

HIGHLAND ATHLETIC DEPARTMENT

2012-2013 Coaches Handbook

Highland Joint School District #305
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Home of the Huskies

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Chapter 1

Introduction

Highland Joint School District Interscholastic Athletic Program

The purpose of this handbook is to aid the Highland Jr./Sr. High coaches in their administrative functions. The standardization of forms and procedures should bring about a more efficient operation of the interscholastic athletic programs. Copies of key School District policies and standard forms are located in the appendix of this handbook.

Each coach should read the contents of this handbook carefully. It will answer many questions related to athletic policy as established by this department, the administration and the Highland Joint School District School Board.

This handbook should be used in conjunction with the Student Handbook that contains expanded information on many of the topics included in this handbook in particular the school's discipline policy.

Copies of this handbook are available through the Athletic Director or high school principal. Any questions or proposed changes to this handbook should be forwarded to the Athletic Director.

Vision Statement

The Highland Joint School District recognizes that the athletic program is complimentary to the academic program, and is where the athletes acquire significant life skills, attitudes and habits of heart, mind and body in preparation for becoming positive and productive members of our society.

Mission Statement

It is our responsibility to provide student athletes the opportunity to participate in a rich variety of sports; to be coached by knowledgeable and caring individuals; to learn the value of hard work, competition, team play, individual effort and sportsmanship; and to ensure each athlete an enjoyable and rewarding experience.

Objectives

- To give the Highland student body a variety of opportunities to experience the benefits of participation in athletics and to be meaningfully engaged after school hours.
- To ensure that student athletes are exposed to positive role models in both coaches and teammates.
- To maintain a consistency of effort and expectation throughout the entire athletic program.
- To develop life skills in student athletes including self-discipline, work ethic, motivation, leadership, time management, sportsmanship, responsibility, self-esteem and an understanding of the relationship between individual effort and team success.
- To enhance the possibilities for student athletes to go on to post-secondary education.
- To contribute positively to school spirit and community pride.
- To help student athletes learn and master the skills and knowledge necessary to competitively engage in the sport in which they are participating.
- To teach student athletes the benefits derived and lessons learned from both winning and losing.
- To ensure that the student athlete is enjoying the experience that participation brings.

Indicators of a Successful Athletic Program

At the end of each school year, the success of the athletic program should be evident. Each coach has an important role in the success of the athletic program. Desired attributes of the Highland Interscholastic Athletic Program include:

- A wide variety of athletic teams that provide opportunities for all Highland students.
- All approved athletic teams are staffed with the best available coaches.
- Coaches and athletic department staff are excellent role models for student athletes.
- Student athletes are excellent role models for other students by exhibiting;
 - good grades,
 - good behavior in and out of school,
 - are motivated to continue as a role model after high school and as a positive member of our community.
- Athletic program consistently supports the development of student athletes and their teams to be the best that they can be.
- Student athletes prepare themselves mentally and physically for the demands of their sport.
- Athletic program receives consistent positive feedback regarding their programs from student athletes, parents and coaches.
- Students freely encourage younger student athletes to participate in the athletic program.
- A significant number of students participate in the sports programs.
- Issues are addressed and resolved in a timely manner.

Chapter 2

Coaching Roles and Responsibilities

2.1. Highland Joint School District Coach Contract

Each coach (head, assistant, junior high and volunteer) must be appointed by the School Board. Each paid coaching position must sign a coach's contract prior to assuming coaching responsibilities and activities. The contract is in effect for the duration of the applicable sport's season. Each coach must also be in compliance with the following:

Varsity Head Coach

- Idaho State Police Criminal Background and Fingerprint card
- Idaho Teaching credential or NFHS Fundamentals of Coaching Certificate
- CPR Certification and First Aid Certification
- AACCA Safety Certification (Cheer Head Coach Only)
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

High School Assistant coach, JH head or assistant coach and volunteer coaches

- Idaho State Police Criminal Background and Fingerprint card
- CPR Certification and First Aid Certification
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

2.2. Special Considerations for Non-Faculty (Walk On) Coaches

The athletic department at Highland Joint School District relies heavily on coaches that are not certified faculty members at Highland Joint School District, but rather, are members of our community. We are very thankful for those individuals that step forward in a coaching and mentoring role. To help maximize your coaching efforts, here are a few common challenges when it comes to the administration of that program run by a walk-on coach, namely:

- Recruiting, selecting, orienting and supervising non-faculty coaches/extra-curricular advisors.
- Communication between the athletic administrator and the coach/advisor.
- Limited school day and interpersonal relationship between the player and the coach.
- Philosophical difference concerning academics, program goals, bench decorum and public relations with parents and fans.
- Time conflicts between that coaches/advisors occupation and coaching/advising responsibilities.
- Filing reports with the administration and collecting, care and storage of equipment are not a priority of the non-faculty coach/sponsor.

The non-faculty coach/advisor needs to place special emphasis on the philosophies, goals and objective of the Highland Joint School District by:

- Meeting the qualifications required;
- Meeting with the administration prior to the start of the season for orientation/indoctrination in the policies and regulation contained in the extra-curricular handbook. (All non-faculty coaches must attend this meeting prior to the start of their sport season);
- Calling the athletic or administrative office daily or as determined on a prearranged basis with the administration;
- Attending all program staff meetings or holding periodic conferences with the head coach, athletic administrator or administration;
- Following all procedures specified in the respective coaches/advisors job description;
- Setting aside time before or after practices to meet individually with team members;
- Confering with the athletic director/administration during last week of season to discuss the awards banquet, end of season reports, returning of keys and the collection, cleaning, repair and storage of equipment;
- Being loyal to the school, its traditions, and supporting all of the programs by attending as many athletic contest as possible;
- Establishing communication with parents and athletes.

2.3. Volunteer Coaches

Volunteer Coaches must have appropriate paperwork and approvals on file with the Athletic Director prior to contact with student athletes. Forms include but are not limited to:

- School Board approval
- Idaho State Police Criminal Background and Fingerprint card
- CPR Certification and First Aid Certification
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

2.4. Coach's Code of Ethics

The Coach's Code of Ethics is a document that states the athletic program's expectations for each coach. Each coach is expected to abide by these ethics. Similar ethics are presented to student athletes and their parents for their compliance. See Exhibit D for the IHSAA Code of Ethics. In addition, here are a few thoughts for consideration:

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, 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.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- A coach shall not exert pressure on faculty members to give student-athletes special consideration.
- A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

2.5. Coaches' Meeting/Workshop

The Athletic Director conducts a mandatory Coaches' Meeting/Workshop at the beginning of each season. Each coach must attend the applicable session. The purpose of the meeting/workshop is to inform new coaches and update returning coaches regarding the athletic program. Topics covered include but are not limited to:

Athletic Program Review

- Philosophy of the Athletic Department/ Highland Joint School District
- Chain of Command
- School District Policies regarding Athletics
- Budget Development
- Medical Supervision
- IHSAA Updates

Review Coaches' Handbook

Reinforce Proper Planning

- Setting Goals
- Season Planning

- Practice Plans

Communication

- Team
- Individual
- Parents
- Athletic Administration

2.6. Coach Responsibilities

All head coaches report directly to the Athletic Director.

- See Exhibit B, Head Coach Job Description.
- See Exhibit C, Assistant Coach Job Description.

2.7. Pre-season Checklist (To be completed prior to the first contest)

Please see Exhibit D for a reproducible copy of the Pre-season Coaches Check List.

2.8. In-Season Check list

Please see Exhibit E for a reproducible copy of the Pre-season Coaches Check List.

2.9. End-of-Season Checklist (To be completed after last contest)

Please see Exhibit F for a reproducible copy of the Pre-season Coaches Check List.

2.10. Evaluation Process

All coaches are evaluated based on the Highland Joint School Districts' Coaches Evaluation Process.

All coaches are evaluated annually, at the end of each season. The evaluations are based primarily on the Athletic Director's and/or Principal's observations in conjunction with the coach's self-assessment, but may also include feedback from head coaches, student athletes and parents.

Each coach is responsible for completing their self-assessment and scheduling a review meeting with the Athletic Director no later than two weeks after the season has ended.

The types of evaluation include:

- Coach's Self-Assessment – each coach is expected to complete a self-assessment and submit it to the Athletic Director at the end of each season.
- Head Coach Feedback – each head coach is expected to provide feedback regarding their assistant and sub-varsity coaches at the end of each season and submit them to the Athletic Director.
- Student Feedback – each student athlete is asked provide feedback regarding their season. The student forms are distributed and collected by the Athletic Director. Student feedback is summarized and reviewed by the Athletic Director. The student's feedback forms are kept confidential by the Athletic Director.
- Athletic Director and/or Principal Evaluation – the Athletic Director and/or Principal evaluate each coach based on his observations, the self-assessment completed by the coach, and feedback from head coaches, student athletes and/or parents as determined by the Athletic Director.

2.11. Coach Certifications

All coaches under contract by the Highland Joint School District must have current certifications for minimum coaching skills as well as emergency CPR and First Aid before they begin conducting practices with student athletes. Any coach hired without these certifications must make arrangements, approved by the Athletic Director, to meet their certification requirements as agreed upon. The following certifications are required for any coach employed by the Highland Joint School District:

Varsity Head Coach

- Idaho State Police Criminal Background and Fingerprinting card
- Idaho Teaching credential or NFHS Fundamentals of Coaching Certificate
- CPR Certification and First Aid Certification
- AACCA Safety Certification (Cheer Head Coach Only)
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

High School Assistant coach, Junior high head or assistant coach and volunteer coaches

- Idaho State Police Criminal Background and Fingerprinting card
- CPR Certification and First Aid Certification
- NFHS Concussion Course completion
- NFHS Sportsmanship Course completion

2.12. Coach Renewal Nominations and Non-Renewal / Dismissal

Coaches are under contract for one season. At the end of the contract season the Athletic Director and/or Principal has the discretion to not rehire or recommend a coach for the next season. During the contract season, coaches may be dismissed for breach of contract or for any behavior that may jeopardize the well-being of a student athlete or the school district. The Athletic Director is responsible for overseeing the supervision of all coaches with the support of the head coaches, the Principal and the Superintendent.

2.13. Concussion Awareness and Guidelines

In 2012, the Idaho Legislature passed House Bill 632, the Youth Sports Concussion Bill. The intent of the law is to help protect young athletes with concussion and also to help schools and sport programs limit liability on the basis of negligence should a significant concussive injury occur. While youth sport programs outside of public middle, junior and high schools are not required to comply with this law, liability protections afforded by the law will be extended to those who comply.

According to Section 33-1625 of Idaho Code, the Idaho State Board of Education and the Idaho High School Activities Association are required to provide access to appropriate concussion identification and management guidelines to all member schools that administer or promote an organized athletic league (which includes club sport programs and intramural programs) and sport programs. Those guidelines must be consistent with the current standards of the U.S. Centers for Disease Control and Prevention. Further, each school that sponsors such athletic and/or sport activities must provide athletes and their parents with a copy of those guidelines prior to any athlete being allowed to participate in any organized practice or game. While Idaho's law does not require a concussion acknowledgement form signed by a parent or guardian, it is highly recommended that school and sport administrators include such documentation prior to allowing athletes to participate in any organized athletic practice or game activity. Coaches, officials and athletic trainers are also required to review such guidelines upon employment and every two years thereafter.

