

# Plattsmouth High School Activity Sponsor Handbook

2023-2024



## **Influence of Coaches**

"I have come to a frightening conclusion. I am the decisive element on the playing field. It is my personal approach that creates the climate. It is my daily mood that makes the weather. As a coach, I possess the tremendous power to make an athlete's life miserable or joyous. I can be a tool of torture or an instrument of inspiration. I can humiliate or humor, hurt or heal. In all situations, it is my response that decides if a crisis will be elevated or de-escalated, and an athlete humanized or dehumanized."

— Tom Crawford

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## PLATTSMOUTH HIGH SCHOOL CONTACT INFORMATION

<b>Plattsmouth High School</b>		1912 Old Hwy 34
		Plattsmouth, NE 68048
Main Office Telephone		402-296-3322
Activities Office Telephone		402-296-3322
Activities Director's Cell Phone		402-212-9672
Fax		402-791-0027
Website		<a href="#">Plattsmouth Community Schools</a>
School Mascot		Blue Devils
School Colors		Blue/White
Conference Affiliation		Trailblazer
High School Activities Director		Mr. Luke Chadwell
Superintendent		Dr. Richard Hasty
High School Principal		Mr. Todd Halvorsen
High School Assistant Principal		Mrs. Kim Caniglia
High School /AP Academy Facilitator		Mrs. Tina Harvey
High School Secretary		Mrs. Michele Quinn
High School Secretary		Mrs.
High School Guidance Counselors		Mrs. Sabrina Ayala & Jim Knierim
High School Athletic Trainer		Mrs. Lindsey Norton
High School Strength & Conditioning		Mr. Connor Dukes
Middle School Principal		Mr. John Campin
Middle School AP/AD		Mr. Claude Michel

## INTRODUCTION

This handbook is intended to be used by staff as a guide to rules, regulations, and general information about the Activities Program at Plattsmouth High School and the Plattsmouth Community School District. Although the information found in this handbook is detailed and to the point, it is not intended to be all encompassing or to cover every situation that may arise during the school day or year. The administration reserves the right to make decisions or rule revisions at any time that reflect the well-being of all students that may or may not be covered in this document or of which may be impacted by the enactment of a new state or federal law. Should a situation arise that is not specifically covered in this handbook, the administration will make a decision based on school law, public law, Plattsmouth Community School District Board Policy, Nebraska School Activities Association (NSAA) policies and procedures, and the common good of the students and staff of Plattsmouth High School.

If you have any questions regarding this handbook or any of the enclosed information, please contact the Plattsmouth High School Activities Director.

Mr. Luke Chadwell  
[lchadwell@pcsd.org](mailto:lchadwell@pcsd.org)

Michele Quinn  
[mquinn@pcsd.org](mailto:mquinn@pcsd.org)

### **Section 1: Notice of Nondiscrimination**

The Plattsmouth Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Richard E Hasty, Superintendent, 1912 Old Hwy 34 Plattsmouth, NE 68048,  
(402) 296-3361, [rhasty@pcsd.org](mailto:rhasty@pcsd.org)

Employees and Others: Richard E Hasty, Superintendent, 1912 Old Hwy. 34 Plattsmouth, NE 68048, (402) 296-3361, [rhasty@pcsd.org](mailto:rhasty@pcsd.org)

## VISION & MISSION

### **Plattsmouth Vision Statement**

All Plattsmouth students will develop the skills, knowledge, and attitudes necessary to be successful.

### **Plattsmouth Mission Statement**

Working in partnership to ensure academic achievement, responsible behavior, and civic engagement.

### **Plattsmouth Activities Core Values**

## ACTIVITIES CODE

The Plattsmouth Community School District Activities Program is before the public eye throughout the school year. The activities program functions on an extracurricular basis; therefore, student participation is completely voluntary.

People judge the school system by the way participants in the various activities conduct themselves. It is imperative that quality standards of conduct, dress, grooming, and training are established as part of the activities program.

The administration and staff of the Plattsmouth Community School District feel that it is very important that our groups are portrayed in a positive way, and will work to promote an image that is highly regarded and respected. To produce these ideals, in addition to this handbook, the enclosed guidelines and standards are in effect: [Plattsmouth Sponsor Code of Conduct](#) and [Plattsmouth Student Handbook](#)

## ACTIVITIES & ATHLETIC PROGRAMS

Student organizations have an important place in the educational program of the Plattsmouth Community School District: Student organizations, as a vital part of the total education program, should accomplish the following criteria:

- 1) Extend and reinforce the instructional program.
- 2) Give students practice in democratic self-government.
- 3) Develop student morale and support for the school.
- 4) Honor outstanding student achievement.
- 5) Provide wholesome social and recreational activities.

The following student organizations and groups are approved and sanctioned by the Plattsmouth Community School District and are a part of the Activities program. Membership in these groups is

open to all students of the district who meet the specific membership requirements of the group as set forth in their constitution and/or by-laws. This information is available from the sponsors of the groups or in the office of the Activities director.

## PLATTSMOUTH HIGH SCHOOL ACTIVITIES

ORGANIZATION	SPONSOR
Art Club	Meri Sedlak
Broadcast Club	Zachary Schroeder
Spirit Squad	Taylor Balfour
Dance Team	Sabrina Ayala
DECA	Jana Shuey
Destination Imagination	Ashley Classen
FCCLA	Carmen Hall
FFA	Lane Kelley
Freshman Class Officers	Laura Phillips
Journalism	Janel Schweitzer
Junior Class Officers	Charlotte Urbauer
Math/Science Club	Ashley Classen
Marching Band	Jeremy Haupt
National Honors Society (NHS)	Janel Schweitzer
One Act Play	Michelle McKnight
Student Council	Jana Shuey
Senior Class Officers	Sabrina Ayala & Todd Halvorsen
Skills USA	Ethan Scholting
Sophomore Class Officers	Brynn Jobman
Speech	Michelle McKnight
Vocal	Chris Work
Jazz Band	Jeremy Haupt
Concert Band	Jeremy Haupt
Quiz Bowl	Kyle Graves
Yearbook	Janel Schweitzer

## PLATTSMOUTH HIGH SCHOOL ATHLETICS

FALL SEASON	COACH
Softball	Katie Bashus
Girl's Golf	Dan Oatman
Cross Country	Chris Wiseman
Volleyball	Katie Serkiz
Football	Curtis Larsen
WINTER SEASON	COACH
Boy's Basketball	Connor Dukes
Girl's Basketball	Justin Widick
Wrestling	Jerrold Nielsen
SPRING SEASON	COACH
Boy's Track	Chris Wiseman
Girl's Track	Jaima Negrete
Boy's Golf	Dan Oatman
Boy's Soccer	Dusty Nielsen (Co-op with Platteview)
Girl's Soccer	Trey Cossel
Baseball	Jim Olsen

## ATHLETIC TRAINING SERVICES

### Athletic Training Room

- Plattsmouth Community School District partners with Witte Physical Therapy who provides one Certified Athletic Trainer (Lindsey Norton), who coordinates our sports medicine program. The primary responsibility is the prevention and care of school-related athletic injuries. Injuries resulting from participating in non-school activities should be referred to their personal physician. Some of the areas in which the Athletic Trainer is proficient are:

Emergency procedures	Use of therapeutic modalities
Evaluation of injuries	Nutrition
Treatment of injuries	Protective Equipment
Injury rehabilitation	Conditioning techniques
Exercise prescription	Concussions

- In the event that an athlete is injured, the athletic trainer or coach will administer emergency first aid if needed. Every effort will be made to contact the parent/guardian as soon as possible following an injury.
- All injuries should be reported to a coach immediately, who will in turn contact the Athletic Trainer for diagnosis. A decision will then be made as to the next course of action.

- If you have any questions in regards to injuries or the Athletic Training Department, feel free to contact the Athletic Trainer.

