



Lapwai Middle/High School
Athletic Handbook
2023-2024

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Lapwai, ID 83540
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Principal, Dr. D'Lisa Penney Superintendent, Dr. David Aiken

TO THE ATHLETE

As a student athlete you are responsible for all rules and expectations of both the Lapwai Student Handbook and Athletic Handbook.

By participating on an athletic team, you become a member of a very ambitious and energetic group of young people. Athletic competition between individuals or teams involves more than the final score. Excellence in athletics demands fair play, sportsmanship, understanding, and an appreciation of good teamwork. Achieving your personal goals and the goals of your team requires hard work and commitment. You will subject yourself to vigorous training and self-discipline. In return, you will receive the unique benefits of team sports. Through your participation and example, you will promote successful athletics at your school.

The first day of tryouts is the first day of practice and is the official start of that sport season. You take upon yourself the responsibility of becoming the very best athlete and team member possible. This includes maintaining academic eligibility, abiding by rules set forth by your coach, school and athletic teams, and setting high standards for your own behavior. Your commitment to the team, coach, the law and your own athletic performance requires that you refrain from the use or possession of alcohol, tobacco, or drugs. Remember that participation in athletics is not considered to be a right but a privilege.

CODE OF ETHICS

It is the duty of all concerned with the secondary athletic program to:

- ◆ Establish life-long educational standards and goals for yourself.
- ◆ Emphasize ideals of sportsmanship, ethical conduct and fair play.
- ◆ Eliminate behavior or conditions which tend to detract from the best values of the game.
- ◆ Stress the values derived from playing the game fairly.
- ◆ Show courtesy to visiting teams and officials.
- ◆ Respect the integrity and judgment of sports officials.
- ◆ Establish a cordial relationship between visitors and hosts.
- ◆ Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- ◆ Encourage leadership, use of initiative and good judgment by the players on the team.
- ◆ Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual participants.
- ◆ Remember that an athletic contest is only a game, not a matter of life or death for player, coach, school, officials, fans, community, state or nation.
- ◆ Refrain from hazing, any form of harassment and any form of bullying as defined in the Rules and Regulations of the Lapwai School District.

DISTRICT ATHLETIC PHILOSOPHY

The Lapwai School District strives to offer a productive athletic program based on the belief that young men and women benefit socially, emotionally and physically from athletic participation. It is the mission of the district to provide an appropriate athletic program that represents the best interest of the student athlete, one which focuses on the philosophy of the district and which is implemented according to established policies.

The major objective of the athletic program in the Lapwai School District shall be to provide wholesome opportunities in which students can benefit from their experiences and acquire favorable habits and attitudes of social and group living necessary in a democratic world.

Leadership of athletic personnel must be of the highest quality in order to exemplify to athletes the desired type of individual to be developed from participation in the district athletic program.

The athletic program must always be in conformity with general objectives of the school and must operate in harmony with policies of the school district. The athletic program must function as an integral part of the total curriculum and should contribute to the development of a well-educated individual who is capable of becoming a productive member of our society.

Further, it shall be the goal(s) of the athletic programs of the Lapwai School District to:

- ◆ Assist all students in acquiring an effective, well balanced education.
- ◆ Provide opportunities for students to resolve problems and to confront situations similar to those encountered in our society.
- ◆ Provide a laboratory experience in which there are opportunities for:
 - Physical, mental and emotional growth and development.
 - Acquisition and development of special skills through participation in activities of each student's choice.
 - Participation in team play with the development of loyalty, cooperation, fair play and related social traits.
 - Directed leadership and supervision that stresses self-discipline, self-motivation, excellence in performance and the acquisition of ideals of good sportsmanship that make for gracious winning and the ability to accept defeat.
 - Development of an interest in athletic programs on the part of the student body, faculty and community as well as a feeling of unity and worthiness on the part of everyone involved.
 - Achievement of goals as set by the school, the district and the individual student.
 - Development of values and ideals that will lead to worthy use of leisure time in later life, either as a participant or spectator.
 - Participation by the most highly skilled athletes.
- ◆ Promote the overall effectiveness of all components of the program.
- ◆ Enhance the level of interest on the part of all participants and increase attendance at each event.
- ◆ Provide quality athletic facilities.
- ◆ Encourage athletic personnel and athletes to strive for excellence in performance that will result in successful teams.