If during any practice or game situation, an athlete sustains a concussion or exhibits the signs, symptoms or behaviors consistent with the injury; he/she must be immediately removed from all athletic participation.

That athlete may only return to physical activity if/when he/she receives a written clearance from an appropriate health care provider who is specially trained in the evaluation and management of sports related concussion. This can include a physician, a physician assistant, a nurse practitioner, a licensed athletic trainer, a sport certified physical therapist, or other health care professional trained in concussion management who is supervised by a directing physician.

In accordance with the IHSAA and Idaho State Legislation, the Highland Joint School District Concussion Management document is included in its entirety:

Highland Joint School District No. 305

STUDENTS

Policy 446

Concussion Guidelines

Many students within Highland Joint School District, No. 305 and its applicable Cooperatives participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities, and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The Administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment of review of the appropriate information shall be returned to the District.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right” or is “feeling down”

Coaches should not try to judge the severity of the injury themselves. Health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including a physician or physician's assistant licensed under chapter 18, title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under chapter 18, title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Legal Reference: I.C. § 33-1625 Youth athletes – concussion and head injury guidelines
Title 54, Chapter 18 Idaho Code

Other Reference: <http://www.idhsaa.org/concussions/default.asp>
<http://www.cdc.gov/concussion/sports/index.html>
<http://www.cdc.gov/concussion/sports/recognize.html>

The entire Concussion Management Guide is available at http://www.sd305.k12.id.us/sports/Concussion_Guide_2012-2013.pdf; each coach will be given a copy of the Concussion Management Guide as well as Easy Diagnosis Cards, which they can carry on their person as well as in their team medical kit.

Chapter 3

Athletic Department

3.1. Athletic Department

The Highland Joint School District’s Athletic Program is managed and administered by the Athletic Department, headed by the Athletic Director, and is responsible for the interscholastic athletic teams at Highland Jr./Sr. High School.

The key contacts for the Athletic Department are:

- Loren Orr Athletic Director
- Shannan Randall Office Manager

The key school administration contacts are:

- Cindy Orr Superintendent of Schools
- Bill Gehring High School Principal/Activities
- Nathan Weeks Business Manager

Reference Exhibit A for a complete athletic department phone directory.

3.2. Athletic Department Chain of Command and Issue Resolution

The goal of the athletic program is to resolve issues at the level at which the problem occurs. Coaches should notify the Head Coach and the Athletic Director of any issues where the coach is not able to resolve the issue at their level or if the coach would like help in resolving an issue.

Conflict Resolution

Participating in athletics can be an emotional and time consuming experience. From time to time, conflicts between student athletes and coaches may arise. The following process is in place for student athletes and their parents to follow to resolve conflicts and/or issues between coaches and athletes.

Step 1: Individual Student - Coach Contact

The student involved is to speak to the coach about the problem as soon as possible.

Step 2: Parent/Student - Coach Contact

The parent/student should set a time to meet individually with the coach.

Meetings will not be scheduled:

- 24 hours prior to or immediately following a contest,
- during an active practice session, or
- during a time when other coaches, parents or athletes are present.

Step 3: Parent/Student - Athletic Director contact

If satisfactory resolution is not reached through direct contact with the coach, the parent/student athlete should contact the athletic director. If the meeting with the parent/student athlete and athletic director does not result in a satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Any comments, concerns or issues brought to the attention of the Athletic Director will be addressed. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perspectives and experiences can lead to more productive relationships and clearer understanding in the future.

Step 4: Parent/Student Athlete- Administrator/AD/Coach contact

If after Step 3, satisfactory resolution has not been reached, the parent and student athlete should contact the building principal, unless they are the current athletic director, in which case contact the superintendent to schedule a meeting with all concerned parties.

Step 5: Parent/Student Athlete – Board of Trustees

If there is no resolution at Step 4, the parent/student athlete must ask to be put on the board agenda to address the Board of Trustees in executive session in an effort to resolve the issues.

Coach to Student Athlete Communications:

Coaches are expected to communicate their expectations to student athletes and their parents clearly and consistently. It is recommended that coaches document their expectations and place a copy of file with the Athletic Director's Office. Coaches should encourage student athletes to approach them if they have any issue about their experience on an interscholastic school team. The athletic experience that the Highland Joint School District provides for the opportunity for young people to develop communication skills with adults and those in positions of authority. The student athlete and coach must develop a mutual respect and understanding that allows them to discuss issues openly and honestly while striving to gain a better understanding of each other's roles, responsibilities and perspectives.

Coach to Parent Communications:

Coaches are expected to communicate with parents. If a parent has an issue after a game, coaches should encourage parents to schedule a face-to-face meeting 24 hours after the competition to discuss concerns or questions, so that all parties have the opportunity to prepare and focus on the core issue to be discussed. A 24 hour period will allow cooler heads to prevail. Please note that the Athletic Director and Principal are always available to sit in on meetings with parents.

Topics which are appropriate to discuss with parents:

- The treatment of their child, mentally and physically
- Ways to help their child improve individually and as a team member
- Concerns about their child's behavior or academic status

Topics which are not appropriate to discuss with parents:

- Playing time
- Team strategy

- Play calling
- Other student athletes
- Coach’s skill and knowledge of the game

Unresolved issues should be appealed based on the established Chain of Command

Highland Athletic Department Chain of Command

Communication Order	Jr. / Sr. High School
1	Sub-Varsity Coaches (Freshman, JV, Assistant and Volunteer coaches)
2	Head Coach (Junior High and High School)
3	Athletic Director
4	Principal
5	Superintendent
6	School Board

3.3. Roles of School Personnel in Relation to Athletics

The Board of Education approves recommendations of the Superintendent of Schools regarding policy, budget, and staffing of the athletic program. It also directs the Superintendent of Schools to review policies and practices of the athletic program.

The Superintendent of Schools is the employee who is ultimately responsible for all phases of the athletic program. He/She delegates his/her authority for the administration of the interscholastic athletic program through the high school principal to the athletic director.

The High School Principal is responsible for all activities affecting students in his/her building. He/She delegates his/her authority to direct the interscholastic athletic program through the athletic director.

The Athletic Director is responsible for direct implementation and interpretation of the policies of the Idaho High School Activities Association (IHSAA), the Board of Education, Highland Jr./Sr. High School, and the White Pine league, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

The Head Coach is entirely responsible for the guidance of students in their charge. He/She instructs athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. He/She also models and instructs in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. He/She also works within the framework of the goals of the school system, the policies and procedures of the IHSAA, the Board of Education, Highland Jr./Sr. High School, and the White Pine league, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

Assistant Coaches fulfill the aims and objectives of the sport program as outlined by the head coach and school administration. They assist head coaches in instructing athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success. They support the head coach in modeling and instructing in a way that will foster leadership, self-discipline, academic improvement, and a positive self-concept within each student-athlete. They also support the head coach in working within framework of the goals of the school system, the policies and procedures of the IHSAA, the Board of Education, Highland Jr./Sr. High School, and the White Pine league, as outlined in the respective manuals, handbooks, by-laws, and sport regulations of these entities.

Husky Booster Club President (*in development*) provides leadership for the functions of the Husky Booster Club. He/She is not an employee of the school district, yet works with the athletic director in a partnership to help communicate and meet the needs of the athletic program.

Husky Booster Club Parent Liaison (*in development*) Prior to the start of a season, head coaches will need to choose a parent volunteer to act as a liaison between the Booster Club and the head coach. Liaison's may include but are not limited to: coordinate parent volunteers to work the concession stands/ticket takers, coordinate parent volunteers for Booster Club events, disperse Booster Club information/materials to head coaches, make suggestions to Booster Club for enlarging/expanding fundraising activities, etc.

Chapter 4

General Discipline Statement

4.1 General Discipline Statement

All student athletes in Highland Jr./Sr. High School will abide by school policies and regulations regardless of age, when on school district property or when participating in any school approved activity including field trips and excursions.

The Highland Joint School District Board has adopted a discipline policy that is described in the students' handbook. All student athletes are subject to this policy at all times while on school property, at a school sponsored event or representing the school.

Furthermore, all student athletes and their parents are expected to sign and abide by the Handbook Acknowledgment of Understanding and the Lewis County, Nezperce, Culdesac and Highland Extracurricular Activity code.

4.2 Athletic Discipline Rules

For all athletic teams:

1. Benching of a student athlete by a coach for disciplinary reasons.
 - Benching of a student athlete is interpreted as allowing a player to dress in a uniform for a game but not being allowed to participate in the game for disciplinary reasons.
 - Prior to the game it is the responsibility of the coach to inform the student athlete of the benching and the reason.
 - It is the coach's prerogative to bench a student athlete for one game.
 - If a student athlete is to be benched for more than one game, then the coach must notify the Athletic Director of the reason and the duration of the benching.
2. Suspension of a student athlete. (Student athlete not dressed for one or more than one game.)
 - A one game suspension is the prerogative of the coach. All suspensions must be reported to the Athletic Director and to the parents or guardians of the student athlete by the coach, stating the reason(s) and duration of the suspension.
 - The Athletic Director must approve suspensions of longer than one game.
3. Suspension of a student athlete for the remainder of the season.
 - The coach recommends in writing to the Athletic Director the suspension of a student athlete for an indefinite period of time and states that facts and reason(s) concerning the recommendation.

- Written notice of the indefinite suspension will be sent to the parents or guardians by the Principal or their designee

Chapter 5

Athletic Associations

5.1. Idaho High School Activities Association (IHSAA)

Highland Joint School District is an active member of the IHSAA. The mission of the Idaho High School Activities Association is to coordinate, supervise and direct interscholastic activities that enhance and protect the total education process of all student participants. All activities programs shall be formulated to promote citizenship and the academic mission of the school. Highland Joint School District Policy # 426.2 2 states that the Highland School District #305 recognizes that the IHSAA is the governing body for extra-curricular activities and that the rules encompassed within this statewide organization shall apply to all members. Highland School District is a registered member of the IHSAA. All local school participation rules will be disbursed to each student who is a member of that extracurricular activity or club.

All contact between member schools and the Association shall be made through the Athletic Director and/or Principal of the school, and the Association shall rely only on decisions made known to it through the Athletic Director and/or Principal, and it is specifically understood that the Association shall have no direct contact with any other administrative officers of the school unless the Athletic Director and/or Principal delegates his authority in writing and such is on file in the IHSAA office.

5.2. IHSAA Handbook

The IHSAA Handbook is issued yearly and is the reference in which all activities are listed with specific guidelines regarding player eligibility, non-school competition, requests for eligibility ruling, new programs, protest procedure, classification of schools, starting and ending dates, tournament requirements and formats, specific playing rules, game and practice limitations, sports' officials' fees, sanctioning procedures for athletic competition, and past record and championships.

Copies are available and pertinent information is reviewed at the seasonal coaches meeting. If you have any questions regarding any aspect of the Association and you do not have a handbook, copies are available in the offices of the Athletic Director and the principal.

5.3. National Federation

The IHSAA is a member of the National Federation of High School Athletic Associations whose rules govern the various sports.

5.4. Federation Rule Books

Federation rule books are distributed to the Varsity and Sub-Varsity coaches.

Chapter 6

Regulations, Procedures and Guidelines

6.1. Announcements

Any sports related morning announcements and results from previous night's games should be emailed to the Athletic Director's prior to 7:00 A.M. each day. The Athletic Director will then forward sports announcements to district technology staff for inclusion in the days announcements.

