches, directors, and advisors may attend clinics in the activity they coach, direct, or advise. Each activity may be allocated up to \$300 for clinic expenses except for football, volleyball, boys' basketball, and girls' basketball, which will be allotted up to \$400 for clinic expenses. Each activity will be granted two professional days to be used throughout the program. Requests to attend clinics must be submitted to the employee's building principal. Upon the principal's approval of hiring a substitute, the building principal will forward the request to the High School Staff Development Committee for approval of the financial request. If a substitute is hired, the funds will be taken from the High School Staff Development budget.

REIMBURSEMENT

Receipts are to be provided whenever reimbursement is requested. Forms are available from the office for this procedure. All requests must receive administrative pre-approval.

RECORDS

Season records, statistics, and special awards are to be turned into the Activities Director and to the supervisor of the school annual by coaches and advisors upon completion of his/her season. Please make this information easy to understand and neatly compiled.

PARENTS NIGHTS

Coaches are to have parents' nights for their sports. A form letter should be used to notify parents of this special night. Coaches should develop scripts for introductions.

COACHES LETTERING POLICIES

- A. Coaches may establish their own lettering policy. However, a copy of this policy must be provided to the Activities Director for approval.
- B. A copy of the coaches lettering policy must be on file in the Athletic Director's office.
- C. All participants will receive a copy of the policies prior to the beginning of the season.
- D. Examples of lettering policies that may be used: Athletic Awards Policy
 - 1. Varsity Letter Requirements: The varsity award shall be presented to an

athlete who satisfied the participation requirements as listed below, completes all team obligations, and receives the recommendation of the coach. (The coach may recommend a waiver of these requirements under an unusual circumstance.)

a. Specific sport requirements

- (1) Baseball/softball:
 - a) Play in one half of all innings played.
 - b) Pinch hit or pinch run in three-fourths of the games played.
 - c) Pitch in four starts or six game appearances.
- (2) Basketball: (boys/girls) participate in fifty percent of regular season games.
- (3) Cheerleaders: meet ninety percent of contest and practice requirements.
- (4) Cross Country: (boys/girls) place seventh or better in one-half of the dual meets or in the top 10 in conference meet or top 15 in regional or state.
- (5) Football: participate in fifty percent of quarters played or play a specialist position, e.g., punter, kick-off squad, return man, extra-punt kicker in fifty percent of regular season contests.
- (6) Golf: (boys/girls) participate on the varsity team in at least fifty percent of the matches.
- (7) Track: (boys/girls)
 - a) Earn a total of 20 points.
 - b) One participation point for finishing in top four in a meet plus actual points won in a meet. Points will be tripled in large meets with eight or more teams.
- (8) Volleyball: participation in fifty percent of scheduled games.
- (9) Wrestling: participation in fifty percent of matches or earn 50 wrestling points: fall-6; technical fall-5; decision-3,4.
 - a) Season is defined as that period of time from the first practice to the awards program.
 - b) Manager's award will parallel the regular awards system if they manage for the entire season.
 - c) Statistician award: Satisfactorily compile statistics for the entire season.

b. Criteria That Pertain to All Sports

- (1) An athlete who moves from one level of competition to another will letter at the level of the highest competition provided the athlete has met combined requirements.
- (2) A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- (3) Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment; he would have met the lettering requirements.

