MCHS Athletic Handbook

STATEMENT OF PHILOSOPHY

The Mineral County School District believes that a dynamic program of student activities is vital to the educational development of the student.

The Mineral County High School Athletic Program should provide a variety of experiences to enhance the development of positive student habits and attitudes that will prepare them for adult life in a democratic society.

Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, assist in the development of positive relationships and good will, and promote self-realization, all-around growth, and good citizenship qualities.

Athletics plays an important part in the life of Mineral County High School students. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts of our athletic program. Athletic participation also plays an important part in helping students develop a healthy self-concept as well as a healthy body. Athletic competition also improves school spirit and helps students develop pride in their school.

The major objective of the athletic program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes of social and group interaction.

Coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior. Measurement of leadership success should not be measured in terms of the tangible evidence of the victories and defeats. Instead, character, courage and integrity should be major objectives of the athletic program.

The athletic program should always be consistent with the general objectives of the school. The athletic administration should be oriented to general policies of the institution. At no time should the program place the total educational curriculum secondary in emphasis; program leaders should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, the activity, other students, the community and the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.

High School student activities are considered a supplement to the school's academic program, which strives to provide experiences that will help to develop students physically, mentally, socially and emotionally.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate/speech, dance, drama, journalism, music, student government, and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values, for work, and leisure activities.

The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of ability levels. Every effort should be made to support the activities program with the best facilities, equipment, and the most qualified staff available. Insofar as possible, knowledge and skills gained in classes should be applied and further developed through participation in the activities program. Coaches, directors and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

The ultimate goals of the activities program should be: 1) to realize the value of participation without overemphasizing the importance of winning or excelling, and 2) to develop and improve positive citizenship traits among the program's participants.

OBJECTIVES OF PARTICIPATION
Statement of Objectives

To provide a positive image of school athletics at Mineral County High School.

To always strive for playing excellence that will produce winning teams within the bounds of good sportsmanship while enhancing the mental health of student athletes.

To ensure growth and development that will increase the number of participants; that will give impetus to increased contest attendance; that will enhance a program of maintenance and improvement of athletic facilities.

To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for: 1) Physical, mental and emotional growth and development. 2) Acquisition and development of special skills in activities of each student's choice. 3) Development of commitments such as loyalty, cooperation, fair play and other desirable social traits. 4) Directed leadership and supervision that stresses self-discipline,

self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously. 5) A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity. 6) Achievement of initial goals as set by the school in general and the student as an individual. 7) Provisions for worthy use of leisure time in later life, either as a participant or spectator. 8) Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.

To develop an **understanding** of the value of activities in a balanced educational process.
To provide a superior program of student activities that includes appropriate activities for every participant.
To provide an opportunity for students to experience success in those activities he or she selects.
To provide sufficient activities to respond to a wide variety of student interests and abilities.
To provide student activities which offer the greatest benefits for the greatest number of students.
To create a desire to succeed and excel.
To provide for the students' worthy use of leisure time now and in the future.
To develop high ideals of fairness in all human relationships.
To practice self-discipline and emotional maturity in learning to make decisions under pressure.
To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.

CODE OF ETHICS

Athletic Administrators Code of Ethics

1) Develops and maintains a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete,

2) Considers the well-being of the entire student body as fundamental in all decisions and actions.

3) Supports the principle of due process and protects the civil and human rights of all individuals,

4) Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.

5) Cooperates with the staff and school administration in establishing, implementing and supporting school policies

6) Acts impartially in the execution of basic policies and in the enforcement of the conference, league, and state high school association rules and regulations.

7) Fulfills professional responsibilities with honesty and integrity.

8) Fulfills professional responsibilities with honesty and integrity.

9) Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.

10) Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.

11) Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

Coaches Code of Ethics

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFIOA Board of Directors.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall 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 and under no circumstances should condone their use.

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 be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing the spirit or letter of the rules.

Coaches shall actively enhance sportsmanship among spectators and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members' to give student athletes special consideration.

It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Coaches Responsibilities

1) **To the players on the team**
The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances.

Players have a right to expect coaches to possess current knowledge and skill to instruct players competently and to assess their progress. In addition, coaches should be able to use strategies and conditioning methods appropriate for the level of competition and maturity of players.

The coach's primary responsibility is to ensure maximum growth of each squad member. In this regard, the safety and welfare of players should always be uppermost in the coaches' minds.

2) To the school district
As a coach, you have a high level of visibility throughout the community and may leave your impact on the home, the workplace and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and public communications should always reflect confidence and respect for the School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

3) To the school
A coach owes his/her school maximal effort and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, fair and constant discipline must be maintained.