6.2. Awards and Letters

Varsity coaches establish the awards and letters criteria for each varsity sport. This criterion is communicated to student athletes at the beginning of each season. The coach, the Athletic Director and the Principal should discuss specific cases not meeting the established requirements. Student athletes who do not complete the season because of disciplinary action or quitting the team are not eligible for an award or letter.

1. Certificates of Participation will be awarded to participants who complete their sports seasons.
2. Varsity Letters are awarded based on criteria established by the varsity coaches at the beginning of each season. This criterion includes:
 - Varsity managers who have served loyally for one complete season are eligible for a varsity letter.
 - Student athletes who have been members of the same program for four years are eligible for a varsity letter in that program.
 - Varsity letters: The first letter will be yellow 6" chenille "H" with black trim for all sports and cheerleaders. The second, third and fourth year awards will be a gold bar.

6.3. Cheerleading

Cheerleading at Highland High School is in the process of working towards interscholastic sport status and is subject to the same rules and regulations as all other activities.

The use of vaulting devices such as mini trampolines and building of pyramids beyond two persons high are prohibited.

The schedule of coverage for all home and away contests as well as all tournaments will be established by the coaches and submitted to the Athletic Director for approval.

If a Highland High School fall or winter team qualifies for a district or state tournament, a cheerleading squad will, upon approval, attend those games both at home and away.

6.4. Highland Extracurricular Activity Code

(Taken from Highland High School Student Handbook, Pages 54-60)

Part VIII - Highland Extracurricular Activity Code

A. General

- a. The purpose of the extracurricular activity programs is to promote skill development, teach teamwork & good citizenship and provide worthwhile activities for the students outside class time. The rules included herein exist to further these goals.

- b. Participation in extracurricular activities is a privilege, not a right. The students may lose this privilege through violation of the rules and or misconduct not detailed in this code.
- c. Students, on school sponsored trips represent the school and the co-op and must demonstrate excellent conduct at all times.
- d. Students and their parent(s) or guardian(s) must read and sign this code and the Participant Code of Conduct. Students will turn in their signed Activity Code at August Registration and it shall remain in effect until the participation of the final extracurricular activity of the school year. The signed document will be kept on file in the Principal's office. Students will not be allowed to either practice for or participate in any Extra-Curricular Activity until his or her signed Activity Code is submitted to the District Office.
- e. Coaches and advisors may implement additional, reasonable rules for their activities, in addition to the rules listed below. These rules shall be presented prior to the first activity of this program. This must also be signed by the students and their parent(s) or guardian(s) and kept on file in the Principal's office.
- f. Violations of this code will affect the student's participation in all extracurricular activities. Consequences which cannot be implemented during the current school year shall be completed the following school year.
- g. Violations of the training rules shall either be self-reported by the participant or be described in a "bona-fide" complaint.
 - i. Self-report shall be made by the participant, to the Principal, prior to any "bona-fide" complaint being presented.
 - ii. A "bona-fide" complaint is defined as one in which a party is willing to name names, indicate places and testify to the violation. It shall be in writing and signed by the party making the complaint. Photograph(s), if provided, must include a written and signed statement from the photographer verifying the details of the photograph(s). "Bona-fide" complaints will be accepted at once and immediately accepted. Parent(s) or guardian(s) will be notified and asked to come to school. A meeting will take place with the Principal, named participant and their parent(s) or guardian(s). The participant may acknowledge the complaint or deny the complaint. If the participant denies the complaint and the person making the complaint wished to have it investigated, it will be turned over to local law enforcement.
- h. Consequences to rules violations, described with the rules listed herein, shall commence on the day the Principal(s) give written notice to the student and parent(s) or guardian(s) of the violation.
 - i. Other than on Fridays when school students are not at school, participants who self-report on weekends, holidays or vacation days will have consequences that commence on the first school day after the self-report. On Fridays of four-day weeks, investigations may be held where students may be questioned and parental conferences may occur to question the validity of a signed written accusation against a student or a student who wishes to self-report his/her involvement in violating a rule. This way, the student may begin his/her suspension from activities on that Friday and not have to wait until the following Monday or subsequent school day for the suspension to begin.

- ii. Participants who acknowledge a “bona-fide” complaint shall have consequences that commence the school day they acknowledge the complaint.
- iii. The student is not eligible for any program’s extracurricular post-season awards if he/she is suspended for more than 50% of the activities. Nor is the student eligible for a Varsity letter if the minimum requirement, according to the handbook, is not met.

B. Definitions

- 1. “Days” for the consequences described in the rules, shall mean calendar days between the first day of school and the last day of school. It shall also include any day during summer vacation that has an extra-curricular activity or practice.
- 2. “School day” shall mean day in which students have contact with a teacher.
- 3. “Valid Excuse” shall mean written permission signed by a parent or guardian and approved by the Principal or designee.
- 4. “Activity / Extracurricular Activity” shall mean competition, meeting, bowl or regular scheduled extracurricular event. It does not mean practice.

C. Training Rules

A. All participants must obey civil laws.

- 1. A participant citation / arrest / conviction for behavior that is detailed in another rule of this code shall be given the same consequences as described in that rule.
- 2. A participant who is cited / arrested / convicted for behavior that is not detailed in this code, may be temporarily or permanently suspended from participation in extracurricular activities. Consequences for this violation will be as recommended by the Principal(s) and LC Membership Committee and approved by the Board(s) of Trustees.
- 3. Consequences for civil law violations shall commence on the school day the participant acknowledges the violation. If the participant pleads not guilty to the civil law violation, there shall be no action until the judicial proceedings are completed. If found not guilty the issue will be closed. If found guilty, consequences shall commence on the next school day AND any post season award or letter earned during the proceedings shall be invalidated.

B. Participants shall not possess or consume drugs, tobacco or alcohol OR be in the location where minors possess or are using these products.

- 1. If a participant is suspected of using or possession drugs, tobacco or alcohol at a school sponsored event, law enforcement will be contracted. If the participant is issued a citation or arrested at that time the participants parent(s) or guardian(s) will be required to transport the student home from the event. The following consequences will also be enforced.
 - a. Suspension from extracurricular activities for 84 days.
 - b. Not eligible for any extracurricular post season awards or letters earned during the 84 days.
- 2. If a student uses or possesses drugs, tobacco or alcohol, not at a school sponsored event the following consequences shall be enforced.

- a. First Violation – Self Report Only - Suspension from extracurricular activities for 10 days and must miss a minimum of 1 activity.
 - b. First Violation - Suspension from extracurricular activities for 21 days and must miss a minimum of 2 activities.
 - c. Second Violation - Suspension from extracurricular activities for 56 days and must miss a minimum of 6 activities. Student must undergo appropriate counseling, at the parent or guardian expense, before they can be reinstated as a participant in any extracurricular activity.
 - d. Third Violation - Suspension from extracurricular activities for 1 calendar year. Student must undergo appropriate counseling, at the parent or guardian expense, before they can be reinstated as a participant in any extracurricular activity.
3. If a student is at a location where drugs, tobacco or alcohol are present or being consumed by minors, and cannot show, once the behavior was recognized, the student immediately left the location., the following consequences shall be enforced.
- a. First Violation – Suspension from extracurricular activities for 10 days and must miss a minimum of 1 activity.
 - b. Subsequent Violations - Suspension from extracurricular activities for 21 days and must miss a minimum of 2 activities.

C. Participants shall attend school.

- 1. Students who are absent, without a valid excuse, from school any part of the school day may not participate in any extracurricular activities until the next school day.
- 2. Students who do not come to school, at the start of the school day, following the participation in an extracurricular activity without a valid excuse will miss their next scheduled extracurricular activity.
- 3. Students who are truant from school shall not be able to participate in extracurricular activities until their detention has been served.
- 4. Students who have to serve detention are not eligible to participate in any activity until all detention time has been served. An exception can be made by the principal in cases such as a trip bus leaving immediately after school dismissal.

D. Participants shall not transport themselves to and from extracurricular activities. Parent(s) or guardian(s) upon completing the required forms, may transport participants to and from extracurricular activities.

E. Any policy that is not in the Activity Code, but is in other school documents shall be enforced.

D. Academic Rules

Eligibility

Highland High School requires that individual students participating in the HHS activities programs maintain a minimum “C” (GPA = 2.0) average. Previous quarter grades will determine who is eligible to participate in the activity. Progress reports are sent home during the fifth week of each quarter.

If an activity begins during a nine weeks before the next reporting period, a student may petition to the activity director of the activity to practice but may not participate in any scheduled event, until the grade reporting period of eligibility for that activity is posted. Further notice of eligibility requirements will be forthcoming from the combined committee from the Highland and Nezperce School Districts.

Grade reporting periods of eligibility are:

First Nine Weeks

Basketball (Boys & Girls) Pep Band
Cheerleading, FFA
Wrestling

Third Nine Weeks

FB Cheerleader election*
BB Cheerleader election*
Baseball and Softball
Student Body Elections
Track BPA FCCLA FFA

Second Nine Weeks

FCCLA, FFA

Fourth Nine Weeks

Football and cheerleaders
Volleyball and Cross Country
Class Officers
BPA Pep Band
FFA

Highland Jr./Sr. High School requires that individual students participating in High School and Jr. High School activities and athletic programs maintain a minimum “C” (GPA = 2.0) average without any failing grades prior to and during the actual season. Grades will be checked at the end of each quarter and every 3 weeks within each quarter. Semester grades do not impact athletic or activities eligibility.

Strike 1: If a student falls below the academic eligibility requirement during the end of quarter or three (3) week grade check, if it is the first deficiency (strike 1) within that sport or activity season, the student will have one week (4 school days) to produce an acceptable grade report. During the Strike 1 phase, the student may still practice, participate in competitions and travel with the team or activities group.

Strike 2: At the one week progress check (noted above), if the student still does not meet the academic eligibility requirements, he/she would violate the policy and move to the Strike 2 stage. During Strike 2, the student may practice with his/her respective team or activity group, but would not be allowed to compete or travel with the team or group for a period of eight (8) additional school days. This would allow the student an additional two weeks, or eight additional school days to correct his/her academic deficiencies. Grades will be checked at the end of the two weeks (eight school days) to determine eligibility. If the student has not met the academic eligibility requirement following the two weeks of Strike 2, the student will be subject to Strike 3, which is the student’s removal from the team or activity group, for the remainder of that sports or activity season.

Strike 3: After the second deficiency (Strike 2), if at any point during the remainder of the sport or activity season the student has a deficient grade report, Strike 3 will be implemented immediately, which is the students removal from the team or activity group for the remainder of that sport or activity season.

A student whose grades fall below passing level in any class during the grading period may be made ineligible by the teacher until the grade is brought up to passing level. The student will remain ineligible until the specific deficiency is made up and the teacher informs the Principal and/or Athletic Director that

the student is again eligible. Teacher imposed ineligibility will be treated the same as Strike 2. In this case, a notice of ineligibility will be mailed to the parents.

Strike 2 and Strike 3 ineligible students do not travel or compete with the team.

Consideration will be given to students that do not meet the “C” (GPA = 2.0) average who are Tier 2 RTI and Tier 3 RTI students. The Principal, Athletic Director and the student’s teachers have the discretion, upon consensus, to allow the student to participate in athletics and/or activities if they believe the student is working to his/her capacity.