- (4) In a sport where state tournament play is sponsored, athletes may letter if they have become a starter and play 75% percent of the quarters, innings, matches, or score team points in individual competition in tournament play regardless of other lettering criteria.
 - (5) Complete the season in good standing with the school and coach.
- c. Varsity awards
 - (1) 1st-year award: Chenille award letter with gold pin with insert signifying the sport and certificate. (Note: Should the athlete letter in another sport, he/she will not receive a second chenille letter.)
 - (2) A service bar is given the second and each succeeding time an athlete serves as a captain in a varsity sport.
 - (3) A captain insert is awarded each time an athlete serves as a captain in a varsity sport.
 - (4) A non-letter certificate or participation certificate is awarded to each participant in a sport who does not qualify for a letter award.
 - (5) A senior letter award is given to each senior that has lettered in a varsity sport during his/her career.
 - d. Non-letter awards: All members of a varsity athletic squad who successfully complete an athletic season for a particular sport, but who have not earned ample points for a varsity letter, are to be awarded a varsity participation certificate.
 - e. Senior Award: All senior athletes will receive a senior athletic award certificate showing the varsity letter he or she has earned during their career at Lewiston Altura high School.
 - f. Lewiston-Altura High School Outstanding Student Athlete Award
 - (1) Any student who meets the following criteria will receive this award.
 - a) Senior,
 - b) High School Grade Point Average of 3.0 or higher,
 - c) Earned 4 letters in at least 2 sport,
 - d) Named All Conference in at least on sport,
 - e) Had no Hhgh School League Rule Violations, and
 - f) Demonstrated outstanding leadership and citizenship.

AWARDS BANQUETS

Head coaches are responsible for organizing awards banquets for their athletes. They set up the format for such a function and submit it to the Activities Director. Again, a form letter to notify parents should be sent out to all parents by the coaches to all parents.

- A. Each coach is responsible for determining awards received by athletes in his/her program. The criteria for these awards should be pre-determined in advance of the season. A copy of these criteria should be filed with the Athletic Director.
- B. The school has a policy for special awards that limit the amount spent for an individual award to \$20. The total amount spent per sport per season may not exceed \$150. The awards cost will come out of the activities supply budget
- C. Awards such as chenille letters, letter award certificates, participation certificates, and metal inserts are available through the Activities Director.

PARENT PASSES

Passes are available for purchase at the high school office.

STATE TOURNAMENT ATTENDANCE

Head Coaches and Assistants will be able to observe the state tournament in their sport. The Head Coach will be able to use one professional day; Assistant Coaches will be able to use personal leave. The school will not reimburse for room, board, or transportation.

TOURNAMENT MEALS AND LODGING

- A. No lodging expense will be provided below the state level of competition unless cleared by the Superintendent in advance.
- B. Meals will be provided at the state level of competition. The rate of \$30 for each day of competition.

FACILITIES

- A. Suggestions for improvement of facilities should be made in writing to the Director of Activities. These recommendations will be discussed with the coach or taken before the Council Coaches and then submitted to the building principal.
- B. The Director to the building principal before each sport season will submit Work orders. Coaches and advisors should turn their requests in to the Director at least one month before the opening of the sport season.
 - 1. Activities assigned to practice and game facilities involving the elementary building will secure all necessary keys from the building principal.
- C. Keys will be issued each coach at the start of the sport season for the athletic facilities, and should be returned to the Director of Activities at the conclusion of the school year.
- D. "Open gym time" requests are to be scheduled through Community Ed
- E. Weight Room
 - 1. Program Objectives:
 - a. To properly utilize a weight training facility in the best interest of all students.
 - b. To provide adequate coaching technique in weight training.
 - c. To provide program alternatives for achieving specific results.
 - d. To insure that the proper safety measures is being employed during all training sessions.
 - e. To provide responsibility in the proper care of equipment.
 - f. To allow for weight training consultation for all athletic squads and physical education instructors.
 - g. To make available opportunities for students to enjoy the benefits derived from a sound weight-training program on a year-round basis.
 - h. To attempt to reduce sport connected injuries through well-developed conditioning.
 - i. To present a program for self-improvement that is open to all students

regardless of athletic affiliation.