The athletic trainer's responsibilities would be but not limited to the following:

- Administer therapeutic treatment, and implement preventative, rehabilitative, and progressive reconditioning programs for flexibility, strengthening and conditioning of the musculoskeletal system following athletic injury, and for specific athletic injury conditions in clinical patients and high school athletic population.
- During athletic practices and event coverage, render basic first-aid to injured athletes such as wound care, preventative and protective taping, wrapping, and splinting of athletic injuries, artificial respiration, cardiopulmonary resuscitation, stabilization and immobilization of athletic injuries until appropriate medical care is obtained.
- Obtain medical history and physical data on athletic participants through a documentation system for tracking and reporting athletic injuries to school and clinic. Review athlete records while maintaining athlete/family confidentiality.
- Make independent decisions to return to athletic participation criteria, medical emergencies, medical referral, and appropriate rehabilitation and treatment prescription for athletic injuries and conditions to high school athletes.
- Staff school training room and provide athletic training coverage at athletic events according to guidelines established by Witte Physical Therapy and School Staff Coordinator.
- Recruit, train, and supervise student athletic trainers.
- Conduct evaluation and assessment procedures, rehabilitation and treatment regimens, and provide activity level recommendations and restrictions of athletic injuries and conditions.
- Assist school in developing guidelines for implementing an athletic health care delivery system.
- Provide consultation and educate athletes, coaches, and parents as to appropriate management and disposition of athletic injuries and conditions.
- Comply with all state statutes and regulations, and National Athletic Trainer's Association standards of practice regulating the practice of Athletic Training, including maintaining sufficient continuing education units for state licensure and national certification.
- Develop educational materials for presentation at school to coaches, athletes, and parents regarding athletic health care, and athletic development.
- Attend school staff meetings and Sports Medicine Outreach staff meetings, and continuing education and professional development seminars.
- Assist School Staff Coordinator in establishing budgetary guidelines for managing inventory, requisitioning, and the procurement of sufficient athletic training and sports medicine supplies.

### **CPR/First Aid**

All sponsors are encouraged to be certified in CPR/First Aid.

### **Concussion/Heat Illness/Cardiac Arrest**

All coaches/ sponsors must be certified through the NFHS in concussion, heat illness and sudden cardiac arrest training.



## **LB 260 – Concussion Awareness Act**

Plattsmouth Community Schools complies with and meets all requirements of LB 260 including Return to Learn and Return to Play Initiatives. Sponsors are required to complete periodic free online training regarding the Concussion Awareness Act. Amy Anderson and Dr. Stephanie Snell are the Return to Learn and Return to Play coordinators

## **Training Room and Whirlpool**

- Training facilities and supplies are provided for the express purpose of preventing and rehabilitating sports-related injuries.
- Emergency kits are to be checked out from the Athletic Trainer at the beginning of the season and then returned to the Athletic Trainer at the completion of that sports' season.
- When athletes use the whirlpool and/or training area, they have to be under the supervision of our certified Athletic Trainer or another adult staff member.

## **AWARDS FOR STUDENTS IN ACTIVITIES**

### **Academic Nomination Protocol**

The High School Office will email a form with a list of potential candidates to the Head Sponsor for their review. It is the Head Sponsor's responsibility to complete the form and return it to the Secretary. Plattsmouth High School will have an internal due date approximately a week in advance of the above deadlines to ensure all paperwork is done properly and turned in on time to the respective organizations.

### **Collegiate Signing Day:**

Student-Athletes who plan to sign with a college for their post-secondary plans should coordinate with the Activities Director. The Activities Department and athlete will arrange a date and time to have a signing event.

### **Trailblazer Academic Conference Awards**

#### Criteria

- A student must be a contributing member of the Varsity team.
- A student must be a junior/senior varsity letterwinner who shall be nominated by the coach of the sport for which they are nominated.
- A nominated student must have a minimum cumulative grade point average of 3.5 through the end of the preceding semester.

- The nominated students will receive a Trailblazer Conference Certificate.
  - Fall Deadline is Friday, October 13, 2023
  - Winter Deadline is Friday, February 16, 2024
  - Spring Deadline is Friday, April 26, 2024

### **Trailblazer Conference Awards**

The High School Secretary will email a form with a list of potential candidates to the Head Sponsor for their review. It is the Head Sponsor's responsibility to complete the form and return it to the High School Secretary. Plattsmouth High School will have an internal due date approximately a week in advance of the above deadlines to ensure all paperwork is done properly and turned in on time to the respective organizations. The selections will be done per Trailblazer Conference Bylaws. All Conference Honorable Mention Awards are at the discretion of the Head Sponsor. The nominated students will receive a Trailblazer Conference Certificate.

### **Lincoln Journal Star Academic All-State Awards**

#### Criteria

- A nominated student must be a regular varsity starter and either a junior or senior.
- One individual per sport who contributes significantly at the Varsity Level may be nominated.
- A nominated student must have a minimum cumulative grade point average of 3.6 or better on a 4.0-point scale or the equivalent.
- Be selective with your nominations, respecting the rules that all schools are asked to follow.
- Students may be nominated in more than 1 activity.
- The GPA for all sports must reflect an individual's standing THROUGH THE FIRST SEMESTER of the current academic year.
- **The Lincoln Journal Star Deadline is TBD**
- The nominated students will receive a certificate.

### **Omaha World Herald Academic All-State Awards**

#### Criteria

- Every Nebraska school automatically has two nominees – the two highest-ranked students in the senior class. If your school ranks, list your No. 1 and No. 2 students. If your school doesn't rank, you can list your two students with the highest GPAs. (But remember, only two total in this category.)
- Schools also may nominate up to 3 seniors who scored at least a 32 on the ACT or at least 1450 on the SAT.

### **NSAA Believers & Achievers**

Student Nominees are given to the Activities Director who in turns selects two students involved in activities to represent Plattsmouth High School. Visit [Believers & Achievers](#) for additional information. The application is due by September 14, 2023.

A complete list of NSAA Awards can be found [here](#).

### **NCPA Academic All-State Awards**

#### Criteria

- A nominated student must be a varsity player or an organizational leader who has played a significant role on the team or in the organizational activity during the seasons for which nominations are accepted.
- A nominated student must have a minimum cumulative grade point average in all curricular areas of 93% or 3.7 on a 4.0-point scale or the equivalent.
- NSAA high schools or their cooperative sponsorship may nominate a maximum of two students per NSAA activity program.
- Students who meet these requirements and are nominated by their school administration shall be awarded the NCPA Academic All-State Award for that activity.
- Students may be nominated in more than one activity.
- There are not any age or year-in-school restrictions for students as long as they meet NSAA eligibility requirements.
- The nominated students will receive a certificate.

Visit [NCPA Academic All-State Awards](#) for additional information.

- **NSAA Fall Deadline is Tuesday, December 12, 2023**
- **NSAA Winter Deadline is Tuesday, March 19, 2024**
- **NSAA Spring Deadline is Monday, April 30, 2024**

### **Plattsmouth High School Activity Department Awards**

- **All State Awards**
  - Super State and All State Award Winners (1st, 2nd, or 3rd) will receive a medallion. All State Honorable Mention Award Winners will receive a certificate.

## BOOSTER CLUBS

### Athletic Boosters

The Athletic Booster Club meets as needed throughout the academic year. The Activities Director is the liaison between the Booster Club and Plattsmouth High School.

### Music Boosters

Mr. Jeremy Haupt is the liaison between the Booster Club and Plattsmouth High School for Band and Mr. Chris Work is the liaison between the Booster Club and Plattsmouth High School for Music.

## COLLEGE ATHLETIC ELIGIBILITY

### NCAA

The National Collegiate Athletic Association (NCAA) has established guidelines that Division I and II member schools must follow before awarding scholarships and granting eligibility to high school students who wish to compete as freshmen on college athletic teams after completion of high school.

Student athletes who wish to participate in NCAA Division I or Division II sports during the college year following high school graduation - MUST BE CERTIFIED by the NCAA Initial-Eligibility Clearinghouse, which will analyze your academic information to determine if you meet NCAA initial eligibility requirements. The three steps for being certified are clearly explained in a booklet entitled "Making Sure You Are Eligible to Participate in College Sports." Obtain a copy of this booklet (available on-line) early 'in the first semester of your senior year. Don't delay this process--if you are uncertain about participation in Division I or II it is best to complete this process anyway. This process does not bind you to participate, however, it is a necessary procedure should you elect to participate.

Failure to be certified may affect visitations to colleges regarding athletics, and college coaches may be reluctant to make commitments to athletes who have not completed the NCAA Initial-Eligibility certification. Students who have questions should see their counselor regarding items such as whether a college is a Division I or II institution in the sport in which they are interested. Students interested in participating in athletics at NCAA Division III colleges or NAIA institutions should obtain the appropriate athletic guidelines that pertain to them. Athletes or their parents are encouraged to obtain additional references pertaining to student athletes. The best single reference is: [NCAA Guide For the College Bound Student Athlete](#).

