

# Meade School District 46-1 STURGIS SCOOPERS

## Handbook for Extra-Curricular Coaches



### **ACTIVITIES STATEMENT OF PHILOSOPHY**

In developing a successful activities program, it is paramount that consistency and cohesiveness be evident in every aspect of activities. There are many benefits of participating in activities. It will be the responsibility of the activities program in the Meade School District to motivate and build a total individual through participation in activities. Among the most valuable contributions of activities are the development of good sportsmanship, learning to win with dignity, as well as the education one can gain from a loss, and the development of pride in the school and community. It is the position of the Meade School District that the Middle School athletic program exists to provide a positive athletic experience to any student who chooses to participate.

### **MISSION STATEMENT**

The purpose of the Activities Department at Sturgis Brown High School is to develop and maintain a comprehensive activities department, which meets the needs and interests of the student body and the Meade School District communities. The Activities Department is committed to a highly competitive program that seeks the highest character development of all participants, provides the student-athlete with opportunities to achieve high levels of self-esteem and self-respect, and emphasizes the individual dignity of each participant.

### **ACTIVITY DEPARTMENT PURPOSE**

The Activities Department facilitates and oversees a multi-sport athletic program, numerous extra-curricular activities and various club sports. The purpose of these programs is to ensure that all students have an opportunity to participate in a quality and competitive program (Greater Dakota Conference). The Activities Department commits itself to a student-oriented program that provides academic success, high standards of sportsmanship and integrity, community awareness, a safe environment and a high level of competition.

The Activities Department works closely with school personnel and parents to assure that the activities program supplements academics as an extension of and a compliment to a solid well-rounded educational curriculum at Sturgis Brown High School. To maximize educational experiences, emphasis is placed on developing character, achieving a spirit of cooperation and team work, striving for attainable goals, developing learning skills, enhancing emotional patterns, promoting and improving academic performance, appropriate classroom and athletic behavior, and school attendance.

The Sturgis Brown High School Activities Department provides equal opportunities for girls and boys and encourages competitive participation at all levels. The department implements procedures to allow for equity for all participants in all sports. The Activities Department reaches and benefits participants without regard to economic conditions or social status and promotes diversity and equity among student athletes, the athletic teams, the extra-curricular activities, and the student body.

### **ACTIVITY DEPARTMENT GOALS**

Interscholastic athletics, extra-curricular activities and club sports provide another dimension of education at Sturgis Brown High School. The activities department strives to develop in students positive values and habits so that personal growth and development occurs. Preparing students to succeed as adults is a priority of the Activities Department and its coaches. Sound programs and activities teach young people the values and lifelong skills such as, accountability, sportsmanship, confidence, leadership skills, organizational skills, persistence, positive work ethic, self-discipline, social skills, teamwork, the ability to take instruction and striving for excellence. It is the responsibility of coaches to foster the above qualities in their student/athletes.

### **SDHSAA ELIGIBILITY REQUIREMENTS**

Sturgis High School follows the eligibility requirements established by the South Dakota High School Activities Association.

#### The Importance of Activities

A strong activities program can and should compliment a school's academic program. Activities are an integral part of the total curriculum of South Dakota schools. A well-balanced activities program provides the opportunity for physical, social, and emotional development complementing intellectual growth. Participation in school activities encompasses all students without regard to sex, race, or creed and teaches that it is a privilege and an honor to represent one's school. Interscholastic activities constitute a part of the right kind of "growing up" experiences for students. Participants learn to accept successes and failures, gain poise and confidence, achieve tolerance and understanding of others and gain the self-satisfaction of accomplishing goals. Under a well-administered school program, students and spectators become better citizens through participation and observation of activities conducted under established rules. It is the duty of the member schools, through the South Dakota High School Activities Association, to maintain the appropriate balance between the academic and activities programs offered.

You are not eligible if:

1. You have reached your 20<sup>th</sup> birthday.
2. You have attended more than four (4) first semesters and four (4) second semesters of school. (any total of 8) in grades 9 through 12.
3. You are not passing 2.5 credits of high school work, in courses approved for graduation for the current, as well as the preceding, semester.
4. You have graduated from a regular four-year high school or institution or equivalent rank.
5. You have not enrolled by the sixteenth (16<sup>th</sup>) school day of the current semester. Date of regular entry into classes is considered the date of enrollment.
6. You have been absent from school more than ten (10) consecutive school days. (Illness of a student or a death in the immediate family excepted.)
7. You have transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open-enrollment By-Law).
8. You do not have on file in the principal's office a signed physical examination and parents' permit form.
9. You have ever participated in an athletic contest under an assumed name.
10. You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.
11. You have violated your amateur standing.
12. During a high school sport season, you compete as an individual or a member of another team.

NOTE: You should also know that participation in an All-Star Basketball or Football game during the school year that is not sanctioned by the SDHSAA could cause you to be ineligible at NCAA colleges and universities your freshman year. Consult the SDHSAA Constitution and By-Laws for additional information or consult the Activities Director.

NOTE: All transfer students new to the school system must have their eligibility approved by the Activities Director of Sturgis High School prior to any competition.

### **ACADEMIC ELIGIBILITY**

Students in grades 9-12 are required to pass two and one half (2.5) academic credits/semester) in order to participate in any extracurricular activity (includes club sports). If a student does not pass the required number of classes in each semester, he/she will not be eligible to participate the following semester in any extracurricular activity.

- Summer school credits earned can be applied to the previous semester (SDHSAA Eligibility) and/or any type of credit recovery approved by the administration.

Beginning in the Fall of 2017, students in grades 9-12 are required to pass two and a half (2.5) academic credits/semester) in order to participate in any extracurricular activity (includes club sports). If a student does not pass the required number of classes in each semester, he/she will not be eligible to participate the following semester in any extracurricular activity.

- Summer school credits earned can be applied to the previous semester (SDHSAA Eligibility) and/or any type of credit recovery approved by the administration.

### **ALTERNATIVE INSTRUCTION (REVISED 2017)**

The participation of alternative instruction students is at the discretion of the Meade School Board (Policy File: IGDK). The Board may grant permission for an individual to participate in interscholastic contests offered by Sturgis Brown High School (see alternative instruction participation criteria found in Policy IGDK).

Before a student is eligible to participate, he/she will need to have the following on file in the Activities office:

1. Alternative Instruction Participation Checklist (completed and signed by both student and parent).
2. Transcript (previous semester) from non-accredited school.
3. Resident alternative instruction students may be allowed to participate in athletic and fine art activities provided they enroll in and attend classes that equal one (1) full academic credit/semester at Sturgis Brown High School. Non-resident alternative instruction students may be allowed to participate in athletic and fine art activities provided they enroll in and attend classes that equal a minimum of two (2) full academic credits/semester.
4. A letter from the non-accredited school verifying that the student will be enrolled in a minimum of 20 hours (SBHS + non-accredited school).

