

# Shepherd Coach and Advisor Handbook



**We Are Shepherd:** A safe, respectful, and positive community where our high expectations and emphasis on personal growth support all students in being successful, lifelong learners.

**2024-2025**

**[www.shepherd.k12.mt.us](http://www.shepherd.k12.mt.us)**

# ADVISOR HANDBOOK

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## **COACHES/ADVISORS HANDBOOK SHEPHERD PUBLIC SCHOOLS**

### **GENERAL INFORMATION**

The purpose of this handbook is to establish rules, procedures, and policies for the activity program. Although we may sometimes disagree on how to best accomplish our goals, these policies, procedures, and rules will allow those involved with the program to know what is expected of them.

### **ACTIVITY NIGHT**

Wednesday of each week will be designated as Activity Night. No student activities after 6:00 P.M. without prior approval from the Board.

### **PHILOSOPHY OF STUDENT PARTICIPATION**

It is our belief that the specific goal of the Shepherd Public School activity program is to allow student participants the opportunity to grow socially, educationally, emotionally, and physically.

We hope to achieve our goals by teaching students the principles of sportsmanship, responsibility, dedication, and rules. Students will likewise benefit from the recreational values surrounding each sports/activity program.

### **PROGRAM ORGANIZATION**

Each head coach/advisor shall be responsible for his/her entire 5-12 school program. Included in this responsibility are the organization and supervision. **IN NO CASE SHOULD STUDENTS BE LEFT UNSUPERVISED.** Head coaches/advisors have the option of placing assistants at various levels within their organization. Although high school coaches have no direct control over who fills middle and elementary school coaching positions, their recommendations should be highly considered. The programs implemented at the elementary level will be run according to the philosophy and program goals of the head coach in high school for that sport.

### **PURCHASING**

Most of the items purchased will be items that have been budgeted for the coming year. When it is necessary to purchase additional equipment or supplies, the athletic director must be consulted and a requisition and purchase order must be obtained. Payment for items purchased that have not been authorized by the athletic director, principal, and superintendent **shall be the sole responsibility of the person who placed the order.**

### **P-CARD PURCHASING**

Shepherd School District #37 has set up credit card purchasing through the P-Card system. Administrators and sponsors who are issued a P-Card are required to sign the District's P-Card Use Agreement which allows them to purchase goods for school use only that have been approved by their supervisor. P-Card purchasing must follow the same guidelines as all other purchases. A P-Card usage form must be filled out and approved by the Principal and Superintendent before any purchases can be made. Improper usage of your P-Card will result in termination of P-Card privileges. Possible disciplinary actions up to and including the risk of termination or legal actions may also result in misuse. Immediately after use the P-Card and receipts must be turned in to the administrative office. Monthly statements are received and receipts must match the statement. This must be done promptly so payment can be mailed on time to avoid late charges.

### **EQUIPMENT**

Care and maintenance of equipment is the responsibility of the head coach/advisor. All equipment that is checked out must be accounted for. An inventory will be completed by the Head Coach/advisor at the end of each activity season, and the results of the inventory filed with the Activity Director and Administrative Secretary.

### **PAID AND VOLUNTEER COACHES**

Each program is allowed to have as many volunteer coaches as it has paid coaches. Paid coaches will be present at 90% of the program's practices and games or they will be deemed a volunteer coach, not a paid coach.

## **FUNDRAISING**

All fundraising events must be preapproved and all the paperwork must be filled out and turned into the admin office PRIOR to fundraising.

## **COMMUNITY SERVICE**

Each team will be required to provide a minimum of 4 hours of community service.

## **ELIGIBILITY**

IT IS THE COACHES/ADVISORS RESPONSIBILITY TO CHECK ELIGIBILITY OF ALL PARTICIPANTS DURING THE FIRST WEEK OF PRACTICE/ACTIVITY. Don't forget to check students who come out late. To check eligibility, simply compile a list of all names and give the list to the school secretary. You will be informed if you have students who are not eligible to compete. Eligibility is determined by a student passing all classes of instruction (based on midterm/quarterly/semester grades, and MHSA requirements) **and must have no Fs and maintain a 2.0 GPA**. Any questions concerning eligibility should be referred to the Activity Director.

## **ELIGIBILITY RULES**

Students in all activities, including music and cheerleading, must meet the same eligibility requirements.

1. Students who are not academically eligible for activities would be able to participate in activities that are class-related and do not miss class to participate. These activities must occur at our school. No traveling privileges will be allowed. Examples would include Industrial Arts Club on Tuesday night; Chorus and/or Band performing at our own concerts; Pep Band that performs at home games but would not travel.
2. Extra-Curricular Eligibility will be based upon mid-term, quarter, and MHSA requirements. Dates that eligibility will be checked in accordance to dates in the student handbooks. Students who receive one or more Fs on any grade check date will be ineligible until the next grade check date.
3. Entering freshmen students who received one or more Fs during fourth quarter grade of their 8<sup>th</sup> grade year will be eligible until the first grade check of their freshman year.
4. Every Tuesday, coaches and advisors will be given weekly grade checks that cover their participants.
5. Transfer students enrolling at Shepherd High School must meet the above eligibility requirements.
6. If a student is assigned an "Incomplete" during the grade check date period, he/she has NOT received a passing grade and is, therefore, not eligible for any extra-curricular activities until a regular passing grade is given.
7. Eligibility CAN NOT be re-established by taking summer school, online classes, Acellus, Edgenuity, Montana Digital, etc.
8. Eligibility for Honor Band will be based upon the first semester grades.
9. 8th graders that have been approved to play on the high school team will be required to adhere to the same MHSA rules of academics and drug/alcohol policies as required by the school and program in which they are playing for. 8th graders will also be required to adhere to all extra curricular policies in the Shepherd High School Student Handbook, including the drug testing policy (Policy 3341).

## **POLICY ON MOOD-ALTERING CHEMICALS: PHILOSOPHY AND PURPOSE**

Shepherd High School recognizes the use of mood-altering chemicals is a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Adolescents are also affected by the misuse and abuse of mood-altering chemicals by family, friends, team members, or other significant persons in their lives.