Grade checks shall be submitted via technology to the office. Each coach, the Athletic Director and Principal shall receive an eligibility report by Thursday afternoon at the end of the quarter and the end of each three (3) week grading period. Any ineligible students will be notified and began their ineligibility the following Monday.

Parents will be notified at the time of any disciplinary action is taken.

E. Attendance

The rules on absences will be enforced by the staff in which the student participates (after the advisor’s examination of the absences records maintained in the office) and will apply to all participation in grades 6-12.

1. Participants shall attend school.
 - a. Students who are absent, without a valid excuse, from school any part of the school day may not participate in any extracurricular activities until the next school day.
 - b. Students who do not come to school, at the start of the school day, following the participation in an extracurricular activity without a valid excuse will miss their next scheduled extracurricular activity.
 - c. Students who are truant from school shall not be able to participate in extracurricular activities until their detention has been served.
 - d. Students who have to serve detention are not eligible to participate in any activity until all detention time has been served. An exception can be made by the principal in cases such as a trip bus leaving immediately after school dismissal.

Parents will be notified at the time of any disciplinary action is taken.

F. Included Activities

Activities programs are considered to be:

- Athletic programs
- Student body, class and club officers
- Members of: FCCLA, FFA, BPA, Cheerleaders, Honor Society, Spanish Club, Science Olympiad, Fine Arts Club, LifeSmarts, and Pep Band

6.5. Equipment and Supplies

The varsity coach of each sport is responsible for requesting all the equipment and supplies for that sport. The Athletic Director will provide the coach with the necessary requisition forms for making the requests which will indicate the quantity, sizes, colors, approximate price, manufacturer, and order numbers with complete descriptions. The coach is not to order any equipment or uniforms, without prior consent from the Athletic Director. All equipment and uniform orders are processed and placed by the district office, unless permission is given by the Athletic Director.

At the start of the season, before any equipment or uniforms are distributed, the coach will check equipment and give an inventory list to the Athletic Director.

No athletic equipment issued to student athletes may be worn in physical education classes or worn outside of practice or game situations unless an exception is made such as for a pep rally, spirit week, etc. Coaches must instruct their student athletes of this regulation.

Coaches should give the Athletic Director at least 24 hour notice when equipment or uniforms are needed. This request should be in written list form so that the equipment may be made ready for the coach. Any student athlete failing to return or pay for any equipment issued will not be eligible for any athletic activity until the equipment is returned or paid for.

6.6. Fundraising

Fund raising is a critical element in the continued success of Highland athletics. The only funding that the district provides to athletic programs is for uniforms, safety equipment and transportation. The remainder of operational funds needed, including officials pay, extra equipment, etc., to support Highland athletics comes from fundraising. It is critical (and an evaluation criteria) that coaches participate in pre-season, in-season and post-season fundraising efforts.

Any and all fundraising will be coordinated and approved by the Athletic Director and/or Principal. Fundraising ideas are welcomed by the athletic department staff, so please share your thoughts.

For approved fund raising, see Student Body Funds (HHS Student Handbook, page 52.)

Student Body Funds

Money collected for persons or organizations other than the District shall be properly receipted and accounted for, but may not be handled through the District receipt account. These funds are handled through Student Body Accounts. Each club or group is responsible to submit a budget to the High School Student Council by October 15 for the current year.

6.7. Injured Player

The following immediate steps must be taken in caring for an injured student athlete:

1. Check to see that the injured student athlete is breathing properly.
2. Take the appropriate steps to control any excessive bleeding.
3. Keep the movement of the injured student athlete to a minimum.
4. Keep the injured student athlete as warm as comfortable as possible.
5. Notify the parent or guardian.
6. Apply a cold pack or ice pack immediately to the common athletic injuries (sprains, strains, bruises, and possible fractures).
7. Take no chances. Call for a doctor or ambulance.
8. Report all injuries to the Athletic Director and process the proper forms

6.8. Insurance Policy

The Idaho High School Activities Association (IHSAA) does not require, nor does the Highland Joint School District provide medical insurance while a student is participating as an athlete or cheerleader in the Highland Joint School District.

The Highland Joint School District does recommend that all students participating in activities be covered by a medical insurance plan. Many students are covered by their parents' existing medical program.

Student Insurance

The Idaho High School Activities Association (IHSAA) does not require, nor does the Highland Joint School District provide medical insurance while a student is participating as an athlete or cheerleader in the Highland Joint School District.

The Highland Joint School District does recommend that all students participating in activities be covered by a medical insurance plan. Many students are covered by their parents' existing medical program.

The District has available to students an insurance plan that will cover various conditions based upon the plan that is chosen. There is a 24-hour Accident Coverage plan with extended Dental. Another choice for coverage is At-School Accident Coverage. Football Coverage is another choice for student insurance coverage. This coverage is offered to students in grades 10-12 only.

These are yearly, one-time costs. Students who participate in football and are below the 10th grade level will be covered by purchase of either the 24-hour Accident coverage or At-School Insurance. It is advised that if a family does not have insurance protection, that consideration be given to have coverage to prevent a major problem with a lack of any coverage at all.

Students who desire to play sports other than football and need to have insurance coverage provided through school plans will need to use a different plan called School Time in order to become properly covered.

The company Highland SD uses at this time is: Student Insurance Company. Their website is called www.studentinsurance-kk.com. Also, the student and/or parent/guardian will be able to pick up a brochure at the District Office, which describes the coverage and costs.

6.9. Officials

Officials will be hired from the White Pine league's list of approved officials for all varsity and junior varsity games for that sport. Junior high officials (excluding junior high football) do not need to be sanctioned by the White Pine league and it is the coach's responsibility to arrange for officials for their particular competition schedule.

6.10. Out of Season Programs

Highland Joint School District is a member of and follows the rules and regulations of the IHSAA regarding out of season competition. What follows is an excerpt from the IHSAA 2011-2012 Rules and Regulations publication.

ISHAA RULE 17 – SEASONS

17-1 SPORT SEASONS:

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

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

17-2 PRE & POST SEASON REGULATIONS

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

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

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

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

17-2-3 Rule of Two

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

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

17-2-5 Summer Programs Summer programs must be voluntary and must be terminated by the last day of July. Conditioning programs such as weightlifting and running may continue.

17-2-6 Protective Equipment No school-owned uniforms and/or protective equipment may be used without written permission from the IHSAA. With that permission, schools may use their own protective equipment in a camp or clinic for a period of **eleven (11) days** upon written request from the trustees of the school. Included in the request shall be a statement of recognition that IHSAA sponsored catastrophic insurance provides no coverage for the activity and any and all liabilities rest solely with the school, camp, or clinic.

Individual students from a specific school are not required to use the school's protective equipment in the same camp as other team members. Each individual student will only be allowed to use an IHSAA member school's protective equipment by renting or loaning for a period of **11 consecutive days**. **The following guidelines apply: two (2) days with helmets (MANDATORY), two (2) days with helmets and shoulder pads (MANDATORY), seven (7) days in full pads.**

Schools must not rent protective equipment to students, camps, or clinics without written permission from the trustees of the school.

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

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

17-3 FOUR-SPORT SEASON

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

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

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

6.11. Overnight Trips

Any trip that includes student athletes staying overnight requires specific planning and must have the approval of the Superintendent prior to booking the trip. Provisions must be made to provide for adequate supervision throughout the duration of the trip.

6.12. Postponements

If a game or practice must be postponed due to weather conditions or any other factor not conducive to good game or practice conditions, the following procedure should be followed:

1. The home Athletic Director will contact the Athletic Director of the visiting school to determine the time that the bus is scheduled to leave and a decision will be made by the home Athletic Director at that time.
2. The home Athletic Director will be responsible for contacting officials to cancel the game.
3. If Highland is the visiting team, the Athletic Director will contact the bus company and cancel the bus and reschedule the bus for the rescheduled date.

Factors to be considered in postponements are:

- Playing conditions of the field.
- Safe travel for opponents.
- Weather conditions and forecasts.

6.13. Practices and Sunday Participation

There will be no practices on Sundays or holidays without the approval of the Athletic Director and/or Principal.

During the December holidays, sub-varsity players may be excused from practices and games if their family has prearranged vacation plans and if they notify their coach in advance. At the varsity level, student athletes are expected to attend all planned and approved practices and games.

Once the season starts, a good coach should be able to get all that needs to be accomplished in practice sessions that are set at 1 ½ to 2 hours in length. Extended practices at high intensity levels can be detrimental to the student athlete, thus increasing the injury risk level due to body fatigue.

6.14. Press Releases

All press releases, except the reporting of game scores, should be made through the office of the Athletic Director.

6.15. Public Relations

You as the coach must make yourself available to the media for information concerning your sport and the student athletes who play for you. In addition to making yourself available to the media, it is imperative that each coach work towards building support within the community for both their program as well as programs all programs offered at Highland. Building community and corporate support is critical to increasing attendance at athletic events. Remember that our fans are also our customers, and it imperative that we provide a quality experience for our student athletes as well as our fans and visitors. Your help is needed and appreciated in these efforts.

The following guidelines are suggested in dealing with the media and the public:

1. First and foremost, you are the team's representative and biggest fan, with the responsibility to promote your program by communicating with the news media, booster clubs, service clubs, the public, our fans and our corporate partners. You, more than anyone else, know what you are trying to do, how you hope to accomplish this, and who will make it possible. Share this with the world!
2. Always try to promote athletics and the programs of Highland Joint School District.
3. Always be positive in your approach. Being negative helps no one.
4. Promote your particular sport.
5. Never say anything detrimental about a student athlete, another school, team, or an official. If you can't say anything good, remain silent.
6. Encourage your student athletes to support other Highland High School teams and activities.
7. Establish good relations with the parents or guardians of your student athletes and the Booster's Club. All parental correspondence should be cleared with the Athletic Director and the Principal.
8. All coaches should give their student athletes the benefit of available publicity.

6.16. Release from Class

It is the basic policy of the Highland Joint School District to keep to the very minimum the number of times that a student is given permission to leave class for participation in extra-curricular activities. Any dismissals of student athletes for athletic events will be determined by the Athletic Director after conferring with and the approval of the principal.

6.17. Scheduling

The Athletic Director will schedule all interscholastic athletic contests. Any schedule suggestions or changes requested by a coach will be given consideration. No coach is to reschedule an athletic contest without prior approval of the Athletic Director.

6.18. Shower and Locker Rooms

The following will be expected:

1. The in-season sports teams have the priority use of the locker and shower facilities.
2. The coaches' room is off-limits to unauthorized personnel. This includes all student athletes and team managers unless invited there for counseling or special instruction.
3. No student is to be given keys to run an errand for a coach.
4. Coaches must be present and provide supervision as long as members of their teams are still present in the building. If parents are aware of the times that practice ends, they can be expected to be prompt and therefore cause no more than minor inconveniences. Parents should be aware of the

student supervision times. It is in your best interest to stick to your practice schedule so that parents can provide timely transportation.

5. The coach, being the last person to leave the building or area, must make sure that the following has been accomplished:
 - a. All showers are turned off.
 - b. All lights have been turned off.
 - c. The locker room and gymnasium are in proper order and neat.
 - d. All doors are locked including the locker room, coaches' room, gymnasium, and outside doors.

6.19. Statistics

Student athletes, individually and as a team, may be recognized for outstanding achievement. This achievement may be determined through the compilation of statistics that are routinely tracked in their respective sport. Coaches should identify the statistics to be tracked each season, designate a team statistician, and provide a final tally, including the **Season Summary form included in Exhibit P**, to the athletic director **within 10 days** of the season end. These achievements may be used in consideration for athletic awards and other recognition.