The work of the coach must be consistent with the educational program of the school. The coach should demonstrate mastery of the principles of education and continuing attempts to improve in teaching and coaching methods and techniques.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

4) To the profession
A coach in the Mineral County School District should continue professional growth in both the

academic teaching area and the athletic coaching area. To best accomplish this, a coach should participate in professional growth opportunities whenever possible.

5) To fellow coaches
Although the head coach must assume leadership responsibilities, independent thought should be encouraged by all staff members. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Disagreements between coaches should be discussed privately and as soon as possible.

The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill responsibility to the head coach, the athletes, and the sport itself. Conversely, head coaches are obliged to describe expectations for assistant coaches well in advance of a season.

It is most difficult to be a good assistant coach; however, the success **of** the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

6) **To other coaches** in **your school**
One must always bear in mind that his or her sport is part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support and cooperate with other coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

7) To faculty members
A coach is expected to cooperate with every faculty member. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test or homework on practice time, that respect for the athletic program, coaching staff and the values of athletics will be significantly enhanced.

8) Physical plant
Each coach is responsible for the following**:** a) Keeping practice areas and locker rooms in order b) Storing equipment and using equipment properly - pride in equipment and facilities is of primary importance to all athletes and coaches c) Keeping storage areas locked

Mineral County High School
Coaching Responsibilities Outline

A. Budget Preparation

1. The Head Coach will prepare and submit budget requisitions by the last day of school preceding the budget year.
2. The Head Coach will prepare and submit a list of tentative purchases from the team activity account by the last day of the school year preceding the purchases.

3. The Head Coach will prepare and submit a list of tentative purchases from the Athletic Accounts.
4. The Head Coach will prepare and submit fundraising requests by the last day of the school year preceding the fund raising event.
5. All coaches will follow the established approved guidelines for all purchases.

B. Meetings and Events

1. All coaches meetings are mandatory and all coaches will attend unless prior approval is granted by the Athletic Director.
2. All coaches are expected to attend and assist with all Athletic Banquets unless prior approval is granted by the Athletic Director.
3. All coaches will assist in school sponsored physicals unless prior approval is granted by the Athletic Director.
4. All coaches will attend school sponsored parent and student meetings unless prior approval is granted by the Athletic Director.

D. Beginning the season.

1. The Head Coach will submit a list of team candidates the morning after the first scheduled practice on the approved roster form.
2. The Head Coach will see that all appropriate forms and documents are submitted to the Athletic Director prior to allowing a student to participate.
3. The Head Coach will check out equipment and submit duplicate copies to the Athletic Director the day following equipment issue on the approved equipment checkout form.
4. A team roster on the approved form will be submitted to the Athletic Director two weeks prior to the first scheduled contest.
5. All travel requests will be submitted to the Athletic Director two weeks prior to the first scheduled contest.
6. If a team is required to spend the night during the season, a motel request will be submitted to the Athletic Director at the same time as the travel requests. All teams will pay for their own motel and food accommodations. Teams must travel back and forth if the event is less than 200 miles away.
7. The head coach will develop a program wide emergency plan using approved forms. A completed copy of the plan will be filed in the athletic director office before practice may begin

E. Ending the season.

1. All equipment will be checked in by the Head Coach. The Head Coach will submit a duplicate copy of the check in forms one week following the season.
2. All fines and lost equipment are the responsibility of the Head Coach. The coach may ask for assistance from the Athletic Director if he or she is having trouble collecting equipment and fines.
3. All equipment and supplies will be inventoried and stored properly.
4. Head Coaches will submit to the Athletic Director an evaluation form for each assistant coach one week after the completion of the season on the approved evaluation form.
5. Two weeks before the last game of the season, the Head Coach will provide the Athletic Director with a list of Varsity and Junior Varsity letterman and award winners. The end of the

year form may be used for this purpose.
6. A season ending report on the approved report form will be submitted to the Athletic Director one week prior to the Award Banquet.
7. After items one through six have been submitted to the Athletic Director, payroll forms will be issued to the Head Coach. Payroll will not be submitted without the Athletic Directors signature.

Nevada Coaching Education Program

Mineral County High School will follow the NIAA guidelines for coaching requirements and certification. (NRS 386.430) All new coaches will become certified before being hired by Mineral County Schools. This provision also applies to unpaid volunteer coaches. www.niaa.com for more information. *(below is taken from the 2015-16 program information from NIAA)*

A. Fundamentals of Coaching, offered by the National Federation of State High School Associations or Coaching Principles, offered by the American Sport Education Program;
B. First Aid, Health and Safety for Coaches, offered by the National Federation of State High School Associations or Sport First Aid, offered by the American Sport Education Program:
C. Concussion in Sports, offered by the National Federation of State High School Associations.
D. Pass a background check if the coach is not a certified teacher.
E. CPR (CPR/AED training does not qualify as an eligible first aid course. Must have one of the first aid courses listed about (or equivalent) to satisfy the NCEP coaching requirements.