Athletic Leadership Team

An Athletic Leadership Team has been formed to support our student athletes, coaches, and the Lapwai community. This team can be reached by emailing Wildcats@Lapwai.org

Middle-School Athletic Coordinator	High-School Athletic Coordinator	Athletic Administrator	Athletic Administrator
Jene Ane Carlin Jcarlin@Lapwai.org (208) 843-2241 <i>First Point of Contact for Middle-School Athletics</i>	Lori Lynn Parrish Lparrish@Lapwai.org (208) 843-2241 <i>First Point of Contact for High-School Athletics</i>	Dr. D'Lisa Penney Dr.penney@Lapwai.org (208) 843-2241 <i>Please Contact Coordinators First</i>	Dr. David M. Aiken daiken@Lapwai.org (208) 843-2622 <i>Please Contact Coordinators First</i>

STUDENT ELIGIBILITY

Team Participation

- ◆ Most sports have two levels of competition based on grade level. Coaches may reduce or cut participation at the junior varsity and varsity levels of participation in volleyball, cheerleading, and basketball. Each coach that is involved with a team that must reduce the number of participants will have evaluation process in written form. The evaluation process and requirements will be discussed with each athlete and a written copy sent home to explain the criteria to parents. During the try-out period, participants will be given equal attention.
- ◆ Participants may be moved to higher levels of competition after tryouts, as athletic ability, physical maturity, or age warrants at the discretion of the coaches of the teams involved. The final decision rests with the head coach. Idaho High School Activities Association regulations prohibit the following:
 - ◆ More than four years combined participation in 9th through 12th grade.
 - ◆ 7th or 8th grade students participating with 9th grade or higher levels.
 - ◆ It is not permissible for high school students to participate on a team at the Middle/Jr. High level. (9-12 on an 8th or 7th grade team).
 - ◆ A student may participate for two different school sponsored athletic teams during the same season as long as the following criteria are met:
 - Receives athletic director's and principal's approval.
 - Written schedule and participation plan:
 - There is a written practice schedule plan for the athlete.
 - There is a game participation plan for the athlete.
 - There is a primary sport of choice for the athlete, if games are scheduled simultaneously.
 - All parties are made aware of the written plan and agreement.

ELIGIBILITY/ACADEMIC STANDING

- ◆ A student becomes ineligible for athletics upon completion of the sport season in which he/she turns twenty years of age.
- ◆ A student cannot participate in more than 8 consecutive semesters in grades 9 through 12.
- ◆ A student must be an amateur (having never been paid to play that sport).
- ◆ A student must establish residency requirements per IHSAA rules.
- ◆ A student must abide by all rules set forth by the coach, the department, the school and the Idaho High School Activities Association.

Academic Eligibility: (IHSAA 8-1)

- To be academically eligible for athletics, a student must be enrolled full-time in his/her school, on target to graduate based on State Board of Education graduation requirements, and have received passing grades and earned credits in the required number of courses during the previous reporting period. Equivalency is determined by the following criteria:
 - 3 classes attempted must pass all three
 - 4 classes attempted must pass at least three
 - 5 classes attempted must pass at least four
 - 6 classes attempted must pass at least five
 - 7 classes attempted must pass at least five
 - 8 classes attempted must pass at least six
- a. Students participating with a cumulative GPA below 2.0 or a failing grade in any class must have an academic improvement plan in place as developed by the local school district. This plan must include monitoring, additional assistance, time provided for assistance, and an appropriate timeline. (The number of students with an academic improvement plan will be reported on the Eligibility Verification Report).
- b. Being “on target to graduate by State Board of Education requirements” means: a student not having the necessary number of credits to graduate with their class through the normal school day program, must have a graduation plan that provides for receiving a diploma by the end of the summer following their senior year in order to be eligible for activity participation. (The number of students with a graduation plan will be reported on the Eligibility Verification Report.)

