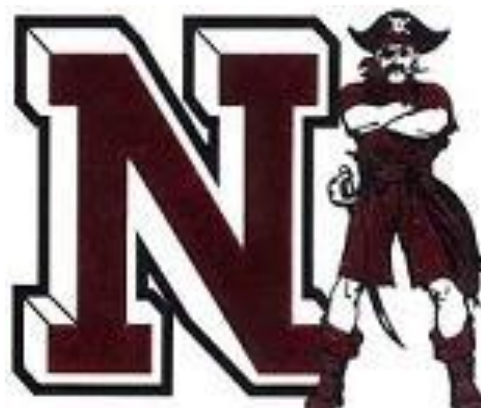


Neah-Kah-Nie High School

Coaching Handbook



Athletic Director
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Table of Contents

Athletic Philosophy	3
Participation	3
Physical Exams	4
General Rules	4
Student/Athletic Training Regulations	5
Appeal Process	6
Accidents and Injuries	6
Athletic Age Eligibility	6
Athletic Equipment	6
Athletic Trips	6
School Cancellation and Event Travel	7
Sportsmanship code	7
Program Goals	8
Coaching Code of Ethics	8
Influence of a Coach/Advisor	8
Relationships involved in Team Programs	9
National Federation Coaches Assoc. – Coaches Code of Ethics	10
Coach’s Responsibilities	11
Bleeding, Open Wounds, Blood on Uniform	12
Mailboxes	12
Absence From Practice	12
Coaching Training Rules	12
Presence of Coaches with Athletes	12
Awards	12
<u>Administrative Guidelines</u>	
Summer Athletic Camps	13
Fund Raising	13
Team Room	14
Extra-Curricular Responsibilities	14
<u>Athletic Policy</u>	
Participation in Multiple Sports in a Single Season	14
<u>Information From 1st Student</u>	
1 st Student Drivers Job	15
Coach’s Job	15
<u>Forms</u>	
Training and Behavior Contract	15
Participation Contract	17
District Application for Use of School Facilities	18
Building Facility Usage Request Form	20
School Fund-Raiser Permission Form	22
NKN Evaluation of Coaches	24
NKN Assistant Coach Evaluation	26
<u>Job Descriptions</u>	
Athletic Director	28
High School Head Coach	30
High School Assistant Coach/Speech Coach	32

ATHLETIC PHILOSOPHY OF NEAH-KAH-NIE HIGH SCHOOL

High school athletics are meant to be an overall enhancement to the educational process of Neah-Kah-Nie High School that promotes both academic and athletic excellence.

The goal of athletics is to create a lifetime athlete who possesses the characteristics of respect for him/herself and others, honesty, courage, patience, perseverance, loyalty, and a high level of sportsmanship. The aim of athletic is to provide an opportunity for all students to participate, excel, compete, and succeed as a representative of their school.

Athletes should gain experience that contributes toward positive physical growth and development. Athletes should gain self-esteem, confidence, and learn the importance of dedication and commitment.

The coaches and athletes are ambassadors of the district and community - win or lose. Their conduct should be a positive reflection on their family, school and community. Coaches, teachers, advisors and administrators expect our athletes to apply themselves to their academics, to have good attendance records, to be neat and clean in appearance, and to behave in an appropriate manner at all times.

Participation - Athletics/Activities:

Students must meet OSAA and Neah-Kah-Nie High School (NKN) eligibility requirements each trimester to participate in any athletics/activities at NKN. This includes that students must be enrolled in four curriculum classes per trimester. If a student does not pass 4 out of 5 classes, they are not eligible for the following trimester. Participation for fall sports will be based on the previous year's third trimester grades. Participation in team practices will be determined by the head coach/advisor. Students' grades will be monitored during the season at mid-term for continued eligibility. If we find a student deemed ineligible he/she would be unable to participate in his/her activity and placed in a student hall until once again eligible.

Students must be in attendance at school at least ½ of the school day if they wish to practice, play, or participate in any activity that afternoon or evening. Students with unexcused absences or truancies will not participate in athletics/activities that day. Truancies or unexcused absences on a Friday make a student ineligible to practice, play, or participate in any weekend activity. However, students with excused, pre-arranged absences may participate in athletics/activities that same day at the discretion of the administration if pre-arrangements are made by the parent through the attendance office no later than 8:30 a.m. on the day of the event for any of the following verified reasons:

- a. Doctor/dentist appointments
- b. Scheduled court appearances
- c. Counseling meetings through government agencies (i.e. GSD, Juvenile)
- d. Driving tests
- e. Appointments with military
- f. College visitations
- g. Family emergency – extenuating circumstance with clearance through the athletic director, principal or assistant principal
- h. Parent or Guardian must write a note to explain an absence and physically check out their son/daughter from school with the attendance office.