2. Weight Room Rules:
 - a. Shirt and shoes are required at all times.
 - b. NOBODY in the weight room alone.
 - c. All students must be under the supervision or instructor
 - d. Lifters must work with a partner.
 - e. Replace all weights on racks immediately following use. Know your limits!!! Work with the instructor in determining your limits
 - f. Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
 - g. Warm-up with proper stretching exercises.
 - h. Remember strength training is not only a supplement to other athletic programs, but also a highly skilled activity itself.
- F. Gymnasium - All students are requested to stay off the gymnasium floor with any type of street shoes. This rule must be enforced by all physical education teachers and activities coaches. Exceptions will be assemblies and dances.
- G. Use of facilities - Request for use of school facilities by outside groups must be made through the office of the Director of Activities.
- H. All athletic facilities will be scheduled on request of the coach by the Director.
 1. A facilities schedule will be kept by the Director.
 2. Head coaches and advisors in each sport season will meet with the Director prior to the season for the purpose of scheduling facilities.
- I. The Director of Activities is responsible to schedule the use of district facilities by district-associated groups, non-district associated groups, and other community groups in cooperation with building designees. This responsibility includes activities outside the regular school days.
- J. Recognizing the demand for usage of specialized athletic facilities, the following priority list has been established.
 1. District student associated groups.
 - a. Scheduled academic activities.
 - b. Scheduled activities contests and performances.
 - c. Scheduled athletic practices.
 - d. Scheduled school related activities and recognized school groups.
 2. District associated adult groups.
 - a. Scheduled Community Education activities
 - b. Athletic boosters, band boosters, PTA's, etc.
 3. Non-district student groups with reciprocal agreements.
 4. District employee associated groups
 - a. District 857 approved "wellness" program activities
 - b. Employee requested "wellness" opportunities
 5. Other educational institutions in the community
 6. School athletic facilities will be available to other community groups during evening and other times when the activities listed in Categories 1-5 will not be hindered.

MIDDLE SCHOOL ATHLETIC PARTICIPATION REQUIREMENTS FOR PARTICIPATING IN VARSITY ATHLETICS

If a 7th or 8th grade athlete can contribute at the varsity level. The coach, parent, and athletic director must have a meeting prior to the athletic contest. Parents must give written statement that the student can participate at the varsity level.

PROGRAM DESIGN

The head coach shall be responsible to develop a system of responsibility in the activity he/she is directly responsible to within the activities department.

- A. Philosophy and objective of the program.
- B. Staff responsibilities.
- C. Recommendations.
- D. For development of feeder system.

SCRIMMAGES

- A. Scrimmage (inter-school) are arranged by the head coach with the approval of the Director of Activities.
- B. Scrimmages are to be scheduled with no loss of school time.
- C. All scrimmages must be approved by the Director of Activities and be included within the approved activities budget for the year.
- D. Junior varsity, sophomore, and grade nine scrimmages can be arranged (inter-school) if it involves no added expense.
- E. MSHSL regulations concerning scrimmages must be followed by all coaches conducting inter-school scrimmages.

SPECIAL PUBLICITY PROMOTION

- A. Staff members of the activities department will be encouraged to meet the public by giving speeches, etc., explaining our program.
- B. Special clinics designed for young participants in Lewiston-Altura will be encouraged by all head coaches.
- C. Coaches should give full cooperation to all members of the news media.

STUDENT MANAGERS

- A. Student managers are responsible to the head coach in each activity.
- B. Head coaches should supervise managers, and work out a plan for efficient service.
- C. Managers are subject to the same eligibility and scholastic rules as members of the team they manage.
- D. Coaches should be highly selective in appointing student managers.

SUPERVISION OF PRACTICE SESSIONS

Coaches or advisors must be present at all practice and workout sessions. No participant

is to be given permission to use any facilities, unless a coach or advisor is present at all times.

THREE RIVERS CONFERENCE POLICY

A Three Rivers Conference policy handbook will be provided for all coaches. It is very important to read this handbook and be aware of any conference modifications of rules pertaining to your sport.

RULES AND REGULATIONS

- A. All Three Rivers Conference and M. S. H. S. L. rules will govern the interscholastic athletic program.
- B. All coaches must keep abreast of rule changes.
- C. All coaches are required to attend MSHSL Rules Interpretation meetings.