Summer School

Students in 9th-12th grades who have not passed the required number of classes for eligibility may use the classes in summer school to meet eligibility under the following guidelines.

- The student must complete the entire summer school program and have passing grades for all summer school classes, and/or have completed and passed any online credit recovery coursework prior to the first practice.
- For the first progress report of the school year the student must have passing grades in all subjects to remain eligible for participation.

Criteria

- Teachers will notify student athletes and their guardians of failing grades.
- Teachers will report students with failing grades to the Athletic Director and Principal.
- Teachers will document when they have made contact, or tried to make contact, with guardians.
- Student Athletes who are failing will be required to follow their academic improvement plan, which may include documented learning lunches and after school program, but will be allowed to continue to practice and play.
- If a grade check falls on a game day, that student athlete will be allowed to play that game and will become ineligible that following day.
- The school will notify the student and guardians if they are determined to be ineligible.

Attendance

Exclusive of school-scheduled activities, a student may only miss twelve (12) days per semester. With the exception of absences which include a written doctor's excuse, student athletes exceeding twelve (12) absences will be ineligible for continued participation that semester. Athletes who are over in absences will develop a plan with the Athletic Director or Principal to recover this time.

- Student athletes will not be allowed to participate in an event or athletic practice if they are not in attendance in school the entire day. A written doctor's note is required to excuse a student athlete's absence. Other extreme cases where a student athlete is absent from school may be reviewed on a case by case basis by the principal and/or athletic director to determine eligibility.
- Students athletes **must** present and on time for school the day after a game. Exceptions can be made due to doctor, dentist, court or other family arrangements (prior arrangements must be made and approved by the Athletic Director or Principal). A warning will be issued for the first violation. Further violations will result in ineligibility for the next game.

Other Eligibility Requirements:

- ◆ It is recommended that all students have a medical examination before each year of participation. It is mandatory to have a physical examination prior to participation in the 7th, 9th and 11th grade. The cost of the examination is borne by the parents or legal guardian. Physical exams must be taken and on file with the school prior to the first day of practice in the 7th, 9th and 11th grades. Physical exams must be taken and on file with the school prior to the first day of practice in 9th and 11th grades. Any physical taken before May 1st of the 8th grade year will not be accepted.
- ◆ A student athlete must have medical insurance through their family or purchased through the school.
- ◆ A student athlete must have a student activity card.
- ◆ A student athlete must have all required participation forms turned in and have all outstanding balances paid before participating in the desired activity.

Student Activities Drug Testing

Lapwai Middle-High School implements the student activities drug testing procedures outlined in Policy 503.3.1

Consequence of First Positive Result:

In the event a student tests positive for the use of alcohol or the unauthorized or illegal use of a drugs, the student will be given a 10-day mandatory suspension from the activity (suspension will begin from date of positive result) while participating in a drug education program. Refusal to participate in the drug education program will result in suspension for the remainder of the season. The student will be required to submit to testing prior to resuming participation.

Second Positive Result:

If any student tests positive a second time within the season, the student will be given a 10-day mandatory suspension from the activity (suspension will begin from date of positive result) with continued participation in a drug education program. The student will be required to submit to drug testing weekly throughout the remainder of the season.

Third Positive Result:

If any student tests positive a third time within the season, the student will be suspended for the remainder of the season.

Practice and Events:

- ◆ Team practice may be scheduled every school day. Team members are expected to be punctual in reporting.
- ◆ In case of necessary absence from practice, report to the coach/coaches or the athletic director if the coach is not available.
- ◆ Team members who have a regular physical education class will be expected to participate in that class the day of competition.
- ◆ If an athlete is out for a medical problem or injury, he or she must provide the coach and athletic director with a doctor's note releasing them to participate in the sport after proper care has taken place. A physical copy of that note must be on file with the Athletic Director before student athlete can play.