You are encouraged to visit with your counselor or obtain the most recent NCAA booklet to review the policies, which will affect you. Those student athletes first entering collegiate institutions must follow NCAA Bylaw 14.3 requires that they:

- Graduate from high school
- Register online
- For more information, please visit: [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

## **NAIA**

- The National Association of Intercollegiate Athletics requires a participant in athletics during the first year in school to meet two of three basic education requirements:
  - Attain a composite score of 18 on the ACT or 860 on the SAT, and/or Have an overall high school grade point average of 2.0 on a scale of 4.0 and/or Graduate in the top half of his/her high school class.
  - Students must now register with the NAIA at <http://www.playnaia.org>.

## **NJCAA**

- The National Junior College Athletic Association allows a student immediate eligibility if:
  - Are a high school graduate having received a high school equivalency test, such as a G.E.D.
  - Non high school graduates can establish eligibility by completing one term of college work, and passing 12 credits with a 1.75 grade point average or higher.

## **DISTRICT LEAVE POLICY**

### **Sponsors Leaving On School Time**

It is the sponsor's responsibility to coordinate, as soon as the activity is confirmed, with the High School Secretary and Principal for their own substitute teachers. The Principal must approve sponsors' leave.

### **State Tournament Leave**

The following information deals only with state tournament leave when Plattsmouth is not involved as a participant:

- The Coach(es) must get prior approval from the Principal.
- The Principal has the right to reject or approve any request.

### **Students' Release From Class**

It is the fundamental policy of the Plattsmouth Community School District to keep to the very minimum the number of times an athlete is given permission to leave class for activity and athletic participation. The time that athletes are to be dismissed for activity and athletic events will be decided by the Principal and Activities Director conferring with the Head Sponsor.

Sponsors are to submit a student release list to the Main Office/Staff at least 1 week in advance of the activity.

## EQUIPMENT

### Equipment

- The school will furnish equipment and lockers needed for each program, with the exception of shoes and items of a personal nature.
- Each Head Coach is responsible for the distribution and collections of all uniforms and equipment. It is very important to keep accurate inventory records and provide this information to the Activities Director and Principal.
- All equipment checked out to a participant is their responsibility. All equipment and clothing checked out is the property of Plattsmouth High School and shall be checked back in at the completion of the season. If equipment is lost, stolen or damaged, the student will be charged the cost of replacing the item.
- Equipment requests are to be made through the office of the Activities Director. These requests for the following season are turned into the Activities Director at the Head Sponsors' end of the season meeting.
- Purchasing of equipment can only be done with a purchase order. The purchase order has to be approved by the Activities Director and Principal. Sponsors cannot purchase equipment or pick up equipment without a purchase order. Follow all Activity Account Guidelines.

### Purchasing of Apparel with Fundraising Funds

- Sponsors purchasing clothing for students must:
  - Receive approval from the Principal and Activities Director and collect money in advance, order clothing, and make payment of approved clothing purchases.
  - Follow all Activity Account Guidelines.

### Sponsors Clothes

- Equipment of a personal nature will not be furnished for sponsors.

## EVALUATION

### Evaluation Instrument

- Links to the enclosed documents can be found here:
  - [Head Coach Evaluation Process](#)
  - [Plattsmouth Evaluation Rubric](#)
  - [Plattsmouth Evaluation Instrument](#)

### Protocol

- The evaluation is a season-long process.
- There will be a beginning of the season meeting with each Head Sponsor.

- At the End of the Season, each Head Sponsor will evaluate their assistants. The Principal and Activities Director will evaluate the Head Sponsor.
- The Activities Director in conjunction with the Principal will set up a time and date to begin the Evaluation process. The end of the season process will take place within two weeks after the completion of the season and typically includes two separate meetings.
- A final, signed copy of the evaluation is given to the sponsor and a copy is kept on file in the Activities Director's Office.

## FINANCES

### **District Funds and Purchase Orders**

Any items requested during the school year must be put on an online purchase order by the building principal or principal designee. **Ordering by staff will not be allowed without first securing that approval from the building principal for non-NSAA activity purchases and the athletics/activities director for all NSAA activity purchases.** The following procedures need to be followed:

- Find the item you wish to purchase and the vendor (must have a W-9 on file)
- Give information to the administrator and the administrator will enter the data from the proper account (anything over \$400 will require a separate form for superintendent approval)
- Once all necessary information is entered and the requisition has been approved, you will be given the requisition number to place the order

If anything is purchased without a proper school issued requisition order, it will be the responsibility of the individual purchasing it. This applies both to ordering items from an outside vendor and to requesting reimbursement for items purchased by a staff member.

Most businesses in Plattsmouth allow school employees to charge items with a valid purchase order. In addition, with the correct charge cards from the Administration Center, Walmart in Bellevue, Nobbies, Menard's, Amazon, and Office Depot (on line) will accept a purchase order.

When you charge purchases at a business, you need to obtain a detailed receipt showing the items purchased, and within 24 hours turn in a purchase order for the charged item with the ticket attached. **YOU MUST HAVE A CHARGE TICKET FROM THE BUSINESS WITH THE PURCHASE ORDER. If you choose an out-of-town vendor, you must submit the form 3180 which can be found online, showing the cost savings from an out-of-town vendor versus a local vendor.**

### **Activity Accounts**

At the high school level, an administrative assistant from the administration office is in charge of receiving and depositing activities money into the district's activity fund account on a timely basis. As a backup, office personnel from the building may be required to also count money turned in each day. A spreadsheet is forwarded to the business manager at the end of each month for entry into the accounting system and reconciliation of deposits. A detailed description of each deposit shall be provided on the spreadsheet (e.g., shirts sold, fundraising sales, etc.).

Depositing shall be made at least weekly and more frequently if large sums of money are collected. Staff members in each building are required to turn in money collected from students and patrons for

fundraising and other activities to the school office daily. **Money is not to be taken home or away from school premises for any reason. There are no exceptions. Money collected is also not to be kept overnight in a classroom, but is to be turned in to the office each day.**

If the building administrator finds that faculty members are holding money longer than one day in their classroom or any other location, especially away from school premises, the building administrator must address the situation with the faculty member and advise the superintendent.

Any event or activity that is associated with Plattsmouth High School, or sponsored by an organization within Plattsmouth High School, must process all receipts through the activity account. A monthly report is available on all financial activity in your organization's account. Any discrepancy with your records should be noted and brought to the principal or principal's designee's attention immediately.

All requests for money disbursed through the activity account must be accompanied by a purchase order. The purchase request should be legibly written with proper spelling. The principal or principal's designee must approve before you purchase items or services for which you will expect the school to pay. **Sponsors and coaches are financially responsible for their organization's funds.**

**Any violation of the procedures in this handbook regarding money and the collection of money can result in a written reprimand and any other additional disciplinary action that may be necessary.**

#### **Procedure for Purchasing with Activity Funds**

1. Obtain activity purchase order number from the building principal or designee.
2. Place your order.
3. Mail, email or phone in your purchase then turn in the copies of invoices and receipts to the office. Check the box that indicates mailed, called, or faxed. **NO ONE ELSE WILL PLACE THIS ORDER.**
4. Occasionally, a check must accompany your order. In this case, attach an addressed envelope to your purchase order when you turn it in for authorization, as well as the order form, filled out completely. The check will be written and sent on with your order. This is the only time a purchase order will be mailed by someone else.
5. Even though you phone in your order, you are reminded that authorization is needed prior to ordering. Be sure to mark on your purchase order "Confirmation Order - Order Phoned In."
6. If you are picking up the order yourself and need the purchase order returned, please note this on the purchase order.
7. All activities money should be turned in to the office immediately upon receiving them.

#### **Sales Tax**

We must pay sales tax on all things the school purchases if the school is not the ultimate consumer of the goods. The only exception to this are food items sold in connection with school activities on the school premises. In other words, we must pay sales tax on uniforms, t-shirts, books, magazines, lumber, metal, fabric, car parts, etc. that are used in projects which are taken home. The sales tax collected should be equal to the prevailing rates. Be sure to add enough to the cost of products to cover sales tax and transportation.



## **Fundraising**

All fundraising activities must be scheduled and approved in advance with the high school principal utilizing the proper Plattsmouth Community Schools Request For Fundraising or Camp Activity form. Only one fundraiser per organization will be approved for each semester.

Due to the negative impact fundraising has in school public relations with the community, fundraising is discouraged. If fundraising is to be done, service-oriented fundraising is preferred versus sales. All fundraising should be approved using a request form through the office. Adherence to the following procedures when conducting fundraising activities may be useful to you:

1. All students must be made to follow definite deadlines in the deposit of money or return of unsold items. Establish the expectation that all students will meet the deadline and follow up immediately with the parents of any students who do not meet the deadline.
2. Students must be made to understand that any products they are given must be accounted for when the fundraiser ends. Any unsold merchandise must be returned, if applicable, and if the items are lost or stolen, the student is responsible for replacement of the missing items.
3. All money must be turned into the office in a timely manner. Receipts will be issued for all deposits. Keep those receipts in order to check on any errors that may occur.
4. Profits from the fundraisers may not be spent until all bills have been paid. Activity accounts will not be allowed to have a negative balance. Purchases made with the profits from the fundraiser may be expended only with the authorization of the principal, assistant principal, or activities director.
5. The only fundraisers that will be authorized are those that benefit the school or the involved organization as a whole. No fundraisers will be authorized which result in only personal gain for the individual student.

A copy of the fundraising form can be downloaded [here](#).

## **Solicitations**

Participation in any fund or charity drive by either students or employees shall be entirely voluntary so far as each individual is concerned. There shall be no cause for embarrassment for those who do not or cannot participate or contribute.

## **Organization Dues, Material Costs, Fines**

When it comes to organization dues, material costs, fines, etc., the following procedure should be followed:

1. Students should turn in all money for fines directly to the office.
2. All money for materials, such as shop, clothing, and art materials should be turned into the teacher. The teacher should issue the student a receipt. The teacher then turns in the money to the office with the envelope clearly marked, "Material money for \_\_\_\_\_."
3. Any dues turned in by activity sponsors must be counted by the sponsor, placed in the appropriate type of envelope with a completed deposit slip.
4. Students enrolled in courses requiring payment of a fee must be continually reminded of their need to pay their fees. If the student has not paid the fee within two weeks of the beginning of the course, contact the administration. Also check with the principal to see if the student is "WAIVED" from paying for consumable items. **Always refer to the state law about student fees. Remember that students cannot be required to pay for any projects, or to furnish paper, pencils, etc.** The State Student Fee policy is in the Appendix.

5. Discretion must be used in allowing students to accumulate materials bills beyond a minimal level. Parents should be contacted and written verification of parental approval should be obtained before students begin a project. Timely payment must be made by students to keep their bill to a minimal level. Unless payment in full has been received for a project, the project should be held and not released to the student.
6. If assistance is needed in the collection of an account, please contact the administration as soon as the problem arises.
7. Sponsors of fundraisers must establish methods to collect all money and/or sale items from students. Students must not be allowed to hold money for an extended period of time. Accountability for all money must be expected. Sponsors are responsible for ensuring that all of the money is accounted for. Once the sponsor has received money, turn it into the office immediately after counting it.

### **Money Collection**

Money collected should be turned into the office on a daily basis. Rhonda Salazar or her designee will pick up the money and deposit it. The school is not responsible for thefts or loss of money. Teachers who collect money must turn the money into the office at the end of the school day. School district money (which includes activity money) is not to be taken off school premises at all. Any violation of the procedures in this handbook regarding money and the collection of money can result in a written reprimand and any other additional disciplinary action that may be necessary.

### **Purchase Order Procedure**

- Purchase Orders must be used for all expenditures.
- These orders must be filled out completely and given to the Principal and Activities Director to sign.
  - When an invoice comes from a particular company, the Purchase Order and invoice will be sent to the Business Office to debit from the correct account.
  - An itemized original receipt for all reimbursement requests (including meals) must be accompanied by an expense claim form and should be turned in immediately following the event.
- Sales Tax will not be reimbursed on any item.

### **Vendor List**

- A vendor list is available through the Principal and Activities Director via Web Link.

## **GENERAL INFORMATION**

### **Academic Participation Policy**

- Plattsmouth High School has an academic participation policy in place that prohibits students from participation in a particular sport due to poor performance in the classroom. Academic Eligibility can also be found in the Student Handbook. Each Head Sponsor can submit their policy, if more restrictive to the Principal and Activities Director, in writing, for review before the season starts. Once the Principal and Activities Director approves it, the Head Sponsor and their assistants will communicate these expectations to the students and their parents.

- Head Sponsors will receive grade reports from the High School Office every week. This is in conjunction with the grading cycle already established by Plattsmouth High School. Guidance Counselors and the High School Administration will also receive these reports.

### **Activities Department Meetings**

- ALL Coaches meeting will be held Friday, August 11 at 2pm
- 2023-24 Winter Sponsor meeting will be held TBD.
- 2024 Spring Sponsor meeting will be held TBD.

### **BSN**

- BSN and Plattsmouth High School partner to provide all apparel for the Athletic Teams. Sponsors, when selecting apparel for their programs, must utilize the BSN Apparel line. Catalogs are available in the Activities Director's Office or online at BSN Sports.

### **Activities Registration**

- All students must have completed his/her registration in the High School Office before he/she participates in a sport. This includes student managers and student trainers. The High School Secretary will facilitate the process.
- Each Head Sponsor must submit a team roster by the due date the Activities Director designates. A separate letter of instruction will be sent to the Head Sponsors outlining the specific process. The roster must be approved by the Activities Director and signifies:
  - Students are academically eligible.
  - Students have a current physical taken after May 1, a \$85.00 Activity Pass, a signed NSAA parental consent form, and a signed concussion form on file with the school. [English](#), [Spanish](#)
  - Student has met all financial obligations to the high school.

### **Student Fees**

- Students who choose to participate in **Activities** will be required to purchase an activity pass from the school for \$85.00. This ticket will be good for the entire school year and will admit the student to most Plattsmouth High School Activities.

### **Admissions to Playing Fields and Athletic Areas**

- Only certified personnel and those designated by the school administration to act as officials, or to have specific assignments at athletic practices or contests, are to have access to dressing rooms, athletic training rooms, equipment rooms, and other athletic rooms or playing areas. It shall be the responsibility of the coach or school employee in charge of practice or contest to exclude unauthorized persons from the areas designated.
- At scheduled games, adult personnel on the team bench shall be limited to coaching personnel, those persons who are officially assigned to the sports squad, and the team trainer/doctor.
- It is important that all coaches respect each other's work/storage areas and at all times, keeping them clean and secure. This includes the training room.

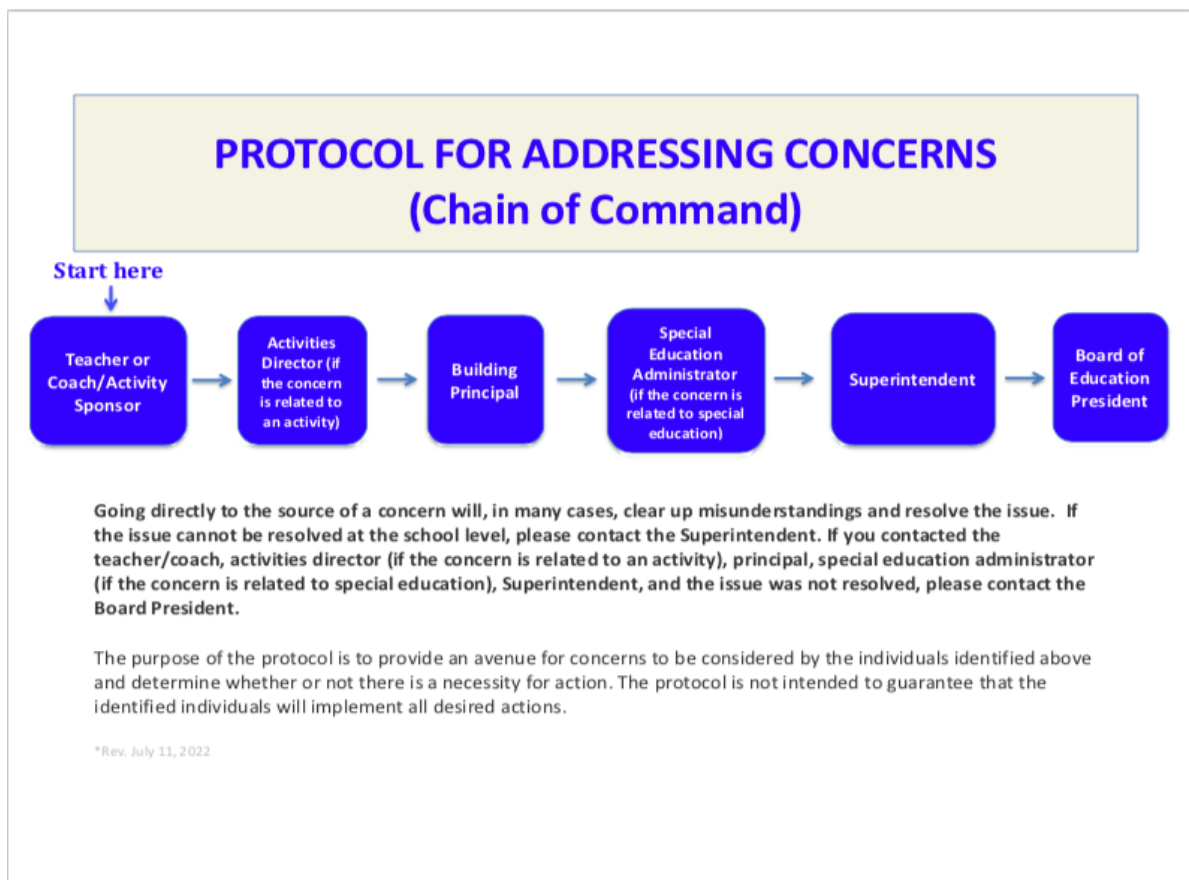
## **Announcements**

- Announcements for Activities first need to be approved by the Principal and Activities Director and then submitted to the Main Office. The Main Office only accepts announcements via email. Posters/Advertisements will need a stamped signature from the High School Office, see Mrs. Caniglia.

## **Calendar**

- The Activities Department and rSchoolToday partner together to provide Athletic Schedules for Plattsburgh Middle School and Activity Schedules for Plattsburgh High School. Links to the calendars are enclosed: <https://www.trailblazerconference.org/>
- This is the only calendar that is updated, verified, and recognized by the schools. Please contact the Activities Director if you have any questions about an event that is scheduled or would like to schedule an event.

## **Chain of Command**



## **Clinics**

- Sponsors in Plattsmouth Community School District are encouraged to grow professionally. This can be accomplished by attending clinics for their particular sport or activity. Requests to attend clinics will be made with the Activities Director in the previous year's End of Season Meeting. The Activities Director and Principal will make the final determination of whether or not sponsors may attend a particular clinic. Sponsors requesting attendance at clinics that interfere with instructional time must request substitutes with the High School Administration well in advance of the clinic. Attendance may depend on time of year and available substitutes.
- The Activities Department will only pay for the cost of registration. If sponsors would like to attend additional clinics, the fees associated with the clinic could be paid for out of the program's individual (camp) activity account.
- All sponsors are strongly encouraged to attend the Nebraska Coaches Clinic in the summer. Head coaches are able to complete their rules meeting at the clinic. The rules meeting can also be completed online. If a head coach does not complete the rules meeting by the deadline, He/She will be responsible for paying the late fee.
- All sponsors must submit their NCA registration form by June 15th each year in order to meet the dues and clinic deadlines.

## **Coaches Aides/ Volunteers**

- Coaches Aides are defined as a non-certified person employed by the school district, or a volunteer, who is helping with the athletic program.
- It is important that all Head Coaches communicate with these people what our expectations of them are and what parameters that they are to work under.
  - At no time are these individuals to be the only supervisor of students.
  - Coaches aides shall not initiate nor change instructions given by the Head Coach and must carry out specific directions given by the Head Coach.
  - The aide may assist in starting, executing, and completing the specific plan of the learning experience as defined and directed by the Head Coach.
  - No keys will be checked out to volunteer coaches aides.
  - All volunteer coaches must complete a Plattsmouth School District volunteer application.

## **Background Checks**

- Volunteers helping the program and are around students in activities are required to have a background check completed prior to helping the program. Background checks can be obtained by contacting Rhonda Salazar at [rsalazar@pcsd.org](mailto:rsalazar@pcsd.org).

## **Facilities**

- In season programs will have first priority when scheduling facility usage. The next priority will be programs in the next season (Example: during the fall season, winter programs will have second priority when scheduling facilities). Finally, the season recently concluded will have the lowest priority. Strength and Conditioning venues are the exception to this philosophy.
- Facility requests are to be made to the Activities Director.

- Sponsors can begin scheduling Activity Dates for the 2023-2024 academic year on January 1st, 2023. An annual meeting is held with the Sponsors of all Plattsmouth Community School District Activity Groups in May. These dates, along with back-up dates, must be given to the Principal and Activities Director in writing.
- Staff wanting to make an improvement to the Plattsmouth Community Schools facilities should provide a written request to the Activities Director. The Activities Director will meet with the Principal and/or Superintendent to discuss the requests. Examples could be adding shelving in an office/classroom, painting a room, etc. One approved request will be placed on School Dude Maintenance and/or submit a request to the operations committee.

### **Filming**

- A sponsor who wants to have a contest filmed must provide a volunteer/student manager to film.

### **Game Day/Practice Preparations**

- Each Sponsor should check daily on the aspects of safety on the field, track or gym, etc. as well as the overall health of players. Any hazard should be brought to the attention of the Activities Director.
- Each sponsor should check with the Activities Director to be sure all final arrangements have been made for game day competition. All sponsors are expected to help the Activities Department and Custodial Department get their field, gym, facility, etc. set up for their contests according to their needs. The Activities Director will oversee all preparations and will help assist with preparation as they are needed for events.

### **Hosting Tournaments**

- The Activities Director will be assigned the tournament director for any tournaments at Plattsmouth High School. The Sponsor(s) of that particular sport will assist the Activities Director.
- Plattsmouth High School will seek to host multiple tournaments (regular season, conference, district) throughout the school year.

### **Hudl**

- Each Head Coach is responsible for using the Hudl program for their respective sports (if applicable).

### **Inclement Weather**

- If school must be canceled or dismissed early because of inclement weather, practices and contests will be postponed as a general rule.
- Information regarding the cancellation or postponement of an event will be announced as soon as the information becomes available or can be found under the Plattsmouth Community Schools website [www.pcsd.org](http://www.pcsd.org) along with a district wide message via Infinite Campus.
- Coaches are directly responsible for all students under their supervision at any school sponsored activity. When severe weather strikes, staff members will determine in their best

judgment, what action will be in the best interest for the safety of the students.

- Coaches will make every effort to keep school officials and parents informed of any changes from the normal routine if weather becomes an issue.
- If a contest must be postponed due to weather or any other factor not conducive to good game conditions the following procedures will be followed:
  - The Activities Director will confer with the Superintendent, Principal, maintenance personnel, and sponsor.

**Factors considered in the decision:**

- Playing condition of field
- Safe travel for opponents
- Safe travel for game workers and officials
- Safe travel for the students and fans
- Damage to playing surface
- Damage to equipment
- Safety to the spectators in or on the school grounds, gym or field
- After considering all factors, including input from the head sponsor, it will then be up to the Principal and Activities Director to play the contest or postpone the contest. If postponed, the contest will be rescheduled as per Conference, District, and/or State rules or the next possible playing date.

**Keys**

- If a sponsor needs access to a particular area, that sponsor will request a key from the Activities Director. If the request is approved, the sponsor and Secretary will coordinate the checkout of the keys.
- A sponsor should never give a student his/her keys for any reason.

**Locks**

- All students involved in Athletics or Physical Education classes are highly recommended to use a school issued lock. A lost lock provided by Plattsmouth Community School District will be assessed a fine and must be paid before final grades are issued.
- Students will be responsible for keeping their combinations private.
- Sponsors are responsible for overseeing and maintaining the locks assigned to their respective locker rooms which includes; checking locks out to students, maintaining a list of assigned lockers/locks and providing a check-in process at the end of the season.
- Any lost lock information must be forwarded to the front office for collection of fines.

**Locker Room Supervision**

- The locker room is the responsibility of the in-season sponsors. Since the sponsors are responsible for the students, he/she should always be the last one out of the locker room to ensure its security and should never have students in the locker room without proper adult supervision. Head Sponsors are responsible for the supervision of their students and/or creating a supervision schedule of the students in collaboration with their assistants.

### **Professional Development**

- NFHS offers a variety of Professional Development opportunities online. Sponsors can register and pay for the course if there is a fee involved. The Activities Department will reimburse the cost of the course upon completion of the course. Please visit the following link: [NFHS](#).
- All Nebraska high school coaches will be required to take the following NFHS courses every three years: (1) Concussion in Sports; (2) Heat Illness Prevention; and (3) Sudden Cardiac Arrest.

### **Officials**

- The Activities Director or designee (particularly activity groups) hires all officials. Sponsors are encouraged to provide feedback to the Activities Director regarding officials.