6.20. Student Athlete Feedback

Student athletes are encouraged to provide feedback regarding their coach at the end of each season. Student athlete's feedback is important to the coach evaluation process and the individual student forms are confidential.

The process for providing student athlete coach feedback:

1. Athletic Director meets with teams at end of season meeting.
2. Students complete form at meeting.
3. Rating and comments summarized by Athletic Director.
4. Information from feedback summary is shared with coach.

6.21. Tournaments

The privilege of participation in a post-season tournament is an honor for every team and school. If we achieve that honor, we should work to support our teams in the following ways:

In the fall and winter seasons cheerleaders are requested to cheer for all varsity tournament games in volleyball, football and men's and women's basketball.

6.22. Transportation

All buses will be ordered by the Athletic Director. A list of bus trips are posted on the bulletin board in the district office. Prior to boarding a bus, coaches need the following documents in their possession:

- 3 copies of roster (one for bus driver, one for school secretary and one for coach)
- All traveling student athlete Emergency Information and Consent forms (orange cards)
- Copy of Bus Order Authorization form (found on bulletin board in school office).

Coaches are responsible for communicating bus departure times and return times so student athletes may arrange for transportation drop-off and pick-up times. Coaches are not responsible for transporting student athletes to or from events unless approved by the Athletic Director. In the event parent pick-up is delayed and that parent cannot be reached, the coach has the discretion to discuss and arrange for alternate transportation with that student athlete.

It is the responsibility of the coaches to have their teams ready to board the buses at the designated times. Student athletes not riding on school approved transportation may be ineligible for participation in that event. As per Highland High School Student Handbook, page 60, "It is the policy of Highland School District 305 that all students participating in an activity must ride on district-provided transportation both to and from the activity, unless a student is released directly to his/her parent or guardian. **Parents may release their child to another adult by providing a note stating who will be responsible for their child's transportation home from the activity. This note must be given to the coach/advisor one day prior to the day of travel.** Each student will remain with the group and under the supervision of the coach/advisor when attending away contests. Each student, while traveling to and from contests, will obey all school bus regulations. Coach/advisors will dictate attire to be worn by participants in out-of-school activities."

Exhibit J provides a parent sign-out sheet, which needs to be used by coaches on road games and then turn into the Athletics office the day after return. The parent sign-out form needs to be kept for insurance liability concerns.

The coaches are completely responsible for the conduct and actions of their players on the bus. Coaches should inspect the bus before and after the game to check for damage and articles that have been left.

6.23. Sports Nutrition

As we all know, nutrition is a very important factor when it comes to athletic performance. I had the pleasure of listening to several presentations given by Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University. She presented a tremendous amount of information on simple, cost-effective ways to improve high school athlete's nutrition and thus, their performance on the field or court. I have included 9 different pages in the Exhibit K and I have dubbed the nutrition section Husky Fuel. Hopefully you find this information helpful and please pass it along to the kids.

6.24. Sportsmanship

Coaches, students and fans representing the Highland School District are expected to exemplify the highest standards for good sportsmanship. Sportsmanship is showing the qualities of courtesy, fairness, and respect to officials, teammates, opponents, coaches, and all others associated with the sport or contest. All participants in activities owe both their supporters and their competitors their best effort. Fighting, unsportsmanlike-like conduct, or profanity- related to activities may result in probation, suspension, or dismissal from participation in the activity and/or school. Such action shall be the decision of the coach/advisor, the principal, and the athletic director. In efforts to improve sportsmanship across the entire athletic department, coaches are being asked to complete the NFHS Sportsmanship class while parents and students will be shown several sportsmanship videos.

6.25. Summer Camps

It is the firm belief of the athletic department and school board that coach and player attendance at team and individual sport specific summer camps will improve the fundamental skills and team work of our student athletes and athletic teams. The Athletic Director will forward to the coaching staff any summer camp promotional materials received by the athletic department and will also assist and coordinate in all efforts that would result in Highland athletes and teams attending summer camps.

6.26. Email and other Communication Forms

Email is a critical form of communication used within the Highland Athletic Department. Please check your email daily, since this is the most effective way to pass on information from the league and the IHSA as well as from within the district. The information is important and the athletics department wants to insure that its coaches have the very latest information.

Recently, coaches have found great success in communication with both the athletes and their parents by using Facebook, email and texting. Don't be afraid to start a Facebook group or send out a mass text to players and parents. It is not recommended that this is the only form of communication, but rather a way to reinforce and remind them of the information that was given to the athletes during practice. Remember that the digital media is viewed by the entire world so the content and messages need to be relevant and tasteful.

6.27. Team and Athlete Community Service

It is the policy of the Highland Athletic Department that each team perform two (2) community service efforts each school year. One community service effort will be carried out during the team's actual season. The second community service event should be completed either before or after the team's season. A major area of focus of the athletics department and the Highland School District is to illustrate that our students are a critical part of our community and they are more than just students, more than just athletes, but a viable and integral part of our community.

The community service project should be something that both the coach and the student athletes have an interest in. They can read to the kindergartners, go play board games at the senior citizen center or whatever they like, as long as they are providing a service within our community. It is the coach's responsibility to organize, execute and attend the community service event with the team. The Athletic Director must be notified of the time, place and location of the event and if needed, will arrange for team transportation.

The community service events are critical in our efforts to bring the community and its support back to the football field, the gym and the track. We need to remind them that the kids and their activities are important and community service is a good way to win back their support.

6.28. Athlete School Attendance and Eligibility to Play

Student athlete attendance at school on the day of a competition and the day after a competition is required by the Highland Joint School District. The following is taken from the Highland High School Student Handbook, page 57-58 and it explains the attendance policy in detail:

1. Students who are absent, without a valid excuse, from school any part of the school day may not participate in any extracurricular activities until the next school day.
2. Students who do not come to school, at the start of the school day, following the participation in an extracurricular activity without a valid excuse will miss their next scheduled extracurricular activity.
3. Students who are truant from school shall not be able to participate in extracurricular activities until their detention has been served.
4. Students who have to serve detention are not eligible to participate in any activity until all detention time has been served. An exception can be made by the principal in cases such as a trip bus leaving immediately after school dismissal.

Definitions:

- "Days" for the consequences described in the rules, shall mean calendar days between the first day of school and the last day of school. It shall also include any day during summer vacation that has an extra-curricular activity or practice.
- "School day" shall mean day in which students have contact with a teacher.
- "Valid Excuse" shall mean written permission signed by a parent or guardian and approved by the Principal or designee.
- "Activity / Extracurricular Activity" shall mean competition, meeting, bowl or regular scheduled extracurricular event. It does not mean practice.

Chapter 7

School District Policies

The following School District policies specifically apply to the athletic program. These policies, taken from the 2012 Highland High School Student Handbook, are published in full on the following pages.

H. Hazing/Harassment/Intimidation/Bullying/Menacing: Policy # 424.1 and # 424.2

In order for Highland School District to be safe and secure for all learners and employees, it is essential for the adoption of the hazing/harassing/intimidation/bullying/menacing policy. Policies # 424.1 and #424.2 clearly explain how students and staff are to report anyone who violates this policy in any manner. The Policy also has accompanying administrative procedures that a complainant must follow when issuing forth a complaint that is deemed to be within the parameters of this Policy.

I. Student Drug, Alcohol, and Tobacco Use: Policy 425.1

Policy #425.1 is extensive and includes a District philosophy statement, definitions, the elements of the Policy, and the degree of anonymity in the case of self-disclosure. Self-disclosure shall protect the student in a manner of the highest degree of confidentiality and counseling will be provided. When a student violates this Policy and the law enforcement becomes involved, the parent(s) will be notified immediately. The building principal will be responsible for making notification to both the law enforcement agency and the parent(s).

Students who bring drugs, drug paraphernalia, alcohol, or tobacco for the purpose of distributing or using such substances shall be retained and turned over to legal authorities.

Student consequences for violation of any part of Policy #425.0 shall be handled on a case by case basis, which could lead up to and include expulsion from Highland SD #305.

J. Extra-Curricular Eligibility: Policy #426.1

Highland High School requires that individual students participating in the HHS activities programs maintain a minimum "C" (GPA = 2.0) average. Previous quarter grades will determine who is eligible to participate in the activity. Progress reports are sent home during the fifth week of each quarter.

If an activity begins during a nine weeks before the next reporting period, a student may petition to the activity director of the activity to practice but may not participate in any scheduled event, until the grade reporting period of eligibility for that activity is posted. Further notice of eligibility requirements will be forthcoming from the combined committee from the Highland and Nezperce School Districts.

Grade reporting periods of eligibility are:

First Nine Weeks

Basketball (Boys & Girls) Pep Band
Cheerleading, FFA
Wrestling

Second Nine Weeks

FCCLA, FFA

Third Nine Weeks

FB Cheerleader election*
BB Cheerleader election*
Baseball and Softball
Student Body Elections
Track BPA FCCLA FFA

Fourth Nine Weeks

Football and cheerleaders
Volleyball and Cross Country
Class Officers
BPA Pep Band
FFA

Cheerleading will become an activity when 4 or more individuals desire to become cheerleaders.

Highland Jr./Sr. High School requires that individual students participating in High School and Jr. High School activities and athletic programs maintain a minimum “C” (GPA = 2.0) average without any failing grades prior to and during the actual season. Grades will be checked at the end of each quarter and every 3 weeks within each quarter. Semester grades do not impact athletic or activities eligibility.

Strike 1: If a student falls below the academic eligibility requirement during the end of quarter or three (3) week grade check, if it is the first deficiency (strike 1) within that sport or activity season, the student will have one week (4 school days) to produce an acceptable grade report. During the Strike 1 phase, the student may still practice, participate in competitions and travel with the team or activities group.

Strike 2: At the one week progress check (noted above), if the student still does not meet the academic eligibility requirements, he/she would violate the policy and move to the Strike 2 stage. During Strike 2, the student may practice with his/her respective team or activity group, but would not be allowed to compete or travel with the team or group for a period of eight (8) additional school days. This would allow the student an additional two weeks, or eight additional school days to correct his/her academic deficiencies. Grades will be checked at the end of the two weeks (eight school days) to determine eligibility. If the student has not met the academic eligibility requirement following the two weeks of Strike 2, the student will be subject to Strike 3, which is the student’s removal from the team or activity group, for the remainder of that sports or activity season.

Strike 3: After the second deficiency (Strike 2), if at any point during the remainder of the sport or activity season the student has a deficient grade report, Strike 3 will be implemented immediately, which is the student’s removal from the team or activity group for the remainder of that sport or activity season.

A student whose grades fall below passing level in any class during the grading period may be made ineligible by the teacher until the grade is brought up to passing level. The student will remain ineligible until the specific deficiency is made up and the teacher informs the Principal and/or Athletic Director that the student is again eligible. Teacher imposed ineligibility will be treated the same as Strike 2. In this case, a notice of ineligibility will be mailed to the parents.

Strike 2 and Strike 3 ineligible students do not travel or compete with the team.

Consideration will be given to students that do not meet the “C” (GPA = 2.0) average who are Tier 2 RTI and Tier 3 RTI students. The Principal, Athletic Director and the student’s teachers have the discretion, upon consensus, to allow the student to participate in athletics and/or activities if they believe the student is working to his/her capacity.