Dropping from an Athletic Team:

- ◆ Any athlete who quits a team after ten (10) days practice may not participate in another sport until the sport from which he/she dropped has ended, unless agreed upon by the coaches of those sports involved and the athletic director.

Banners, Awards, and Memorials:

- State *team* championship banners may be displayed in the gymnasium indefinitely.
- *Individual* state and national awards and honors may be displayed in the gymnasium for one calendar year. Following that calendar year, those individual awards and honors may be taken by the student. The student may also select for the award or honor to continue to be displayed in the gymnasium lobby.
- Items for tournaments and memorials may be displayed in the gymnasium during the event only. Following the event, these displays must be removed. With approval by the principal and athletic director, these items may be moved to the gymnasium lobby for continued display.

General Requirements to Earn a Lapwai High School Letter:

- ◆ Complete the entire sports season from the day you start your first practice through the completion of the last contest of that sport season.
- ◆ Be a participant in good standing throughout the entire season.
- ◆ Be a member of the team for all practices and games, unless the coach gives prior approval for an absence (for example: sickness or injury).
- ◆ Fulfill any other requirements listed by the coach of that sport-coach's discretion.
- ◆ **Letters will only be issued at the Varsity level.**

Athletic Trips:

- ◆ All student athletes must travel to and from events (and practices when appropriate) with the team. Only upon written request by the parents/guardian, on the accepted Travel Release Form will consideration be given for alternate transportation.
- ◆ Travel Release Forms will be turned in 24 hours before the schedule athletic event.
- ◆ Behavior on the bus during trips should be such that it reflects favorably on the athletic program.
- ◆ Intentionally taking any articles from host schools is inexcusable and is grounds for immediate dismissal from the team.

Equipment and Uniforms:

- ◆ Athletic equipment and uniforms are loaned to team members by the student body. Parts of some or all uniforms may be deemed disposable and/or fitted to the athlete and require the athlete to purchase those parts or pieces.
- ◆ Student athletes will remain ineligible for all extracurricular activities until equipment and uniforms have been returned to the coach.
- ◆ Lost equipment or uniforms must be paid for by the team member who was issued the uniform or by his or her parents/guardian.

Suspension from Extracurricular Activities:

Participation in extracurricular activities is a privilege and not a right. As representatives of their school and District, students participating in such activities are expected to meet high standards of behavior.

The Board believes that the safety and welfare of other students may be adversely affected when students who are involved in school activities commit major infractions or repeated minor infractions at school or during school activities, and/or are involved in drug use or to the criminal conduct in any location.

- ◆ *Activity Suspension as a Result of a School Suspension*
A student will be immediately suspended from all extracurricular activities when he/she receives a suspension (including in school suspension) from school for any reason.

Consequences:

- The activity suspension is automatic, is for the duration of the school suspension, and runs concurrent with the school suspension.
- This type of activity suspension cannot be appealed.

Activity Suspension for Drug Use or Other Criminal Conduct, in Any Location, During the Scholastic Year

A student may be suspended from extracurricular activities when it reasonably appears to the principal or designee that he/she has been involved with drug use or other criminal conduct **in any location, either on or off campus, during the sports season.** If an athlete is under adjudication for any criminal or civil act, all legal actions must be complete before athlete resumes play. This does not include infractions such as minor civil or traffic violations.

Infractions Which Occur on Out-of-School Trips

During an out-of-school trip, if the authorized person in charge of the activity determines that a student should be sent home early because of criminal conduct, drug use or a major infraction, the Superintendent's designee will notify the parent/guardian and/or law enforcement, and ask him/her to take charge of the return of the student. The parent/guardian will assume any expenses incurred for the return of the student.

School related drug use is a violation which occurs on **any school premises or at any school sponsored activity, regardless of location** including, but not be limited to buildings, facilities, and grounds on the school campus, school buses, school parking areas and the location of any school sponsored activity. This includes instances in which the conduct occurs off the school premises but impacts a school activity.