### **Off-Season Workouts**

- Coaches are encouraged to conduct off-season programs to promote increased athletic skills, however these programs are not to interfere with programs which are currently in-season. Nothing will ever be done by any coach or athlete to take away from the sport that is in-season. All coaches should encourage athletes to participate in sports that are in-season.
- All off-season activities must be properly supervised at all times and follow all NSAA guidelines regarding the organized practice rule. Communication between coaches of Plattsmouth High School athletic and activity programs is expected at all times.
- Pre-season/post-season conditioning programs and activities may not begin for the upcoming season until 30 days removed from the first practice (Spring sports recommended to start after the first of the year). As stated above, if there is a conflict regarding the use of facilities the in-season sport has precedence, then the pre-season sport, with the out-of-season sport having the last preference in use of facilities.
- Off-season activities that involve the use of the hallways should not begin until 3:45 PM.
- All Off-season promotional posters are to be placed in the hallways and not the locker rooms.
- Sweats and workout gear may be checked out for conditioning programs, if necessary. School uniforms and meet gear are not to be checked out for conditioning. Work-out gear is not to be worn by students as their personal attire.
- Coaches whose athletes compete for AAU, YMCA, Club, or other competitive teams in the off-season will contact the various groups to limit over practicing and coordinate activities with in-season coaches.

### **Parent Meetings**

- Each Head Sponsor is required to have a beginning of the season parents' meeting. A sheet for the parents to sign to verify attendance is required as well.



### **Personal Use of Building**

- When a sponsor uses the building for private use, he/she is responsible for the activities of the group and should get approval from the Activities Director. The sponsor is also required to be present at all times during private use.

### **Pictures**

Pictures are held at Plattsmouth High School. Sponsors are responsible for communicating to their team members and having them organized for the pictures.

- Fall Pictures are Saturday, August 12th starting at 8am.
- Winter Pictures are TBD
- Spring Pictures are TBD

### **Practice Schedules**

- The Activities Director should be aware of all practice times. In the case of the spring sports season having to practice indoors, the Activities Director and/or Head Sponsor (s) will help set up the designated indoor practice times.
- Each coach may have specific attendance requirements or procedures for athletes to follow. This should be included in your handbook.
- Practices held when school is not in session (vacations, snow days, holidays, etc.) must be approved in advance. All doors must be locked and everyone out when leaving. Coaches leave last!!
- Every coach must know the legal aspects involved with negligence and liability. Be prudent in all you do and make sure that you or an assistant is always supervising all phases of your locker facilities, practices, and games.
- If changes are made, the Activities Director should be made aware of the change.

### **Profanity**

- Any sponsor who uses profanity during a school activity or on school grounds will receive a written letter of reprimand. If this behavior continues it may result in a suspension or removal from his/her sponsorship assignment. The Head Sponsor is responsible for the behavior of their assistants.

### **Reports**

- All sponsors must submit reports to the Activities Director or directly on the NSAA website. Initial reports include program information, rosters, and eligibility reports. These reports must be submitted by the dates set by the Activities Director. Sponsors will need to update this list as rosters change throughout the season. The Activities Director will complete and forward all eligibility forms to the Nebraska Schools Activities Association.
- Sponsors will also be responsible for turning in end of the year reports and inventories to the Activities Director. These reports include, but not limited to: students' names completing the season, next year's priority resource requests, names of letterwinners and participants, summary of the season, suggestions for improvement, a complete and accurate inventory, the next year's transportation requests, and evaluation of assistants.

### **Recruiting**

- With the growth and expansion of the activity programs in the school district, many students will feel like they must make decisions as to which activities they will participate in. This could also lead to problems among sponsors. It is in bad taste to recruit a boy or girl to go out for your program rather than another program. Do not get caught in this predicament. It should also be noted that since there are so many events scheduled for young people, we would, at times, be faced with conflicts.

### **Scheduling of Contests**

- Schedules are made by the Activities Director in cooperation with the Head Sponsor. Sponsors are not to schedule any event without first getting authorization from the Activities Director. Input and ideas will be welcomed before any decisions will be made.

### **Scouting**

- The sponsors of all athletic programs are expected and allowed to scout the opponent's contests. School vehicles, if available, should be used.

### **Senior Night**

- Senior Night Activities should be scheduled to honor the Senior participant for all the time and effort they have put into the season and their contributions to Plattsmouth High School. Flowers, gifts, etc., that may be ordered are the responsibility of that program's activity account or parent account. The Activities Director will work in cooperation with the Head Sponsor and/or parent representative of that sport in planning for these events.

### **Storage Areas**

- Sponsors have their own storage area at Plattsmouth High School. Sponsors are responsible for making sure the equipment is locked up and secure at all times. Storage areas should be organized and kept clean.

### **Student Assistants**

- Student Assistants are to have their duties and responsibilities set by the Head Sponsor of that particular activity

### **Summer Clinics**

- A team may organize a camp/clinic after the first Tuesday after Memorial Day through July 31. A schedule will be developed by the coaches with input and approval from the Activities Director.

### **Supervision**

- No student is to be in the building without being supervised by either a coach or teacher.

## **Suspension**

- Any sponsor suspending an athlete should turn in a written report to the Principal and Activities Director explaining the circumstances for the suspension. Any area involving this suspension should be a part of the sponsor's rules explained to students and their parents prior to the beginning of the season. Communication with the parents of the suspended student is also an expectation of the sponsor.
- The Principal and Activities Director will make independent investigations of any violations that may result in suspension from activities.
- If it becomes necessary to enforce the suspension rule, the student shall be notified in writing of the offense and the student and his or her parents are entitled to a hearing with the school authorities upon request.
- They should contact the Principal and Activities Director who shall act as the hearing officer and shall notify the student and the parents in writing of the decision.
- In the event that the student and his or her parents are not satisfied with the results of the initial hearing and decision, they may appeal the decision to the Superintendent of Schools.
- Any further appeal would have to come through judicial process.
- Students who are in In-School Suspension will be permitted to practice but will not be permitted to compete in competitions until the student is off suspension and back in the regular school setting. Students who are in Out-of-School Suspension status will not be permitted to practice or compete in competitions until they are off suspension, back in a regular school setting and follow the behavior contract that has been agreed upon between the student, parent/s and building principal.

## **Title IX**

- Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

<b>Law, Policy or Program</b>	<b>Issue or Concern</b>	<b>Coordinator</b>
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Richard Hasty
Title IX	Discrimination or harassment based on sex; gender equity	Dr. Richard Hasty
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Dr. Richard Hasty
Homeless student laws	Children who are homeless	Dr. Richard Hasty
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Richard Hasty

- The Coordinator may be contacted at: Plattsmouth Community School District  
1916 East Hwy 34  
Plattsmouth, NE 68048  
Phone: 402-296-3322

### **Sunday Practices**

- Practices and/or meetings on Wednesday evenings, Sundays or on holidays are discouraged. In special circumstances and with the Principal and Activities Director's approval, practices may be held if a conference, district or state contest is scheduled for early the following week.

### **Weight Room**

- Any student can lift weights in the school weight room. No one is to be lifting weights without the sponsor present.

## TRAILBLAZER CONFERENCE

### **Trailblazer Conference**

- The Trailblazer Conference was formed in 2020 and includes the following schools in its membership: Beatrice, Malcolm, Nebraska City, Platteview, Plattsmouth, Ralston, and Wahoo.
- Due to a shortage in passes, each head sponsor will receive a Conference Pass. Assistant coaches will check out a pass from the office. The pass will need to be returned the following day.

## GUIDELINES, REGULATIONS, & REQUIREMENTS

### **Activity Requirements**

- Each activity shall have written guidelines/standards for membership, participation and lettering (if applicable).
- Requests for letters and certificates are to be made with the Activities Director.
- These guidelines/standards will be subject to approval by the administration to assure compliance with the Plattsmouth Community School District and State of Nebraska policies.

### **Activity Conflicts**

- With students participating in multiple activities, there are bound to be conflicts which arise when two events are scheduled on the same day. The Activities Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students also have a responsibility to do everything they can to avoid

continuous conflicts. While the Activities Department tries to avoid this whenever possible, it still may happen, therefore it is important that the student communicate with all coaches and sponsors involved regarding potential conflicts well in advance.