Grade checks shall be submitted via technology to the office. Each coach, the Athletic Director and Principal shall receive an eligibility report by Thursday afternoon at the end of the quarter and the end of each three (3) week grading period. Any ineligible students will be notified and began their ineligibility the following Monday.

Parents will be notified at the time of any disciplinary action is taken.

K. Extra-Curricular Activities: Rules Policy #426.2

Policy # 426.2 states that the Highland School District #305 recognizes that the IHSAA is the governing body for extra-curricular activities and that the rules encompassed within this statewide organization shall apply to all members. Highland School District is a registered member of the IHSAA. All local school participation rules will be disbursed to each student who is a member of that extracurricular activity or club.

L. Extra-Curricular Activities: Transportation Policy 426.3

Policy #426.3 clearly outlines what provisions will be made to transport students who participate in various athletics and activities throughout the school year. Special regulations are given for incidents of more than ten (10) participants or fewer than ten (10) participants. Other directives are explicitly stated within this policy and students must become familiar with the conditions as outlined.

In order for students to be more familiar with the transportation rules and mode of conduct, it is essential that they read this policy.

M. Competitive Athletic Statement: Policy #426.4

The Highland School District #305 promotes a healthy, safe, and competitive program for all athletics and activities. There is an attempt to encourage all patrons and participants to support athletics and extra-curricular activities provided by the Highland School District. The basic philosophy that the District desires to maintain is one in which athletics and extra-curricular activities offered by the District do not compromise the academics. There will be only a minimal of interference with the classroom learning process caused by athletics or extra-curricular activities.

There are statements in the District Competitive Athletic Statement that refer to the expected behaviors for students, participants, coaches/advisors, parents and patrons of the District. Each parent who has a child or children involved in any athletic/activities program is encouraged to read this policy.

N. District Sponsorship of Athletics: Policy # 427.0

Policy #427.0 deals with the addition of athletic or extra-curricular activities beyond what is currently (as of August 30, 2006) sanctioned by the District.

Prior to sponsoring any new interschool activity/athletic competition, the activity or athletic competition to be added must be reviewed and approved by the Board. At this time, the District does not sanction any athletic or activity program of a competitive nature for students below the sixth (6th) grade.

Exhibit A: Athletic Department Contact List (7/26/2012)

District Phone Numbers: Phone: 924-5211 Fax: 924-5614

Administration

Cindy Orr -Superintendent	x. 501	Home: 924-977	Cell: (208) 961-0357
Bill Gehring- Principal	x.102	Home: 924-7420	Cell: (208) 816-8603
Nathan Weeks – Business Manager	x.503	Home: 924-6442	Cell: (208) 791-8040
Shannan Randall – Office Manager	x.500	Home: 924-5359	Cell: (208) 791-7091
Loren Orr – Athletic Director	x. 502	Home: 924-9772	Cell: (208) 320-2782

Custodians

Bill Heath	x. 302	Home: 924-5269	
Peggy Paul	x. 302	Home: 924-5940	

Coaches

Danette Horrocks – Volleyball		Home: 924-7436	Cell: (208) 791-2112
Shandrie Stigum - Volleyball			Cell: (208) 507-0212
Eric Hasselstrom – Football			Cell: (208) 791-6988
Luke Lowe- Football			Cell: (208) 791-7628
Lucas Peery – Football			Cell: (208) 791-5104

Jr. High Girls Basketball

Jr. High Football

John Marker – Jr. High Boys Basketball			Cell: (208) 791-6034
Tim Droegmiller – Jr. High Boys Basketball			Cell: (208) 791-8872

Girls Basketball

Boys Basketball

Kelley Hewitt – Track/Cross Country			
Debbie Marker – Softball			Cell: (208) 791-5460
Rick Zehr - Baseball			Cell: (208) 941-0581
Bill Gehring – Jr. High Track		Home: 924-7420	Cell: (208) 816-8603

Buses

Harlow Bus Service (Carolyn Tomason)		Office: 924-6411	Cell: (208) 791-6583
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Highway Dept.

Central		924-5971	
Evergreen		924-7922	

Sheriff's Office

Emergency	911	Office: 937-2447	Fax: 937-9235
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Newspapers

Lewis County Herald		937-2671	
LC Herald Fax		962-7131	
Lewiston Tribune		743-9411	
LM Tribune Fax		746-1185	

Radio Stations

KLER Orofino		476-5702	
KORT Grangeville		983-1230	
KOZE Lewiston		743-2502	
KRLC Lewiston		743-1551	

KMOK Lewiston		743-1551
KVTY Lewiston		743-1551
KCLK Clarkston		(509) 758-3361
KHTR Pullman		(509) 332-6551

Medical

QRU and Fire Dept.	911	
Craigmont Clinic		924-5504

Poison Control (800) 632-8000

Other Schools

Asotin HS		(509) 243-4151
Clarkston HS		(509) 758-5591
Culdesac HS		843-5413
Clearwater Valley HS		926-4511
Deary HS		877-1151
Genesee HS		285-1161
Grangeville HS		983-0580
Kamiah HS		935-4067
Kendrick HS		289-2662
Lapwai Elem.		843-2960
Lapwai HS		843-2241
Lewiston HS		743-5557
Nezperce HS		937-2551
Orofino HS		476-5557
Potlatch HS		875-0327
Prairie HS		962-3901
Prairie MS		962-3521
Prairie Elem.		962-3122
Summit		962-5650
Timberline HS		435-4411
Troy HS		835-2361

Community

Berry's Grocery		924-5501
Camas Club		924-5801
Camas Express		924-6992
Craigmont Auto		924-5311
Craigmont City Hall		924-5432
Craigmont Hardware		924-5551
Dept. of Lands		924-5571
Primeland (Main Office)		924-5515
Primeland (Farm Store)		924-5281
Prairie Imperial Bowl		924-6649
Salon 114		924-8699
Stonebraker McQuary		924-5232
Winchester State Park		924-7563

Exhibit B: Head Coach Job Description

Highland Joint School District #305

JOB TITLE: Head Coach – High School

SALARY:

REPORTS TO: Athletic Director and/or Building Principal

TERM: 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)

JOB SUMMARY

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

ESSENTIAL DUTIES:

1. Works with student athletes during practices and meets.
2. Holds organizational meetings for team prospects and encourages students to participate. Also conducts tryouts if numbers dictate.
3. Assesses skills and assigns team positions.
4. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
5. Works with the Athletic Director in scheduling facilities for practices and competition.
6. Assigns duties to an assistant coach as necessary.
7. Coaches and instructs athletes, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
8. Observes athletes, during events and practice to determine the needs for individuals or team improvement.
9. Determines game strategy based on the team's capabilities.
10. Establishes and maintains standards of student behavior and provides proper supervision of students at all times.
11. Provide supervision during bus transportation to and from any events the athletes are scheduled to participate at.
12. Sees that the athletes carry out all of the duties set forth in their athletics agreement.
13. Monitors the academic performance of team members to ensure that eligibility requirements are met.
14. Follows established procedures in the event of an injury.
15. Conferences with parents/guardians, as necessary, regarding the performance of their student.
16. Follows state, regional, and district regulations governing the program.
17. Models sports-like behavior and maintains appropriate conduct towards athletes, officials, and spectators.
18. Acts as a team representative and promotes the representative program by communicating with the news media, booster clubs, service clubs and other organizations.
19. Follows established procedures for distribution, use and collections of supplies and uniforms.
20. Works with the Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.
21. Participates in special activities to include parent's night, awards banquets, award nights, and pep assemblies.
22. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
23. Models nondiscriminatory practices in all activities.
24. Responsible for reading, understanding and implementing the Highland Coaches Handbook.

OTHER DUTIES:

1. Attends coaching staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs and other related duties as assigned by the Principal & Athletic Director or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and /or Abilities Required):

1. Head coach/advisor must be certified to teach in Idaho or have completed the NFHS Fundamentals of Coaching or ASEP Coaching Principles course, as per ISHAA.
2. All coaches/advisors must complete a first aid and CPR course from a school district recognized provider, before the coach/advisor has any contact with athletes, as outlined in IHSAA Rule 3-2.
3. All coaches must take the NFHS online concussion course prior to the first day of practice.
4. Some experience as a player, coach or assistant coach at the high school or college level is preferred.
5. Must possess effective coaching techniques and skills.
6. Must possess a thorough knowledge of rules, regulations, strategies, and techniques of the sport.
7. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions & Physical Requirements:

Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal levels, out outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to load.

Supervision Exercised: None

Supervision received: Principal & Athletic Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Athletic Director or appropriate administrator. Highland Joint School District #305 reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Exhibit C: Assistant Coach Job Description

Highland Joint School District #305

JOB TITLE: Assistant Coach – High School

SALARY:

REPORTS TO: Athletic Director and/or Building Principal

TERM: 1 Season/Year (Continued appointment beyond 1 year will be at the discretion of the Athletic Director and/or Building Principal.)

JOB SUMMARY

Position is responsible for coaching student athletes in game strategies and techniques to prepare them for athletic competition. Position motivates student athletes to develop an appreciation of the sport.

ESSENTIAL DUTIES:

Works with student athletes during practices and meets.

1. Holds organizational meetings for team prospects and encourages students to participate. Also conducts tryouts if numbers dictate.
2. Assesses skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Works with the Athletic Director in scheduling facilities for practices and competition.
5. Assigns duties to an assistant coach as necessary.
6. Coaches and instructs athletes, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
7. Observes athletes, during events and practice to determine the needs for individuals or team improvement.
8. Determines game strategy based on the team's capabilities.
9. Establishes and maintains standards of student behavior and provides proper supervision of students at all times.
10. Provide supervision during bus transportation to and from any events the athletes are scheduled to participate at.
11. Sees that the athletes carry out all of the duties set forth in their athletics agreement.
12. Monitors the academic performance of team members to ensure that eligibility requirements are met.
13. Follows established procedures in the event of an injury.
14. Conferences with parents/guardians, as necessary, regarding the performance of their student.
15. Follows state, regional, and district regulations governing the program.
16. Models sports-like behavior and maintains appropriate conduct towards athletes, officials, and spectators.
17. Acts as a team representative and promotes the volleyball program by communicating with the news media, booster clubs, service clubs and other organizations.
18. Follows established procedures for distribution, use and collections of supplies and uniforms.
19. Works with the Athletic Director to develop a policy for awards and submits a list of award winners at the end of the season.
20. Participates in special activities to include parent's night, awards banquets, award nights, and pep assemblies.
21. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.
22. Models nondiscriminatory practices in all activities.
23. Responsible for reading, understanding and implementing the Highland Coaches Handbook.

OTHER DUTIES:

1. Attends coaching staff development meetings, clinics, and other professional activities to improve coaching performance.

2. Performs and other related duties as assigned by the Principal & Athletic Director or other appropriate administrators.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and /or Abilities Required):

1. All coaches/advisors must complete a first aid and CPR course from a school district recognized provider, before the coach/advisor has any contact with athletes, as outlined in IHSAA Rule 3-2.
2. All coaches must take the NFHS online concussion course prior to the first day of practice.
3. Some experience as a player, coach or assistant coach at the high school or college level is preferred.
4. Must possess effective coaching techniques and skills.
5. Must possess a thorough knowledge of rules, regulations, strategies, and techniques of the sport.
6. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions & Physical Requirements:

Must have the ability to stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed materials with or without vision aids; hear and understand speech at normal levels, out outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to load.

Supervision Exercised: None

Supervision received: Principal & Athletic Director

This job description in no way states or implies that these are the only duties to be performed by this employee. The coach will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Athletic Director or appropriate administrator. Highland Joint School District #305 reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Exhibit D: IHSAA Code of Ethics for Athletic Coaches and Officials

Believing that mine is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the game, observe the work of other coaches or officials and will, at all times, attempt to improve myself and the game.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people playing the game.
4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas related to good sportsmanship but I will not make statements concerning “calls” after a game.
6. I will uphold and abide by all rules of the IHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who play under my jurisdiction.
8. I will give my complete cooperation to the school that I serve and to the IHSAA that I represent.
9. I will cooperate and be professional in my association with other coaches or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.

Exhibit E: Coaches' Pre-Season Check List

- Procure and review the current copy of the IHSAA Rules and Regulations Manual, as it pertains to your sport from www.Idhsaa.org or the HHS athletics office.
- Plan and hold a coaches' meeting. Invite employed and volunteer coaches to discuss expectations, roles and goals.
- Attend the IHSAA rules interpretation meeting. The IHSAA requires that a coach from each program attend this meeting annually.
- Secure needed keys from the district business manager. Coaches are never to allow a student to use these keys, whether supervised or unsupervised.
- Collaborate with other coaches who are in-season to determine facility space for practices. Provide practice schedule and practice space requests to Athletic Director.
- Review practice and competition schedule with the Athletic Director.
- Gathered and inventory, using district Pre-Season Equipment Inventory form, all equipment needed for practice. Recommend in writing the purchase of equipment, supplies and uniforms as appropriate.
- Develop a packet for distribution to parents at the pre-season meeting that contains goals, expectations, practice and game schedules and any other pertinent information. ?Submit to Athletic Director for approval prior to Pre-Season Athlete/Parents meeting.
- Collect the following forms from student athletes and submit completed copies to the Athletic Director. Note, all forms must be completed and on file with the Athletic Director before the student athlete may participate in practices.
 - Acknowledgement of receipt of Concussion Guidelines
 - Acceptance of Activity Code
 - Interim Questionnaire (10th/12th grades)
 - Physical Form (9th/11th grades)
 - Emergency Contact form
 - Payment of ASB Activity fee
- Review transportation requests (bulletin board in office) for accuracy.
- Coordinate with Athletic Director as to the organization and completion of organizational meeting for returning and prospective student athletes and their parents/guardians. Assist in publicizing the meeting using team Facebook page, email and texting.
- Provide roster, using Athletics Roster form, one week prior to first scheduled completion, to Athletic Director which includes the following: player name, position, uniform number, year in school and height.
- Determine whether any participants are involved in other activities during the season. If so, meet with the other coach or advisor to determine at which practice sessions and contests/events the student will attend. In the event a student is scheduled for a practice and a contest/performance on the same day or evening, the contest/performance should always take precedence with no penalty to the student in the activity in which he/she cannot participate. In the event a student is scheduled for activities of equal classification (i.e. two practices/rehearsals or two contests/performances occurring simultaneously) the student shall be allowed to make a choice without pressure or penalty from either of the coordinating adults of the two activities.
- Plan and hold a captains' meeting. Invite captains and assistant coaches to discuss expectations, roles and goals.
- Ensure that all coaches, including volunteer coaches' paperwork is on file with the Athletic Director.

Exhibit F: Coaches' In-Season Check List

- Issue uniforms and equipment to participants, using the equipment check out form.
- Report roster changes to the Athletic Director within 48 hours of any change.
- Maintain locker room, gym and facility security by locking all doors and turning off all lights to each facility after its use. Do not leave lights on and doors unlocked; assuming that another team will be arriving soon.
- Support Highland Joint School Districts participant eligibility rules. Review academic eligibility reports provided by Athletic Director.
- Student athletes are supervised at all times
- Student athletes are ready promptly for away games.
- All coaches are present at the school at least one-half hour before departure time for away games.
- All coaches and student athletes appear neat and well groomed for all trips.
- All trips leave as scheduled. Any person(s) not on the bus ready to leave on schedule is to be left behind.
- All student athletes must ride to an event on transportation approved by the school. Coaches have the discretion to release a student to ride home with their parents or legal guardian from an event providing the student is signed out, after the game, by the parent or legal guardian.
- Please Note:** Parents may release their child to another adult by providing a note stating who will be responsible for their child's transportation home from the activity. This note must be given to the coach/advisor one day prior to the day of travel.
- Report scores of all contest to:
 - Athletic Director by 7am of the next school day
 - Byron Edelman, Lewiston Tribune – 208-848-2277
 - Steve Wherry, Lewis County Herald – 208-937-2671 – cotchron@questoffice.net
- Disciplinary action involving suspension of a team member must be reported to the Athletic Director within 24 hours.
- Within 24 hours of an accident, report participants' injuries by submitting a complete accident report for to the office. Immediately make contact with the student's parent/guardian.

Exhibit G: Coaches' Post-Season Check List

- After last game or during uniform turn-in, discuss and poll team members on team awards (MVP, Offensive POY, and Defensive POY).
- Implement a procedure to ensure that each participant returns all uniforms and equipment that was provided by the school.
- Keep an accurate record of returned uniforms and equipment and report lost or damaged equipment to the Athletic Director with one week of your last competition.
- Complete the season end equipment and uniform inventory within one week of your last competition.
- Ensure that all equipment is washed, repaired, and safely stored; make arrangements for receipt of equipment during the off-season, if sent to a commercial repair company.
- Vacate locker rooms at the conclusion of the program's season. Ensure that program's areas are returned to pre-season condition and ready for the next program's season.
- Submit a list of award winners for the Awards Banquet to the Athletic Director using the **Banquet Information Sheet** (varsity letter winners, participation award winners and a final roster), within 7 days of completion of season.
- Submit a list of special awards to the local media after the program's awards banquet.
- Submit the **Season End Athletics Questionnaire** and the **Coach Self-Assessment** to the Athletic Director within 10 days after the program's last contest. Include your one, three, and five year Special Funding requests with this document. You may also include a self-assessment, parent assessments, and athlete assessments with your report.
- Submit any requested changes for next season's schedule to the athletic director within 15 days after the program's last contest.
- Return all keys issued for the season to the business manager.
- Submit end of season team and individual statistics to the Athletic Director within one week of last competition.
- Schedule an appointment with the Athletic Director for the purpose of evaluation.
- Inform the team about and promote the Awards Banquet.

Exhibit H: Coach’s Self-Assessment and Improvement Plan

**Highland Joint School District Athletic Program
Coach Self-Assessment**

We truly appreciate the time, effort and experience each coach brings to our program. In an effort to ensure that our coaching staff’s performance is in alignment with our program expectations, we ask that you read and complete this self-assessment. The purpose of this assessment is to ensure that our program expectations are clearly communicated and to encourage discussion between coaches and the Athletic Director if there are any questions or concerns. This assessment also provides the Athletic Director a vehicle to communicate any needed improvements.

Name: _____ **Team:** _____ **Season:** Fall/Winter/Spring

Did you contribute to the success of our athletic program?	Y/N
Did you provide the team with a coach who encouraged their participation?	
Were you knowledgeable enough as a coach to provide the students with the best available training and skills?	
Were you an excellent role model for our student athletes?	
Did you encourage your student athletes to be excellent role models for other students; good grades, good behavior in and out of school, etc.	
Were you able to advance or improve the experience and skills of your student athletes during the course of the season?	
Were your students encouraged and supported in their efforts to be the best that they could be?	
Were you student athletes mentally and physically prepared for the demands of their sport?	
Were you able to affect a positive relationship with the student athletes, their parents and the other coaches?	
Were you able to encourage younger student athletes to participate in the athletic program?	
Are you able to maintain or increase the number of students interested in participating on your team?	
Were you able to address and resolve issues with student athletes, parents, or other coaches in a timely manner?	
Were you able to communicate effectively and in a timely manner with the Athletic Director and the athletic department staff?	
Are you planning on hosting or organizing a summer camp to be held at HHS this coming summer?	
Are you planning to attend a team summer camp this upcoming summer?	

Have you fulfilled your role and responsibilities?	Y/N
Were you able to fulfill your Coach’s Contract?	
Were you able to fulfill your role and responsibilities as described in the Coaches Handbook?	
Were you able to abide by the Highland Joint School District policies, rules and regulations as described in the Coaches Handbook?	
Were you able to abide by the Coaches Code of Ethics?	
Did you support Highland Athletics fundraising efforts?	
Did you portray your team and the Athletic Department in a positive manner in the public and with the media?	

List planned professional coaching development or certifications to be completed prior to next season.	Date Scheduled

**Highland Joint School District Athletic Program
Coach Self-Assessment**

To be completed by the Coach:

Coach Feedback: (Concerns, Comments, Support Needs, etc.)

To be completed by the Athletic Director:

Coach Overall Rating:
Student Athlete Feedback: (Summary of Feedback Forms)
Head Coach Feedback: (If applicable)
Additional Athletic Director Feedback: (Based on AD observations)

To be completed by the Athletic Director as required:

Coach Improvement Plan:	
<u>Recommended Improvement</u>	<u>Date to be Re-Evaluated</u>

Exhibit I: Student Athlete's Feedback

**Highland Joint School District Athletic Program
Student Athlete's Feedback**

Sport: _____ Level: _____

Coach: _____ Date: _____

Attention Student Athlete: As you complete this form, please give thoughtful consideration to your impressions of the entire season as your feedback is important to the athletic program. Please drop off your completed form in the office.

The completed forms will be compiled by one person in the Athletic Department and totaled on a summary form. The summary form will be reviewed by the Athletic Director and your coach. The coaches will not see the individual feedback forms.

Scale: E-Excellent; VG-Very Good; A-Average; N-Needs Improvement; VP-Very Poor

- | | | | | | |
|--|---|----|---|---|----|
| 1. Taking everything into consideration, the season as a whole was: | E | VG | A | N | VP |
| 2. The coach's organization of practice sessions was: | E | VG | A | N | VP |
| 3. The coach explained my role on the team: | E | VG | A | N | VP |
| 4. The coach's ability to treat all players equally and fairly: | E | VG | A | N | VP |
| 5. The coach's ability to deal with player difficulties was: | E | VG | A | N | VP |
| 6. The coach's ability to provide extra help when needed: | E | VG | A | N | VP |
| 7. I felt that the coach's honesty and integrity in his/her dealings
with me was: | E | VG | A | N | VP |
| 8. The coach was willing to put in the time to get the job done: | E | VG | A | N | VP |
| 9. The coach required the team to be well disciplined: | E | VG | A | N | VP |
| 10. The coach's requirements for sportsmanship were: | E | VG | A | N | VP |

Please use the space on the back of this form for any helpful ideas or additional comments.
Thank you for your feedback.

Exhibit J: Travel Parent Sign-Out Form

**Highland Joint School District
Travel Parent Sign-Out Form**

Sport: _____

Level: _____

Coach: _____

Date: _____

STUDENT NAME	PARENT SIGNATURE

Exhibit K: Nutritional Information

All nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Husky fuel

A Winning Breakfast as easy as 1-2-3!

Breakfast is the perfect opportunity to start your day off fueled right. A well rounded breakfast gives you the energy needed to do your best in your sport and is as easy as 1-2-3! Simply choose at least one item from each column and combine them to make a nutritious and balanced breakfast.