Non-school related drug use is a violation which occurs **during the scholastic year in a location off a school campus and in a situation not associated with a school sponsored activity.** This violation applies when it reasonably appears to the principal or designee that an extracurricular student, during the sport or activity season, has violated this policy, including an arrest for drug use.

FIRST VIOLATION (GRADES 7-12 ACCUMULATIVE) THE STUDENT ATHLETE SHALL:

- ◆ Be suspended from participation for 1/3 of the athletic contests for the season that the athlete is currently participating in. The length of the suspension will be determined on the number of scheduled regular season contests. The suspension may also continue into the next sport season during that school year in order to fulfill the suspension. This could include regional and state playoffs. When the athlete has successfully completed the terms of the suspension, the athlete will return to the team and dress, travel and be eligible to compete in all regular and post season contests remaining. Upon return from the suspension, the athlete must earn back playing time and/or their prior position on the team's depth chart as established by team expectations and policies.
- ◆ If the violation was for possession, use or consumption of alcohol or drugs, or being knowingly present in a situation where there is possession or consumption of alcohol or drugs, the student will not only be suspended for 1/3 of the contests, but also must promptly enroll in, attend and complete a drug and alcohol program approved by the athletic director. The school district will provide district approved resources and guidance to athletes and their guardians to help with the completion of this task.
- ◆ Complete ten hours of community service. All community service placements will be the responsibility of the athlete and/or guardians. Placements must be approved by the athletic director. Completion of service work is mandatory for full reinstatement.

- ◆ The first major violation could also result in an immediate expulsion from the program, based on severity, if agreed upon by the coach/coaches with the approval of the athletic director.

SECOND VIOLATION (GRADES 7-12 ACCUMULATIVE) THE STUDENT ATHLETE SHALL:

- ◆ Be barred from participation in any interscholastic athletic program, whether to practice or to participate in games or events for one calendar year.

THIRD VIOLATION (GRADES 7-12 ACCUMULATIVE) THE STUDENT ATHLETE SHALL:

- ◆ The student shall be ineligible to participate in interscholastic athletics for the remainder of the student's high school career.

Determination of Violations:

The determination of whether a student/athlete has violated the major rules of the athletic code shall be made by the athletic director. If a student/athlete is accused of violating any major rules, he/she and the parents or guardian shall be notified by the athletic director or school administrator. The notice shall generally describe the violation and date and place of its occurrence.

It shall be the responsibility of the student/athlete and his or her parents or guardian to contact the athletic director and arrange a meeting prior to the next scheduled contest in the student/athlete's particular sport. Next contest shall also include travel via district transportation if a team were to leave a day in advance to attend an activity. In the event of their failure to timely comply with this requirement, they will be deemed to have waived their right to meet with the athletic director and to present evidence.

At the meeting with the athletic director, the student and his/her parent or guardian may respond to the accusation and present any evidence refuting the accusation or explaining the student/athlete's conduct. Following such meeting and after further investigation, if any, as the athletic director deems necessary, he shall determine whether the student/athlete committed the violation. If the athletic director determines that it is probable that the student/athlete committed the violation, he shall find the violation to have been committed. After consultation with the student/athlete's coach, he shall determine the penalty to be assessed within the provisions set forth above.

The student/athlete and his or her parents/guardian shall be notified in writing of the finding of the athletic director and any penalty assessed. If the student/athlete and his or her parents/guardian are dissatisfied with the determination made by the athletic director, then within five (5) days of their receipt of written notice of the athletic director's decision, the student and his or her parents/guardian may make a written request to the principal for a review of the athletic director's decision. The principal shall thereupon meet with the student/athlete, his or her parents/guardian and, after such review and investigation as the principal deems necessary, he/she shall notify the student/athlete and his or her parents/guardians in writing of his/her decision to either affirm, reverse or modify the decision of the athletic director. The principal's decision in this matter shall be considered final.