- In determining which event takes priority, State, District, and Conference tournaments or performances shall take precedence as to where the student shall compete.
- When two regularly scheduled events, or non-priority events, take place on the same day, the two sponsors shall attempt to work out an agreement. If no mutual agreement can be reached, the Activities Director will make the determination based on relative importance of each event to the student, relative contribution the student can make, how long each event has been scheduled and after discussing the situation with all stakeholders.
- Parents should not interpret this rule and there may be consequences when students choose to not follow the rule with an activity, particularly in activities that have academic grades involved in the participation.
- Once the decision has been made and the student has followed that decision, the sponsor will not 'penalize' him/her. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

### **Addressing Concerns**

- Parents and/or students may have questions or concerns that may arise during the season. We stress open communication of these concerns, as long as they follow the appropriate channels. Should a question or concern arise, the following steps should be taken:
  - The student should communicate with his/her sponsor.
  - The parent/guardian may call the school to set up an appointment with the sponsor of that particular activity level. Please do not attempt to contact the coach before or after a practice or contest as the coaches first priority is to be with the students.
  - If resolution is not found in steps #1 or #2, call and set up an appointment with the Activities Director. At this meeting, the appropriate next steps can be determined.

### **Attendance / Classroom Assignments**

- On the day of a contest, performance or other activity, a student must be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the principal or activities director.
- There may be circumstances where students will miss school due to unexpected circumstances, appointments, etc. If a student must be absent on the day of a contest, please call the Principal for clearance. Do not try to interpret the rule yourself.
- Many athletic/activity events take students out of school during the school year. It is the student's responsibility to make certain that all assignments are made up prior to or as soon after the activity as possible.

### **Pre-Practice Requirements**

All students must meet the following requirements before they begin practice:

1. Students participating in athletics must have a physical form signed by their physician turned into the Activities Director.

2. Return the NSAA Student and Parental Consent, Student Handbook Acknowledgement Form, and Concussion Form.
3. Athletes must purchase an activity ticket for \$85.00.
4. Follow and complete any other procedures or requirements as directed by the respective head coaches or sponsors.

### **Team Selection**

- It is the philosophy at Plattsmouth High School to involve as many students as possible in our Activities. In some instances, space restrictions, ability to schedule competition and limitations on the number of team members may require competitive tryouts to be held to determine the team makeup. A sponsor should also take time out to explain to the individual why they are being cut. **THIS IS VERY IMPORTANT. TAKE THE TIME TO ADDRESS THIS WITH THE STUDENT.**
- Placement on competitive teams will be made with regard to ability first and grade in school second.
- Students need to be aware that this does not mean they are guaranteed a uniform at any level. Suiting up for games must be earned and will be up to the discretion of the coaching staff.
- Students will be given at least three practices for evaluation before final selections are made. Students wishing to try out after the three-practice evaluation period may be allowed to try out with permission from the Head Coach and Activities Director.
- Make sure beforehand that all athletes and parents are aware of the selection procedure that will be used and the criteria that will be used.
- Following the evaluation, students will be informed of the final selection. The final selection will be made by the Head Coach with input from Assistant Coaches. There are three options available to a student who is not selected for a team:
  - The student may try out for another activity with permission from the new Head Sponsor.
  - The student could volunteer to remain with the team in another capacity.
- Please keep the Activities Director informed of the number of student-athletes kept each year.
- No individual will be allowed to change sports during a season unless both coaches involved agree that changing sports is for the benefit of the student involved.
- NSAA sit-out period (7 days) are also to be followed and that the Activities Director is made aware of the change so that eligibility forms can be sent in.

## **INSURANCE**

### **Student Insurance**

- The Plattsmouth Community School District provides no insurance coverage and is not responsible for any such expenses. **All students participating in extracurricular activities should be covered by medical insurance.**
- It is the responsibility of the parent/guardians to provide adequate insurance to cover any medical expenses that may be incurred while a student is participating in a school-sponsored activity. This insurance may be under a family plan.

## JOB DESCRIPTIONS

### **The Interscholastic Athletic Administrator**

- Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
- Considers the well-being of the entire student body as fundamental in all decisions and actions.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Organizes, directs, and promotes an interscholastic athletic program that is in harmony with, and contributes to, the total school program.
- Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- Acts impartially in the execution of basic policies, and the enforcement of the conference of league, and state high school association rules and regulations.
- Fulfills professional responsibilities with honesty and integrity, and holds true the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
- Avoids using the position for personal gain or influence.
- Seeks to improve the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
- Is committed to high standards of ethics, sportsmanship and personal conduct on the part of the administrator, members of the coaching staff and the athletes representing their school.

### **Nebraska Coaches Creed**

All Coaches will follow the Nebraska Coaches Creed, which reads:

#### **I BELIEVE**

- Interschool sports have an important place in the general educational scheme and I pledge myself to cooperate with others in the field of education to administer them so their values shall never be questioned.
- The other coaches of interschool sports are earnest in their desire to keep the inter school program high on the plane of citizenship training and I shall do all that I can to further their efforts.
- My own actions should be so regulated as to reflect credit to this profession.

#### **I SHALL**

- Abide by the rules of the games in letter and in spirit.

#### **I BELIEVE**

- In the exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, coworkers, game officials, and spectators.

- Proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control, desires for clean, healthful living and respect for wise discipline and authority.
- These admirable characteristics, properly instilled by me through teaching and demonstration, will have a long carryover and will aid each one connected with the sport to become a better citizen.
- In and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

### **Characteristics Expected of a Plattsmouth Blue Devil Sponsor**

Common Sense	Cooperation	Dedication
Dignity	Enthusiasm	Accountability
Initiative	Competitive	Public Relations
Good Judgment	Responsibility	Self Confidence
Persistence	Sense of Humor	Trustworthiness
Unselfishness		

### **Plattsmouth Community School's Sponsor Job Description**

Specific Job Descriptions for Plattsmouth Community Schools' Sponsors can be provided by the Activities Director and/or the Human Resources Department. A copy of the job description will be sent with the extra duty contract on an annual basis. In general, the function of a sponsor is to educate students through participation in extracurricular activities with competitive success being desirable. The PHS Coaches Code of Conduct is enclosed [here](#). Additional Job Responsibilities are included for your review as well: [PHS Sponsor Responsibilities](#). The primary objectives, however, are to:

- Enhance the student participants' academic achievement
- Promote the physical, mental, moral, social and emotional well-being of the student participants
- Promote appreciation of discipline and good sportsmanship
- Promote an extracurricular activity program that represents the school community in a positive manner.
- Sponsors are to be an exemplary role model and maintain the highest standard of conduct at all times.

## **MEDIA RELATIONS**

### **Game Programs**

- Coaches need to provide an updated roster for upcoming contests that require programs. If there are changes that occur during the year, please inform the Activities Director so that these changes can be made before the programs are printed.



## **Logo**

- Beginning in the 2023-2024 academic year, the following is the official logo that can be used for apparel, promotional materials, handbooks, etc.



## **Media**

- All coaches and sponsors are expected to work with the media in reporting results from activities.
- Each Head Sponsor is responsible for getting material to the papers, preferably every week to the Max Preps, LJS and Omaha World Herald for statistics updates.
  - Sell your program; provide pictures and article ideas to the paper. All stakeholders like to know what is going on with our Activity Programs.
- Following contests, each head coach/sponsor or assigned assistant should report scores and other necessary information.
- It is also the sponsor's responsibility to provide contest reports to the newspaper as well in the event that they are not present at the contest.
- Always remember that we are representing ourselves, our athletes, and the school, therefore, good judgment should be used in what we say. The Sponsor, Activities Director or Principal can clear student interviews.

## **Social Media**

- Sponsors are encouraged to use various platforms to communicate with all stakeholders. Twitter, Facebook, Remind, SportsYou, Google Sites and Google Classroom are all acceptable platforms. Please make sure to follow all Plattsmouth Community School District guidelines regarding the use of technology. Sponsors must send to the Activities Director the username and passwords for their respective programs.
- No personal account and/or personal information should be used or shared on the specific Activity Social Media page.

## **Squad Pictures**

- The Activities Department sets up pictures for the Media, Game Programs and Yearbook. All other photos are arranged by the Head Sponsor.
- Every squad member is to be included in the group picture as these pictures are used for the yearbook. Individual pictures are optional. If you wish to have an individual picture taken, the money must be paid in advance. The group pictures may be purchased by anyone, but must be paid for before the order is sent.

## NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

### Constitution and Bylaws

- Plattsmouth High School is a member of the NSAA, Class B Classification, and is subject to and governed in part by the rules and regulations for activities sponsored by that organization. These rules and regulations include but are not limited to such subjects as eligibility, entry fees, awards, seasons, practices, summer activities, out-of-state contests, statewide contests, Sunday contests, physical examinations, participation on non-high school teams in non-school competition, all-star events, amateur rules, assumed names, prohibited activities, playing rules, and equal opportunity for participation.
- These NSAA rules and regulations are available in the office of the Principal and Activities Director. The NSAA has a due process appeal procedure for alleged violations of their rules and regulations.
- A Summary of NSAA Rules as to eligibility of Participants is referenced below. A full set of requirements can be found on pages 18-27 of the [2023-24 NSAA Constitution and Bylaws](#)

### Eligibility Requirements

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the high school principal or activities director.

- Students must be an undergraduate.
- After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
- Students are ineligible if nineteen years of age before August 1 of the current school year. (Students in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.)
- Students must be enrolled in some high school on or before the eleventh school day of the current semester.
- Students must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
- Students must have been enrolled and received twenty hours in school the immediate preceding semester.
- **Guardianship does not fulfill the definition of a parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
- A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school

where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

- If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
- If the parents moved during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
- If a student has been attending the same high school since initial enrollment in grade nine, he/she may remain at that high school and retain eligibility, or he/she is eligible at a high school located in the school district where his/her parents established their domicile.
- If the parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
- Transfer students who have their Enrollment Option applications signed and filed prior to May 1 shall be eligible immediately in the fall. Those students who do not have their Enrollment Option applications signed and filed prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- Other non-enrollment option transfer students must have signed and delivered all forms necessary to make such a transfer to the school in which he/she intends to enroll for the upcoming school year prior to the preceding May 1st. For the student to be eligible, the school to which the transfer is being made must have notified the NSAA office in writing, postmarked not later than May 1st of the preceding school year. The student would, however, become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to March 15th, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
- Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
- During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.
- A student shall not participate on an all-star team while a high school undergraduate.
- A student must maintain his/her amateur status.
- Plattsburgh high school students MUST HAVE A CUMULATIVE 2.0 GPA OR A 2.0 GPA IN THE MOST RECENT GRADING PERIOD.

## **General Information**

- Use the following link when finding resources regarding student opportunities within our State Association: [www.nsaahome.org](http://www.nsaahome.org).
- Each Head Sponsor is provided a password for access to their respective webpage. This password is kept on file in the High School Office.

## **Moratorium**

- The NSAA has adopted a 5 day moratorium in December. During these five days, the following rules are to be followed by all levels of activities:
  - All high school facilities and/or any other facilities used by high schools for competitive or practice purposes are not to be used by high school students or coaches/sponsors for competitive or practice purposes.
  - There shall be no staff members present for any interscholastic activity practice in activities under the jurisdiction of the NSAA.
  - There shall be no group interscholastic activity practice or competition either on or outside school premises under the supervision of school employees or anyone who has been associated with the school team or group as a volunteer coach or coach's aide.
  - All Plattsmouth Community School District facilities are closed in coordination with the December Moratorium.
  - Any questions on interpretation should be directed to the Activities Director.
  - Dates for the 2022-2023 academic year are December 23 - December 27.

## **Organized Practice Rule**

No organized practice in any sport shall be held during the school year between the close of season of a sport and the opening day of practice for that sport the following school year. An organized practice shall be defined as follows:

- Football and Soccer - an organized practice shall mean more than **SEVEN** players under the direct supervision of a sponsor.
- Basketball, Baseball, Wrestling, Softball, Tennis and Volleyball - an organized practice shall mean more than **FOUR** players under the direct supervision of a sponsor. If more than one group is practicing at the same time it shall be called an organized practice.
- Track and Field, Golf and Cross Country - an organized practice shall mean more than **THREE** players under direct supervision of a sponsor. If more than one such group is practicing at the same time it shall be called an organized practice.

## **Rules Meetings**

- Head sponsors are reminded that they must attend one of the NSAA sponsored rule meetings for your particular activity, or complete the online rules meetings. Head sponsors are asked to relay any information on to their assistants.
- The district will not pay for fees incurred for failure to complete the rules meetings as required.

## **Sportsmanship Bylaws**

### **2.11 Penalties**

#### **2.11.3 Participant Ejections from Athletic Contests**

- Participant Ejections from Athletic Contests. Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.

#### **2.11.4 Coach Ejections from Athletic Contests**

- Any coach ejected from a contest for unsportsmanlike conduct shall be ineligible to coach the next athletic contest at that level of competition and all other athletic contests at any level during the interim, in addition to the other penalties the NSAA or the school may assess.
- Any athlete or coach ejected from a season ending contest will be suspended from the first contest in that activity the following year.

## **Sportsmanship**

- In addition to the above NSAA Bylaw, all sponsor/student/athlete behavior will exhibit high standards of sportsmanship. Any behavior that does not live up to Plattsmouth Community School District's code of conduct is subject to suspension or dismissal from the activity.

### **3.3 General Regulations Governing Competitions**

#### **3.3.11 Conduct and Sportsmanship**

- Member schools shall maintain proper crowd control and enforce the principles of good sportsmanship and ethics during all interscholastic contests. Failure to fulfill this obligation shall subject the school to penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

##### **3.3.11.1.1 Conduct of Coaches and Athletes**

- Coaches and athletes shall conduct themselves in accordance with the playing rules of the sport contest and refrain from unsportsmanlike conduct during interscholastic competition. Failure to fulfill this obligation will subject the individual(s) to the penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

### 3.3.11.2 Definition of Unsportsmanlike Conduct

- Unsportsmanlike conduct shall include the following:
  - Fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

## TRANSPORTATION

### Lodging

- In collaboration with the Head Sponsor, the Activities Director will take care of lodging reservations.
- Head coaches are to make lodging requests through their budgets. Coaches should return invoices/receipts upon return.
- Only those students that qualify for State Activities and their sponsors will be considered an official member of the party, not to exceed the allowable member by NSAA Roster limitations. Sponsors may submit a request to include student managers and statisticians if they have accompanied the team on a regular basis throughout the season.

### Overnight Trips

The following guidelines should be followed when teams are traveling on overnight trips:

- Room checks, both announced and unannounced, should be conducted. Students are warned ahead of time before entering.
- Detailed itineraries for parent – where, when, phone #'s, room assignments, etc. shall be provided.
- Sponsors shall do walk-throughs of the rooms before departing.
- Set curfews.
- Discuss expectations prior to leaving and how breaking rules will be handled.
- Follow Plattsmouth Community School District drug, tobacco, alcohol, and behavior guidelines. Students may be sent home at the parent's expense for serious infractions.
- The district will not pick up miscellaneous expenses such as phone calls, movies, etc.

### School Vehicle Usage

- Small vehicles are to be scheduled the same as the buses. Anyone wishing to drive a smaller vehicle must complete all necessary course work, complete the proper paperwork and submit a copy of their driver's license to LeeAnn Stander. This should be done well in advance of the beginning of the season. These drivers will be identified by the respective head coaches.
- Anyone not employed by the Plattsmouth Community School must also submit a form requesting a background check.
- Arrangements for pickup/drop off of the vehicles are to be made with the Activities Director.

- Should the vehicles need refueling before returning, all receipts are to be sent to the LeeAnn Stander at Central Office.

### **Transportation**

- School transportation will be provided to all away contests. Students are expected to ride to and from contests with the team.
- Sponsors are required to request transportation no less than two weeks before the activity. Coaches are given a transportation request deadline that is before the competition season commences. A weekly calendar of events is emailed to all staff with departure times listed. The transportation office also sends a google calendar invite with departure time and location.
- Sponsors should read the following enclosed expectations:
  - [Activity Trip Procedures](#)
  - [Activity Trip Expectations](#)
- Students may drive his/her own car to a contest only with approval by the administration. A copy of the transportation form can be accessed here: [Plattsmouth Alternative Transportation Form](#)
- An athlete may ride home from a contest with a parent/guardian, or an adult designated by the parent/guardian, by a written personal request by the parent to the coach via the form on page 1 of the Plattsmouth Alternative Transportation Form. Students will not be released to anyone else! Emergency situations may be handled by the coaching staff as they occur.
- Accounting for all students on the trip and providing a passenger list indicating those students who are accounted for on the bus each way.
- Any out of state contest or camp will require Board approval by submitting the proper form to the Superintendent per policy 6270A. The Transportation form can be found here: [Out of State Form](#)

## RESOURCES

### **Links**

[Plattsmouth Journal](#)

[Lincoln Journal Star](#)

[MaxPreps](#)

[Nebraska School Activities Association](#)

[National Federation of High School Sports](#)

[NCAA Eligibility Center](#)

[Plattsmouth Community School](#)

[Omaha World Herald](#)

[Play NAIA](#)

[Trailblazer Conference](#)