All students involved in any activity will be subject to random drug testing throughout the school year.

Any student involved in Shepherd School shall not, regardless of quantity:

- 1) Use or consume, have in possession, buy, sell or give away alcohol / tobacco, **vape/nicotine products**, to include e-cigarettes.
- 2) Use or consume, have in possession, buy, sell or give away any other controlled substance.
- 3) Be present at gatherings or in vehicles where a controlled substance is present or in use.
- 4) Have in possession alcohol, tobacco, vape, or drug paraphernalia.

This is effective each school year from the date of the first practice for fall activities until the last day of school, or the last day of the spring season, whichever comes last.

Violations are cumulative through the student's period of attendance in middle through high school. Violations do carry over from middle to high school.

A student is allowed to possess and use a controlled substance specifically prescribed for the student's own use by his/her Montana Licensed Physician.

**Consequences** Any student found in violation of the above rule must complete the following minimum requirements:

**First Offense:** After confirmation of the first offense the student will be suspended from all extra-curricular activities for a period of 30 school days. During the 30-day period (pupil instruction days), the student will:

- a) Continue his/her involvement in the activity, **with no guarantee of position upon return. It will be at the coach's discretion.**
- b) Practice and attend meetings, but not participate in any games or similar activity. If the student chooses not to follow this procedure, he/she will be dropped from the activity.

***IF A STUDENT CHOOSES NOT TO FOLLOW THIS PROCEDURE, HE/SHE WILL BE DROPPED FROM THE ACTIVITY IMMEDIATELY.***

**Second Offense:** After the confirmation of the second offense, the student will be suspended from all extra-curricular activities for a period of 60 school days.

- a) **After the confirmation of the second offense, the student will be dropped from all extra-curricular activities for 60 school days.**

**Third Offense:** The student will be dropped from all extra-curricular activities for **ONE CALENDAR YEAR** from the time of the third offense! Ex. March 1<sup>st</sup> to March 1<sup>st</sup> of the following year.

The student may not attend or participate in any school function, including but not limited to, club activities, school sponsored trips, etc. during the length of the suspension. It is the coach/sponsor's discretion if the student attends practices and/or sits on the bench during home games during this period.

Other negative behaviors, including but not limited to: illegal acts, physical/verbal intimidation, insubordination, fighting and harassment will be investigated and dealt with at the discretion of the coach, principal, and/or Athletic Director. According to the severity of the incident(s) the suspension policy for alcohol/drug/tobacco/vape use may be involved.

Please refer to Shepherd School Board Policies 2334, 2334P and 3340.

## HEALTH AND SAFETY RULES

The health and safety of each participant shall be the first consideration of the coaching/advisor staff at all times. Students who are injured, or who do not appear to be well, should be excused from participation until the coach, and parents or physician, if the injury or sickness is serious, judge the student to be well enough to again participate.

Coaches will review the Emergency Consent Form and Physical Exam form.

High school student-athletes who are participating in extracurricular activities, (Except; Speech and Drama, Pep Band, FFA, FCCLA, Golf, Cross Country, Track & Field, and BPA) are required to take a concussion test that will be administered by Athletic Medicine Performance trainers at the Shepherd Schools. The test is free of charge to our athletes. This test is a baseline test that will help our trainers as well as doctors make better diagnosis when it comes to concussions. If a student suffers a concussion, the following steps will be taken before they are allowed to participate in the activity again.

1. Students will be required to see a doctor to monitor recovery.
2. Doctor's release will be required to return to sport
3. Coaches and Students will follow the doctor's recommendations for returning to activity.

We will utilize the Code of Conduct meeting that is required for all parents, to educate the community on the signs of a concussion as well as the dangers of not treating concussions properly.

The Montana High School Association requires a designated number of practices before participation is allowed. (See below) This MHSA ruling is for the protection of each individual, including coaches/advisors. Failure to follow this ruling could result in forfeiture of wins or a lawsuit in the event of an injury. A minimum of eight (8) days of practice of at least one practice session per day on 8 different days. Football **is the exception with a minimum of ten (10) practices on ten (10) separate days**. Montana Code 20-1-305 will be followed. No practice is permitted on Sundays for the following activities: Basketball, Wrestling, Softball, Track, Volleyball and Football.

Conditioning of athletes prevents injury. Coaches should keep copies of practice plans, and turn in a copy to the Athletic Director, therefore if a lawsuit should occur, it will be easy to calculate the amount of time spent on conditioning.

## STATEMENT OF LIABILITY

*Each activity group shall be addressed with this statement before the season begins. "PARTICIPATION IN ALL SPORTS REQUIRES AN ACCEPTANCE OF RISK OF POSSIBLE INJURY. YOU ARE HEREBY INFORMED THAT SCHOOL DISTRICT #37 SHALL NOT BE HELD LIABLE FOR INJURIES THAT OCCUR AS A RESULT OF YOUR PARTICIPATION. MY SIGNATURE BELOW IS A SUBMISSION THAT I UNDERSTAND THE ABOVE STATEMENT."*

## SUPERVISION OF ATHLETIC/STUDENTS AREAS

Supervision of athletes/participants is very important. Due to reasons of supervision, it is suggested that coaching staffs are made up of mixed genders as dictated by their sports circumstances. **At no time should athletes/participants be without supervision.** This is the head coach's/advisor's responsibility and should not be taken lightly. SUPERVISION OF ATHLETIC/ACTIVITY AREAS ALSO INCLUDES CLEANLINESS. Activity areas, including buses, should be left clean and orderly. The athletic training area is of much concern; if this area is not kept clean, primary diseases can spread rapidly throughout the locker room area. Coaches can use student managers to help keep activity areas, locker rooms, and storage rooms neat and clean.

The custodians also have a responsibility for cleaning these areas. If uncleanliness or disrepair is evident, the Athletic Director should be contacted immediately.

## SCHEDULING

The scheduling, changing, or canceling of games is the sole responsibility of the Activity Director. Coaches/Advisors will be contacted for recommendations, but the ultimate responsibility must rest with someone who can coordinate the activity schedule with the entire school program.

No activity or sport will be allowed to miss more than three days of school per week. This does not include District, Divisional, and State competitions.

## TRAVEL ARRANGEMENTS

Requests for buses must be made by coaches to the coordinator of bus transportation in the high school. Requests must be made three days prior to the day the bus is needed. For example, if a bus is needed on Friday, the request must be made on Tuesday. A bus request form will be provided and must be filled out completely.

UNLESS SPECIAL PERMISSION IS GIVEN BY THE SCHOOL BUILDING PRINCIPAL OR AD, ALL TRANSPORTATION WILL BE BY SCHOOL BUS. Although it is strongly discouraged except in cases of hardship or emergency, students may, with the parent's written permission, ride in private vehicles with someone other than their parents. A Parent Permission Release form must be filed by the parents in person in the Principal's office in advance of the scheduled trip. Students may only be released to their parents. [See Travel Release]

All travel arrangements, such as lodging and meals, will be set up by the activity director and will comply with district activity meals allowances. Money will be requested through the Activity Director's office by the sponsor of the activity, prior to the event/trip, for meals, motels, misc. Coaches must request receipts for all purchases made and upon return, forward these receipts to the Activity Director within three (3) days of returning from the trip.

All coaches/advisors need to create a travel itinerary for all overnight trips and give copies of the itinerary to all student participants, the A.D., the building principal, and central office before leaving for the event. The itinerary must include leave and return times, hotel names and phone numbers, and coach contact information.

## MEAL SPENDING LIMITS FOR ACTIVITY GROUPS

Shepherd School District will not provide meal money for activities during regular season competition. Exception: May provide meal money per day if an activity would stay overnight or if the team/club would travel in excess of 200 miles from Shepherd. In that case, the student/coach/advisor would be responsible for the first meal and Activities would be responsible for every meal thereafter. Activities will provide meal money for District, Divisional, and State competitions. NOTE: District, Divisional, and State competitions held in Billings/Lockwood/Huntley must have prior approval from school administration.

Gratuities are part of the meal allowance. **Any overages are the sole responsibility of the coach or advisor.**

Consolidation of funds for one meal is not allowed.

Breakfast	\$12.00
Lunch	\$14.00
Dinner	\$18.00

## OFFICIALS

For all contests, officials will be arranged for through the activity director. Coaches will be consulted and their choices for officials will be taken into consideration. Ratings for officials will be the responsibility of the coach, and will be completed on MHSA forms. When rating forms are complete, they must be given to the activities director, who will mail them to MHSA.

## **PUBLICITY**

Publicity is very important to the success of our sport program. It is the responsibility of the coach to provide news stories covering interscholastic events. The activity director will provide adequate publicity for upcoming activities. News stories must be turned in to the Yellowstone County News no later than Tuesday noon. The head coach has the responsibility, prior to the opening of any season, to inform students and parents of practice times, practice dates, and other necessary information. When school is not in session, this information should be relayed through the local news media, and the newsletter sent by Shepherd Public Schools.

## **COACHES MEETINGS**

Coaches meetings will be held as conditions warrant, to discuss common problems and allow for coordination within the department. These meetings are mandatory for all coaches.

## **MHSA REQUIREMENTS**

Every year, all coaches must complete the MHSA online rules clinic **and concussion safety course** before the deadline. Failure to complete this on time will result in a fine. Payment of the fine will be the responsibility of the coach.

Coaches are responsible for completing the MHSA coaches test every five (5) years, to maintain active coaching status. Completed tests will be filed with the Activity Director's office.

Any violation of MHSA rules that result in a fine will be paid for by the coach.

## **PHYSICAL EXAMINATIONS**

A physical examination by a qualified medical doctor is required by the MHSA. **NO STUDENT SHALL BE PERMITTED TO PRACTICE UNTIL HIS PHYSICAL EXAMINATION FORM HAS BEEN TURNED IN TO THE ATHLETIC OFFICE, INCLUDING IMPACT TESTING FOR CONCUSSION BASELINE..** Students should be encouraged to take the physical early to avoid a last minute rush to the doctor's office. Coaches may pick up physical forms from the athletic office. Each student must be instructed to have their parents fill out **THEIR** part of the physical forms before the student goes to the doctor for the physical. All physical forms must be forwarded to the athletic director for filing. This shall be the responsibility of the coach who has collected the forms from students. Coaches will review the Emergency Consent form and Physical Exam form prior to the student's first practice.

## **EMERGENCY CONSENT FORM AND ACTIVITY TRAINING RULES**

By actions of the Shepherd Public Schools, the Board of Trustees, an activity contract has been written and adopted. The rules and regulations set forth in this contract shall be enforced by all members of the coaching/advisor staff. A copy of the activity contract shall be given to each student. The signed copy is to be returned to the coach. All contracts must be forwarded to the activity office for filing. This shall be the responsibility of the head coach who has collected the forms from the students. (Please check both sides for **BOTH PARENT AND STUDENT SIGNATURES!**) **NO STUDENT SHALL BE PERMITTED TO PRACTICE IF THEIR CONTRACT HAS NOT BEEN RETURNED.**

## **SUSPENSION OF ATHLETES**

If a coach suspends an athlete, temporarily, it shall be the responsibility of the coach to inform the parents of the suspension. If the principal suspends an athlete, the parents, the coach, and the activities director should be informed immediately.

## **ATTENDANCE**

Students who have been absent from school, excused or unexcused during any part of the school day shall not be eligible to participate in any after-school or evening extra-curricular activity that day or the next day if the team leaves before school begins. **If an absence is medical, a medical note must be provided to participate.** (Ball practice, play practice, games, etc.). If the student misses any part of the school day of the last day of the week, he/she is ineligible to participate in the next extra-curricular event scheduled. (Example: If a student misses school on Friday, he/she would not be able to

practice or play that night. If there was a game on Friday, they would miss that game, but would be able to participate on Saturday. If there is not a contest or event scheduled before the next school day, they would be able to participate if they attended school that day.) Students that do not dress out/participate in P.E. may not participate in an extracurricular activity that day. Permission must be granted prior to the absence. Special cases will be reviewed by the activities director and principal.

#### Procedures to be Followed for Absences:

##### For Known General Absences...

- 1) parent should notify the school by note or phone call in advance when they know their child will not be in school the next day;
- 2) student must pick up advanced make-up form from the office;
- 3) have assignments, due dates, and teacher initials written on the form;
- 4) return copy to office; 5) complete work by written date on make-up form.

##### For Unknown Absences...

- 1) parent should notify the school by 9:30AM;
- 2) upon return, student must pick up make-up form from the office;
- 3) get it filled out by their teachers;
- 4) return copy to office;
- 5) complete work by written date on make-up form.

If absence is due to a known or unknown medical appointment, the student has three days to provide a doctor's note verifying the appointment, at which point the absence will be listed as excused and assignments will be graded and placed into PowerSchool. If a medical note is not provided, the absence will count as unexcused and assignments will not be graded and will count as a zero in PowerSchool.

##### For School Sponsored Absences...

- 1) student must pick up advanced make-up form from the office;
- 2) get it filled out by their teachers;
- 3) return copy to office and provide copy to coach/advisor before getting on the bus to leave;
- 4) complete work by written date on make-up form.

Note: No one will be excused from classes on the day of night games if they have not obtained assignment make-up forms. Everyone is expected to be in school on time the day following night games.

## **PRE SEASON PARENT MEETING**

All students must be represented by a parent/guardian at a pre-season meeting before students can compete. Coach attendance is mandatory at these meetings.

## **UNIFORM COMPLAINT PROCEDURE**

The Board establishes the Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a specific process in state or federal law that supersedes this process or collective bargaining agreement. Board Policy 1700 can be found on our website at: <https://www.shepherd.k12.mt.us/Page/895>.

**ATHLETICS/ACTIVITIES**  
**CHAIN OF COMMUNICATION**  
**FOR COACHES**

Board of Trustees



Superintendent



Activity Director



Coaching Staff



Athlete/Parent – STEP 1

## **CODE OF ETHICS FOR ATHLETIC PROGRAM**

### **For Administrators**

1. Emphasize the proper ideals of sportsmanship and fair play.
2. Show courtesy to all sports officials.
3. Establish friendly relationships with visiting teams and coaches.
4. Understand thoroughly and accept the rules of the game and the standards of eligibility.
5. Encourage leadership, use of initiative, and good judgment by both athletes and coaches.
6. Recognize that the purpose of athletics is to promote the athlete's physical, mental, moral, social, and emotional well-being.

### **For Athletic Director**

1. The AD shall clearly understand his/her role in the athletic program of the school.
2. Include in the schedule only those activities that are educationally sound.
3. Help solicit the help and cooperation of the community to improve the quality of the athletic programs.
4. Shall formally contract game officials with respect to fees, expenses, and time & place of the game.
5. Shall adequately provide for the handling of crowds so there will be no disturbances and poor behavior at athletic contests.
6. Shall refuse admission to athletic contests to anyone who has shown chronic disregard for sportsmanship behavior.

### **The Coaches**

1. Shall insist upon high scholarship among the players and enforce all rules of eligibility.
2. Shall have a genuine and up-to-date knowledge of the game that he/she is to coach.
3. Shall assist his/her/superiors in their effort to make athletics a part of the total program.
4. Shall be fair and consistent to all squad members.
5. Shall carefully attend to the physical condition of players.
6. Shall teach players to win by legitimate means only.
7. Shall promote giving 100% as the main objective of the sport.
8. Shall discourage the use of inappropriate behavior and improper language.

### **The Athletes**

1. Shall play fairly and play hard.
2. Shall play for the joy of playing and for the success of the team.
3. Shall respect officials and their decisions.
4. Shall conduct himself/herself in an exemplary way both on and off the playing field or court.
5. Shall faithfully complete all his/her school work.
6. Shall completely and faithfully observe and follow all training rules, and rules set out by their coaches.
7. Shall treat visiting teams as guests and the extension of every courtesy to them
8. Shall give opponents full credit when they win and be modest in victory.
9. Shall not quit, cheat, or "grandstand" during competition.

### **The Spectator**

1. Shall practice sportsmanlike conduct.
2. Shall assist the proper development of the athletes and the athletic tradition of the community.

## **RULES AND REGULATIONS - TRANSPORTATION**

The following rules and regulations have been developed to ensure the safest, most enjoyable and efficient transportation for your children. To ensure safety, the buses are inspected twice a year, and all buses are under continuous over-the-road supervision.

1. The school bus driver in conjunction with the coach/advisor has the responsibility and the authority to maintain discipline on the school bus. The coach/advisor is in charge of student behavior on the bus trip and will work with the bus driver to maintain acceptable discipline on the school bus.
2. The School District expects to be compensated for any malicious damage caused by a student.
3. Be on time and wait for the bus at the school.
4. Do not participate in horseplay or destruction of school property.
5. The driver, coaches, and chaperones are in full command of the bus and students.
6. At the discretion of the driver, students may be assigned a seat and held responsible for that seat.
7. Outside of ordinary conversation, students will observe classroom conduct while on the bus.
8. Students will keep the bus clean of debris.
9. Students may not reserve seats.
10. If a student opens a window, they are to close it, also.
11. There will be no smoking, vaping, lighting matches, possession of or drinking alcoholic beverages, possession of or use of drugs on the bus at any time. Violation of this item will result in revoking the student's riding privileges for the remainder of the year, in addition to other disciplinary measures.
12. Arms or head will not be extended out of bus windows at any time,
13. Students will not get on or off or move about on the bus while it is in motion.
14. Any damage to the bus will be reported to the driver at once.
15. Students will not eat any food or snacks or drink beverages on the bus unless permitted to do so by the driver.
16. Students will not exit from the emergency door, unless a bona fide emergency exists.
17. Do not rush or push while unloading from the bus.
18. Students must ride the activity bus to the event (unless prior approval is granted by the athletic director).

## **GUIDELINES FOR CHAPERONES, ADVISORS, OR COACHES**

1. The use of alcohol/tobacco by chaperones, advisors, or coaches is not permitted while supervising students on a school sponsored activity.
2. Chaperones/advisors/coaches should always know the whereabouts of all students under their supervision throughout the course of a school sponsored activity.
3. Chaperones/advisors/coaches shall immediately report to the H.S. Principal or A.D. any infractions of school rules by a student under their supervision during a school sponsored activity as soon as is reasonably possible.

4. Chaperones/advisors/coaches are responsible to supervise the dress and behavior of students under their supervision during sponsored activities.
5. Chaperones/advisors/coaches should make all of the students under their supervision aware of where they may be contacted by that student at any time during a school sponsored activity.
6. Coaches/advisors/chaperones are expected to conduct themselves in a prudent mature manner, using common sense as their guideline, while supervising students during school sponsored activity.

## **EVALUATIONS**

Evaluation of the Head coach/advisor will take place as soon as the head coach has completed a checklist provided by the Activities Director. (see checklist)

The evaluation of the head coach/advisor will be written by the Activities Director.

Evaluation of assistant coaches/advisors will be done by the head coach/advisor and coordinated with the Activities Director.

## **BUDGETING PROCEDURES**

1. Prepare list and prices of items needed.
2. Discuss with the Activities Director.
3. Write all items cost and activity on standard requisition form.
4. Submit requisition to Activity Director for approval.
5. The Activity Director will submit to the superintendent for approval.
6. Superintendent will approve or disapprove and submit to the clerk for order and payment.
7. Once you have received a purchase order number, you may place the order.

## **FIRST AID SUPPLY PROCEDURES**

1. Coaches are required to hold a valid First Aid Card/CPR/AED.
2. All first aid supplies are to be stored between the boy's and girl's locker rooms allowing equal access to supplies by both boys and girls programs. AED is located in the hall next to the High School Office.
3. First aid supplies shall be ordered by the Activity Director.
4. Student access to first aid supplies is limited to that only under faculty supervision.

## **TITLE IX**

No person at Shepherd High School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

Title IX Coordinator –High School Counselor

## **STUDENT GRIEVANCE PROCEDURE**

Please refer to the student grievance procedure. The policy number is 3225P.

## LETTER PROCEDURES

### EXTRA CURRICULAR ACTIVITIES

Students who participate in any of the high school varsity activities offered at Shepherd High School have the opportunity to earn a varsity letter. First time letter winners will receive a chenille and a pin for the designated activity. Repeat letter winners in a designated activity will receive a bar for each additional letter after the first one. All participants are expected to show good sportsmanship at all times. Certain criteria must be met before a participant will receive a letter. Post season awards to be given out at the completion of the activity.

## LETTERING REQUIREMENTS

**A student must be a member of the activity in good standing at the conclusion of the activity along with the following:**

### **FOOTBALL** *(Must complete 3 of 4 requirements)*

1. Senior who has participated 4 years in the program and finished each season
2. Must play in ½ of the quarters during the regular season. May include playoff quarters if the team advances to the playoffs
3. 6 hours of Community Service approved by the Head Coach
4. Must finish the season still on the team

### **GIRLS' BASKETBALL** *(Must complete 2 of 3 requirements)*

1. Must be a member of the tournament team
2. Must have played in 1/4 of quarters during the regular season or 1/2 of the quarters during tournament games
3. Senior who has participated 4 years in the program

### **BOYS' BASKETBALL** *(Must complete 2 of 3 requirements)*

1. Must be a member of the tournament team
2. Must have played in 1/4 of quarters during the regular season or 1/2 of the quarters during tournament games
3. Senior who has participated 4 years in the program

### **BOYS/GIRLS CROSS COUNTRY** *(Must meet 2 of the 3 requirements)*

1. Participated in activity for 4 years
2. Compete in 8 meets
3. Goes to State

### **VOLLEYBALL** *(Must complete 2 of 3 requirements)*

1. Must participate in 12 games (not matches)
2. Must be member of tournament team
3. Senior who has participated 4 years in the program.

### **WRESTLING**

Must complete the wrestling season in good standing, a participant needs to complete 2 of the 3, not counting number 4 if you are a senior.

1. Must win 50% of their varsity matches (minimum of 8 matches) If a wrestler is injured and has wrestled 50% of the season, will letter if they meet criteria 2 and 3.
2. Place in 3 varsity tournaments.
3. Be a member of the State Team
4. Senior who has wrestled all 4 years.

### **GIRLS' VARSITY SOFTBALL**

1. Must play in at least half of the varsity games during the regular season OR
2. Be a Senior OR
3. Pitchers can letter by accumulating 5 decisions OR
4. Have a minimum of 20 varsity at-bats
5. Must have a minimum of 5 hours

### **GOLF** *(Meet one of the following criteria)*

1. Qualify for and participate in 2/3 of all varsity golf tournaments
2. Golf in State Tournament
3. Senior who has participated 4 years in the program

### **TRACK LETTER STANDARDS**

<u>EVENT</u>	<u>BOYS</u>	<u>GIRLS</u>
100	11.5	13.5
200	24.0	27.6
400	54.3	67.5
800	2:05	2:40
1600	4:50	5:50
3200	10:50	13:10
100 H	-	16.6
300 H	43.0	54.0
110 H H	16.4	-
Shot Put	42'	30'
Discus	125'	92'
Javelin	145'	90'
Pole Vault	11'6"	7'
Long Jump	19'6"	15'0"
High Jump	6'0"	4'9"
Triple Jump	39'6"	30'0"
400 Relay	46.1	55.2
1600 Relay	3:42.0	4:32.0

### **TRACK LETTER:**

1. Meet letter standards or
2. Qualify for the state track meet or
3. Senior who has participated 4 years in the program

### **CHEERLEADING**

To letter in cheerleading you must meet the following criteria

- a. Remain academically eligible the entire season
- b. Cheer at all in season games and events unless excused by coaches or medically for some reason
- c. Cheer at all tournaments during the season
- d. Not miss more than 5 practices total for ANY reason.
- e. Have no demerits

**BAND**

1. Participate in Band all year and maintain an “A” average.
2. Attend all required Concerts and Performances.
3. Qualify for and attend ALL Pep Band events and tournaments.
4. Earn at least 4000 points in band-related activities throughout the year.
5. Participate in additional activities such as: All-State, All-Northwest, Honor Band, Solos or Ensembles at District Festival, State Festival, private lessons, etc.

**CHORAL**

1. Participate in Choir all year and maintain an “A” average.
2. Attend all required Concerts and Performances.
3. Earn at least 3000 points in choir-related activities throughout the year.
4. Participate in additional activities such as: All-State, All-Northwest, Honor Choir, Solos or Ensembles at District Festival, State Festival, private lessons, etc.

**SPEECH AND DRAMA** (A total of 30 points are needed to letter)

1. 1 point a week for practice
2. 1 point for competing at each meet
3. Each person will receive their sweepstake points at each meet
4. Automatic letter if you make it to State
5. Points will be given for involvement at after-season events, such as open house

# SHEPHERD PUBLIC SCHOOLS

## TRAVEL RELEASE

*\*To be filled out if the student is riding home with anyone OTHER than their parents.\**

I, \_\_\_\_\_, being the parent /legal guardian of

\_\_\_\_\_  
a student enrolled in the Shepherd Public Schools, Shepherd, MT, do authorize my said child to ride from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ (Date) with \_\_\_\_\_ in a private vehicle in lieu of a Shepherd School bus. I recognize that it is against school procedure to allow a student to ride home with another student or minor.

I hereby release Shepherd School District from any responsibility or custody of my child when my said child is not riding said school bus, and I hereby indemnify and save harmless said Shepherd School District, it's offices, agents, and employees and trustees from all damages, liability and death resulting or arising to that said child by reason of such child using a private motor vehicle for a school sponsored function.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 202\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

Approved: \_\_\_\_\_

Principal/A.D.

## TRIP ITINERARY

Prior to any bus departures, the advisor must have a Trip Itinerary form filled out with all the names of all the passengers. One Trip Itinerary must be turned into the Bus Supervisor (Mr. Trotter), Central Administration, the A.D. and the Building Principal.

ACTIVITY: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_

NUMBER OF OTHER PASSENGERS: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

BUS PREFERENCE: \_\_\_\_\_

TYPE OF EQUIPMENT: \_\_\_\_\_

PROPOSED TIME OF LOADING: \_\_\_\_\_ TIME OF DEPARTURE: \_\_\_\_\_

PROJECTED TIME OF ARRIVAL AT DESTINATION: \_\_\_\_\_

STARTING TIME OF ACTIVITY: \_\_\_\_\_

PROJECTED TIME OF RETURN TO THE SCHOOL: \_\_\_\_\_

ACTIVITY ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

LIST ALL PROJECTED STOPS:

LIST ANY OTHER INFORMATION THAT MIGHT BE IMPORTANT IN THE EVENT OF AN EMERGENCY:

LIST ALL PASSENGERS:

**ACTIVITY TRIP EXCUSED LIST**  
**(TO BE TURNED IN 3 DAYS PRIOR TO LEAVING)**

DATE LEAVING: \_\_\_\_\_

DATE RETURNING \_\_\_\_\_

TIME TO EXCUSE STUDENTS: \_\_\_\_\_

BUS DEPARTURE TIME: \_\_\_\_\_

NAME OF ACTIVITY: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

CLUB/ORGANIZATION: \_\_\_\_\_

ADVISOR(S) \_\_\_\_\_

OTHERS/CHAPERONES: \_\_\_\_\_

**STUDENTS TO BE EXCUSED FOR THIS ACTIVITY (WITH PHONE NUMBERS)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
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36. \_\_\_\_\_
37. \_\_\_\_\_
38. \_\_\_\_\_
39. \_\_\_\_\_
40. \_\_\_\_\_

STUDENTS **NOT** BEING EXCUSED FOR THIS ACTIVITY: (to be filled out after roll call just prior to leaving the school)

- |          |          |          |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |

PLEASE LEAVE UPDATED COPY IN THE OFFICE AFTER ROLL CALL ON BUS

# GET STARTED WITH DRAGONFLY



DragonFly makes sports and activities more organized with easy-to-use digital forms, health records and team communication tools.



## PARENTS & STUDENTS

- 1 Download the DragonFly MAX app from the App Store or Google Play.
- 2 Tap 'Get Started' and 'Sign Up for Free' then follow the prompts to create your Parent account with your own email address.  
Note: please do not create an account with your child's name or contact information - you will get the chance to add your child soon!
- 3 Verify your account with the verification ID sent to your email address.
- 4 Tap 'Connect to your school' to select 'Parent' as your role and search for your child's school.
- 5 After selecting your child's school, tap 'Join' to request access. An administrator at your school will approve your request.
- 6 Tap 'Set up your children' and follow the prompts to add your kid(s) and fill out their participation forms.



## ATHLETIC DIRECTORS, COACHES & SCHOOL ADMINISTRATORS

- 1 Visit [dragonflymax.com](http://dragonflymax.com) and click the 'Log In/Sign Up' button.
- 2 Click 'Sign Up for Free' to create your account with your school email address.
- 3 Verify your account with the verification ID sent to your email address.
- 4 Click the 'Get Started' button to select your role and search for your school.
- 5 After selecting your school, tap 'Join' to request access. You will see a list of administrators at your school who can approve your request. If you're the first person to request access to your school, a member of the DragonFly team will verify your role and approve your request.

### PREFER TO DO THIS ON YOUR COMPUTER?

Visit [dragonflymax.com](http://dragonflymax.com) and click 'Log In/Sign Up' to get started.

## EVALUATIONS

### COACHES CHECKLIST END OF SEASON

NAME: \_\_\_\_\_

SPORT/ACTIVITY: \_\_\_\_\_

DATE: \_\_\_\_\_

1 EQUIPMENT:

- \_\_\_\_\_ A. Repair List
- \_\_\_\_\_ B. Inventories
- \_\_\_\_\_ C. Orders for next season
- \_\_\_\_\_ D. Stored for the year

2. SEASON FINALIZED:

- \_\_\_\_\_ A. Rosters turned in/\*indicate letterman
- \_\_\_\_\_ B. Seasons Results
- \_\_\_\_\_ C. List of awards turned in

3. COACHES EVALUATION:  
ASSISTANT COACHES EVALUATION:

- \_\_\_\_\_ A. Filled out evaluation form
- \_\_\_\_\_ B. Conference with coach
- \_\_\_\_\_ C. Signed and received a copy
- \_\_\_\_\_ D. Filed a copy

4. HEAD COACH EVALUATION:

- \_\_\_\_\_ A. Conference

5. INVENTORY:

- \_\_\_\_\_ A. Your inventory must be turned into Central Administration before you will receive your final paycheck.

✓ SIGNATURE \_\_\_\_\_  
Athletic Director

EVALUATION OF: \_\_\_\_\_

### HEAD COACH/ADVISOR EVALUATION

Please rate "S" for Satisfactory and "U" for unsatisfactory or "N" for needs improvement.

1. Cooperation\_\_\_\_\_ Demonstrated cooperation in the general school program. Works well with the staff (administrator, maintenance, fellow teachers and sponsors of other activities.)
2. Knowledge\_\_\_\_\_ Has above average knowledge of the sport.
3. Leadership\_\_\_\_\_ Ability to provide staff leadership and coordinate within the program.
4. Public Relations\_\_\_\_\_ Ability to present the school program to parents, staff and community in a desirable manner.
5. Students\_\_\_\_\_ Has primary interest in the welfare of contestants.
6. Guidance\_\_\_\_\_ Ability to provide adequate guidance to students in personal affairs, academics and individual control.
7. College\_\_\_\_\_ Is respected for sound judgment in recommending scholarships for his participants.
8. Equipment\_\_\_\_\_ Maintains satisfactory control of equipment and inventory.
9. Ethics\_\_\_\_\_ High degree of ethics and good relations with officials.
10. Regulations\_\_\_\_\_ Demonstrates a willingness to accept school, conference and MHSA governing regulations.
11. Personality\_\_\_\_\_ Demands respect, possesses a sense of humor, and is pleasing overall.
12. Attitude\_\_\_\_\_ Displays a positive attitude toward his job.
13. Supervision\_\_\_\_\_ Supervises the locker room, bus conduct, home and away contests and the building in general.
14. Motivation\_\_\_\_\_ Ability to lead players in a desire to excel.
15. Preparation\_\_\_\_\_ Extent to which you personally prepare for contest preliminaries. (Arrival time, bus schedule, equipment, facilities, officials, areas all taken care of and checked by you adequately in advance.)
16. Communication\_\_\_\_\_ Ability to communicate skills to participants.
17. Improvement \_\_\_\_\_ Efforts made to improve coaching abilities and techniques.

**EVALUATION OF COACHES (cont.)****ATHLETIC DIRECTORS EVALUATION**

DATE \_\_\_\_\_

CODE: Scale of 1-5, with 5 highest competencies. N/A - not applicable.

**A. ADMINISTRATION**

1. Organization of Practices	1	2	3	4	5	N/A
2. Organization of staff	1	2	3	4	5	N/A
3. Communication with coaches	1	2	3	4	5	N/A
4. Supervision	1	2	3	4	5	N/A
5. Care of Equipment	1	2	3	4	5	N/A
6. Adherence of district and school philosophy and policies (eligibility reports, inventories, budgets, rosters, coach's guides, insurance forms and follow up scores reported etc.)	1	2	3	4	5	N/A
7. Public Relations	1	2	3	4	5	N/A

**B. SKILLS**

1. Knowledge of presentation of fundamentals	1	2	3	4	5	N/A
2. Conditioning	1	2	3	4	5	N/A
3. Game preparation	1	2	3	4	5	N/A

**C. RELATIONS**

1. Enthusiasm						
a. for working with students	1	2	3	4	5	N/A
b. for working with staff (support for other programs)	1	2	3	4	5	N/A
2. Discipline						
a. firm but fair	1	2	3	4	5	N/A
b. consistent	1	2	3	4	5	N/A
c. follows proper procedures in handling discipline problems	1	2	3	4	5	N/A
3. Communication with players						
a. individual	1	2	3	4	5	N/A
b. as team	1	2	3	4	5	N/A

**D. PERFORMANCE**

1. Appearance and execution of team on field or floor	1	2	3	4	5	N/A
2. Attitude of the team	1	2	3	4	5	N/A
3. Conduct of the coach during game	1	2	3	4	5	N/A

**E. SELF-IMPROVEMENT**

1. Attends in-district meetings	1	2	3	4	5	N/A
2. Attends out-of-district meetings	1	2	3	4	5	N/A
3. Keeps updated by reading current literature	1	2	3	4	5	N/A

OVERALL EVALUATION: \_\_\_\_\_SATISFACTORY \_\_\_\_\_UNSATISFACTORY

COMMENTS: \_\_\_\_\_

RECOMMENDATIONS: \_\_\_\_\_

HEAD COACH: \_\_\_\_\_ A.D. : \_\_\_\_\_ DATE: \_\_\_\_\_

HEAD COACH SIGNATURE: \_\_\_\_\_ A.D. SIGNATURE: \_\_\_\_\_

SPORT: \_\_\_\_\_

\*This signature indicates that the advisor and evaluator together discussed this report. It does not necessarily denote agreement with all factors of the evaluation.

EVALUATION OF: \_\_\_\_\_

### ASSISTANT COACH/ADVISOR EVALUATION

Please rate "S" for Satisfactory and "U" for unsatisfactory or "N" for needs improvement.

- |     |                       |   |
|-----|-----------------------|---|
| 1.  | Cooperation_____      | Demonstrated cooperation in the general school program. Works well with the staff (administrators, maintenance, fellow teachers and sponsors of other activities.)                                  |
| 2.  | Knowledge_____        | Has above average knowledge of the sport.   |
| 3.  | Leadership_____       | Ability to provide staff leadership and coordinate within the program.  |
| 4.  | Public Relations_____ | Ability to present the school program to parents, staff and community in a desirable manner.  |
| 5.  | Students_____         | Has primary interest in the welfare of contestants.   |
| 6.  | Guidance_____         | Ability to provide adequate guidance to students in personal affairs, academics and individual control.   |
| 7.  | College_____          | Is respected for sound judgment in recommending scholarships for his participants.  |
| 8.  | Equipment_____        | Maintains satisfactory control of equipment and inventory.  |
| 9.  | Ethics_____           | High degree of ethics and good relations with officials.  |
| 10. | Regulations_____      | Demonstrates a willingness to accept school, conference and MHSA governing regulations.   |
| 11. | Personality_____      | Demands respect, possesses a sense of humor, and is pleasing overall.   |
| 12. | Attitude_____         | Displays a positive attitude toward his job.  |
| 13. | Supervision_____      | Supervises the locker room, bus conduct, home and away contests, and the building in general.   |
| 14. | Motivation_____       | Ability to lead players in a desire to excel.   |
| 15. | Preparation_____      | Extent to which you personally prepare for contest preliminaries. (Arrival time, bus schedule, equipment, facilities, officials, areas all taken care of and checked by you adequately in advance.) |
| 16. | Communication_____    | Ability to communicate skills to participants.  |
| 17. | Improvement_____      | Efforts made to improve coaching abilities and techniques.  |

OVERALL EVALUATION: \_\_\_\_SATISFACTORY \_\_\_\_UNSATISFACTORY

COMMENTS: \_\_\_\_\_  
✓

RECOMMENDATIONS: \_\_\_\_\_  
✓

ASSISTANT COACH: \_\_\_\_\_ HEAD COACH: \_\_\_\_\_

ASST COACH SIGNATURE: \_\_\_\_\_ HEAD COACH SIGNATURE: \_\_\_\_\_

AD \_\_\_\_\_ DATE \_\_\_\_\_

AD SIGNATURE: \_\_\_\_\_

\*This signature indicates that the coach and evaluator together discussed this report. It does not necessarily denote agreement with all factors of the evaluation.

## SHEPHERD ACTIVITIES COACH/SPONSOR CHECKLIST

The following list serves as a checklist for coaches/sponsors and also as a reminder of the duties and/or responsibilities of activities' personnel. Assistant coaches/sponsors will assist the head coach/sponsors in any duties as assigned.

### Pre-Season (during the first week or before) *Please use this check off as you complete*

- \_\_\_\_\_ Pre-season meeting: Have all sign in on a sheet and turn into the office immediately so we can check on physicals, emergency consent forms, etc.
- \_\_\_\_\_ All Athletes, cheerleaders, etc. must have a physical, code of conduct, activity card, activity fee paid, and emergency consent form on file before they are allowed to practice or compete
- \_\_\_\_\_ Turn in the roster to the A.D. office. (Uniform #, heights, weights, year in school, position, etc.)
- \_\_\_\_\_ Inform the A.D. office of any changes
- \_\_\_\_\_ Check eligibility status of all participants
- \_\_\_\_\_ Lettering requirements, attendance requirements, training rules, and chemical use code, and code of conduct have been given in written form to the participants, the building principal, and the A.D. office
- \_\_\_\_\_ Practice schedules are arranged with A.D. office
- \_\_\_\_\_ Submit process outline for tryouts (schedule, criteria, etc.) to Principal and A.D. office
- \_\_\_\_\_ Letter to participants mailed copy turned into the A.D. office
- \_\_\_\_\_ Weight certification completed (wrestling only)
- \_\_\_\_\_ Read policy handbooks and activity specific rule books (MHSA) and rule changes
- \_\_\_\_\_ MHSA Rules Clinic attended: see A.D. for dates
- \_\_\_\_\_ Parent meeting planned and conducted first week of practice

### In-Season

- \_\_\_\_\_ Med-Kit stocked
- \_\_\_\_\_ Towels washed and dried daily
- \_\_\_\_\_ Maintain attendance records, insurance records, and other designated paperwork (emergency consent packet should be kept with the team at all times.) Fill out accident report forms immediately after injury and turn into the A.D. office
- \_\_\_\_\_ Emergency consent packet compiled and kept with team at all times
- \_\_\_\_\_ Keep A.D. informed regarding any concerns with parents/fans
- \_\_\_\_\_ Arrange meals/lodging in cooperation with A.D. office. Excused Trip List forms must be submitted on time (3 days before). Give one to the building Principal, all teachers, and A.D. office. On overnight trips also turn in an itinerary to Principal and A.D.
- \_\_\_\_\_ Arrange departure requests at the beginning of the season. Return requests to A.D. office.
- \_\_\_\_\_ Inform A.D. office of specific needs (ex: don't wait until the day of an activity to express a need for specific equipment or items essential to the event).
- \_\_\_\_\_ Attend All-Conference Coaches meeting

### Post-Season

- \_\_\_\_\_ All records typed, dated, and turned into the Principal and A.D. office
- \_\_\_\_\_ Inventory all equipment and plan for future needs. Turn into Activities Director
- \_\_\_\_\_ Participant/letter winner/award list turned into the A.D. office
- \_\_\_\_\_ List of All-Conference and All-State selections turned into Activities office
- \_\_\_\_\_ Awards ordered for awards banquet and banquet time arranged
- \_\_\_\_\_ Post season stats compiled
- \_\_\_\_\_ Official ratings completed (H.S. only)
- \_\_\_\_\_ Orders for next year submitted to the Activities office
- \_\_\_\_\_ Schedule suggestions submitted to A.D. office
- \_\_\_\_\_ Season result form completed and submitted with evaluation packet to A.D. office
- \_\_\_\_\_ Collect and check in uniforms - due 2 weeks after the last game. (ONLY accept uniforms when athletes have ALL of their gear. Do not take it in pieces.)

## ACTIVITY SIGN UP SHEET

NAME

GRADE

[illegible]

# SPORTS ROSTER INFORMATION: PLEASE TURN IN AS SOON AS POSSIBLE

SPORT \_\_\_\_\_ LEVEL \_\_\_\_\_ YEAR \_\_\_\_\_

NUMBER	NAME	GRADE	HEIGHT	WEIGHT(FB ONLY)

MANAGER NAME

\_\_\_\_\_  
\_\_\_\_\_

## UNIFORM CHECKOUT SHEET

[illegible]