Suspension from participation or competition will be continuous through the appeals process unless the determination of guilt has been reversed or modified by the principal in the appeal.

Failure on the part of a student/athlete to complete obligations for counseling or community service in a timely manner may result in imposition of additional suspensions or penalties by the athletic director. Additionally, if

the student/athlete has not completed these obligations for a violation by the end of the season during which the violation occurred, the unfulfilled portion of the obligation shall automatically carry over into the next interscholastic program in which he or she is a participant. Coaches in that program, along with the athletic director, will work with the student/athlete in completion of obligations. The cost of drug and alcohol counseling will be paid by the student, his or her parents or guardians.

Violation of intermediate rules:

Use of tobacco:

FIRST VIOLATION (Grades 7-12 ACCUMULATIVE) THE STUDENT ATHLETE SHALL:

- Be suspended from one contest at his or her level of regular play.
- Promptly enroll in the Tobacco Free You program at St. Joseph's Regional Medical Center or another tobacco cessation class approved by the athletic director. The athlete will provide the athletic director with a course schedule and estimated completion date. Attendance and completion are mandatory. Any expenses incurred are the responsibility of the athlete.
- Complete five hours of community service. All community service placements will be the responsibility of the athlete. Placements must be approved by the athletic director and completion of the service work is mandatory.

SECOND VIOLATION (Grades 7-12 ACCUMULATIVE) THE STUDENT ATHLETE SHALL:

- A second violation will be treated as a **FIRST MAJOR VIOLATION** to include the 1/3 season suspension, community service and enrollment in the tobacco cessation course.

THIRD VIOLATION (Grades 7-12 ACCUMULATIVE) THE STUDENT ATHLETE SHALL:

- A third violation will be treated as a **SECOND MAJOR VIOLATION**.

FOURTH VIOLATION (Grades 7-12 ACCUMULATIVE) THE STUDENT ATHLETE SHALL:

- The student shall be ineligible to participate in interscholastic athletics for the remainder of the student's high school career.

Violation of minor rules:

- ◆ Use of profane or obscene language or gestures.
- ◆ Poor standards or personal appearance.
- ◆ Violate curfew set by coach.
- ◆ Tardy to practices or unexcused absence from practice.

The coach will determine the penalties for minor violation rules. If a question arises from the coach about the infraction or penalty, the athletic director will make the decision.

DEFINITIONS

Activity Suspension: suspended students shall not travel, dress in uniform, associate or participate with the team or group at its scheduled event(s). Suspended students may be allowed to participate in practices/meetings; however, the principal or designee may deem it necessary for students to be withheld from practices/meetings for the duration of the suspension.

Controlled Substances: are defined in 21 USC Section 812 and include, but are not limited to opiates, opium derivatives, hallucinogenic substance, including cocaine, and cannabis and synthetic equivalents or the

substance contained in the plant, any material, compound mixture or preparation with substances having a depressant effect on the central nervous system, and stimulants.

District Official: includes, but is not limited to, teacher, school counselor, coach, activities/athletic director, principal, assistant principal, dean of students, or District administrator.

Drugs: shall include any alcohol or malt beverage, any inhalant, any controlled substance, any illegal substance, any abused substance, any look-alike or counterfeit drug, any medication not approved and registered by the school authorities and/or any substance which is intended to alter mood, and/or any substance which is misrepresented and sold or distributed as a restricted or illegal drug.

Drug Paraphernalia: all equipment, products and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivation, growing harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substances as defined in this policy.

Event: match, game, meet, or other competitive event, including regional and/or State tournaments or competitions. Events also included performances.

Extracurricular Activities: district and/or school authorized activities which take place outside of the regular school day and do not involve class credit, including, but not limited to athletics, student organizations, cheerleading and approved club sports.