(Doctor appointment slips, medical billings, court appearance notices, are examples of valid verifications.)

These guidelines have been established as a *minimum* code for athletics/activities. Coaches/advisors may institute additional rules of conduct.

Activities:

Baseball	Football	Quiz Bowl
Basketball	Golf	Softball
Cheerleading	Honor Society	Speech
Chess	Journalism	Student Council
Cross Country	Math Club	Track
Dance Team	NOSB	Volleyball
FBLA	Outdoor Club	Wrestling
	Pirate Players	

Physical Exams for Athletics:

All students must have a physical exam as prescribed by the OSAA, *prior to* practice and competition in athletics. A copy of the completed physical must be on file with the athletic secretary. The physical exam is the responsibility of the parents/students and is to be paid for by parents. Any participant that has had an injury or illness and has been under the care of a physician *must* have a "Return to Play" form signed by the physician before participation.

The following guidelines have been established by School District #56 and **MUST** be read by the student and parent/guardian before any student can participate in athletics or activities.

General Rules:

1. The policy shall be in effect 24 hours a day from the first day of practice through the last contest in the sport or activity.
2. Participants will ride to and from any event held at another school on school-provided transportation. A student may ride with their own parent or guardian **ONLY** if it has been pre-arranged with the coach. (This is usually done only on the trip home.) If a student rides home with another player's parent, a CONTRACT FOR CHANGE IN ACTIVITIES TRANSPORTATION must be completed with the office prior to trip. Coaches/chaperones are responsible for all students until they have left the campus.
3. Athletes are eligible to compete in a contest or practice only if they attend school at least ½ the day of the contest or practice. The only exceptions would be pre-arranged absences or by administration approval.
4. Anyone removed from a team or suspended from sports competition may not letter or attend the awards banquet.
5. All students must be covered by insurance before being allowed to practice or compete in an athletic event.
6. All 9th and 11th grade students as well as students new to the district must have a physical examination as prescribed by the OSAA.
7. All paperwork (physical, insurance verification and permission form) **MUST** be on file in the office before first practice. If attending a school sponsored camp, all paperwork **MUST** be on file in the office before camp.
8. Students have the responsibility of attending all practice sessions in their sport/activity unless they have made prior arrangements with their coach. Continued absence or skipping of practice may result in suspension or dismissal from the team. Coaches will determine whether an absence from practice is excused or unexcused.
9. All items owed the school (fees, books, previous season athletic gear, etc.) must be cleared by the main office before participation.
10. No student will be allowed to participate in more than one sport during a sport's season unless both coaches agree and complete a JOINT PARTICIPATION AGREEMENT.
11. Students are expected to attend school **first** period on the morning after a school sponsored event. Any extra-curricular participant showing a tendency towards tardiness will meet with the Athletic/Activities Director, advisor, or teachers involved and the parents to discuss further participation.

12. Absences because of physical disability/illness shall be excused but an athlete who is absent from school because of illness or injury shall also be absent from practice or the athletic activity occurring on the day of such absence. If you are too sick and/or injured to come to school, you are too sick and/or injured to practice or play.
13. A student who is suspended may not practice or participate in any activity.

STUDENT/ATHLETIC TRAINING REGULATIONS:

The use of possession of alcohol, tobacco, or non-prescribed drugs is prohibited on and off campus. Presence beyond a reasonable amount of time at places where drugs or alcohol is being used illegally will be in violation of the athletic/activity policy. It is the position of NKN that students who find themselves in jeopardy because of a substance problem should receive professional assistance. If a student voluntarily requests assistance from school officials with regard to an alcohol, drug use, or tobacco problem, and has not previously committed an alcohol/non-prescribed drug use, or possession of tobacco use offense, there shall be no discipline of the student provided that:

- A. The student meets with his/her school counselor and follows his/her recommendations, and
- B. There are no subsequent incidents of alcohol, tobacco, or non-prescribed drug use or possession.

In the instance where the student has failed to voluntarily request assistance as described above and is determined by a school official to have used or possessed either alcohol, tobacco, or non-prescribed drugs, the student will face the following consequences, which will be accumulative grades 9-12.

First Offense: A student who is reported using alcohol, drugs, or tobacco or present beyond a reasonable amount of time at places where drugs or alcohol is being used illegally may not represent NKN in a public forum/setting/competition for 45 calendar days from the time the violation is dealt with by school personnel. Within one week of their suspension, the student must meet with the school counselor and demonstrate a willingness to follow his/her recommendation for treatment. Failure to comply will be treated as a second offense.

Second Offense: Full suspension from all sports/activities for one calendar year. The student is considered to be under this policy even during their suspension. If they break the rules during this time period, they automatically are suspended for one calendar year from the date of the infraction.

Third Offense: Student is not eligible to participate in athletics or activities for the duration of their high school career.

Other Severe Violations Include:

- A. Fighting – 15 days and at least one contest/game suspension.
- B. Insubordination – 5 days and 1 contest/game suspension
- C. Theft or vandalism while on athletic trips, from our school, or team-mate – suspension for the duration of the sport season.

All students may face other school consequences and each individual coach/advisor might set high standards for reinstatement after violations.

Ejections: If a student is ejected from a contest for unsportsmanship like conduct, the student/parent will pay the OSAA fine at the same rate as prescribed by OSAA.

First Offense:	\$ 50.00
Second Offense:	100.00
Third Offense:	150.00

Two ejections during the same sport season may be cause for suspension from the sport.

APPEAL PROCESS:

Any violation that requires a 45 day or longer suspension may be appealed to the Athletic/Activity Council consisting of the high school principal or assistant principal, athletic director and three head coaches, one of which will be the coach of the sport from which the athlete is being suspended, or four staff members. The student or his parents must notify the desire to appeal the suspension in writing to the high school principal within 5 days of the suspension. The Council will meet within three days of receiving the notice of the appeal. The student may be in attendance at the hearing. The Council will review the incident and consequences and notify the student and his/her parents within three days of the hearing.

ACCIDENTS AND INJURIES:

1. All injuries during practices and/or games must be reported to the coach in charge.
2. Any participant who has been to the doctor for an athletic injury must report this to the main office the following school day.
3. Once a participant has suffered an injury that needs a doctor's attention, he/she will not be considered for active participation until the doctor has signed a release form.
4. All coaches are required to notify the administration of an injury as soon as possible and to file the District form within 48 hours.
5. Coaches shall not administer internal medicine and shall exercise due care in administrating first aid to an injured player.
6. Parents shall be notified immediately of any injury requiring medical attention. The parents, when possible, will make the decisions concerning what course of action to follow. Only in emergencies will the coach or administrator assume responsibility.
7. All individuals must follow blood-borne pathogens protocol when in contact with any type of body fluids.

ATHLETIC AGE ELIGIBILITY:

A student who becomes nineteen (19) before August 15 is ineligible for interscholastic competition. A student who becomes nineteen (19) on or after August 15 shall remain eligible for that entire school year.

ATHLETIC EQUIPMENT:

Generally all competitive equipment is supplied by the school district with the exception of personal items and shoes. No equipment is to be used or worn off the school campus unless officially competing or practicing. Jerseys, jackets, etc. may be worn to school on game days to help bolster school spirit. Competition uniforms are not to be worn for physical education classes. All issued equipment will be returned within **ONE WEEK** after the end of each sport season. Equipment lost by the player will be paid for by the individual at the replacement value of the lost item. All uniforms and gear must be returned, or replacement fees paid, before an athlete will be allowed to participate in another NKN sport. Oregon School Law 339.260 says that a school district may withhold grade reports, diploma or records of students who owe fees or have not returned school items.

ATHLETIC TRIPS:

1. Active participants in any sport activity shall conduct themselves in a manner that will bring credit upon themselves, their school, their team, and their teammates.
2. It is imperative that all students represent their school in the best way possible by exercising good manners and courteous behavior.
3. The coaches are responsible for the discipline of the players and others riding the bus/busette, not the driver. Discipline shall not be less than the State adopted rules for school buses/busette. Misconduct on the bus/van will result in disciplinary action by the coach. Students are not to board buses/vans or to be on the bus/van unless a coach is present.
4. Food will be permitted unless the practice is abused. This privilege may be withdrawn at the discretion of the coach. No glass containers are allowed. All students are responsible for leaving a clean bus/busette.

5. Coaches are not responsible for lost or stolen items.
6. On a coed trip, the boys and girls are to sit in **separate** sections of the bus and the coaches are to be sitting with both groups.
7. It is the student's responsibility to inform their parents of the approximate return time from a trip.

SCHOOL CANCELLATION AND EVENT TRAVEL:

1. **Snow day with school cancellation:** ALL practices and/or events are CANCELLED. Exceptions: Practices may be held if and ONLY if there is improvement with road conditions. Practices will be held as OPTIONAL only. Athletes will not be required to attend. Athletes will not be penalized for not attending OPTIONAL practices. If school is cancelled due to inclement weather, the event will remain cancelled.
2. **Two-Hour Delay with weather conditions remaining or improving:** Practices and/or events can be held.
3. **Two-Hour Delay with weather conditions deteriorating:** ALL practices and/or events are CANCELLED. Exceptions: Practices may be held if and ONLY if there is improvement with road conditions. Practices will be held as OPITONAL only. Athletes will not be required to attend. Athletes will not be penalized for not attending OPTIONAL practices.

If school is cancelled due to inclement weather, the event will remain cancelled.

Inclement Event Travel:

Before traveling to events, ALL travel must be cleared by the following:

- First Students
- Athletic Director
- Principal
- Superintendent

If a trip is considered unsafe, travel will be suspended. We will err on the side of caution. NO event is so important as to place student athletes, coaches, and others in harm's way.

SPORTSMANSHIP CODE:

Objective: To promote sportsmanship and to provide standards for proper behavior at public functions of Neah-Kah-Nie High School.

Everyone representing Neah-Kah-Nie High School - coaches, athletes, parents, fans--is expected to follow these guidelines:

- 1) Profanity or inappropriate gestures are prohibited.
- 2) All school representatives are expected to respect the rights and property of other schools.
 - a) Vandalism of any kind will not be tolerated.
 - b) Theft of school or personal property is in violation of this code.
- 3) Refrain from purposely flagrant acts.
 - a) No fighting or taking cheap shots.
 - b) No baiting opponents or opposing fans.
- 4) Respect the rights and property of others. Theft of personal belongings, clothes, shoes, money, etc. is in violation of the sportsmanship code.
- 5) Support your team in a positive manner. Do not demean the opposing team.
- 6) Respect all athletes, coaches, officials and spectators.
 - a) Do not "boo" when the opposing team's lineup is announced.
 - b) No name-calling.
 - c) Do not throw foreign objects.
- 7) Make positive signs, such as "Go Team" which supports your team rather than signs that put down the opponent.
- 8) Band participation during free throws is not acceptable.

PROGRAM GOALS:

The goals of the athletic program are:

- To encourage the greatest possible number of students to take part in the interscholastic sports/activities within budget limitations.
- To promote the health and physical development of the participants.
- To promote good sportsmanship, healthful living, and good citizenship.
- To teach leadership, decision-making attitude in the school and participants.
- To develop the highest possible degree of individual and team skills.
- To develop a positive self-image in all participants.

COACHING CODE OF ETHICS:

- To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
- To eliminate all possibilities which tend to destroy the best values of the game
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a happy relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by players on the team.
- To recognize that the purpose of athletics is to promote the physical, mental, social, moral, and emotional well-being of the individual players.
- To remember that an athletic contest is only a game.

INFLUENCE OF A COACH/ADVISOR:

The coach is in a better position to have an influence for good upon the youth of a school than are many other members of the faculty. The coach has an obligation to develop a personality and character, which are above reproach. Since most coaches are admired and imitated by young people, the example set by them is of extreme importance. The character building potential of athletics/activities is closely related to the character of the coach.

Contests furnish a setting for a demonstration of the attitudes of players, whose attitudes are direct reflection on the coach. A great deal of self-discipline on the part of the coach is required to always let reason rather than emotion guide conduct. To build the correct pattern for your participants, give the following points your attentions:

- Maintain professional standards for language use.
- You can explain defeat, but do not make excuses for it.
- Do not gloat in victory. This is even more offensive than the making of excuses.
- Do not be indecisive. Make up your mind.
- Do not lose your temper because with it will go your poise.
- Do not constantly challenge the decisions of officials, particularly judgment decisions.
- Organize your work well in advance, make a work schedule and perform it promptly, without undue commotion.
- Allow your players plenty of opportunity for leadership training.
- The coach's job is to develop the individual players and the team into a unit, which can give a performance approaching their maximum ability as individuals and as a team. This must be done while maintaining good sportsmanship.

RELATIONSHIPS INVOLVED IN TEAM PROGRAMS:

Player-Coach Relationship:

- This is the most important relationship.
- Parents can affect this relationship by criticizing the coach to their son or daughter.
- Parents should always remember that the athlete has to return to practice the next day.
- Parental coaching at home may impede the athletic progress.

Parent-Coach Relationship:

- Allow the coach to instruct and guide the team.
- Do not question or confront the coach immediately after a contest.
- If you want to discuss a problem with a coach, make an appointment with him/her and discuss your concern in a calm, courteous, and logical manner.

Parent-Player Relationship:

- Do not try to live through your child.
- Be positive and supportive without adding undue pressure and unrealistic expectations.

Fan-Official Relationship

- Officials are necessary to the game.
- They are bound by a code of ethics that make them rigidly impartial.
- Fans, and particularly parents, should never harass or taunt officials.

Spectator-Cheerleader Relationships:

- It is not appropriate for anyone to interfere with or impose upon the cheerleaders.
- Cheerleaders should help direct and control the emotions at all contests.

Sportsmanship:

- Parents have to demonstrate good sportsmanship and serve as role models.
- Specific obligations:
 - No vulgar or inappropriate language.
 - Taunting and trash-talking will not be tolerated.
 - Outsiders must never intrude upon the field or court during a contest.
 - Cheerleading should be for our team, not against the opponents.
 - Never interfere with the opponents' cheerleaders.
 - Never yell, clap, or wave anything whenever an opponent takes a foul shot or a volleyball player attempts to serve, etc.

Responsibilities of the Athlete:

- Put the teams' goals, welfare, and success before your own.
- Attend all practice sessions.
- Be respectful to coaching.
- Be responsible for all uniforms and equipment.
- Represent the school well and follow team rules.
- Report all injuries to the coach.

Responsibilities of a Coach:

- Select the squad.
- Determine the style and philosophy of play.

- Teach at practice sessions.
- Determine who starts at playing time.
- Establish team rules.
- Select team captains.
- Establish the requirements to earn a letter.
- Always make safety and the athletes' welfare come first.

Eligibility Requirements for Athletes:

- Must conform to state and district regulations.
- Must be regularly checked by coach.

Participation on a Team:

- It's a privilege, not a right.
- Players must accept all responsibilities to stay on the team.
- Nobody will be accorded equal or guaranteed time.

Practice Sessions and Games:

- Practice is normally closed to spectators.
- The gym or field is the athlete's classroom and should be free of distractions.
- Positive support is encouraged at games.
- Lateness and absence must be immediately explained.

National Federation Coaches Association **Coaches Code of Ethics**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the NFCA Board of Directors has adopted the following guidelines for coaches.

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

COACH'S RESPONSIBILITIES:

The following are considered an extension and/or clarification of the job description responsibilities:

- Recognize that the coach is ultimately accountable for every aspect of his/her program and takes steps to see that it is one of quality.
- Formulate objectives for the coming sports season in cooperation with the other coaches in specific sports.
- Keep abreast of new knowledge and techniques and encourage assistant coaches to do the same.
- Possess a working knowledge of rules and regulations regarding his/her sport as presented in the OSAA handbook. Keep abreast of the rules and rule changes of the sport.
- If there is a doubt about a participant's eligibility, either scholastically or with residency, check with the athletic director or principal before this student participates in a contest. Ineligible players may practice, but may **NOT** play or perform.
- Be aware of and adhere to all state, league, and school district rules, policies and procedures.
- Maintain quality communication with the administration, staff, parents and community.
- Maintain a current first-aid card or the equivalent in sports medicine.
- Obtain NFHS certification. All coaches must be certified. (ASEP certification prior to August 1, 2007 is accepted.)
- Hold a valid first aid card.
- Complete the OSAA required Concussion Management and Steroid course.
- Complete the OSAA cheerleading safety course.
- Be aware of potential problems in sports litigation. Take steps to prevent situations that may result in liability to yourself, other staff, or the school district to include, but limited to, the following:
 - Maintain accurate permanent records for documentation of injuries.
 - Document all written information given to athletes and keep attendance at meetings relating to safety, rules and policies (i.e. football team viewing a safety film).
- Attend coaching meetings as called by the Athletic Director and/or Principal.
- Review status of your budget, and **DO NOT** order equipment without a purchase order.
- Coordinate middle school and high school programs and review sequence of fundamentals.
- Inspect all protective equipment to be issued for the coming season. After clearing it with the Athletic Director and/or Administration discard equipment that is not safe or is beyond repair.
- Be sure each student has completed all the necessary paperwork prior to the first practice.
- Notify Athletic Director of any anticipated overnight athletic trips prior to the start of the season so Board approval can be requested.
- Inform parents and players of the risks involved in the sport.
- Assume supervisory control over athletes and teams. The dressing rooms and weight room have to be supervised anytime they are being used by athletes. Any discipline will be consistent with building and district policies.
- Explain all regulations of the Athletic Training Rules to student participants and parents.
- Assume responsibility for care of equipment.
- All practices and games are to be supervised by a coach at all times.
- Stay on campus with students/athletes until all have left the premises.
- All preparation, set-up and take-down of game facility are the coach's responsibility.
- Verify all doors/entryways to facility have been secured before leaving the premises.
- Conduct himself/herself and his/her team in a professional and ethical manner during practice and contests.
- Report summary of all varsity contests to the news media.
- Develop within the participants the ideals of sportsmanship, cooperation, and respect for discipline and authority.
- Should an athlete quit a sport make certain that all of his/her equipment is returned and checked in immediately and notify the athletic director.
- Before the first bus trip, review proper bus conduct and the school's return policy. Boys and girls are to sit in separate sections of the bus with coaches in between them.
- Make sure you have a copy of the medical release form in your first aid kit.

- Take an epi pen and a school cell phone on all away trips. Both are to be checked out of the office and returned following the trip.
- Turn in program information for the first game of the season to the athletic secretary.
- Turn in program information changes in time to have them appear in the next game program.
- Frequently remind athletes of eligibility and conduct requirements.
- In case of serious injury, secure **all** equipment involved and retain in actual condition.
- Consider video taping various practice sessions showing fundamentals taught, terminology used, etc.
- Keep dated records of the following:
 - Safety information or warning discussed with or sent home to players and parents.
 - Films about rules, fundamentals, safety, etc. shown to players and parents.
 - Rules clinics put on by local officials' association.
 - Practice schedule for each day. Include safety techniques emphasized in each drill.

BLEEDING, OPEN WOUNDS, BLOOD ON UNIFORM:

The following is the National Foundation policy concerning bleeding, open wounds and blood on uniforms:

The contestant or coach who is bleeding, who has an open wound, or who has blood on his/her uniform will be prohibited from participating further in the practice/contest until appropriate treatment has been administered. If medical care or treatment can be administered in a reasonable amount of time, the individual would not have to leave the contest or practice. The length of time that is considered reasonable is the official's judgment. All exposed blood must be cleaned up and disposed of properly.

MAILBOXES AND EMAIL:

Mailboxes and email messages must be checked **daily** during the season that you are coaching.

ABSENCE FROM PRACTICE:

Coaches must be in attendance at all regularly scheduled practices. If for any reason a coach must be absence, he/she must inform the office before noon so that other arrangements can be made to cover practice or cancel practice. This is necessary so that bus schedules may be altered or other practices moved to a more convenient time.

COACHING TRAINING RULES:

Any athlete trying out for or becoming a member of a team shall comply with the dress and personal appearance standards, behavioral guideline and training rules established by his/her team. Rules must be approved by the Athletic Director before the start of the first contest.

PRESENCE OF COACHES WITH ATHLETES:

The coaching staff shall be present with athletes/students from the beginning to the end of all practice sessions.

AWARDS:

Varsity athletes will be awarded one red "N" letter during their high school career. The white "N" is only given to athletes receiving all-league honors. Each time a student earns a varsity award, a varsity certificate will be awarded.

Athletes who compete in a sport but do not letter will be awarded a certificate of participation.

Lettering criteria is to be established by the individual coaches for each sport at the beginning of a season. A copy of qualification will be given to each athlete. Coaches are responsible for organizing the end of season awards presentation and should be at a time parents can attend.

Team awards are given at the discretion of the coach.

ATHLETICS **ADMINISTRATIVE GUIDELINES**

Summer Athletic Camps

In order to conduct a summer athletic camp, using school district facilities, the following conditions must be met:

- 1) All activities must be scheduled through the office, completing both a district and a building Facility Use Form.
 - a) Custodial and maintenance department schedules will be a factor in determining the availability of facilities.
 - b) Conflicts with previously scheduled activities must be avoided.
- 2) The eligibility of all participants and volunteer coaches must be protected.
 - a) Camp sponsors must contact the Oregon School Activities Association (OSAA) to insure that camp participation by athletes and/or volunteer student coaches will not jeopardize interscholastic eligibility in any way.
 - b) NCAA guidelines regarding summer camp attendance must be followed, in order to protect the collegiate eligibility of any recent graduates, and high school juniors and seniors.
- 3) Participation must be open to all who wish to participate.
 - a) Camp participation may be limited to certain age groups, but may not be restricted to a particular team or community. Furthermore, no school team may participate as a team during the duration of the camp.
 - b) No discrimination of any kind is permitted.
 - c) Adequate publicity must be given to insure that all who wish to participate in the camp are aware of the details of the camp.
- 4) District owned equipment, such as balls, bats, nets, etc., may be loaned to camp sponsors at the discretion of the head coach of the sport in question, subject to the approval of the athletic director and/or principal. (District form would need to be completed.)
 - a) Camp sponsors are responsible for replacing any damaged, lost, or stolen equipment.
 - b) In some cases a usage fee may be charged.
- 5) Adequate insurance provisions must be made by the sponsors of the camp to relieve the school district of any liability.
 - a) Safety of all participants must be a primary concern.
 - b) The camp sponsors must provide adult coaches in the ration of a minimum of one coach per every 10 athletes.
- 6) All required paperwork must be completed by athletes and/or parents and/or sponsors prior to camp participation.
- 7) All district policies regarding the care and treatment of injuries must be followed.
- 8) School district funds may not be used to sponsor any summer athletic camp. Nor, may the school district pay the tuition of any athlete to any summer camp.
- 9) Any other conditions set by the principal and/or athletic director (subject to subsequent Board adoption).

Fund Raising

All fund raising activities must be approved by Athletic Director and/or Principal and, in some cases, by the Superintendent. A Fund-Raiser Permission Form must be completed and submitted for approval. Money that is fund-raised, donated, and/or granted to a program will be deposited and distributed through the school ASB fund. All deposited monies will be titled on how it was acquired. Money will only be disbursed by purchase order with proof of invoice and/or receipt.

Team Room

Athletic Team Room is a designated area that will be ONLY supervised/maintained by in-season coaches/athletic programs. Team room will not be used for PE classes or clothes/equipment storage. A team room access key will be issued to the in-season head coach by the Athletic Director and returned to the Athletic Director at the end of each season.

Extra-Curricular Responsibilities

Student athletes enrolled in classes (i.e. Physical Education) will participate in class activities. Student athletes will participate according to the expectations of the class. Non-participation because of an upcoming athletic event will not be permitted. Athletes not participating for this reason, **WILL NOT** dress down for or participate in the scheduled athletic for that day.

ATHLETIC POLICY

Participation in Multiple Sports in a Single Season

Prior to participating in multiple in multiple sports in a single season a student must:

- 1) Have earned a C grade or better in all classes in the previous trimester.
- 2) Maintained a C grade or better in all classes throughout the sport season. If at progress reports student falls below a C grade in ANY classes, all parties will meet to determine student's ability to continue competing in dual activities/sports.
- 3) Have permission from both head coaches.
- 4) Have a signed agreement with coaches, parent/guardian, and Athletic Director outlining the expectations for participation in practice and competition in both sports.
- 5) Declare one sport to be primary.

Prior to allowing a student to participate in multiple sports during a single season the coaches must:

- 1) Develop and draft an agreement between coaches, athlete, parent/guardian, and Athletic Director that includes, but is not limited to, the following:
 - a) Practice schedule for the student for both sports.
 - b) Lettering policy for both sports.
 - c) Statement that the primary sport shall take precedence in the event a primary sport and a secondary sport competition occurs at the same time with the understanding that the coach of the primary sport will make the final decision in the event of unforeseen conflicts.
 - d) A statement that emphasizes and enforces academic expectations.
 - e) A statement that addresses the health and safety of the student.
 - f) An understanding that the Athletic Director will be included in all discussions and decisions regarding the participation of a student in multiple sports during a single season.

Information From 1st Student

1st Student Driver's Job:

- Provide clean, fueled bus.
- Courteous, professional driver who is on time – both ways.
- Driver will notify the coach of student safety concerns.
- Driver will have instructions and know directions to destinations
- Driver will cooperate with the coach in maintaining student discipline.

The Coach's Job:

- Coaches to enforce bus safety; handle student management on the bus.
- Be sure students do not have glass containers on the bus.
- Students need to use garbage bags.
- Aisles need to be kept clear.
- Equipment needs to be tied down.
- Students need to take belongings with them at the event.
- Coaches are to inspect bus before departing for lot items and cleanliness.
- Students are not allowed on the bus when coaches are not present.
- When eating at a restaurant, students need to stay in the same area.
- Students need to refrain from bringing pop containers and food on the bus when possible.
- Coaches need fully charged cell phone

Neah-Kah-Nie High School
Athletic/Activity
Training and Behavior Contract

Objective:

Sponsors/coaches of extra-curricular activities may develop and enforce standards of conduct that are higher than the school's general standards and may condition membership or the student's participation in the activity or adherence to those standards.

The objective of extra-curricular activities is the promotion of the ideals of sportsmanship, honesty, loyalty, courage, and the respect for others. Further, the sports program will strive to teach spirit and competitive will to win, fitness through individual sacrifice, the values of team play and wholesome well-being through healthful and social association with other athletes while under proper leadership. Further, the participants in any sports activity shall conduct themselves in such a way as to bring pride to their school, team, and themselves.

Training and Behavior:

- 1) Use or possession of alcohol, illegal drugs, tobacco, or their look-alikes in any form is prohibited at any time, anywhere while participating in a sport or activity.
- 2) Purposely displaying personal anatomical parts is prohibited.
- 3) Stealing or purposely destroying school equipment or property is prohibited.
- 4) Any misconduct, disregard of good sportsmanship guidelines, or action, which brings discredit to the school, team, or individual, may subject the violator to the condition of this code.

Violations of any of the above rules may result in immediate suspension. Infractions accumulate throughout the students entire high school career. If an infraction has occurred the following discipline will result:

First Offense: A student who is reported using alcohol, drugs, or tobacco or present beyond a reasonable amount of time at places where drugs or alcohol is being used illegally may not represent NKN in a public forum/setting/competition for 45 calendar days from the time the violation is dealt with by school personnel. Within one week of their suspension, the student must meet with the school counselor and demonstrate a willingness to follow his/her recommendation for treatment. Failure to comply will be treated as a second offense.

Second Offense: Full suspension from all sports/activities for one calendar year. The student is considered to be under this policy even during their suspension. If they break the rules during this time period, they automatically are suspended for one calendar year from the date of the infraction.

Third Offense: Complete ban for entire high school career from all clubs and activities.

Other Severe Violations Include:

- D. Fighting – 15 days and at least one contest/game suspension.
- E. Insubordination – 5 days and 1 contest/game suspension
- F. Theft or vandalism while on athletic trips, from our school, or team-mate – suspension for the duration of the sport season.

All students may face other school consequences and each individual coach/advisor might set high standards for reinstatement after violations.

Ejections: If a student is ejected from a contest for unsportsmanship like conduct, the student/parent will pay the OSAA fine at the same rate as prescribed by OSAA.

First Offense:	\$ 50.00
Second Offense:	100.00
Third Offense:	150.00

Two ejections during the same sport season may be cause for suspension from the sport.

Student Signature

Date

Parent Signature

Date

Heidi Buckmaster, Principal

Steve Sherren, Athletic Director

Participation Contract

I understand as a student participating in athletics/activities at Neah-Kah-Nie High School, the student/athlete will be subject to the following guidelines as set forth, but not limited to, the Neah-Kah-Nie Student Handbook. My participation in extra-curricular activities will be determined by my willingness to represent Neah-Kah-Nie at the highest level of responsible actions home and away.

To emphasize the importance of extra-curricular participation, the student/athlete will adhere to the attendance and grade participation guidelines of the Neah-Kah-Nie School District.

Please refer to Student Handbook, Athletics/Activities, page 17.

Emphasis regarding attendance and participation: Students must be in attendance at school at least ½ of the school day if they wish to practice, play, or participate in any activity that afternoon or evening. Students with unexcused absences or truancies will not participate in athletics/activities that day. Truancies or unexcused absences on a Friday make a student ineligible to practice, play, or participate in any weekend activity. However, students with excused, pre-arranged absences may participate in athletics/activities that same day at the discretion of the administration if pre-arrangements are made by the parent through the attendance office no later than 8:30 a.m. on the day of the event for any of the following verified reasons:

- a. Doctor/dentist appointments
- b. Scheduled court appearances
- c. Counseling meetings through government agencies (i.e. GSD, Juvenile)
- d. Driving tests
- e. Appointments with military
- f. College visitations
- g. Family emergency – extenuating circumstance with clearance through the athletic director, principal or assistant principal

Parent or Guardian must write a note to explain an absence and physically check out their son/daughter from school with the attendance office.

(Doctor appointment slips, medical billings, court appearance notices, are examples of valid verifications.)

Students are expected to attend school **first** period on the morning after a school sponsored event. **Note: Beyond 10 minutes late is recorded as an absence and the student will be unable to participate in practice or contest that day.**

I have read and understand the above responsibilities to maintain an active status as a student/athlete during my participation in activities/athletics within the Neah-Kah-Nie School District. Non-compliance will forfeit my opportunity to participate in practices and/or events.

Student Name (PLEASE PRINT) _____

Student Signature

Date

Parent Signature

Date

Heidi Buckmaster, Principal

Steve Sherren, Athletic Director