### **PHYSICAL EXAMINATION**

- A. Meade 46-1 School District requires a physical examination each year for each athlete who participates in interscholastic athletics (sanctioned and/or club) in grades 7-12. This examination must be taken before an athlete is permitted to practice.
- B. The head coach of each sport has the responsibility to see that their athletes have completed and passed the athletic physical.
- C. All physicals must be turned in to the Activities Office before ANY student may participate in a practice or contest. A record of this examination will be maintained in the Activities Office.
- D. The athletes' welfare is our primary consideration, and no athlete will be permitted to practice or play in a contest if there is any doubt about his/her physical condition.
- E. All participants must have on file a completed "Extra-Curricular Student Policy" packet. This packet includes the following forms:
  1. Student Participation Parental Approval form
  2. Insurance form
  3. Parental Insurance Waiver
  4. Emergency Medical Authorization form
  5. Refusal to Consent form
  6. Bus Conduct form
  7. SDHSAA HIPAA form
  8. SBHS Extra-Curricular Travel/Transportation form
  9. Concussion Fact Sheet for Athletes
  10. Concussion Fact Sheet for Parents
  11. SDHSAA Initial Pre-Participation History form
  12. SDHSAA Annual Physical form
  13. SDHSAA Annual Parent and Student Consent form

All athletes must have proof of accident insurance coverage prior to participating. The head coach of each sport at each level has the responsibility to collect all "Extra-Curricular Student Policy" forms and return them to the Activities Office where they will be kept on file. These must be completed satisfactorily prior to participation in practice and/or games.

See attached "Extra-Curricular Student Policies."

### **REQUIREMENTS FOR COACHING EMPLOYMENT**

The Meade School District School Board believes that each athletic coaching assignment normally should be under the supervision of a qualified and duly appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed, and if such an individual is not available, a qualified non-certified individual may be employed.

1. The following regulations will be in force when coaching vacancies arise:
  - A. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken:
    1. The Activities Director shall post the position to determine whether or not any present staff members have interest in the position.
    2. Once interested candidates are identified, the Activities Director, in consultation with the Principal, shall determine whether the interested person(s) possess the minimum qualifications necessary to perform the responsibilities of the position.
    3. The Activities Director shall then notify interested candidates concerning whether further consideration will be extended based on individual qualifications.
  - B. The Activities Director, in consultation with the Principal, shall then recommend the best qualified candidates to the Superintendent, using the following sequence of sources for the coaches:
    1. Certified faculty assigned in the building in which the coaching vacancy exists.
    2. Certified faculty assigned to a building other than where the vacancy exists.
    3. Substitute teachers and non-faculty school employees.
    4. Individuals who are not employed by the school district in any capacity, such as college students, residents of the community, etc.  
Note: Individuals employed as coaches/advisors from categories 3 and 4 will be compensated according to board policy.
  - C. When a coach/advisor is assigned to a position in a building other than the level of the teaching assignment, the coaching assignment will be reviewed on an annual basis by the Activities Director and both building principals involved. The purpose of this reconsideration will be to determine whether it is desirable to continue the coaching assignment, which causes scheduling difficulties at both levels. Factors to consider in this matter are:
    1. The level of competition being coached.
    2. Normal practice and game times.
    3. Interpersonal relationship between players and the coach.
    4. Availability of other candidates.

### **TRAINING RULES**

The use and/or possession of mood-altering chemicals such as alcohol, tobacco, drugs, or drug paraphernalia by participants of extra-curricular activities in Grades 9-12 are prohibited. This prohibition shall be in force all year including the summer months, weekends, and holidays. Training rule consequences will begin after any school suspension. Involvement in a law-breaking activity, other than a minor traffic violation, may result in suspension from any activities which the student is a participant.

### **SDCL 26-11-5.1**

Provision for notice to school officials and parent or guardian by law enforcement agency where student suspected of violating state drug or alcohol laws or of threatening violence. Notwithstanding any other provision of law, a law enforcement agency may provide notice of an incident within its jurisdiction to public or nonpublic school officials and to the parent or guardian of a school student if the incident is one in which the agency has probable cause to believe the school student has violated any provision of state law involving alcohol, illegal drugs, firearms, or bomb threats, or has made any threat of violence relating to any school or its students, employees, or property. However, if there is a prolonged criminal investigation and revealing information would jeopardize a successful conclusion to the case, the law enforcement agency may provide the notice at some later appropriate time. The notice shall be in writing.

## Consequences of Violations for Tobacco and Alcohol

### First Violation:

The individual will be suspended for 10 school days of scheduled extra-curricular activities to include a minimum of two (2) contests in the activity in session or the next activity of participation (whichever is greatest) or the individual can perform ten (10) hours of community service that is approved by the administration and the suspension will be shortened to 5 school days of scheduled extra-curricular activities to include a minimum of one (1) contest in the activity in session or the next activity of participation. The suspension will occur when competition begins, not when practice begins. The participant must complete the entire season in the activity in which suspension is scheduled, or complete the entire season of a subsequent activity if the suspension is to be served during that activity.

\*All community service hours must be completed prior to being reinstated for participation.

Parents or Guardians and the student will be notified either by letter, in-person, or both. A conference may be scheduled between participant, his/her parent/guardian, coach or advisor, and the activities director before future participation occurs.

### Second Violation:

The individual will be suspended for 20 school days of scheduled extra-curricular activities to include a minimum of four contests in the activity in session or the next activity of participation (whichever is greatest) or the individual can perform twenty-five (25) hours of community service that is approved by the administration and the suspension will be shortened to 10 school days of scheduled extra-curricular activities to include a minimum of two (2) contests in the activity in session or the next activity of participation. The suspension will occur when competition begins, not when practice begins. The participant must complete the entire season in the activity in which suspension is scheduled, or complete the entire season of a subsequent activity if the suspension is to be served during that activity.

\*All community service hours must be completed prior to being reinstated for participation.

Parents or Guardians and the student will be notified either by letter, in-person, or both. A conference may be scheduled between participant, his/her parent/guardian, coach or advisor, and the activities director before future participation occurs.

### Third Violation:

After confirmation of a third violation, the student shall lose eligibility for one year from the date of notification of his/her third training rule violation. The one year suspension may be reduced to sixty (60) school days, but must include a minimum six (6) contests in the activity in session or the next activity of participation (whichever is greatest), if the person participates in an assessment with a certified chemical dependency counselor or completes an accredited intensive prevention or treatment program. The counseling will be at the expense of the student involved.

### Fourth Violation:

After confirmation of the fourth violation, the student shall automatically lose eligibility for one (1) year from the date of notification by letter or conference. For any subsequent training rule violations (5<sup>th</sup>, 6<sup>th</sup> ...) the student shall automatically lose eligibility for one (1) year from the date of notification by letter or conference.

Only law enforcement, school officials, parents of the accused can bring training rule violation allegations, or admission by the individual(s) themselves, but the administration and/or School Resource Officer (SRO) reserves the right to investigate any training rule violation based on information received from outside law enforcement agencies and/or other outside sources if a signed document (outside source other than outside law enforcement agencies) is submitted to the administration concerning the allegations. After a proper investigation, a decision to suspend or not to suspend will be decided by the school administration. Any obligation to fulfill a penalty for a violation that is not fulfilled in the current school year will be carried over to the following school year. The Training Rules Committee shall make the decision on any situations that may involve a penalty. The committee shall consist of the activities director, two (2) head coaches, one (1) assistant coach, and the principal of the high school/middle school. The student will be provided due process as per district grievance policy.

Beginning with the 2015-2016 school year, all Alcohol, Tobacco and Suspensions Due to Conduct and Other Circumstances will be cumulative in nature and the total number of violations will be based on high school years only – Grades 9-12 (see Violations above). Any violations for Controlled Substances and Marijuana (SDCL 13-32-9 and 13-32-9.2 will be handled separately due to the Meade School District deviation from the

SDCL and not be cumulative in nature with Alcohol, Tobacco and Suspensions Due to Conduct and Other Circumstances.

\*For every one (1) calendar year that an individual does not have a training violation – one (1) training rule violation will be removed from their record

#### Consequences of Violations for Controlled Substances and Marijuana

This consequence governs a participant adjudicated or convicted of possessing, selling, or using controlled substances or marijuana. It shall also govern a participant caught or observed possessing, selling or using controlled substances who has not been charged, adjudicated or convicted. These consequences of violations for controlled substances and marijuana is a deviation from SDCL 13-32-9 and 13-32-9.2 that went into effect July 1, 2014.

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved juvenile diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for (1) one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one (1) year suspension may be reduced to thirty (30) school days and a minimum of two (2) scheduled contests in the activity in session or the next activity of participation if the person participates in an assessment with a certified chemical dependency counselor or licensed addiction counselor.. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of education for one (1) year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one (1) year may be reduced to sixty (60) school days and a minimum of six (6) scheduled contests in the activity in session or the next activity of participation if the person completes an accredited intensive prevention or treatment program. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one (1) activity season shall carry over to the next activity season in which the student participates. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding, the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved juvenile diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association and/or recognized by the Meade School District 46-1.

The Meade School District has adopt a deviation to the SDCL 13-32-9 and 13-32-9.2 that imposes consequences that are equal to or more strict than the consequences imposed by the State of South Dakota per SDCL 13-32-9.1

Definitions (based on MSD deviation from SDCL 13-32-9 and 13-32-9.2)

**30 or 60 School Days** may begin as soon as the individual is adjudicated and participates in an assessment with a certified chemical dependency counselor or is enrolled in an accredited intensive prevention or treatment program. The individual will not be eligible until he/she successfully completes the evaluation and/or intensive prevention or treatment program.

**30 or 60 School Days** may begin as soon as the administration has received written confirmation that the individual is participating in a drug/alcohol assessment and/or is enrolled in an accredited intensive prevention or treatment program.

**Dependency Counselor** must be approved by the Meade School District 46-1 administration. Student and/or parent/guardian are responsible for all costs associated with prevention/treatment program.

**Accredited Intensive Prevention or Treatment Program** must be approved by the Meade School District administration. Student and/or parent/guardian are responsible for all costs associated with prevention/treatment program.

**Scheduled Extra-Curricular Activities** is defined as those activities that do not meet during the regularly scheduled school hours (SBHS course). Example: SBHS students could participate in a scheduled Band/Choir concert, because that is part of their regular Band/Choir course, but could not participate in a SDHSAA Region Large Group Contest.

**Community Service** must be approved by the administration and it is up to the individual to document and show proof of community service hours prior to participation.

#### Suspensions Due to Conduct and Other Circumstances

Any student who is suspended from a team or from school for violation of team or school rules may not participate on another team during the same season or until suspension has been completed. Suspended students may not participate in a scheduled event, but may practice with the team with the approval of the coach/sponsor and the activities director. Length of suspension for the following offenses will be determined by the administration. Some offenses carry an automatic activity probation/suspension. Some of these violations include:

1. Possession, use, being under the influence, transfer or dispensing of any alcoholic beverages (prior to adjudication).
2. Use of tobacco products while on school premises or on a school-sponsored activity.
3. Vandalism to school property or vandalism to any property while on a school-sponsored activity.
4. Stealing while under the supervision of the school.
5. Possession, use, being under the influence, transfer, or dispensing of any substance prohibited by the Controlled Substance Act of 1971, or misuse of any drug, including transfer or dispensing (prior to adjudication).
6. Harassment
7. Weapons on school grounds.
8. Improper conduct in and out of school
9. Unexcused absences
10. Any action detrimental to the overall program
11. Any felony criminal offense.

The training rules that follow are basic training rules for all athletes. In order to achieve success, these rules must be followed. Head coaches shall be responsible for the dissemination of their training rules to both student athletes and their parents



### **MEADE SCHOOLS**

1. By its nature, participation in interscholastic athletics includes risk of injury. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coach or school trainer, follow a proper conditioning program, and inspect their own equipment daily.
2. Each player is responsible for all equipment checked out to him/her. Personal items, as well as practice gear, should be taken home and washed each week.
3. Parents are cordially invited to attend all practices and games.
4. School attendance to participate in extracurricular activities at Sturgis Brown High School is mandatory. All students who participate in school activities should be in a regular full day of attendance the day of the contest and the day following the contest. The minimum attendance requirement to be eligible to participate in a scheduled activity/contest the day of the activity/contest – the athlete is required to be in attendance a minimum of the last 4 scheduled periods (open period does not count as the 4 periods of required attendance). All athletes are required to be in school the day following an away contest – unless pre-excused by the administration. Athletes that are not in school the day after a scheduled contest without prior administrative approval could miss the following contest. It is assumed that if the participant is too ill or is not in attendance in school, the student will not participate in any activity after school dismissal or in the evening of the same day. An exception to the rule may be allowed upon written notification from a physician, dentist, or parent conference with the building principal, assistant principal or activities director permitting a student to participate.
5. Team members are expected to be present at all practices, team meetings, contests, and special occasions unless excused by the head coach.
6. All letter awards shall be based on specific criteria (attendance, attitude, achievement, etc.) (See lettering criteria.)  
Specific requirements for each sport are determined by the coach and approved by the Activities Director. Such requirements will be reviewed with the participants at the beginning of the season.
7. All team members will travel to and from out-of-town contests by means of the transportation provided or arranged by the school. The only exception would be release of the cheerleader/athlete to the parents.
8. All athletes are reminded that they are judged by their dress, manners, conduct, and sportsmanship, as well as their skill in athletics.

### ***COACHES CODE OF ETHICS***

#### ***NATIONAL FEDERATION INTERSCHOALSTIC COACHES ASSOCIATION***

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though he/she was the coaches' own and his/her welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches have been adapted by the NFICA Board of Directors.

1. The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.
2. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse and under no circumstances should authorize their use.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.
6. Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

7. Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials.
8. Public criticism of officials or players is unethical.
9. Before and after a contest, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.
10. A coach shall not exert pressure on faculty members to give student athletes special consideration.
11. It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

### **JOB DESCRIPTIONS**

TITLE: HIGH SCHOOL HEAD COACH

QUALIFICATIONS: Must meet certification requirements as established by SD Department of Education, SDHSAA and the Meade Board of Education

REPORTS TO: Activities Director

JOB GOAL: To help each participating student achieve a high level of skill and appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES: Football, Basketball, Wrestling, Track, Cross-Country, Golf, Volleyball, Tennis, Dance/Drill Coach, Cheerleader Coach, Soccer Coach

The head coach shall coordinate the total athletic program in his sport in the elementary and middle schools. He/she shall be directly responsible to the Activities Director in the performance of his/her duties.

A. Specific Duties and Responsibilities

1. Serve as varsity head coach.
  - a. Responsible for the supervision of student managers.
  - b. Responsible for supervising and coordinating the work of his/her assistant coaches.
  - c. Turn in weekly practice schedule and practice plan.
  - d. Before season parents' meeting with Activities Director.
2. Assist the Activities Director in developing and directing a comprehensive program of athletics in the high school, middle school, and elementary schools.
  - a. Consult with the Activities Director in the organization and operation of his program.
  - b. Assist the Activities Director in the recruitment, appointment, management, and evaluation of program personnel.
  - c. Make recommendations to the Activities Director for the appointment of personnel.
  - d. Be responsible for developing and clearly defining the job of each assistant coach.
  - e. Give general supervision to his/her sport in the elementary and middle schools.
3. Cooperate with the Activities Director in the preparation and the administration of an annual budget for his/her sport by:
  - a. Compiling a statement of needs, equipment, supplies, and maintenance for the next school year.
  - b. Counsel with the Activities Director and recommend the purchase of all athletic equipment and supplies.
4. Be directly responsible for the in-service training of the coaches of the Middle School. This responsibility includes formations, terminology, drills, scouting, organization of practice, etc.
5. Assist the Activities Director in developing a public relations program designed to keep patrons informed as to the accomplishments of the athletic program and cooperate with community agencies and the press.
6. Assume the responsibility for the school's participation in all SDHSAA eliminations in his sport and keep abreast of all rules and regulations of the SDHSAA and see to it that the school, in all matters, complies with these regulations.
7. Assist the Activities Director in the administration of the athletic insurance program.

8. Be responsible to the Activities Director for an eligibility list of all players at the beginning of the season.
9. Be responsible to the Activities Director with regard to departure time, and then notify the Principal of substitutes. A travel list of players must be provided.
10. Be directly responsible to the Activities Director for his/her behavior and the behavior of his/her assistants while carrying out any of his/her duties.
11. Cooperate with the Activities Director in developing all schedules of his/her sport.
12. The Head Coach is encouraged to attend other sport contests and extra curricular activities involving our school.
13. Encourage all athletes to participate in other sports.
14. Be responsible for developing and administering policies on athletic awards. Submit a list to the Activities Director of those recommended for athletic awards.
15. See that no profanity is used by coaches or players.
16. Be responsible for the behavior of athletes under his or her assistants' supervision on or off the playing area.
17. Be responsible for the actions of the players and conditions of the locker rooms from the time of arrival of the first students to the departure of the last student of his/her squad.
18. Be responsible in following all Meade School District policies. Coaches are not permitted to consume any alcoholic beverages while supervising athletic teams or individuals. Coaches cannot at anytime consume alcohol before, during, or after any contests while still supervising teams or individuals. By definition, a coach is supervising from the time the trip or contest begins to the time the contest ends with the athletes being no longer under their supervision.
19. Be responsible in seeing that each athlete has a physical examination and parent permission to play before issuing any equipment.
20. Be responsible for securing team transportation and travel expenses for all out-of-town events through the Activities Director.
21. Head Coaches will be responsible for the care, issuing, and storage of athletic equipment and uniforms for their programs.
  - a. All uniforms shall be marked for permanent identification.
  - b. During the season, all equipment shall be secured in the proper storage areas.
22. Supply the Activities Director with a roster for game programs.
23. Provide training rules and other unique regulations, such as safety guidelines of the activity, to each student who is considered a participant.
24. Provide weight room supervision in season and out of season.
25. Evaluate all assistant coaches (7-12) within his/her specific activity. This will be completed per Meade School District policies.

TITLE: VARSITY ASSISTANT HIGH SCHOOL COACH

QUALIFICATIONS: Must meet certification requirements as established by the SD Department of Education, SDHSAA and Meade Board of Education

REPORTS TO: Head Coach

JOB GOAL: To help each participating student achieve a high level of skill and appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Coaches individual participants in the skills necessary for excellent achievement in the sport involved.
2. Directs a regular program in season.
3. Works closely with head coach in planning interscholastic contests.
4. Recommends to head coach purchase of equipment and supplies as appropriate.
5. Maintains necessary attendance forms, insurance records, and similar paperwork and reports to head coach.
6. Oversees the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
7. Is physically present in the facility at all times that the students under his/her supervision occupy the facility.
8. Enforces disciplined and sportsmanlike behavior on the part of the students.
9. Personally demonstrates sportsmanlike conduct.
10. Is responsible for equipment distribution, collection, and inventory.
11. Is responsible for scouting as assigned by head coach.
12. Turns in weekly practice schedule and lesson plan.

TITLE: MIDDLE SCHOOL HEAD COACH

QUALIFICATIONS: Must meet certification requirements as established by the SD Board of Education and Meade Board of Education

REPORTS TO: Activities Director/Head Coach

JOB GOAL: The Middle School head coach shall be responsible for developing an athletic program under the leadership of the Activities Director and the head coach of the varsity sport and must turn in a weekly practice schedule and practice plan.

PERFORMANCE RESPONSIBILITIES:  
Football, Wrestling, Basketball, Track, Cross Country, and Volleyball

- A. Specific Duties and Responsibilities
1. Teach the type of offense, defense, and drills suggested by the high school head coach.
  2. Establish, under the Activities Director and head coach, an off-season program during the school year.
  3. Compile a statement of needs (equipment, supplies, and maintenance along with a complete inventory) to insure the purchase of essential supplies and equipment for program operation during the next year.
  4. Responsible for securing team transportation and travel costs for all events through the Activities Director.
  5. Be a participating, cooperative member of the coaching staff, and be interested in providing leadership to every part of the athletic program, as well as the sports which he/she coaches.
  6. Sell the athletic program to participants, and help develop pride and the desire to excel in athletics in the Middle School participants.
  7. Encourage athletes to continue participating in athletics in high school and college.
  8. Teach good physical and mental attitudes.
  9. Set a good example for all athletes in manners, attitudes, dress, conduct, and character.
  10. Be responsible for care of injuries.
  11. Attend all in-service training programs held by the Activities Director and the senior high school head coach.
  12. Collect all equipment and supplies at season's end. Equipment should be separated as to repair needs, washing or cleaning needs and a total inventory must be submitted to the Activities Director at the end of the season. A seasonal report should be submitted to the Activities Director which would also include the recommendations regarding necessary improvements for this individual sport.
  13. Personnel evaluation of all middle school teams should be sent to the varsity coach at the end of each season for each team.
  14. Assist varsity coaches with scouting.
  15. Provide training rules and other unique regulations, such as safety guidelines of the activity, to each student who is considered a participant.

### **PROFESSIONAL MEETINGS, SPORT CLINICS, MEDICAL SEMINARS**

1. All head coaches are required to attend the state association-sponsored rules interpretation meetings/SDHSAA on-line rules interpretation meetings (when required) and are expected to attend conference, district, or region meetings where business concerning their sport will be discussed. Head Coaches are also required to submit and pass any SDHSAA Rules Test when deemed mandatory by the SDHSAA. Coaches will be required to pay all fines associated with the failure to attend a SDHSAA Rules Meeting and/or complete an on-line rules interpretation meeting and successfully complete and pass the SDHSAA Rules Test for their specific activity.
2. Coaches are encouraged to attend professional meetings (coaching schools, clinics, etc.) to keep abreast of new developments in the sports which they are coaching.
3. Coaches may be granted professional leave to miss two contract days to attend a state tournament in their sport. (When their team is not competing in the tournament.) This applies to Head coaches and assistants (JV and "C" (not freshmen teams).
4. Varsity-level coaches may be granted, with the approval of the principal, two days of professional leave to attend coaching clinics. All other coaches may be granted one day. Additional days may be granted at the request of the Principal/Activities Director.
5. The coach/advisor will be provided with school transportation to attend state clinics (if available).
6. All coaches are encouraged to attend medical conferences or workshops to keep abreast of the new techniques.

### **LETTERING REQUIREMENTS**

(Minimum Standards) (Revised June 2017)

1. *Each SBHS/SWMS athlete that wishes to earn a Varsity Letter must follow all the in season as well as out of season guidelines and requirements specified by the head coach of their respected sport of participation.*
2. *Each SBHS athlete will be required to participate in a minimum number of contests/games as defined by the coach.*

*Each SWMS athlete will be required to participate in a minimum of 50% of all scheduled varsity contests.*

3. *All Dual Sport Athletes (SDHSAA sanctioned vs SDHSAA sanctioned or SDHSAA sanctioned vs Club Sports) must commit to all SDHSAA sanctioned events (practice/games/contests) before committing to any other non-sanctioned practice/game/contest.*
4. *Must finish entire season. In case of injury/illness, the athlete must still be present at practice and games and follow all criteria to letter.*
5. *A senior that has been out all 4 years for the sport will letter if all minimum summer documentation has been satisfied and the athlete has shown commitment and dedication to the program as defined by the coach.*
6. *Coaches always have discretion on the lettering of an individual (SBHS/SWMS) if the above criteria has not been met - this is used in "special circumstances." In the case of "special circumstances", the coach and/or athlete may bring their request for a SBHS varsity letter to the "Lettering Committee." The "Lettering Committee" will approve/deny based on the case presented by the coach and/or athlete. The committee shall be composed of the following individuals:*
  - a. *HS Principal or designee*
  - b. *HS Activities Director*

- c. *Strength and Conditioning Coordinator or designee*
- d. *Head Coach requesting a committee review*
- e. *Head Coach in another sport (designated by the administration)*

*EACH SDHSAA SANCTIONED ACTIVITY CAN HAVE ADDITIONAL SBHS LETTERING REQUIREMENTS, BUT ALL REQUIREMENTS 1-5 MUST BE SATISFIED BY ALL SDHSAA SANCTIONED ACTIVITIES PRIOR TO LETTERING. THOSE INDIVIDUALS THAT DO NOT MEET ALL NECESSARY REQUIREMENTS WILL RECEIVE A "CONDITIONAL LETTER." ONCE ALL MINIMUM REQUIREMENTS HAVE BEEN MET OR THE LETTERING COMMITTEE HAS APPROVED A REQUEST FOR DISCRETION TO BE USED - THE CONDITIONAL LETTER WILL BE CHANGED TO A SBHS VARSITY LETTER.*

*MEADE SCHOOL DISTRICT APPROVED CLUB SPORTS WILL FOLLOW MEADE SCHOOL DISTRICT POLICY IGDK\*. "RECOGNITION WILL BE LIMITED TO STUDENTS IN GRADES 9-12. ONLY STUDENTS WHO ARE ENROLLED IN STURGIS BROWN HIGH SCHOOL WILL BE ALLOWED TO PARTICIPATE IN THE PROGRAM.*

*\*SWMS students can earn a SBHS letter "S", but will not be given the actual letter until completion of the eighth grade. They will be given a "letter certificate" upon lettering in a specific sport (if all requirements above have been satisfied). All SBHS letters (excluding "conditional letters) can be used toward the "Honor Award White Letter."*

### **ATHLETIC EQUIPMENT AND FACILITIES**

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

1. Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
2. The Head Coach is ultimately responsible for the issuing and collecting of athletic equipment to team personnel.
3. Players are to be instructed in the proper use, care (washing), and maintenance of their equipment at the time of issue.
4. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
5. If athletic team members wish to purchase special team apparel, jackets, shirts, etc., coaches should let the purchase of such items be the responsibility of team members.
6. It is important to emphasize to all athletes their responsibilities as squad members to take good care of school equipment and facilities.
7. Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for:
  - A. Gym classes
  - B. Work or job
  - C. Socially
  - D. School wear (see policy below)
8. Athletic teams may wear uniform tops or game jerseys on game days only. The coach will grant permission for this.
9. In particular sports where athletes personally buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.
10. Athletic equipment of the school district will not be loaned to outside groups except with the approval of the Activities Director.
11. All athletic facilities will be scheduled by the Activities Director.
12. A facilities schedule will be kept by the Activities Director.
13. Unforeseen scheduling conflicts will be handled by the Activities Director.

### **PRACTICE SESSIONS**

- A. Coaches' Responsibilities
  1. Participant requirements prior to first practice.
    - a. All eligibility requirements have been satisfied.
    - b. Completed physical examination form.
    - c. Completed parent insurance coverage form.

- d. Completed "Extra-Curricular Student Policy" forms.
2. Practice Policies
  - a. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
  - b. Practice sessions should be well planned, well structured, and should not exceed two hours.
  - c. In activities where it is necessary to schedule separate, back-to-back practices due to a lack of facilities, the last practice must be concluded by 8:30 P.M.
  - d. Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are participants to practice by themselves.
  - e. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice.
  - f. A student absent from school may not practice on that day unless:
    - (1) They return to school by noon.
    - (2) An acceptable excuse from the parent or doctor is submitted to the coach.
    - (3) Permission is granted by the Activities Director/School Administration.
  - g. Upon completion of all afternoon classes, participants are to take all needed items (coats, books, boots, etc.) with them in order to avoid entering hall areas after 4:00 P.M.

### **RESTRICTED PRACTICE DAYS**

1. Weekend, Holiday, and Wednesday practices
  - a. All practices are to be held on school days if at all possible. Sunday/holiday practices will be permitted only:
    - (1) By a teams upon permission of the Activities Director.
    - (2) When a varsity contest has been scheduled the following day.
    - (3) When a tournament or play-off contest falls on the following day.
  - b. If permission to conduct a Sunday or special holiday practice is granted, the total length of the practice session may be no longer than two hours.
  - c. On Wednesday evening, all practices will be finished by 6:30 P.M. No activities will be scheduled unless approved by the Activities Director.

### **PRE-SEASON MEETING**

- A. Prior to the beginning of practice for each activity, the coaches and sponsors traditionally meet with the students who are planning to participate.
- B. Pre-Season Meeting Suggestions
  1. Schedule meetings prior to the first day of permitted practice.
  2. Take attendance and record the names of individuals attending the meeting.
  3. Have a written record of topics covered.
  4. Explain the SDHSAA eligibility rules and school rules to the participants. Explain the possible penalties if rules are violated in handbook.
  5. BE SURE TO MENTION SAFETY GUIDELINES. The Meade School District strives to protect each student from possible injury while engaging in school activities. Participants and their parents should be made aware that conditioning, nutrition, proper technique, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach.
  6. For each particular sport there are a number of rules which have safety implications. Cover those rules and the reasons for the rules.

### **PARTICIPANT RULES**

1. Roughhousing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
2. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players is allowed in the locker room or other areas being used.
4. No GLASS containers are permitted in the locker rooms.
5. All spiked or cleated shoes must be put on and taken off outside the building.



### **STUDENT ABSENCES FROM SCHOOL**

1. Student absences on the day of an activity:
  - a. Any student in activities who is absent from class or classes for any reason other than a documented medical appointment or pre-excused slip from the principal's office will not be eligible to participate in the evening's activities.
  - b. Students should make every effort to be in attendance the day following an activity. Repeated disregard for this will result in disciplinary action.

### **CUTTING POLICIES**

1. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
2. Lower level coaches shall take into consideration the policies as established by the Head Coach and Activities Director in that particular program when selecting final team rosters.
3. The selection procedures that are to be followed should be clearly explained to the students prior to trying out.
4. When notifying personnel not selected, it is best to do this in person and by stating specific reasons for the decision. This is time consuming, but it pays to keep those who were eliminated as supporters of our programs. (Cut lists are NOT to be posted.)

### **TRANSPORTATION (also see Policy JHFE\*)**

The Meade School District 46-1 shall provide transportation for all players in grades 9-12, personnel, and coaches of athletic teams in authorized school vehicles when the contest has been scheduled away from the school site.

1. The Activities Director shall be responsible for making transportation arrangements for all athletic teams.
2. Departure times will be arranged through the joint decision of the coach and Activities Director.
3. All team members should be informed of the estimated time of return one day prior to the trip. This convenience will help parents make arrangements with their son/daughter.
4. Students participating in school-sponsored activities shall ride in the transportation provided by the school. If a parent wishes to take a student home from an activity, that student must have the parent request written permission from the coach to take his son/daughter home. The school is responsible for all students traveling to and from school-sponsored activities and therefore must demand that students ride in the transportation provided, unless a parent requests acceptance of that responsibility. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is part of a team in all phases of team activities.
5. Team members are strictly forbidden from driving an auto or transporting members of an athletic squad to or from a contest (See Student Transportation on School Trips Policy File: JHFE\*).
6. The coach will assume all responsibility for conduct and discipline on the bus.
7. All athletes should be instructed to be at the point of departure at least 10 minutes prior to the designated time.
8. All students are expected to dress appropriately and neatly for out-of-town trips.
9. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Gambling in any form will not be allowed.
10. Only assigned personnel may ride on school transportation.
11. The bus driver is the final authority on matters relating to speed, load, safety, and driving conditions. Every effort is made to secure competent people for activity events, but coaches/advisors should report any driver they consider unsafe.
12. Eating and drinking on a moving bus is not desired. However, distances in South Dakota are such that at times it may be necessary to take food on the trip. Snacking on the bus should be done only after weighing possible consequences as the coach/advisor must accept responsibility. When eating does occur on the bus, the coach/advisor is responsible for having the activity people clean up their mess.
13. Be sure that student/athletes know when and where the bus will leave for the trip to and from an event. An itinerary would be very helpful, especially for younger groups.

14. Coaches are responsible for the student/athletes conduct for the entire trip, not just the bus ride. Supervision should be maintained at all times.
15. Any problems which arise on a trip should be reported to the Activities Director or building principal as soon as possible.

**File: JHFE\***

**STUDENT TRANSPORTATION ON SCHOOL TRIPS**

The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, District shall provide transportation to the students for all trips of more than ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. A student must travel on the school provided bus or van both ways. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school, with written request.
2. In the case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.
3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings.

**Sturgis Brown High School  
Travel/Transportation Request Permission Form:**

Dear Parent/Guardian

❖ Permission is required for your son/daughter \_\_\_\_\_ to leave campus during school hours for scholastic purposes.

▪ AND

❖ Permission is required to allow your son/daughter to drive his/her personal vehicle to the event listed below.

❖ Sturgis Brown High School administration does not allow students to transport other students (unless they are siblings) during school hours. (Ref: Meade School District Policy JHFE\*)

❖ If a student is without transportation, it will be provided by a staff member.

To be filled out by SBHS staff:

1. Requested/submitted by \_\_\_\_\_  
(Teacher/Coach)
2. Class/Team requiring permission \_\_\_\_\_
3. Purpose: \_\_\_\_\_  
\_\_\_\_\_
4. Destination \_\_\_\_\_
5. Date of Event \_\_\_\_\_

---

**To be filled out by parent or guardian:**

I hereby give \_\_\_\_\_ permission to  
(student full name)  
attend the event listed above.

\_\_\_\_\_  
(parent initial please)

I grant my permission for this student to transport him/herself in a personal vehicle for this purpose. I understand that all vehicle liability is assumed by the student.

\_\_\_\_\_  
(parent initial please)

Student listed above does not have a vehicle and requires transportation to this event.

---

Parent/Guardian Printed Name                      Parent/Guardian Signature                      Date



**Parent Driver**

I agree to drive a private car and transport other students on this activity/field trip with parent permission. I have a valid driver's license and carry liability insurance.

\_\_\_\_\_ (Field Trip)

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Insurance Carrier)

\_\_\_\_\_ (Policy Number)



**Permission to Ride with Adult in Private Car**

\_\_\_\_\_ has my permission to ride in a car driven by  
(Student)

\_\_\_\_\_ for this activity/field trip:  
(Adult Driver)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Parent Signature) \_\_\_\_\_ (Date)

**Sturgis Brown High School  
Extra-Curricular Travel/Transportation Permission Form**

I hereby give \_\_\_\_\_ permission to attend extra-curricular home  
(Student Full Name)  
events (scheduled activities and/or practice) that are held off campus away from Sturgis  
Brown High School.

\_\_\_\_\_ I grant permission for this student to transport him/herself  
(Parent Initial) in a personal vehicle for this purpose. I understand that all  
vehicle liability is assumed by the student.

No student may ride with another student to or from a school function or activity during the school day,  
unless the students are siblings (*Student Transportation on School Trips File: JHFE*)

\_\_\_\_\_  
Parent/Guardian Printed                      Name Parent/Guardian Signature                      \_\_\_\_\_  
Date

**PETITION FOR Audition for ADVANCED ATHLETIC PLACEMENT**

The “PETITION FOR Audition for ADVANCED ATHLETIC PLACEMENT to High School Athletics” form can be picked up in the Office of the Activities Director. The Head Coach will initiate any “PETITIONS FOR Auditions for ADVANCED ATHLETIC PLACEMENT” after discussions with the Advanced Athletic Placement Committee. The top of the form must be completed in full. The signatures must be obtained in order, from top to bottom, with the Advanced Athletic Placement Committee making the final decision. The Activities Director shall consult with the Middle School coaches before rendering an opinion.

If, in the opinion of the Advanced Athletic Placement Committee, the middle school student’s participation at a higher level would result in a significant lessening of the quality of the middle school program, or be inappropriate or harmful for the middle school student, or have a potentially undesirable effect upon the higher level participants, the committee may deny the request.

Each athletic program in the Meade School District must look at every level (7-12) and put athletes in situations that will maximize the quality of the individual and athletic programs. To assure positive growth throughout the program, continuous effort must be made to build for the future. If middle school athletes can be an asset on high school teams, those individuals deserve the opportunity to take advantage of their athletic ability at a higher level of competition.

Middle school students may participate in higher level athletics without making formal written request through the Advanced Athletic Placement Committee. In those cases where such an athletic activity is deemed an “individual” athletic activity or sport, “Individual” athletics include:

- a. Golf

In these exceptional cases, the following rules shall apply:

- 1) The Advanced Athletic Placement Committee consists of the Head Coach, Middle School Coach, Activities Director, Middle School Activities Director, and Middle School Principal.
- 2) The Advanced Athletic Policy Committee shall meet for the purpose of determining whether to proceed with advancing a middle school athlete to the high school level. (Prior to such a meeting, the middle school activities director will have contacted and gathered input from the middle school counselor(s) and teachers to ascertain the maturity and emotional status of the youth being considered.)
- 3) Parents must give their permission for their son/daughter to compete at the high school level. The head coach must get this permission and explain all conditions of high school participation before the students are contacted.
- 4) The head coach must explain all conditions of high school participation to the student. The middle school student must follow all high school training rules and continue to meet weekly eligibility requirements as outlined by the middle school handbook to participate at the high school level.
- 5) A SDHSAA physical examination is required before any student (7-12) may participate in interscholastic athletics at the high school (9-12) level.
- 6) All team sports (football, basketball, volleyball) will go through an evaluation procedure to assess the level of ability for each student participating. There will be two coaches within the program and an outside evaluator involved in the evaluation/tryout period. The evaluation/tryout period will consist of three practice sessions.
- 7) A student can be moved prior to, during or after a sports’ season with the approval of the Advanced Athletic Placement Committee.
- 8) The Advanced Athletic Placement Committee will only allow the student/athlete to move if he/she can successfully compete at a level that is at least two (2) levels above their current

participation level (i.e. 8<sup>th</sup> to 10<sup>th</sup>). The only time a student/athlete will be allowed to make a one level move is if the higher level has an insufficient numbers of athletes competing.

- 9) Athletes that are advanced by both the *"PETITION FOR Audition for ADVANCED ATHLETIC PLACEMENT"* form and the evaluation/tryout period cannot be moved down to a lower level of participation for the remainder of the season.
- 10) Any necessary transportation between the middle school and the higher level activity will be the responsibility of the middle school student and his/her parent.
- 11) Middle School athletes who are eligible for a SBHS athletic letter ("S") will not be given a letter until after graduating from the 8<sup>th</sup> grade. In order to receive their letter, they must meet the same lettering criteria as students in grades 9-12 at SBHS (including Strength and Conditioning requirements) during their 8<sup>th</sup> grade year.

The student and coaching staff must also adhere to all SDHSAA rules and regulations of interscholastic athletics to participate in any sport.

PETITION FOR Audition for ADVANCED ATHLETIC PLACEMENT  
To be completed by High School Head Coach

Student's Name \_\_\_\_\_ Date: \_\_\_\_\_

School \_\_\_\_\_ Sport: \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Head Coach \_\_\_\_\_

**Procedure To Be Followed In Petitioning Exceptional Middle School Athletes**

**Step 1** Confer with the High School and Middle School Activity Directors and present your rationale for this petition.

\_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
High School Activity Director

\_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
Middle School Activity Director

**Step 2** Parental Permission to continue the petitioning process.

\_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
Parent/Guardian of Athlete

**Step 3** Consult with student to determine his/her feelings regarding movement to a higher level

\_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
Athlete

**Step 4** The following personnel will meet as a committee to determine what is in the best interest of both the student/athlete and the total program.

\_\_\_\_\_  
High School Activity Director

\_\_\_\_\_  
Middle School Activity Director

\_\_\_\_\_  
High School Head Coach

\_\_\_\_\_  
Middle School Coach

\_\_\_\_\_  
Middle School Counselor

\_\_\_\_\_  
Middle School Principal

Committee Comments:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_



### **SUPERVISION ON TRIPS**

This guide has been compiled so that both bus driver and coach/advisor will know that their respective duties are as follows:

1. The coach/advisor who is in charge of all matters pertaining to students, destination, times, and rest stops will contact the Activities Director to work out an appropriate itinerary for all trips. The coach/advisor is to inform the Activities Director when and where he/she wishes a group picked up for the departure and during the trip (if applicable). The Activities Director will serve as the liaison between the coach and the transportation department.
2. The coach is responsible for discipline on the bus. Activity people must keep the noise level low enough that the bus driver is not distracted. Most accidents involving school buses are found to have a distracted driver as part of the cause. Drivers are instructed that if the coach/advisor refuses to carry out his/her responsibility for discipline, they will notify the Activities Director.
3. Be responsible in following all Meade School District policies. Coaches are not permitted to consume any alcoholic beverages while supervising students or participants. Coaches cannot at any time consume alcohol before, during, or after any contests while still supervising teams or individuals. By definition, a coach is supervising from the time the trip or contest begins to the time the contest ends with the athletes being no longer under their supervision.

### **OVERNIGHT TRIPS – LODGING AND MEAL POLICY**

Parents of the students involved should be given the following information:

1. Date and time of departure.
2. Date and estimated time of arrival home.
3. Location of where the group will be housed.
4. How parents may contact their son/daughter in case of an emergency.

### **RESERVATIONS**

The Activities Director shall be responsible for making squad reservations.

### **CHECKING IN**

1. Give the hotel/motel a list of names, by room, as you have assigned them.
2. Check all rooms for any damage by previous occupants, and inform hotel/motel desk of anything you find, prior to occupying the rooms.

### **DURING YOUR STAY**

1. Check with the hotel/motel management to see if there are any problems with your athletes (better than accusations after the fact).
2. Make certain your athletes understand what is expected of them and that they abide by those rules.
3. In no case should athletes be left without adult supervision.

### **CHECKING OUT**

1. Make a final check to determine if your group has been associated with any problem.
2. Settle all bills, and be sure that all phone calls are paid by the people responsible.
3. Express your appreciation to hotel/motel management for its cooperation.

### **FOOD EXPENSES (State Events)**

1. Sub-varsity teams will not receive meals unless they are traveling with a varsity team that is receiving a meal allowance.
2. All meals will be paid by the athlete who has received his/her cash allowance from the coach in charge.
3. The SBHS S-Club shall provide meal money for varsity teams (when requested/appropriate) and any other team traveling with the varsity team. Amount of meal money provided will be at the discretion of the Activities Director and the amount of money available.

**CANCELLATION DUE TO INCLEMENT WEATHER**

- A. If a contest is postponed, every attempt will be made to reschedule at an appropriate time after consulting with the building principal, the opposing school, and the coaches/advisors involved.
- B. Listen to the local radio station for announcements regarding cancellations or postponements.

**EARLY DISMISSAL BECAUSE OF INCLEMENT WEATHER**

- A. All activities normally scheduled for after school or before school are to be cancelled if weather conditions are so bad school must be dismissed early or not held. Coaches/advisors should announce this in advance and explain any further procedure for students to follow.
- B. Perhaps a very short meeting might be held to make announcements about future plans. Exception to the above may be made in very rare instances with permission from the building principal or Activities Director.

**WEIGHT ROOM GUIDELINES**

Sturgis Brown High School strives to protect each student from possible injury while engaging in school activities. The guidelines and/or practices identified below have been established for this activity in order to protect the student and others from injury. Participants and their parents should recognize that conditioning, nutrition, proper technique, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the weight room instructor/supervisor or coach.

**SUPERVISION OF THE WEIGHT ROOM**

The weight room will remain closed and locked unless a qualified faculty member is present. Students are not allowed in the weight room without direct faculty supervision. This includes before, during, and after school.

**GENERAL RULES**

- A. The weight room will be available to Meade School District students only if they are under direct supervision of a Meade 46-1 employee.
- B. ABSOLUTELY NO SMOKING, CHEWING/SPITTING, EATING, OR BEVERAGES ALLOWED IN THE WEIGHT ROOM. This will be strictly enforced.
- C. Personal items: No personal items are allowed in the weight room, such as sport bags, book bags, racquet bags, etc.
- D. Any personal weight lifting equipment must be labeled with patron's name.
- E. All patrons must wear proper workout equipment (clean shoes, shorts or sweat bottoms, and t-shirt or sweatshirt).
- F. Do not waste time in an area when the weight room is crowded and others are waiting to use the equipment.
- G. Know your personal strength capabilities. Do not over lift and injure yourself.
- H. No boom boxes, radios, or tape players are allowed in the weight room without supervisor's permission.
- I. Use of Free Weights:
  - 1. Spotters must be used at all times.
  - 2. All weight plates and dumbbells must be returned to their proper place after use.
  - 3. Chalk may be used in designated areas.
  - 4. Weights are to be lowered carefully. DO NOT DROP WEIGHTS.
  - 5. When using barbells, collars must be used.
  - 6. Do not lean free weight plates against the walls.
  - 7. Use of chairs and temporary benches is prohibited. STOOLS AND BENCHES WILL REMAIN AT THEIR DESIGNATED STATIONS.
- J. All policies and procedures will be strictly enforced. Failure to adhere to the preceding rules will result in the suspension of facility use privileges.

**ACTIVITY PARTICIPANTS REPORTING LATE TO SCHOOL**

Coaches should not excuse students from early morning classes after a long road trip or a late return to Sturgis Brown High School unless approved in advance by the administration.

**SCOUTING**

- A. Expenses – Scouts will be given a school vehicle when available. If no vehicle is available, a school credit card will be furnished.
- B. Vehicle use or credit card use will be permitted only when total trip does not exceed 200 miles.
- C. Trips over 200 miles need approval of Activities Department.

**STATE COMPETITION**

- A. Participation at the State level is one of the goals of our activities program. Teams and individuals who qualify according to State standards are given the opportunity to compete at the State level.
- B. Personnel traveling to State
  - 1. Varsity, JV, or Sophomore assistant to the varsity.
  - 2. Individuals who qualify for State competition or members of the tournament squad.
  - 3. Manager (two)
  - 4. Varsity cheerleaders
- C. State Tournament Receptions;
  - 1. Athletes and coaches will not be able to attend any reception/party at which alcoholic beverages are being served.
  - 2. Recognitions will be given (school assembly) to those teams finishing in the top three in State competition.

**SENIOR PARENTS' NIGHT**

- A. At the end of each "Sports" season, the Cheerleaders, in cooperation with the Booster Club and SBHS S-Club, will host Senior Parents' Night for Basketball, Football, Wrestling, Volleyball, Gymnastics, Cross Country, Tennis, and Golf. JV participants will be recognized when their contest precedes the varsity.
- B. Coaches are encouraged to send letters to the senior parents inviting them to attend. This letter will be their admission ticket for the event.
- C. Middle School and Sub-varsity parents' nights shall be the decision of the middle school coach. Gifts for parents/athletes are discouraged.

**LETTERING (See Lettering Criteria)**

- A. All awards will be recommended by the head coach to the Activities Director.
- B. Coaches may letter deserving athletes who have not fulfilled the necessary requirements, but who are deserving to wear the "S". Regular conscientious attendance at practice or injury and illness that prevent participation are among **criteria to be considered even though failing to meet the listed requirements. Only varsity level athletes can earn an "S"**.
- C. An athlete may receive only one letter from the school. Subsequent awards will be recognized by certificates.
- D. Ineligibility, dismissal from the squad, and quitting the team forfeits receiving the "S".
- E. The head coach shall be responsible for disseminating information that explains the lettering requirements to the athlete prior to the start of the season (see minimum Lettering criteria).

### **END OF SEASON OBLIGATIONS**

All coaches of the Meade School District must complete certain end of the season responsibilities in order to consider the coaching assignment finalized. All varsity, junior varsity, sophomore, freshmen, eighth and seventh grade coaches must submit an annual sports report. These reports should be completed within a 30-day period after your season is over. This report will include the following:

- A. A brief summary of the season and suggestions for improving your program.
- B. Complete inventory of all equipment and supplies.
- C. Names of squad members—indicate letter winners, captains, managers, etc.
- D. Schedule played, with results of games, meets, or matches.
- E. Special honors received by team members.
- F. New records set for the season, such as individual performance, team scoring, etc.
- G. Budget request for the next season. **MUST LIST ALL ITEMS IN PRIORITY ORDER.**

### **EVALUATION PROCEDURES**

#### Head Coaches

The Activities Director will conduct evaluations of head coaches during the first and second years of coaching in the Meade District shall be evaluated. Head coaches with two or more years in the Meade School District must be evaluated formally at least once every two (2) years. However, nothing shall prevent formal evaluation at intervals of less than two years.

#### Assistant Coaches – Middle School Coaches

Head Coach will conduct evaluations of assistant coaches and middle school coaches with approval of the Activities Director (AD will sign-off on all evaluations). Assistant and middle school coaches during their first and second years in the Meade system shall be evaluated formally each of the first two (2) years. After that they will be evaluated every other year. However, nothing shall prevent formal evaluation at intervals of less than two years.

Meade School District 46-1  
Activities Department

End of the Year Report

ACTIVITY: \_\_\_\_\_

COACH / ADVISOR: \_\_\_\_\_

YEAR: 2017-2018 SEASON LENGTH: \_\_\_\_\_

I. List all assistant coaches, volunteers, etc.)

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

II. Roster (Please attach)

III. List all athletes that did not finish the season. Briefly explain the reason.

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_

IV. List all award winners and the award each athletes received.

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

V. Attach a list of all letter winners (high school only). Please make sure all athletes have completed all of the required criteria (strength and conditioning) prior to submitting the list.

VI. Requests for \_\_\_\_\_ seasons (include description, brand, catalog, price, address). Use additional sheet if needed.

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_
- (6) \_\_\_\_\_
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

VII. Attach a list of all contests and scores.

VIII. Head Coaches only. Please write a 3-4 sentence comment on each assistant coach. This comment will be used in the evaluation process. Use additional sheets if needed.

Assistant Coach: \_\_\_\_\_  
Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assistant Coach: \_\_\_\_\_  
Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assistant Coach: \_\_\_\_\_  
Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assistant Coach: \_\_\_\_\_  
Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assistant Coach: \_\_\_\_\_

IX. Comments on over-all program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- X. Complete attached inventory of equipment and supplies. This is mandatory of all activities.

This report and inventory is due in the Activities Office (SBHS) no later than 30 days after the conclusion of your season.