General Carbohydrates

- Cereal
- Oatmeal
- Toast
- English muffin
- Bagel
- Pancakes
- Waffles
- Granola
- Granola bar
- Tortilla
- Whole grain crackers
- French toast
- Milk
- Yogurt
- Dairy smoothie
- Leftover pizza, pasta or rice

Protein

- Milk
- Yogurt
- Greek yogurt
- Cheese
- String Cheese
- Eggs
- Scrambled egg whites
- Peanut butter
- Almond butter
- Ham
- Turkey, Chicken, or Soy Sausage
- Canadian bacon
- Cottage cheese
- Walnuts, other nuts/seeds
- Tofu, edamame

Fruit

- Any fresh, frozen or canned fruit such as:
- Banana
- Strawberries
- Blueberries
- Mixed berries
- Apple
- Applesauce
- Orange
- Tangerine
- Peach
- Pear
- Pineapple
- 100% fruit juice
- Fruit smoothie

All Nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Husky fuel

SIMPLE BEDTIME SNACKS

The perfect ratio of carbohydrate and protein to load muscles for tomorrow's practice

Peanut butter and jelly sandwich

Sub sandwich

Grilled cheese sandwich

Smoothie or milkshake

Bowl of cereal with milk

Bagel with peanut butter

Leftovers

Trail mix

Chocolate/Strawberry/Plain milk

Cheese and crackers

Fruit with yogurt

Quesadilla

Mini-pizza

All Nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Musky fuel

Fuel for Peak Performance

These combos can work for breakfasts, pack along lunches, pre-workout snacks or recovery meals. They each contain a perfect carbohydrate and protein blend.

- string cheese with a piece of fruit
- string cheese with whole grain crackers
- yogurt with a piece of fruit
- yogurt with whole grain toast
- cottage cheese with fruit or crackers
- glass of milk (any flavor)
- lean meat sandwich or wrap
- tuna fish sandwich
- tuna and crackers
- peanut butter sandwich
- peanut butter on crackers
- peanut butter on apple or pear
- nuts/seeds with a piece of fruit or baby carrots
- nuts/seeds with dry cereal as a trail mix
- PowerBar (or similar product) with glass of milk
- bagel with peanut butter
- leftovers!
- hummus with crackers or baby carrots
- quesadilla
- omelets (one whole egg, 2 egg whites, veggies and cheese) with toast
- slice of pizza
- can of broth based soup such as chicken noodle
- burrito with salsa
- favorite frozen/fresh veggie with cheese melted on top
- baked potato topped with cheese or chili
- granola with nuts
- chicken/other meat on tortilla with salsa
- dried fruit and nuts
- rice or pasta with meat/cheese
- bowl of cereal with milk
- pretzels with cheese slice
- canned fruit and yogurt blended into smoothie
- baked tortilla chips, cheese and salsa to make nachos
- banana with nut based trail mix
- grilled cheese sandwich

Fuel Your Muscles Through Out the Day It's Your Edge!

All Nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Musky fuel

Eat To Gain

- 1) **Eat often.** Continuously supply your body with muscle building materials. Try to eat something every 3 waking hours. Always have a bedtime snack.

- 2) **Eat a lot.** Building muscle mass takes an enormous amount of calories.

- 3) **Eat right:** (see lists on reverse side)
 - **TONS of Carbohydrates:** Carbs fuel workouts. Carbs turn protein into muscle. Carbohydrates need to be 50-60% of your diet.
 - **LOTS of Protein:** Protein provides the building blocks used to make muscle. Protein needs to be 15-20% of your diet.
 - **BE SMART about fat:** Fat does not build muscle. Be smart; don't fuel with junk.

All nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Carbohydrates (tons)	Proteins (lots)	Fats (be smart)
Breads	Chicken	<u>Less healthy fats:</u>
Muffins	Beef	French fries
Bagels	Pork	Tater tots
Rolls	Eggs	Fried chicken
Cereals	Peanut butter	Potato chips
Granola	Nuts	Corn chips
Pasta	Seeds	Deep fried anything
Rice	Tuna fish	Gravy
Potatoes	Fish	Mayo
Corn	Black beans	Miracle Whip
Vegetables	Refried beans	Many sauces
Fruit	Pinto beans	Salad dressings
Juice	Milk	Fry sauce
Pancakes	Yogurt	<u>Heart Healthy Fats:</u>
Waffles	Cheese	Canola oil
French toast	Cottage cheese	Olive oil
Milk	Soy milk	Fat in nuts
Yogurt	Soy burgers	Fat in seeds
Smoothies	Tofu	Fat in fish
Breakfast bars	Smoothies	avocado
Muscle Milk	Muscle Milk	
Granola Bars	Powdered Milk	

Fuel up you season by eating right.

GO HUSKIES!

All nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Musky fuel

RECOVERY!!

- * Eat/drink within 30 minutes after working out.
- * Eat/drink again within the next 2 hours.
- * Continuously supply muscles with building blocks from food every few hours throughout the day.
- * Eat a bedtime snack.

FUELING FACT

Studies show that athletes who refuel their muscles immediately after a workout and again within 2 hours will have up to 30% more energy at their next practice or game.

All Nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Husky fuel

Are you serious about Top Performance this Fall?

- Eat a healthy snack before and after workouts.
- Eat plenty of carbohydrate for ENERGY. (Bread, cereal, rice, pasta, fruit, vegetables, whole grain foods, milk, yogurt, potatoes, corn, juices, etc.) 50-60% of diet.
- Eat plenty of protein for MUSCLE REPAIR AND GROWTH. (Meat, chicken, fish, nuts, seeds, milk, yogurt, cheese, eggs, peanut butter, etc.) 15-20% of diet.
- Fats can also provide ENERGY. Healthy fats are found in canola and olive oil, fish, nuts, seeds, olives and avocados. 20-30% of diet.
- Foods that are rich in antioxidants have healing power are underlined.
- Keep hydrated before, during and after workouts.

OUTWORK THEM!

OUTNUTRITION THEM!

HUSKY FUEL to WIN!

All Nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Musky Fuel

Power Foods

No matter where you're off to, you have time to grab a nutritious snack. The key is to plan ahead and be prepared. Whether you're in a hurry to go to a class, a team meeting, a practice, or just want a snack for later, here are some nutritious ideas.

Backpack Super Snacks:

Have a stash of some of the following items to grab when you're in a hurry:

Bagel	Trail Mix	Cereal
Muffin	Low-fat Cookies	Granola Bar
Raw Veggies	Graham Crackers	Pretzels
Popcorn	Raisin Bread	Peanut Butter
Juice Box	Cheese Sticks	Crackers
Nuts	Fresh Fruit	Jerky
Dried Fruit	Fig Newton's	

Keep it Cool:

These items should be refrigerated or kept in an insulated lunch bag with an ice pack:

Cottage Cheese w/ Fruit	Applesauce	Leftovers
Bagel w/ Cream Cheese	Milk	Eggs (Burrito, Salad)
Fresh Veggies	Yogurt	Instant Breakfasts
Fruit Juice	Hummus/ Bean Dip	Gogurt
	Sandwiches	Tuna Salad/Sandwich
	Puddings	

Vending Machines:

It's not easy to find nutritious snacks here, but here are some of the better choices:

Rice Krispie Treats	Peanut Butter	Pretzels
Cheese Crackers	Crackers	Juice
Graham Crackers	Dried Fruit	
Zoo Crackers	Chocolate Milk	

All Nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Musky fuel

SORE MUSCLES?

These foods can help:

Pineapple	All Berries	Watermelon	Tomatoes and Tomato Sauces
Salmon	Tuna Fish	Walnuts	Peanuts



FUELING FACT:

Recent studies from the Olympic Training Center in Colorado Springs show that athletes who **eat at least 5 servings of bright colored fruits and vegetables per day greatly decrease muscle soreness and reduce injury recovery time.**

All Nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Husky fuel

It's TIME to COMPETE:

OUTNUTRITION your OPPONENT!

- Eat a healthy dinner the night before competing.
- Eat plenty of carbohydrates for energy on game day.
- Don't experiment with new foods on days you compete.
- Make sure you have filled your tank for top performance until the very end! Fuel is everything in the fourth quarter, the final minutes, and the last lap.

All Nutritional information courtesy of Hilary Horton-Brown, RD, CSSD CPT. Hilary is the Bronco Sports Dietitian at Boise State University.

Exhibit L: Pre-Season and Post-Season Equipment Inventory Form

**Highland Athletic Department
EQUIPMENT, UNIFORM & SUPPLIES INVENTORY**

Sport: _____

Page: _____ **of** _____

Date: _____

Coach: _____

Circle One: Pre-season Post-Season

ITEM	NUMBER	CONDITION	APPROX COST	WHEN LAST PURCHASED

Equipment, Uniforms and Supplies are to be inventoried before you season begins and once again after your season has concluded.

COMPLETE OR COPY IN DUPLICATE – one copy to AD AND please retain one copy.

**Highland Joint School District
ATHLETIC EQUIPMENT CHECK-OUT SHEET**

SPORT _____ LEVEL _____ COACH _____ YEAR _____ PAGE _____ of _____

Please use jersey/top, pants/bottoms or practice top/pants uniform number or garment number when recording issued equipment. When uniforms and equipment is returned at end of season, please use highlighter and mark through each number to indicate item was returned.

Name	Jersey/Top #		Pants/Bottoms #		Warm Ups #			Bag	Jacket	Belt	Practice		Other
	White	Dark	White	Dark	Top	Pants	Top #				Pants #		

COMPLETE OR COPY IN DUPLICATE – One copy to AD and one copy to coach to be used at check-in (uniform return).

Exhibit N: Sports Roster

Highland Joint School District

TEAM ROSTER

(Use first and last name – Please type all information if possible)

Sport: _____

Level: _____

Coaches _____

Superintendent: Cindy Orr

Principal: Bill Gehring

Athletic Director: Loren Orr

PLEASE DO NOT USE NICKNAMES. USE CORRECT SPELLING

Number		NAME (Use full names)	Position	Height	Grade
H	A				

Exhibit O: Coaches Commitment

Coaches Commitment

As a coach, I understand my responsibilities for coaching in the Highland Joint School District #305 athletic programs. I have received, read, and understand the coach's handbook. Failure to comply with the guidelines outlined in this Coaches Handbook will result in probation, suspension, or termination.

I, _____, will follow the guidelines outlined in this Coaches Handbook.

Coaches Signature: _____

Date: _____

Administrator: _____

Exhibit P: Season Summary

**Highland Athletic Department
SEASON SUMMARY**

Sport: _____ **Coach:** _____ **Date:** _____

League Record: _____ **Final Varsity Record:** _____

Final JV Record: _____ **Final JH Record:** _____

District Tournament Results: _____

State Tournament Results: _____

Team Awards: _____

Individual Player Awards: _____

Date of Game	League Y/N	Highland Score	Opponent	Opponent Score	Special Notes

Exhibit Q: Sports Banquet Information Sheet

**Highland Athletic Department
SPORTS BANQUET INFORMATION SHEET**

Sport: _____ **Coach:** _____ **Year:** _____

Please list any special awards that you need to order, i.e., MVP, Offensive POY, Defensive POY etc.

Name	Award
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Name	Grade	Varsity Letter Y/N	Participation Award Y/N	Special Notes