STUDENT ABSENCE

Students who are absent for any part of the school day must present an excusable reason for missing school or they will not be allowed to practice that day or participate in the extra curricular activity that day.

- A. Students who are absent for any part of the school day due to illness may or may not be allowed to play or practice in extracurricular activities. This decision to not allow student to participate will be based on case-by-case situational occurrence.

TEAM ROSTERS

Each coach should turn in to the Director of Activities a list of all squad members (alphabetical order) with the following information:

- A. Name.
- B. Height.
- C. Year in School.
- D. Position.
- E. Captain.
- F. Letter Winners Designated.
- G. Uniform number. Include support personnel such as manager, etc.

END OF SEASON REQUIREMENTS

Inventory:

- A. An itemized inventory of the equipment and supplies on hand, together with the condition of each, is the responsibility of the Activities Advisor and head coach for each interscholastic sport.
- B. This inventory should be taken at the conclusion of each season..
- C. The head coach, with the Director of Activities, will examine end-of-season inventory to determine what items need to be repaired or replaced and what new equipment and supplies need to be purchased.
- D. Inventory forms are available in the Director's Office.

- E. Store all equipment in the areas assigned by the Director.
- F. Assess and collect the necessary fines (lost items) and file a list with the Activities Director.
- G. Compile and submit to the Director an initial equipment needs list.
- H. Compile statistics for all contests as many as may be appropriate. The summary should include wins and losses, number of participants, outstanding accomplishments, and recommendations for next year.
- I. Coaches will not be paid their remaining coaches salary until inventory is collected.

END OF SPORT SEASON EVALUATION

- A. The head coach at the high school level will conduct a meeting of all coaches, supervisors, etc., in the sport in grades 7-12 to assess the program at the conclusion of the season.
- B. The head coach of each interscholastic sport and the Director of Activities will evaluate the entire athletic program for that sport at the conclusion of the season.
- C. Recommendations, etc. will be made in written form to be on file in the Director's office and presented to the administration by the Director at the appropriate time.
- D. An invitation to attend these meetings shall be given to the Director of Activities.

PRINTED FORMS

All requests for printed forms relating to the interscholastic athletic program should be given to the Director of Activities at least four weeks in advance of the date needed.

PROBLEMS THAT OCCUR

Any problems related to athletics should immediately be drawn to the attention of the Director of Activities. Head coaches and advisors should attempt to handle all problems within their own department.

RELEASE FROM CLASS

- A. All interscholastic athletic contests should be scheduled so that students miss a minimum number of classes for travel to the "away" games.
- B. Head coaches and Advisors should make arrangements with the Director of Activities to have students excused from class when absolutely necessary because of travel requirements.
- C. Lists must be submitted and approved by the principal one day in advance of the scheduled event.
- D. It is the responsibility of the participant to see his teacher the day before the class he is to miss because of an activities contest. All work shall be made up at the convenience of the teacher. Students are encouraged to attend the class at another hour on the same day they are to miss the class, if possible, and if it is convenient for the teacher.
- E. All coaches shall submit 3 days in advance a list of all squad members, managers, etc., to be excused.

REPAIR

Coaches and advisors receiving athletic equipment that has been repaired must keep invoices, packing slips, etc. These should be given to the Director of Activities immediately.

VACATION PRACTICE SESSIONS

Vacation practice schedules must be submitted in writing to the Director of Activities and principal. This should be done two weeks in advance of the vacation period for approval, allowing families to plan accordingly.

VIDEO TAPE MACHINE

A coach desiring use of this machine should present to the media office a master schedule, listing all practice and game/meet contests to be video taped.

ACTIVITY BUS

~~The bus will pick up sports participants after practice and take them home at 6:00 p.m. The sign-up for the sports bus must occur by 1:00 p.m. each day. The bus is not used after games.~~

ELIGIBILITY OF ELEMENTARY STUDENTS

Students enrolled at the elementary school (grade K-6) are ineligible to compete on varsity teams.