Position Description
Mineral County School District
Athletic Director

The Position
The Athletic Director will be responsible for providing administration and support of Mineral County High School athletic programs. The Athletic Director will promote communication among the members of the Athletic Department, school and community.
The Athletic Director is directly responsible to the Principal of the high school.
Qualifications
A Valid elementary or secondary certificate
Three years coaching experience is preferred.
Period of Service
To be determined by the Board of Trustees.
Range of Responsibility
The Athletic Director shall organize and schedule all athletic contests in keeping with NIAA and Mineral County High School regulations and school board policy.

Has general supervisory responsibility for all athletic contests.

Responsible for directing and evaluating the athletic programs and coaches on a seasonal basis. To review the budget of athletic programs and make recommendations to the building principal.

Required to secure officials for interscholastic contests.

Responsible for providing various needed equipment and supplies for coaches.

The Athletic Director is required to compile and disseminate all information to student athletes in regards to student insurance, scholastic requirements, eligibility, training rules and regulations.

To keep an up-to-date inventory of all athletic equipment, noting safety factors and developing a replacement schedule to meet anticipated needs.

To inspect athletic facilities for maintenance, cleanliness, readiness and safety throughout the school year, and to make necessary recommendations to the principal.

Attend all conference meetings and other athletic meetings as assigned by the principal and is required to disseminate all information from these meetings to the coaching staff.

Approve all fundraising activities undertaken by the athletic department.

Responsible for ensuring coaches have a total understanding and are in compliance with the rules and regulations of the NIAA.

Assist in screening, interviewing and selecting coaches assistants for board approval.

Responsible for seeing that the public is informed of all athletic events in a meaningful way and on a timely basis.

Evaluates head coaches, makes effective recommendations to administrators in personnel matters.

Performs other duties and assumes other reasonable responsibilities as the principal may assign.

Mineral County School District
Position Description
Head Coach

<u>The Position</u>
The function of the Head Coach is to ensure the overall growth of the student through participation in the athletic programs. The Head Coach will endeavor to develop and coordinate a district wide program.

The Head Coach is directly responsible to the Athletic Director.

QUALIFICATIONS
In accordance with NIAA requirements.
PERIOD OF SERVICE
To be determined by the building principal with approval of the Board of Trustees.
RANGE OF RESPONSIBILITIES
The Head Coach shall be responsible for philosophy, goals (seasonal and long range), as well as rules and regulations for the entire program.

The Head Coach will assign duties to the assistant coaches.

They will maintain, order, certify, inventory and report all damaged equipment as soon as possible.

They shall counsel athletes in and out of season.

They will prepare a budget for their total program.

They shall provide opportunities for program development throughout the off season.

They shall communicate with each other and display loyalty and be supportive to all programs in the Mineral County School District.

All clerical work is the responsibility of the Head Coach.

They shall act as the administrator in charge when the Principal, Vice-Principal and Athletic Director are not present at away contests.

They are required to submit a record of individual and team athletic marks to the Athletic Director.

They will work with the Athletic Director to ensure total understanding and compliance with rules and regulations of the NIAA and the Mineral County School District.

They are responsible for checking out equipment to students and ensuring proper care of all equipment and supplies.

They must see that all athletic training rules are followed consistently.

They are charged with the responsibility for proper conduct and sportsmanship of all athletics and Assistant Coaches.

The coaches shall display good sportsmanship at all times.

It is their responsibility to ensure that all athletes are aware of NIAA rules, Mineral County School District approved rules and regulations.

The coaches are responsible for the supervision of their teams at all times.

The coach is responsible for originating travel requests for approval by the Athletic Director of the Building Principal.
Evaluates assistant coaches, makes effective recommendations to administrators in personnel matters.

Performs other duties and assumes other reasonable responsibilities as the Athletic Director or building principal may assign.

Mineral County School District
Position Description
Assistant Coach

The Position

The function of the Assistant Coach is to ensure the overall growth of the student through participation in the athletic program.
The Assistant Coach will endeavor to develop and coordinate district wide programs.
The assistant Coach is directly responsible to the Head coach, and will be evaluated by the Head Coach.

Qualifications

In accordance with NIAA requirements.

Period of Service

To be determined by the building principal with approval of the Board of Trustees.