Knowingly Present: for the purpose of this policy, “knowingly present” shall mean that a student attended a gathering of two (2) or more individuals at which one or more of the attendees (other than the student at issue) were using or in possession of drug paraphernalia, controlled substances, drugs, or alcohol or tobacco and the student knew or reasonably should have known that such use or possession was occurring.

Non-Sanctioned Sports – a non-sanctioned sport is any sport at the secondary level which is not under the sponsorship, direction or control of the District not sanctioned by Idaho High School Activities Association

On any school premises or at any school sponsored activity, regardless of location: shall included, but not limited to buildings, facilities, and grounds on the school campus, school busses, school parking areas; and the location of any school sponsored activity. This includes instances in which the conduct occurs off the school premises but impacts a school related activity.

Reasonable Suspicion: an act of judgment by a District employee or independent contractor which leads to a reasonable and prudent belief that a student is in violation of this policy. Said judgment shall be based on training in recognizing the signs and symptoms of drug, alcohol, and tobacco use. The fact that a student has previously disclosed use of a controlled substance shall not be deemed a factor in determining suspicion at a later date.

Scholastic Year: a period of time beginning with the first day of the fall extracurricular activities season and ending with the last day of school.

School/Event Days: include those days when school is in session and days when activity events occur.

WHAT STUDENT ATHLETES CAN EXPECT FROM COACHES

Student athletes and their parents can anticipate the following expectations from coaches:

- Complete health and safety courses as required by the Idaho High School Activities Association
- Coordinate the issuance, care, inventory, and return of all equipment, supplies, and uniforms
- Assist the athletic director in scheduling non-league games and tournaments
- Supervise students at all times. **At no time should students be without direct supervision of a coach.** Coaches are expected to remain with students until they are all accounted for. This includes but not limited to:
 - Home and Away Games
 - Buses (District or Private)
 - Hotels, Restaurants, etc.
 - State Tournament Sites
- Coordinate the security of all facilities used by the team and coaching staff, locking and securing gyms and buildings after use, turning off lighting
- Submit the following forms to the athletic director:
 - Complete team roster forms
 - Complete awards, season records, inventory forms, and lost equipment forms immediately at the conclusion of the season
 - All other forms required by the athletic director
- Ensure the proper completion of physical examinations and all forms related to emergency medical authorization before a student participates
- Ensure proper completion of parental travel release forms when the team is away
- Coordinate the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion) and the collection of fees for lost equipment and uniforms by athletes
- Show respect for officials, the media, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, and teachers
- Be a leader and positive sportsmanship role model for student athletes
- Be proactive with college recruitment including scouting trips and meetings with coaches
- Perform any other duties or responsibilities related to the coaching position as needed or directed by the high school principal and/or the athletic director
- Communicate with parents frequently and alert them of schedules and events well in advance; Seek assistance from the school for access to multiple communication tools
- Meet with the Athletic Director upon completion of the season for an evaluation

Establish an environment in which athletes can gain self-esteem and develop a positive self-image:

- Coordinate and participate in Fall, Winter, or Spring Banquets in collaboration with the Athletic Director and Principal. Be responsible for award presentations and incorporate the total coaching staff and team
- Demonstrate an interest in the classroom efforts and off-season activities of athletes
- Provide leadership that promotes positive attitudes and good sportsmanship
- Work with athletes in a fair, consistent, understanding, tolerant, sympathetic, and patient manner
- Encourage students to participate in more than one sport
- Promote school and community interest in the sport by:
 - Appearing at school pep rallies, if/when applicable
 - Holding a pre-season parent meeting
 - Attending booster club meetings, if/when applicable

- Maintaining a positive working relationship with the media
- Notify all members of the team of all policies, procedures, and training rules as they pertain to the team
- Be responsible for the conduct of student-athletes and other involved students at all times (practices, games - including district and state tournaments, bus rides, other schools, etc.)
- Promote unity within the coaching staff and within the framework of the athletic department

Establish winning teams within the bounds of good sportsmanship:

- Develop teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to the rules of training and conduct
- Promote the attitude among athletes and coaches that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete