



ATHLETIC HANDBOOK
2024 - 2025

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BLACK HILLS HIGH SCHOOL ATHLETIC HANDBOOK

This handbook was created to serve as a guide for coaches at Black Hills HS. It is my hope that this handbook will assist you over the course of the year as you complete your coaching duties, lead your student athletes and prepare for your competitive season. If you have any questions or concerns during this school year, please do not hesitate to call my office or cell phone at any time for assistance.

Athletics is a responsibility for both the coach and athlete who choose to participate. The time and dedication required to compete on any of our athletic teams is a sacrifice that is rewarded with a sense of pride upon completion of a successful season. Sports are also a metaphor for the challenges and tough lessons that life often presents to those who play them. Athletics supplements the education our student athletes are receiving in the classroom, and as coaches, you have the potential to be one of their most powerful teachers.

While this handbook covers many aspects of the athletic department, it is not comprehensive or a complete representation of all rules, policies, and procedures. In order to understand and comply with all eligibility and contest rules, coaches must have a thorough knowledge of their sport rules as well as the rules and guidelines set forth by Tumwater School District and the Washington Interscholastic Activities Association.

I understand and appreciate the commitment you have made to our school and to your athletes by accepting the role of coach. As coaches, you play a vital role in teaching and leading them as they develop the skills and behaviors, they will need to be successful this season and for the rest of their lives. I am here to offer guidance, support and encouragement, regardless of the scoreboard, because I know the work you do goes far beyond wins and losses.

BLACK HILLS HIGH SCHOOL COACHING STAFF 2024-2025

First Name	Last Name	Sport	Role	Email
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BHHS ATHLETIC PRINCIPLES

Our Athletic Department is dedicated to promoting the academic, athletic, and social development of our student athletes through participation in sports.

Our coaches use sports to teach life lessons that will help our student athletes develop into outstanding citizens. Coaches serve as role models and strive to create a competitive athletic program while prioritizing academics, sportsmanship, and character development.

Our student athletes accept the responsibility that accompanies participation in athletics. They will strive to display the values of dedication, integrity, sportsmanship, and teamwork while pursuing their athletic goals.

Our coaches and athletes will train and compete in a culture that promotes hard work, rewards good character and honors the role our community plays in our triumphs.

BHHS COACHES CODE OF ETHICS

Coaches at Black Hills High School are expected to be role models for their students as well as visible leaders on campus and in the community. As such, they will abide by a code of ethics that includes the following:

1. Lead by example through character, integrity and personal responsibility.
2. Respect each athlete while maintaining the best interests of the team.
3. Abide by the rules of the game in letter and in spirit.
4. Respect the integrity and judgment of sports officials.
5. Display modesty in victory and graciousness in defeat.
6. Chase victory, while striving to develop commitment, discipline and integrity in your athlete

BHHS COACHES STANDARDS OF CONDUCT

All coaches on the staff are expected to follow these standards:

1. Work towards the success of every student, team or and staff member at Black Hills High School.
2. Hold information confidential as it relates to your athletes, your team, your school, and all other students.
3. Be aware of, understand, and follow all rules governing the sports for which you are responsible.
4. Treat athletes based on what is best for the education, welfare, and health of the student.
5. Treat all fellow coaches will respect. Do not have coaching discussions in front of students, other staff or community members.
6. Refrain from the use of profanity in the presence of our athletes at any time.
7. Do not use or discuss the use of alcohol, tobacco or any other regulated substance in the presence of our athletes.
8. Have fun.

Head Coach Pre-Season Meeting

The Athletic Director will meet with sport coaches prior to their first day of practice. The following objectives should be completed prior to the meeting. will be checked and should be completed in advance of that meeting.

1. Scheduling –
 - a. Confirm Arbiter Schedule is accurate
 - b. Create and publish team practice/activity calendar via SportsYou
 - c. Submit Facility Reservations via the shared BHHS Athletics Calendar
2. Final Forms –
 - a. Check coaches compliance status for entire staff
 - b. Rosters – all athletes must be cleared prior to participation
 - c. Confirm you can access the parent email list for communication
3. Communication –
 - a. Schedule and communicate pre-season meeting to all players/parents
 - b. Reserve facility for pre-season meeting
 - c. Share meeting date and practice schedule with Athletic Trainer
 - d. Set up and maintain SportsYou team(s) for your program
4. Transportation –
 - a. Confirm any trips over 50 miles have AD approval
 - b. Submit trip requests for all trips off campus via BHHS Trip Request Form
5. Game Support Staff –
 - a. Work with AD to establish game worker needs and select workers
 - b. Prepare Assistant Coaches to assist with game tasks for sub-varsity games
6. Tryouts-
 - a. Tryout dates and times communicated on campus and via social media
 - b. Tryout rubric prepared and utilized for any sport making cuts or selecting teams
7. Athlete Discipline/Attendance –
 - a. Review any additional team rules that are in addition to TSD Policy, submit copy to AD
 - b. Review attendance expectations and practices
 - c. Review academic eligibility plan
8. Contest Issues
 - a. Ejections – notify AD immediately of any player, coach or fan ejections
 - b. Officials – confirm via Arbiter each week in advance of games
 - c. Emergency Procedures – review with AT during designated times

Head Coaches Post Season Checklist

Checklist should be completed within 2 weeks of final contest.

- a. Ensure that all athletes who participated over the course of the school year appear in FinalForms Rosters for teams they competed with.
- b. All athletes at all levels of play should have any and all awards they received at entered into their Final Forms profile.
- c. Program inventory should be completed and submitted via Final Forms. This inventory should include all equipment that would need to be replaced should it be lost, stolen or damaged.
- d. Submit, in writing, for any facility modification or repair request to be completed before the next season.
- e. Submit, in writing, and including an example of requested product, any special budget items to be considered for the next school year (i.e. new gym wall pads, new goals, signage, weight equipment, ect.)
- f. Submit any Coaching Clinic travel request for the following school year as part of your ASB Budget Worksheet by the due date.
- g. Secure all facilities and equipment.

BHHS ATHLETIC POLICIES AND PRACTICES:

ACADEMIC ELIGIBILITY

Every head coach should submit a roster for each team to the Athletic Director via *FinalForms* once cuts/teams are created. There will be a published calendar for academic eligibility and coaches will be notified of any athlete who has been deemed ineligible. Coaches will also receive written notification when that athlete regains eligibility.

2024 - 2025 Academic Check Points:

Monday, September 23rd
Monday, October 7th
Monday, November 4th
Monday, December 2nd
Monday, January 6th
Monday, January 27th
Monday, February 24th
Monday, March 17th
Monday, April 7th
Monday, May 5th

- First “ineligibility period” can be cleared immediately.
- Second “ineligibility period” won’t be cleared until the following week.
- Third “ineligibility period” won’t be cleared for 10 days.
- Fourth “ineligibility period” won’t be cleared until the next Check Point.

ATHLETE EJECTION

If an athlete is ejected from an athletic event, the head coach is responsible for informing the Athletic Director by e-mail, text or phone call the same day.

ATHLETE SUPERVISION

Athletes must be supervised at all times. This includes during passing periods between classes in the athletic areas of the building, in the locker rooms, transitioning to practice areas, before practice, after practice, between dismissal and game time, during travel, and after contests. Athletes must be supervised while waiting for their parents to pick them up after practices and games. A designated area should be identified to athletes and parents for drop off and pick up. This area should be supervised until all athletes have left the premises.

ATTENDANCE

In order to participate in after school practices and contests, student athletes should be in attendance for the instructional portion of the school day. Coaches will be notified prior to 3:00 of any student ineligible for that day’s activities due to attendance.

Coaches should submit a BHHS Athletic Attendance Excuse form online prior to taking athletes from class to leave campus for an athletic event. In the event a student does not attend the athletic event, the Attendance office should be notified immediately.

BOOSTER CLUBS

Coaches are expected to support the booster club and their activities. Attendance at meetings is encouraged. All booster club purchases and donations should have the approval of the Head Coach and/or Athletic Director to ensure compliance with all state and local guidelines.

- All teams are required to have a **PARENT REPRESENTATIVE** for the Booster Club who will attend meetings at 5:00 p.m. in the BHHS Staff Lounge on the following dates:
 - September 11, 2024
 - November 13, 2024
 - January 8, 2025
 - March 12, 2025
 - April 9, 2025

COACH/ATHLETE COMMUNICATION

Communication between coach and athlete should always be kept professional and as public as possible to prevent any misinterpretation. SportsYou is the approved communication tool for Coaches and their teams. Coaches should set up a group for players, parents, and players & parents as needed.

- Coaches should not call or text an athlete after 9 p.m. unless there is an emergency. Personal correspondence should never take place on text message. Text messages should always include another coach or the Athletic Director to prevent any misinterpretation.

COACH EJECTION

Any coach that is ejected from a ball game must contact the Athletic Director the same day. The coach should provide a written statement regarding the ejection to the AD within 24 hours. It is the Tumwater School District's expectation that coaches serve as role models during contests and ejections do not meet this expectation.

CONDUCT

The Tumwater School District Athletic Code should be used as the basis for developing the expectations for athletes within an athletic program. Coaches will communicate their behavior expectations to their athletes and parents during their pre-season parent meeting as well as in writing at the beginning of the school year or athletic season. It is the responsibility of each coach to ensure the high level of expectation for athlete conduct is met by all students within their program through proactive monitoring and character development.

DISCIPLINE

In the event a student athlete is involved in serious or persistent misconduct, the coach will take steps to address the misconduct. The coach may take action to restrict or remove the student from participation. Before an athlete is suspended or removed from participation in an extracurricular activity, the alleged infraction will be documented, and a reasonable investigation of the allegation shall occur.

- The coach should consult with the Athletic Director regarding the incident, including sharing their desired discipline consequence prior to taking any action involving the student. The coach shall notify the athlete and the athlete's parent/guardian to discuss the reasons for which the action is being taken and to offer the athlete the opportunity to discuss the matter before a final decision regarding participation is made. This communication should take place prior to an athlete being suspended from a game.

EMERGENCY PROCEDURES

Emergency Action Plans have been developed for each BHHS Athletic Facility. Those emergency procedures are available and accessible to all athletic staff. Emergency procedures will be explained to and practiced by each group who uses the facility to ensure proper preparation in the event of an emergency. The athletic trainer will be responsible for distributing emergency procedures on each campus. If there is a critical incident of any type at a practice or contest, the Athletic Trainer and Athletic Director should be notified immediately.

FACILITY PRIORITY

Athletic facility priority will come to athletic teams before other extra-curricular activities. Facility use by athletics will be prioritized in the following order:

1. Groups advancing to post-season competition will have 1st priority.
2. Groups competing in season will have 2nd priority.
3. Groups preparing for their pre-season will have 3rd priority.
4. If there is still a conflict, the group with more students will have priority.

FACILITY USAGE

Any BHHS Coach, who plans to use campus athletic facilities for team practices, games, events, etc., must submit a google calendar request for the specific facility at least 2 days prior to use. Events must be scheduled properly to ensure availability and utilities are active. Failure to reserve facilities could result in a loss of use of the facility due to scheduling conflicts.

Staff must secure any facility used at the conclusion of their event. All trash and equipment should be put away, lights/scoreboards should be off and all gates should be secured shut.

Staff may not use a District facility for a non-District activity, without acquiring proper approval through **BHHS**. *Non-TSD groups will be required to request use of the facility through the TSD Facilities Department and pay all applicable fees.*

FUNDRAISING

All fundraisers must be approved prior to beginning and all fundraised money must be spent on student supplies, facilities and programing. ASB Fundraisers

must be cleared by the BHHS ASB Office before they begin. Booster Fundraisers must be submitted on the **Booster Club Fundraiser Registration** link.

INVENTORY

Coaches will keep a current and accurate inventory of equipment. A system should be in place to check out equipment to students at the beginning of the season. There needs to be a system to check in equipment when it is returned at the conclusion of the season as well.

If a fee needs to be assessed to a student for missing equipment, please notify the ASB Office.

➤ MIDDLE SCHOOL COLLABORATION

Each BHHS Sport Program that has a developmental program at TMS will host a **WOLFPACK NIGHT**. This will include hosting a TMS game in your sport. Your athletes will be on hand to help cheer, provide game support and be ambassadors for your program. The Athletic Director will work with you to determine a playing date for your Firewolf Night.

MULTI-SPORT ATHLETES

Many athletes choose to participate in multiple sports during their time in High School. While having athletes who participate in one sport year-round has benefits for a team, in order to promote what is best for the student athlete, BHHS Coaches will support athletes who choose to pursue various athletic interests and play multiple sports.

OUTSIDE PARTICIPATION

Student athletes are encouraged to train and prepare for competition year-round. While there is benefit to participating in the various club organizations and private training groups in our area, it is important to emphasize that during the limited school seasons –school sports are the priority. Missing a school athletic contest for a club or tournament team activity will result in consequences and could result in removal from the school team.

PARENT COMMUNICATION

Coaches will communicate their philosophy, expectations, tryout process, and method for determining playing time prior to the season beginning. Practice and contest schedules will be shared online at least 3 weeks prior to the start of the season.

Coaches and parents will not hold conferences regarding athletics before, during, or after contests. If a parent would like to discuss an athletic related concern, they should schedule an appointment for a non-contest day. The athlete/child should attend the meeting as well.

PUBLIC RELATIONS

It is the responsibility of the head coach to maintain a positive relationship with members of the media. Granting interviews and access to players can be arranged in conjunction with practice schedules and team rules. Any student being interviewed by the media should always be accompanied by a member of the coaching staff during that interview.

RECORD BOARDS

Sport record boards have been provided for each sport. If a record is broken or needs to be updated, submit the information via the Google link provided on the web site. Record slips and signs will be ordered in December and May each year.

SIGNING DAY – FALL & SPRING

Current high school student athletes will be included in a campus wide signing day celebration. The date, time and location of this celebration will be set by Campus Administration. It will include all current high school student athletes who are signing during the applicable National Letter of Intent dates.

Please notify the Athletic Director of any athletes you have that should be included.

SOCIAL MEDIA – ATHLETES

Black Hills Athletics will not tolerate disrespectful comments or behavior online. Any student member of an extracurricular organization representing themselves, or their organization, in an unfavorable, questionable or illegal manner through social electronic media communication devices in such a way as to bring discredit, dishonor, or disgrace on their organization or members of any other school or organization will be subject to disciplinary actions.

Restrooms and locker rooms are off limits to mobile devices and cameras of any kind at all times. Using an electronic device to record in either of these locations is not acceptable.

SUBVARSITY TEAM EXPECTATIONS

Sub varsity teams were created and are in place to help train younger student athletes about the culture, expectations, and level of play expected at the varsity level. All sub varsity players are expected to play in every game unless they have had a discipline issue or absences from practice.

TRAVEL/ABSENCES

Students should only be taken out of the school day for the required time to travel to and from the game. *(If you play in the afternoon, then the student-athletes should not be taken out for the full school day.)*

Coaches should submit a BHHS Athletic Attendance Excuse form at least 2 days before the absence is expected. This form is online.

If a student does not leave campus to attend the athletic event as expected, the BHHS Attendance Office should be notified immediately. An email can be sent to Theresa.penanunez@tumwater.k12.wa.us

TRANSPORTATION

Students are expected to travel to and from athletic events on TSD provided transportation. Coaches should monitor behavior on the bus, while riding with their team, and address it as needed.

In the event participants are meeting at an off-site location, that should be shared with parents in writing and there will be no consequence for those students unable to attend.

- ***Coaches should never transport athletes in their own vehicles. Submitting transportation requests early, will help secure the necessary transportation for your group.***

TRYOUTS

Any Coach having a tryout for a team needs to discuss the tryout process and rubric with the AD prior to sharing it with parents at a pre-tryout meeting. Tryouts should include a minimum of 2 separate sessions before final cuts are made.

A tryout rubric must be used that contains a minimum of 10 scored categories. The rubric should be shared with the athletes trying out for the team prior to tryouts. On the day teams are selected or cuts are announced, a copy of the completed tryout rubric should be emailed to the Athletic Director for documentation in the event of any parent concerns.

- ***At the conclusion of the tryout, coaches should have face to face conversations with any students who are being cut from the program. Teams may not be posted until all students who are not making a team have been notified individually.***