Range of Responsibilities

The assistant Coach is responsible for philosophy, goals (seasonal and long range), as established aby the head coach, as well as rules and regulations for the entire program.
They shall select players for assigned teams.
They shall maintain inventory and report all damaged equipment to the Head Coach.
They shall counsel athletes in and out of season.
They shall provide opportunities for program development throughout the off season.
They will assist with all clerical work which is the responsibility of the Head Coach and staff.
They will act as the administrator in charge when the Principal, Vice-Principal, and Head Coach are not present.
They will submit records of individual and team athletic marks to the Head Coach.
They will assist the Head Coach to ensure total understanding and compliance with rules and regulations of the NIAA and the Mineral County School District.
The Assistant Coaches are responsible for the supervision of their teams at all times.
Perform such other duties and assume such other reasonable responsibilities assigned by the Head Coach.

Evaluation Process and Procedure

Evaluations are important tools for the growth and development of all coaches. Mineral County School District requires one evaluation per year for each coach. All athletic staff will be evaluated at the end of each sport season using the district approved evaluation form. Evaluations will be based on the criteria listed. All forms are located in the appendix and on the District web page.

1) The coach's job description.
2) The coach's code of ethics.
3) The coach's responsibilities.
4) The chain of communication.
5) Attendance of athletic meetings and school sponsored events.
6) On time completion of end of season obligations.
7) Three copies are required, two to the athletic director and one the coach.

Mineral County School District
Athletic Chain of Communication
Organizational Flow Chart

Board of Education
Superintendent
Principal
Athletic Director
Head Coach
Assistant Coach
Assistant Volunteer Coach

(Line of Authority)

Superintendent
^
Principal
^
Athletic Director
^
Head Coach
^
Assistant Coach
^
Assistant Volunteer Coach

OUTLINE FOR ANNUAL COACHING STAFF ORIENTATION MEETING

A. Administrative Chain of Communication

1) Board of Education Policies a) Philosophy b) Goals and objectives

2) State Rules and regulations, Individual sport rules, Eligibility, Schedules, etc.

3) **Staff Relationships**

a) Role of athletic administrator b) Role of coach c) Coaching ethics d) Job descriptions e) Coach's evaluation

Coach's Responsibilities

1) Personal Relationships a) Students b) Staff C) Community d) Service clubs

2) Organization a) Team b) Practice plans, etc. c) Scrimmages

3) Techniques of Coaching

4) Medical Aspects and Safety

5) Equipment and Supplies a) Budget b) Purchasing c) Storage

6) Accountability for Paperwork

7) Common Sense

8) Handbook

1) Activity Handbook

2) Academic Eligibility

3) Awards Requirements

4) Familiarity with Entire Handbook

Liability

1) Warning Procedures Film, Parent's signature

2) Due Process, Prevention and Care of Athletic Injuries, Basic Taping, Emergency Procedure, Hot Weather Hints

3) First Aid Kit - Basic Supplies, Attendance at Meetings, State Rules Meeting

4) League Meetings, Public Relations, Personal Media Releases, Booster Club, Officials Communications

5) Administration, Discipline, Injury, End of Season Procedures, Team Reports (lettering)

6) Season Report (scores - records), Inventories, 4) Coach’s Evaluation

Pre-Season Parent Student Meeting

The purpose of the preseason meeting is to involve the family and the school in a conscientious effort to be partners. Through such involvement the opportunity for optimal growth and development of students is enhanced.

Pre-season meetings provide a forum for students and their parents, school activities staff and other adult leaders to openly discuss a variety of issues, such as sportsmanship, school policy, risk of injury / failure to warn and healthy lifestyles, including the use of tobacco, alcohol and drugs. Although the term Preseason meeting has been borrowed from athletics, these meetings have been found to be so helpful that the idea is now being used for all school activities in an estimated 50% of schools.

Preseason meetings represent an extraordinary opportunity to foster a dialogue among students, their parents and school staff a dialogue that lays the groundwork for real collaboration towards healthier youth and stronger communities.

Requirements

All coaching staff members are required to be in attendance for this meeting unless prior approval has been granted by the Athletic Director. The meeting will be held the day before school sponsored physicals if at all possible, and all coaches are required to assist the hospital staff with the administration of the physicals.

All parents of students that will be participating in school sponsored athletics. Prior approval may be granted to parents that can not attend, but parents must fill out all paperwork and view the orientation tape before their student can participate.

All students that plan to participate in sports are required to attend. Prior approval may be granted to students that can not attend, but students must return all paperwork and view the orientation tape before they may participate.

Emergency Medical Plan

Organization: Mineral County High School

Sport:_____Team:_____Year:_____

In the event of a medical emergency the on-duty physician, certified athletic trainer, or coach will administer immediate emergency first aid to the injured person.

The designated person will immediately contact the Emergency Medical System (EMS). Please follow these procedures for a prompt and efficient response.

F. The designated care provider will remain with the injured athlete at all times.

G. Designate a person to go to predetermined phone location and dial 911 or other predetermined emergency (EMS) number

a)Identify self and the exact location

b)State nature of injury. (Head, neck, fracture, loss of consciousness, heat illness, etc.

c)Instruct the emergency vehicle exactly where and how to reach the activity

1) Street access

2) Entry gate

3) Building location

4) Building entry

d) Stay on the phone line until operator disconnects:

Return to the injury scene in case needed

C. Designate a person to supervise the team until practice is over and athletes are dismissed.

D. Designate a person to contact security for crowd control and other needs.

E. Designate a person to meet the emergency vehicle at the gate entrance. This person must have the necessary gate/door keys in their possession.

F. Designate a person to immediately call parents and advise them of the circumstances; then call the designated administrator and advise them of the circumstances.

G. Designate a person to be responsible for@Emergency Insurance and Consent@ form for the emergency personnel.

H. Designate a person to accompany the injured athlete to the hospital and remain until the parents or designated administrator arrives.

Team and Program Rules

Team rules are one of the more important aspects of athletics that benefit students. Fiar, firm and consistent rules provide a learning experience that will benefit students for the rest of their lives. Rules not only have to be consistent for each team, but have to be consistent between all teams in the athletic program. Each team may have rules above and beyond the mandated rules listed. Each coach will be held accountable to enforce all rules with all students in the same manner. The following will be incorporated into all team rules:

Zero Tolerance:

*Drug, alcohol, and tobacco violations to include vaping and possession of any vaping paraphernalia

First Offense:

Dismissal from team for rest of the season. Student athlete may play another sport after completing NIAA first offense requirements as verified by the athletic director and Administrator.

Second Offense:

Dismissal from team and all other sports for the academic year. Student athlete may play the next year after completing NIAA second offense requirements.

Third Offense:

Dismissal from team and will not be eligible for any MCHS athletics to extend until graduation.

*All violations are subject to NIAA regulation and may affect eligibility for student eligibility in the next sport season.

Example: If a football player has a violation of the Drug, Alcohol, and Tobacco Policy in the 2nd half of the season, that player will also be suspended for the first four (4) games of the next sport, such as, basketball season.

Please see NIAA Alcohol, Tobacco and other Drug Possession, use, abuse, and Penalties Policy. Located on www.niaa.com website.

Overnight Trip Protocol

1. Coaches must exchange phone numbers with the bus driver for direct communication when applicable.

2. Curfew must be established:
   a. The curfew must be established and verified for when athletes are to be in rooms, and when lights, tv and games are to be off.
   b. Coaches must do a bed check.
   c. After dark, students should not be allowed to leave outside the hotel/motel unless accompanied by a coach.
   d. Athletes are to remain with the coaches throughout the day.

3. Teams should stay together and eat together at all times.

4. Room assignments are the coach's responsibility - you know your kids, be prudent and safe on an individual basis.

5. Teams are the priority. Athletes will be the responsibility of the primary athletic activity coach. Example: If a student is on basketball and cheer, and the athletes traveled for an athletic basketball competition, the athlete will stay with the basketball team.

6. Under no circumstances are boys and girls allowed in each other's rooms. Students will not loiter in the hallways.

7. IF a parent or guardian wants to take their child to eat, they must have coaches permission.
   a. Parents must pick up and return the child to the motel by curfew.
   b. No other child is allowed to go with another parent in the above circumstance.
   c.

8. It is encouraged not to have parents take their child away from the team, however a circumstance might allow or require it and must have proper documentation.

Remember these student athletes are your legal and personal responsibility.

Caution: When you make a decision outside these norms and protocols you are making yourself personally and legally responsible.

Attendance and Practice

All practices are important and mandatory. Students that miss practice should be held accountable. There are two types of absences. **(1) Excused (2) Unexcused**

An excused practice is one in which the coach is notified in advance of the school day or practice that the student is going to miss school and practice. The coach will make the determination before practice if the practice is excused or unexcused.

A unexcused practice is one in which the coach is not notified in advance of the school day or practice that a student is going to miss practice.

Examples of excused and unexcused absence from practice or games.

#1

A student has a doctor's appointment that has been scheduled for two weeks. The student notifies the coach that he or she has a doctor's appointment the day before. **The practice is excused because the student notifies the coach in advance and no penalty will be assessed.**

#2

A student has a doctor's appointment that has been scheduled for two weeks. The student misses practice before telling the coach of the appointment. When the student returns the next day, the coach inquires about where the student was. The student tells the coach that he or she had a doctor's appointment. **The practice is un-excused because the coach was not informed before the student missed practice.**

#3

A student is sick and does not come to school. The students' parents call the school and inform the attendance office of the absence. **If the coach is informed by the attendance office or the student or parent that he or she will not be at practice, the absence will be considered excused.**

#4

A student wishes to get help from another teacher after school. If the student informs the coach before he or she misses practice, the absence is excused. If the student informs the coach the day after the absence, the practice is unexcused.

#5

A student has made an appointment to get a haircut after school. If the coach is informed before the absence and agrees that a haircut is more important, the absence is excused.

#6

A student has a pre-arranged trip out of state. On the return trip the car becomes disabled and the student misses a practice or game. Because the student was stranded in Canada and could not get back on time and could not call because of the time change, the student should not be penalized or disciplined.

Penalties for a unexcused practice is as follows:

1) The first unexcused absence will result in that student being suspended for the next game.
2) On the second unexcused absence, the student will be suspended for the next two games.
3) On the third unexcused absence, the student will be suspended from the team for the remainder of the season.

The following conduct will not be tolerated and any offending student will be suspended from the team:

1) Defiance of a coach, sponsor, official or school personnel.
2) Use of vulgar or profane language in practice or competition.
3) Exhibiting obscene gestures or gang signs toward coaches, sponsors, other players, school personnel or officials, or in sports pictures.
   D. Fighting
   E. Any conduct which is not conducive to the growth and maturity of the student.
   F. Violation of any rules covered by the Discipline Code Handbook.

Each team will develop a set of bench clearing brawl rules specific to their sport and file with the Athletic Director. The rules will be discussed with each individual team before the season begins. Rules must include the following: (1) What the camera person should do in case of a fight. (2) What is expected of the team members. (3) What each coach will do. (4) What is expected of staff members attending the event. This should be discussed with the faculty at a faculty meeting before the season begins.

All rules and policies in this manual will be followed consistently by all coaching staff associated with Mineral County High School. Any staff member that chooses to ignore and not follow school board adopted policies will be disciplined.

LOCKER ROOM AND RELATED FACILITIES

Locker Room Responsibilities:

Each coach is responsible for the actions of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.

It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and stay until the last athlete has left. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area neat and clean. The custodians will clean this area once a week. Each coach will keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the athletic administrator.

Control of Keys:

All keys to the building, locker rooms, equipment room, etc., will be issued to coaches by the principal. All coaches will return their keys to the principal on the final day of the school year, unless summer use of athletic areas is a scheduled and approved activity for that sport. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys. If keys to the athletic area are lost, the coach should report this to the athletic administrator immediately.

Locker Room Facilities:

Rough-housing and throwing towels or other objects are prohibited in the locker room. Hazing of other players is not allowed. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers. No one, except coaches and assigned players, is allowed in the locker room. No GLASS containers are permitted in locker rooms. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard spikes or cleats are ever allowed in any other part of the school building. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season. Athletes may use the phone in the locker room offices to call home with permission of the coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice. Proceeds from locker room pop machines benefit the athletic department so coaches should monitor their use and condition. All cans are to be deposited in the refuse or recycle containers available and not taken into the building.

Equipment, Training and Weight Rooms:

Each coach is responsible for ensuring that the equipment room is locked at all times except when equipment is being issued. Athletes are not to be in the training room unless they are being examined or receiving treatment by the team physician, trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be authorized by qualified school district personnel. No student is allowed to use the weight room without authorized supervision.

Weight Room Rules:

Shirt and shoes are required at all times. **NO ONE** is allowed in the weight room alone. All students must be under the supervision of the coach using the weight room. Lifters must work with a partner. All weights must be placed back on racks immediately following use.

Academic Eligibility

The education of students is the most important part of the athletic teaching process. All coaches must stress to their players the importance of education. Therefore the coaching staff must be well informed about the academic eligibility process that is being used at Mineral County High School and take an active part in the process. The eligibility rules are taken from the student handbook as a reminder to coaches of their importance. The completed eligibility release form is the only way a student may regain his or her eligibility. All coaches will ensure that no student competes without the proper clearance.

MCHS SCHOLASTIC ELIGIBILITY AND MAINTENANCE REQUIREMENTS

See NIAA web site for current policy. *(The policy # is listed on the next page)*

INELIGIBLE RELEASE FORM (NAC 386.804(5)

This form must be turned in to the AD office by the student. The student will then give the coach a signed copy of the form. The student cannot participate until the head coach receives a signed copy of the completed form from the Athletic Director's office.

RELEASE FROM INELIGIBLE CHECKLIST

Students Name:_____
Date:_____

The above listed student was listed on the ineligible sheet and is passing my class at this time.

Subject	Grade	Date	Teacher Signature

This form will be obtained in the Athletic Directors office and returned to the Athletic Director.

Transportation

The procedure to request transportation to and from athletic competition is outlined below.

A. Using the estimated travel time chart the coach requesting transportation will fill out the student activity travel request form and give to the Athletic Director the first week of the sport season. If overnight stay is required a motel request form will be given to the Athletic Director with a room list written or typed on the reverse side.

B. The Athletic Director will fill out the proper forms and make arrangements for rooms and give confirmation to the requesting coach after receiving the proper completed forms from the coach that is requesting transportation and rooms.

C. The coach will fill out a trip itinerary form, leave slip, and excuse from school form and give it to the Athletic Director no later than one week prior to the trip.

D. On Monday of the trip the coach will give a copy of the excuse from the school form to the attendance office and each teacher.

E. A copy of all Student Activity Travel requests will be made available to the attendance office and the principal's office. A trip itinerary form may be given to the office in place of the student activity travel request.

See appendix for forms.

Activity Run Request

To secure transportation before and after practice, the coach will provide the following to the Athletic Director 48 hours prior to the first expected activity run.

1. A list of all students that will need transportation.
2. A detailed calendar listing what days and times the student will need transportation.
3. Where the student will meet the activity driver.
4. Changes to the activity run will be given to the Athletic Director or the Director of Transportation 48 hours in advance of the change unless the student is absent from school and the coach will then notify the Director of Transportation in the morning of the absence.

Supervision

Supervision during out of town activities is the responsibility of the coaching staff. Players and coaches will be held accountable for the condition of the bus on its return from the activity.

Fundraising Event Criteria and Policy

Policy:

The athletic department does not encourage fund-raising projects**,** but from time to time coaches may desire to sponsor a fundraiser to create monies for a particular need. Fundraisers will be limited to one event per year per team.

Procedures:

1) The coach shall request his / her event on or before the last day of school in writing to the athletic director for the upcoming year.
2) All fundraisers will be placed on the school calendar for the following year.
3) Prior to beginning the project, the coach in charge will file a fundraiser request form with the athletic director indicating the type, the purpose, length, and anticipated profit of the project.
4) Purchasing items to sell is not encouraged.
5) Coaches may not solicit donations without prior approval from the athletic director.

Use of students:

1) Since team members are being used in the project they will need to know what they are going to see, what the money is going to be used for, and what benefit they will receive. They also need to be aware of their liability should they lose their fundraising items or money.

Coaches Responsibility:

1) Coaches involved with the fund raiser are responsible for the overall success of the project.
2) Accurate records will be kept and coaches will be held accountable for all money and items.

Financial Accounting:

1) Prior to ordering any items for the fundraiser, the coach in charge must secure permission from the athletic director.
2) All money collected from the event will be turned into the office as money is collected.
3) An event ending report of all expenditures and income will be turned into the athletic director immediately after the event.

Concession Stand:

1) All athletic event concession stands may be used by individual teams for fundraising.
2) If no athletic team requests the concession stand for their fundraiser, the operation of and profit from can be assigned to any school club or group.
3) All operation and startup costs will be the responsibility of the team or group operating the concession stand.

Budget Procedure

Mineral County High School is currently using a district adopted policy dealing with the expenditure of

district funds. The policy will be followed by the athletic department using the directives from the administration.

Mineral County High School
Uniform Rotation

Updated 2017-18 school year.

2017-18	Football	Boys Basketball	Baseball	
2018-19	Volleyball	Girls Basketball	Cheerleader	
2019-2020	Girls Track	Boys Track	Softball	
	Football	Boys Basketball	Baseball	
	Volleyball	Girls Basketball	Cheerleader	
	Girls Track	Boys Track	Softball	

**The rotation will continue in this order as long as there are district funds.

Publicity and Team Pictures

Philosophy:

An effective, on going relations program must be established and consistently maintained. Good publicity and promotion provide the key to the success and survival of any interscholastic program. The athletic administrator is responsible for the overall success; therefore, he/she must have a keen understanding of who the supporters are and what will encourage them to make a supportive response.

All athletic department personnel need to cultivate a good rapport with non-coaching members of the faculty, support their efforts; attend performances. Make sure that athletes make a commitment for regular attendance and academic excellence. Don't take athletes out of class unnecessarily and don't ask for special favors. Keep the faculty posted on all scheduled events well in advance. Notify them at once if changes occur.

Win the respect of the community for the whole program, not just for the winning team. Develop an activities program that will encourage community participation. Above all, keep people informed.

Publicity:

1) The head coach is responsible for ensuring that all scores are reported to the newspapers and television stations on a timely basis.

2) The head coach will ensure that articles are placed in the local newspaper. Articles should be sent to the paper on Monday following weekend games.
3) JV scores should be given to the paper with the varsity boxes.
4) Report scores and results in the daily bulletin.
5) Hold at least one parent / team meeting a year.
6) Sponsor clinics for youth leagues and coaches.

Team Pictures:

1) The athletic director will schedule team pictures or the office secretary.
2) The same company will provide pictures to all teams.
3) Coaches may recommend photo companies for following school years.
4) Pictures will be scheduled a year in advance.
5) All coaches should invite parents to picture day.

END OF SEASON OBLIGATIONS

All coaches within the Mineral County School District must meet certain end of season responsibilities in order to complete their coaching assignment. Failure to comply may affect future assignments and payment of the final coaching stipend.

1) Annual Sports Report

In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, junior varsity and freshman coaches must submit an annual sports report.
These reports must be completed within 15-days of the final season contest. This report must include the following:

a) A brief summary of the season and suggestions for improving your program
b) Complete inventory of all equipment and supplies
c) Names of squad members - indicate letter winners, captains, managers, etc.
d) Schedule played with results of games, meets or matches
e) Special honors received by team members
f) New records set for the season, such as individual performance, team scoring, etc.
g) Budget request for the next season. MUST LIST ALL ITEMS IN PRIORITY ORDER

2**) End of Season Requirements**

All athletes are expected to return all equipment provided by the school which has been checked out during the season. Coaches shall:
a) Have the responsibility of keeping accurate records of issuance, return, and payment for loss or damage *A Sports Equipment Check-Out form must be completed for each athlete during that sport.*
b) Have the responsibility to keep inventories of equipment on hand which may be ascertained by the athletic administrator for budgetary purposes
c) Ensure that all equipment is washed, repaired, and safely stored; or make arrangements for receipt of equipment during the summer if sent to a commercial repair company
d) Vacate and clean squad rooms as soon as possible at the conclusion of one's season
e) Remove, prior to the start of the next season, locks left on squad room lockers

3) Outstanding Equipment/Uniform Obligations by Athletes

a) No athlete shall be allowed to compete in another sport until all equipment and/or uniform obligations are cleared up with previous coach

b) In order to facilitate this policy, coaches should immediately compile a list of outstanding obligations at the end of their sport and forward to all coaches of the next season

c) When an athlete clears his/her obligation, a note should be issued directly to him/her indicating clearance.

d) If a grading period is encountered involving an athlete with obligations, notify the office to withhold grades until the obligations are cleared up.

e) Upon termination of sport participation, the student is required to clear out of his/her locker within THREE days. The school is not responsible for personal items left in unattended lockers after three days and such items will be discarded.

Payroll Information

To receive payment for the completed sport the following requirements must be fulfilled and the payroll form signed by the Athletic Director and attached to the blue School District payroll form before payment will be made. (See form below)

1. All equipment will be checked in by the Head Coach. The Head Coach will submit a duplicate copy of the check in forms one week following the season.
2. All fines and lost equipment are the responsibility of the Head Coach. The coach may ask for assistance from the Athletic Director if he or she is having trouble collecting equipment and fines.
3. All equipment and supplies will be inventoried and stored properly.
4. Head Coaches will submit to the Athletic Director an evaluation form for each assistant coach one week after the completion of the season on the approved evaluation form.
5. Two weeks before the last game of the season, the Head Coach will provide the Athletic Director with a list of Varsity and Junior Varsity letterman and award winners. The end of the year form may be used for this purpose.
6. A season ending report on the approved report form will be submitted to the Athletic Director one week prior to the Award Banquet.
7. After items one through six have been submitted to the Athletic Director, payroll forms will be issued to the Head Coach. Payroll will not be submitted without the Athletic Directors signature and principal signature.

Payment of Stipends.

1.Once the season is complete, the coaches will turn in all equipment and receive an evaluation before the "blue sheet" is submitted to the District Office.

2.Relevant contracts must be in place (signed by all parties: Superintendent, Board Members and employees) prior to end of season.

3.Once the "blue sheet" is submitted with appropriate signatures and evaluations payroll will process in the regular pay cycle.

Please refer to CBA for appropriate team size for reduced payment situations.