

**2012-2013
Lame Deer Public
Schools (K-12)
Coaches/Sponsor
Activity Handbook**



Table of Contents

<u>TOPIC</u>	<u>PAGE</u>
Coaching Expectations/Responsibilities	2
Coaches/Sponsors Responsibilities	2
Middle School Activity Guidelines	6
MHSA Coach Education Plan	6
Travel Regulations	6
Chaperone Guidelines	7
Homecoming	10
Meal Requests and Allowances	10
Requisitions and Purchasing	10
Requisition Procedure	10
Purchase Order Procedure	11
Extracurricular Funds	11
School Properties	11
Cash Boxes	11
Crisis Plan	11
Coaches / Sponsors Evaluations	12
Procedure for starting a new club/organization	12
Student Participation Form	14
Coaches Handbook Agreement	15

This handbook is a guide to the responsibilities and obligations of all coaches and sponsors of Lame Deer Public Schools, District #6 Activities. It is the responsibility of each coach/sponsor to read the information contained in the handbook and abide by all policies contained therein.

If you have any questions relating to policies and/or procedures, please feel free to ask questions or request assistance from the activities office. The phone number to the activities office is (406) 477-6305, extension 1027.

Finally, thank you in advance for agreeing to be a coach/sponsor for Lame Deer Public Schools. Your assistance affords our students the opportunity to be involved in a wide variety of activities.

The 2012-2013 Parent-Student Activity Handbook and appropriate student handbook contain rules and regulations that all students must abide by when involved in Lame Deer Schools' activities programs. As a coach/sponsor you are expected to review the contents of these documents, see that all students abide by the rules contained therein and report to the activities director and/or building principal ANY violations of the rules in an expeditious time. Coaches/Sponsors are encouraged to keep a copy on hand at all times, for reference, when needed.

ANY AND ALL RULES AND REGULATIONS IN THIS HANDBOOK ARE SUBJECT TO CHANGE AS THE NEED ARISES

Coaching Expectations and Responsibilities

I. Coaches / Sponsors professional and personal relationships and expectations:

The need for precise job description specifications is becoming obvious with a stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Lame Deer School District objectives for their activity program. These major performance areas stand out above others.

A) Rapport - A coach/sponsor must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff, the community as a whole, spectators, officials, fellow coaches - in and out of the district, media representatives and the parents of his/her players/participants. Good rapport and an image of competency are invaluable for the coach/sponsor.

B) Cooperation - The district expects a maximum of cheerful give and take among all individuals associated in any degree with the comprehensive program. Coaches/sponsors must work hand in hand with their activities director, principal and all other members of the staff.

C) Leadership - Diligence, enthusiasm, honesty and a love for the game/activity are all part of a professional pride that should be exhibited by any coach/sponsor. Personal appearance, dress, and physical condition all should be exemplary. Dressing appropriately at practices/meetings and following practices/meetings and building positive attitudes are very important.

D) Discipline - Individually, the coach/sponsor becomes a model of all that the program represents. Observation of school policies, codes, training rules, rules of the game/activity, ideals of good sportsmanship, behavior of participants, both home and away and the conduct of the crowd, especially where the student body is concerned, is reflected to a large degree in the coaches/sponsors leadership qualities. A desire to do well, to win well and to lose well should be emphasized. Staff, players/participants and spectators should be motivated toward goals that reflect positively on the school district.

E) Improvement - A coach/sponsor must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics and Montana Coaches Association clinics is a positive way to develop and expand knowledge. Membership should be maintained in professional organizations and similar groups whose programs are geared toward greater achievement and positive performances. Keep abreast of current literature in professional journals, newspapers, and magazines. Utilizing the experience and knowledge of fellow coaches/sponsors is also expected.

II. Coaching / Sponsorship Techniques

A) Use sound and acceptable teaching practices

B) Run well-organized practice/meeting sessions

C) Complete preseason planning well in advance of activity start dates

D) Adhere to a highly efficient and technically sound program of injury preventions. When injuries do occur, follow a prescribed routine of rehabilitation, and maintain good communications with the participant, parents and doctor(s). Notify the Athletic Director and Principal as soon as possible.

E) Construct a well-organized game plan for sporting events

F) Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement. All purchases must be discussed with and approved by the activities director.

G) Keep assistants, participants; managers, and parents well informed as to what is expected. Cooperate fully with maintenance staff, transportation personnel and any/all persons associated with your activity.

H) Any "volunteer" coaches or helpers must be approved by the school board via the Athletic Director before they have any contact with our student athletes or represent our district. All individuals working with our students must successfully pass a background check.

III. Coaches / Sponsors Responsibilities

A) The main reason for having student activities within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplish this goal. The promotion and teaching of only clean, aggressive and fair play while stressing the importance of good sportsmanship must be a standard set for all competitive coaches at all times. For noncompetitive groups, the sponsor must stress the importance of cooperation, communication, hard work and dedication. The coach/sponsor must be the leader and set a positive example.

The coach/sponsor should be fair and unprejudiced with participants, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

Participants have a right to expect coaches/sponsors to have a genuine and up-to-date knowledge of that which they propose to teach and direct.

The safety and welfare of all participants should always be first in the coaches/sponsors mind.

The coaches/sponsors primary responsibility is to the participant, however, consideration must be given to the participant's family and parents, and an open line of communication will provide a proper avenue for such consideration.

B) As a coach/sponsor you are a frequent topic of conversation at various community locations; the home, the workplace and at meetings of civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny. Your actions and statements should always reflect confidence and respect for the Lame Deer School District. Much can be done by the coach/sponsor, in public contacts, to build and maintain a high level of confidence in the activities programs and the school district.

C) A coach/sponsor owes his/her school his/her efforts and loyalty at all times. He/She must constantly strive for excellence in all areas for his/her school.

To be effective, a coach/sponsor must be respected. To be respected, good personal habits and a neat appearance are important, but most important are the examples set by the coach/sponsor. Being respected is much more important than being well liked. Treat the administration, faculty, participants and general student body with the same honor and respect that you desire to be shown to you. Private, firm, fair, and consistent discipline must be maintained.

The work of the coach/sponsor must be an integral part of the educational program of the school. The coach/sponsor should show mastery of the principles of education and consequent improvement in teaching and coaching.

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

A wise head coach/sponsor will praise the assistants and award recognition whenever possible.

Misunderstandings between coaches/sponsors should be discussed as soon as possible and in an appropriate location away from student participants and other people not concerned with the program(s).

A head coach/sponsor must always realize he/she is ultimately responsible for the program for which he/she is in charge and will be held accountable for any tasks that are not properly completed.

D) A coach/sponsor in the Lane Deer School District should continue professional growth in both the academic teaching area and the activities arena in which they are involved. To best accomplish this, the coach/sponsor should belong to various activities/associations dedicated to the professional well being of activities programs.

E) The makeup of a coaching/sponsorship staff is basically a quasi-autocratic society. The head coach should always be in command. Despite the position of authority, the wise head coach/sponsor will encourage independent thought on the part of the staff. An important factor is human relation skills, which provide for an open exchange of ideas in a respectful, courteous and thoughtful manner.

F) A list of participants will need to be turned into the attendance office by each coach. The coach will be required to pick up daily attendance on the participants. This will be made available through the attendance office.

*Players will not be able to participate on a day in which they have missed school.

The head coach/sponsor should expect all coaching staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coach/sponsor must be willing and able to do things that they may not wish to do. Assistant coaches must fulfill the responsibilities assigned by the head coach/sponsor and remain accountable if the duties are not carried out appropriately.

It is most difficult to be a good assistant coach/sponsor; however, the success of the school, program and student participants is dependent upon the quality and effort of the assistant coach/sponsor staff.

G) Coaches must always bear in mind that their activity is not the only program in the school setting. It is a part of a comprehensive activities program and it is the job of the coaches and sponsors to assure the well being of the total activities program.

A coach/sponsor should support and serve fellow coaches/sponsors whenever possible. All remarks should reflect confidence in ones fellow coaches/sponsors. A strong, harmonious relationship must exist between coaches/sponsors and other faculty members.

H) A coach/sponsor is responsible for cooperating with every faculty member on the staff. If the coach/sponsor cooperates with the teachers of academic subjects by allowing activity participants to make up a test or cover a missed assignment on practice/meeting time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the activities participant eligible and to lend an extra hand when the "going gets tough."

I) Daily practice is recommended. All coaches must attend all practices. In case of an emergency or severe illness the Activities Director needs to be contacted in a timely manner so alternative practice plans can be developed. Practice can only be cancelled with the approval of the Athletic Director and the building principal.

J) Each coach/sponsor is responsible for the following:

- Keeping practice, meeting areas and locker rooms in order
- Storing equipment neatly and using equipment properly. Pride in equipment
- and facilities is of primary importance to coaches/sponsors and student participants
- Keeping all storage areas secured

- Keeping the activities director informed of program progress and any/all unusual happenings within the coaches/sponsors program in a timely manner
- Provide a practice schedule to the Athletic Director by Friday afternoon for the following week
- Keep accurate information on practice attendance

K) Other coaching/sponsoring responsibilities:

- Must fill out leave request(s) at least five (5) school days prior to the scheduled event.
- If students will need to be removed from class(es) for early departure or will miss a day's class for games/activities, a complete list of those students must be submitted to the administrative secretary and attendance office at least three (3) school days prior to the scheduled event date.
- **Receipts and purchase orders for all meals, lodging, etc. must be submitted to the activities office immediately upon returning from the activity.**
- It is the coaches/sponsors responsibility to see that all participants follow ALL regulations in the student activity handbook, respective school handbook and transportation handbook. If a participant does not return from an event on the team bus, the participant's parent/guardian must personally sign off with the coach.
- It is the coaches/sponsors responsibility to report ALL violations by participants of the activity handbook rules, student discipline handbook rules, and transportation handbook rules to the activities director and/or building principal. In the event of a serious violation of rules, the activities director and/or building principal should be contacted as soon as possible.
- To supervise student activity participants at all times that the team/group has gathered for practice, meetings, games or any other type of activity or performance.
- To check locker rooms, meeting rooms, practice or game facilities, motel rooms, restaurants, etc., to assure that equipment has been properly put away and facilities have been left in an orderly manner.
- Require that all athletic participants have a current physical exam prior to allowing the athlete to participate in ANY practice session. The M.H.S.A. approved physical form must be given to the activities office to keep on file.
- Require that each participant (ALL ACTIVITIES) have a current, signed permission to participate form on file in the activities office by the Second (2nd) time the team/group meets. Coaches/sponsors should collect the signed permission forms, make copies of the forms, and then give the original to the activities director.
- A COPY OF THESE PERMISSION FORMS MUST BE IN THE COACHES/SPONSOR'S POSSESSION AT ANY TIME THE TEAM/GROUP GATHERS FOR PRACTICE, MEETINGS, TRAVELING, ETC.
- Obtain necessary equipment from storage prior to the beginning of the season.
- It is the responsibility of each coach/sponsor to turn in a compilation of game statistics to the activities director regarding home games/activities in which your team/group has been involved. As a means of good public relations, this is essential and will be required in a timely manner following competition or activities.
- Check eligibility of all participants to see that they remain eligible under weekly and semester eligibility requirements.
- If a coach/sponsor chooses to have additional rules beyond those set in the activities, discipline and transportation handbooks, a copy of those rules MUST be submitted to all participants at the FIRST meeting of the team/group and a copy MUST be on file in the activities office.
- Head coach/sponsor must submit a post-season inventory and report in regard to the activities season/years events, successes, failures, win/loss records, special awards and recognition, participant list and unusual occurrences in a prompt manner at the conclusion of the specific activity season/year.
- Head coach/sponsor must collect ALL uniforms and equipment and check that such uniforms and equipment are properly cleaned and stored prior to a final check off for your activity and before receipt of final payment for coaching/sponsoring the group. All head coaches/sponsors will be financially responsible for any inventory not returned at the conclusion of the season.
- An evaluation of the coaching staff must be performed by the activities director at the end of the season prior to receipt of final payment.

Middle School Activity Guidelines

- A) Coaches will make every attempt to provide for reasonable interscholastic playing time for each participant.
- B) Coaches will align teams to ensure positive experiences for participants in middle school athletic programs, including consideration of the athletic ability of the opposing teams.
- C) Distances traveled by middle school activities groups will be kept to a minimum to ensure meeting the physical needs of middle level students.
- D) Activities will be appropriate for young adolescents. High school activities will be reserved for high school age students.
- E) Coaching/sponsorship philosophy must promote exploration and winning must be secondary to give students playing/participation experience.

MHSA Coach Education Program

This program is required starting with the 2001-2002 school year. All Lame Deer sport coaches and cheer sponsors must pass the eight (8) unit tests. All returning coaches must complete the MHSA coaches' education program prior to contract renewal. New coaches must complete the MHSA coaches' education program before the conclusion of the season in order to receive a stipend. This program is required for all coaches in Junior High and High School.

Certification is valid for three (3) years when all eight units are successfully completed. One must pass with an 80% score on each unit test. The website address is: www.coacheducation.org, the password is "fairplay".

You should print out results of your test scores and e-mail the scores directly to the district athletic director as instructed on the website. Coaches should keep copies of these results for future verification. *E-mails may be sent to: frank.norunner@lamedeer.k12.mt.us

Extra/Co-Curricular Travel Regulations

- All school-sponsored trips are business trips.
- Each coach/sponsor, when traveling with a team, will stress the standard of behavior to be that of responsible adults. Remind the students that they are representing Lame Deer Public Schools, and to conduct themselves in such a manner that the school and community can be proud of them.
- Prior to departing on overnight trips, each coach/sponsor will provide a tentative agenda with approximate times to the students and administration involved a minimum of three (3) days prior to the departure date. The bus will not wait for students who fail to meet at the designated departure point and time.
- Team departure times for district/divisional/state competitions will be determined by the following criteria:
 - The team will leave the morning of the tournament; they can arrive a minimum of one (1) hour before their practice/game time AND not depart before 5:00 a.m.
 - The number of students representing a team/group at district/divisional/state competition/tournament will be limited to actual team members. For state competition, only actual individuals/team qualifiers will be permitted to attend. If a coach/sponsor wishes to take one or more non-qualifiers to state, a request to the building principal and activities director must be made for consideration.

Out of State Travel

- At any time a coach/sponsor is planning travel out of the State of Montana, the coach/sponsor must first discuss the possible travel with the activities director prior to assembling travel plans.

- After the coach/sponsor has consulted with the activities director a formal itinerary must be assembled and submitted to the activities director with a request that he/she place the request for travel on the next regularly scheduled Board of Trustees meeting for approval by the Trustees.
- *A request for placing travel on the Trustees Agenda MUST go through the activity directors' office. DO NOT FORWARD REQUESTS TO BE PLACED ON THE BOARD AGENDA WITHOUT APPROVAL FROM THE PRINCIPAL AND ACTIVITIES DIRECTOR. *
- Submitting requests for travel to the activities director MUST be completed a minimum of 15 days prior to the intended travel. Following the approval of travel by the Trustees, the coach/sponsor may begin making appropriate travel arrangements.

Additional Travel Rules

- All coaches/sponsors and/or chaperones will accompany and remain in direct supervision of the team/group at all times while traveling.
- Coaches/sponsors and/or chaperones must know the location of all students at all times. It is especially important that they are not permitted to run the streets during the evening hours. A reasonable curfew hour is to be set (if an overnight trip) and multiple checks are to be CAREFULLY made.
- If lodging is required, extreme care should be taken so that students do not abuse motel facilities and privileges. Room checks must be made prior to signing out of the motel.
- A chaperone appropriate for genders of participants traveling will accompany all groups when the activity requires an overnight stay.
- Stopping at convenience stores is acceptable practice. However; stopping at malls, Wal-Mart, etc., is strongly discouraged due to supervision issues.

Chaperone Guidelines

A complete itinerary must be made available to the district administration, transportation, teachers, and students involved before each trip as follows:

- Departure & dismissal time from school
- List of students leaving
- Time of arrival of destination
- Schedule of activities at destination
- Time bus will return home

The problem of proper chaperoning of students on school-sponsored trips is ever with us. Teachers who assume the responsibility for chaperoning a group of students on an out of town trip should recognize that they are assuming a twenty-four hour-a-day responsibility from the time they leave until they return. At no time may chaperones make personal plans except with the prior consent of the administration. Consumption of alcoholic beverages at any time during the trip is just as much out of place during the regular school day. Students participating in such a trip should be thoroughly indoctrinated as to the rules and responsibilities of chaperones prior to the departure.

Reservations should be made early enough to assure satisfactory housing of pupils from a chaperonage viewpoint. Reservations should be made by the person planning the trip well in advance of the time of departure with complete plans for transportation with the city, plans for meals, etc. They should be confirmed in writing, if made by telephone. Consider the following when making such plans:

- Attempts should be made to have all students of the same sex housed in consecutive, but not joined, rooms.
- Chaperones should be sure to have all rooms checked before leaving hotels and motels so that damages, if any, can be determined immediately.

- A curfew should be set by chaperones and all members of the group notified. The time should allow a reasonable amount of time after the close of the trip-related activity but the curfew should not be later than 11 pm.
- Chaperones should never retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms.
- Chaperones should keep an accurate check on members assigned to them at all times. At no time should students just be “turned loose.”
- Students should be engaged in school activities of a group nature only. Under no circumstances will social dates involving students be allowed.
- Hotel rooms are bedrooms. Under no circumstances should students of opposite sex visit or entertain guests in their hotel rooms. If a student is to entertain a visitor, he/she should check with his/her chaperone and receive permission to do so in the lobby.
- Students should wear appropriate clothing at all times.
- When any mixed group travels at night a curfew hour will be announced by the chaperones and after this time there should be a segregation of sexes.
- While under school sponsorship, students are not to ride in private vehicles unless they and their parents have made arrangements in advance and have presented the chaperone with a signed note requesting permission for the student to ride in a vehicle driven by a responsible adult and absolving the chaperone and the school district of any responsibility for the student during the time in which the student is in the privately owned vehicle.
- Any unusual events need to be documented and presented to the building administrator and the activities director.
- Coaches are to ride on the bus with the team and be responsible for the conduct of team members when traveling. Likewise, any teacher who for some reason takes a group of students to participate in any away- from-home activity is responsible for the conduct of the members of the student group during the entire trip.

Dress for Activities

- Coaches/sponsors are hereby encouraged and authorized to establish exemplary standards and practices in fashion, grooming and taste that will tend to enhance the appearance of the group as a whole and help build a constructive *esprit de corps* within the group. Coaches are representing Lane Deer Public Schools and MUST dress in a professional manner when acting in their official capacity.
- If given a coaching shirt, that attire must be worn at the games/events unless coaches wear a suit and tie.
- Such standards and/or practices must be of a reasonable nature, appropriate to the group activity and reflect positively on the image of the group and school.
- Jeans, sneakers, and caps/hats are not acceptable dress for indoor events/sports. Dress clothes such as collared shirts, ties, khakis and skirts are strongly preferred.
- Dress for outdoor activities can be of a less formal nature but remain professional. Wearing school related clothing is strongly encouraged. If you have any questions regarding the dress code contact the athletic director.
- Further, these standards and/or practices must be made known to all potential members at the beginning of the activity season for that group (or sooner if possible).

Rules and Regulations

A) The principal has the authority to exclude from any activity, practice and/or participation, any participant who is in violation of any school rule(s), either academic or athletic.

B) Students not maintaining grade requirements will be ineligible for the following week but will be allowed to practice in any activity (refer to a student handbook).

C) Should any rule deviation occur, the coach/sponsor will be held accountable to both the activities director and principal.

To All Coaches and Sponsors

In an effort to provide more effective supervision and thus reduce the horseplay, damage to equipment and facilities, the condition of the locker rooms, as well as preventing the theft of property and assure the safety of student participants, all coaches/sponsors will provide supervision of their participants in the locker rooms, meeting rooms, the gymnasium, on transportation equipment, and at all other times students are under the guidance of their coach/sponsor. This will be accomplished through the utilization of the following procedure(s):

- 1) Since there are two (2) or more coaches in all sports (except cross-country and cheerleading), one coach will be assigned to the locker rooms the athletes enter and supervise until the last athlete has gone. (In the case of cross country, the coach will remain in the immediate area for supervision and emergency assistance if the need arises).
- 2) One coach/sponsor should be in the practice/meeting area-supervising students as the participants enter the practice/meeting area. When students are requested to move to another room in the building, they should be accompanied by one or more coach/sponsors as the move is taking place.
- 3) When a practice/game/meeting is over, the participants should continue to be supervised until ALL students have departed the school property
- 4) Any student absent from one or more periods in a day, may NOT participate in ANY activities (including practice) on the day of the absence without prior approval of the principal or dean of students. Approval will be granted as a result of a previously scheduled medical/dental appointment, an appointment to meet requirements of the law, or for a family emergency.
- 5) A coach/sponsor must be present at the bus pickup point until ALL students are loaded on the transportation vehicle and the vehicle has departed the school property. If agreed upon by coach/sponsors of different activities, supervision duties at the bus pickup area may be shared, however, it must be understood that the coach/sponsor assigned to a given date of bus duty will then be responsible for ALL students at the pickup point.
- 6) Once all participants have departed the school property, it is the responsibility of the coach/sponsor to check all facilities that have been used for equipment left out, possible damage or any excessive mess that might have been left. The coach/sponsor should then shut off ALL lights, lock all doors, and again made a final check that all participants have departed the school property prior to leaving.
- 7) At NO TIME should a coach/sponsor leave a student(s) unattended while the student(s) is waiting for transportation home. This includes after returning from away trips. A coach/sponsor MUST remain at the school (drop off point), until all students have departed the school property.
- 8) Following the return from an activity away from Lame Deer, a coach/sponsor MUST accompany all students on the activity bus until the students are transported home unless there are bus monitors.

High School Homecoming

- 1) The date will be determined by the activities director
- 2) The cheerleading and PEP Club sponsors will be responsible for organizing the Homecoming events, with approval of the activities director
- 3) All classes and clubs will be requested to participate
- 4) All plans must first be presented to the activities director and approval given before any supplies or materials are ordered for Homecoming activities

MEAL REQUESTS AND ALLOWANCES

If your team/group will require meals during their travel and you have a specific preference as to where you eat please contact the activities office and prior meal arrangements will be made for you.

The meal expense limit must be followed: the daily total of \$24.00 is the MAXIMUM per day. A 10% gratuity is allowed when appropriate but no more. The tip is exclusive of the meal allowance.

Recommended Meal Allowances

When the District provides meals, the following meal allowances will be adhered to:

Breakfast	\$7.00
Lunch	\$8.00
Dinner	\$9.00
TOTAL	\$24.00/day (exclusive of 10% gratuities)

Gratuities: When appropriate (sit down meals), the coach/sponsor will include, but not exceed 10% of the total meal bill.

NOTE: Meal amounts MAY be accrued for one day. These amounts are MAXIMUM including beverage and/or dessert.

REQUISITIONS AND PURCHASING

- All requisitions will be on the approval of and through the appropriate principal, supervisor, and/or superintendent and on a requisition form provided for that purpose.
- All purchases will be made through a purchase order system. All orders must have a purchase order, even those on approval. Any deviation from this system will be at the personal expense of the person making the order. This also means telephone orders or orders not approved for extracurricular activities, meals for away games, dances, etc., and fund raising supplies after the fund raising activity has been properly approved by the Administration.
- NO student/coach personal items will be purchased through the activities revolving account. These items must not be charged to any school accounts. These items include sweatshirts, jackets, hats, etc. If your team/group would like to order team items, please talk to the activities office before proceeding.

REQUISITION PROCEDURE

Ordering, Purchasing, Requisitions, Purchase Orders

Coaches/sponsors are not permitted to order, purchase or acquire any item for their activity without receiving prior approval of the activities director and completing the appropriate requisition with all signatures in place on said requisition. This includes items on a preview or trial basis.

The following procedures will be followed when ordering supplies for any extracurricular activity

1. Obtain a district requisition form.

2. Requisitions will be filled out completely with vendor name, address, phone, item name, item number, quantity, cost, shipping cost (if available), date needed, person/group submitting request and date requested.
3. All requisitions must be completed and submitted a minimum of five (5) school days prior to the date they need to be ORDERED.
4. Once the completed requisition is turned in, the activities office will verify funds are available for purchase, then place the order as requested. We cannot guarantee delivery!!
5. The activities office will not be responsible for getting ordering information for you. Club/group members will receive valuable instruction if they are given responsibility for this task.
6. All invoices should go directly to the activities office. In the event an advisor/coach receives a bill or invoice, they should immediately turn it in the activities secretary.
7. It is ABSOLUTELY FORBIDDEN for any coach/sponsor or representative of a group to place orders for any goods or services without proper paperwork. This will be handled by the requisition process through the activities office.
8. **It is also FORBIDDEN to change purchase orders. You must use it at the place it is written for unless you have prior approval from administration or Activities Director.**

PURCHASE ORDERS

*Please note: It is the coach's/sponsor's responsibility to pick up purchase orders at the central office.

On purchase orders you receive for meals and motel rooms you will need to:

1. Fill in the number of meals/rooms purchased and the total price
2. Have manager or cashier sign the PO and leave a copy with them
3. Return the RECEIPT to the activities office

If you forget to get a receipt, it will be necessary for YOU to call the vendor and request a copy of the receipt be mailed or faxed to you to complete your paperwork.

EXTRACURRICULAR FUNDS

All monies received from student activities and organizations will be given to the activities office to be deposited in a central banking place, recorded in a complete, permanent, and uniform system of accounts and audited each year.

SCHOOL PROPERTIES

The Board of Trustees requires a complete, accurate inventory and audit of all school properties to be made each year. Such records of inventory will be kept in the central administration office.

CASH BOXES

When an advisor/sponsor requests a cash box for an activity, it will contain a cash sheet. The advisor/sponsor is responsible for filling out the cash sheet before sending the money to the activities office. Be sure to count accurately. These cash sheets will be part of the receipt file for auditing purposes.

CRISIS PLAN

Procedural Flow Chart

1. Coach/sponsor/chaperon notifies medical personnel
2. Coach/sponsor/chaperon notifies building principal and/or activities director
3. Coach/sponsor/chaperon notifies family
4. Principal/activities director notifies other person if coach is unable
5. Principal notifies superintendent, assistant principal; answers concerns of family, faculty, and community groups/clergy
6. Activities director contacts family, peripheral activities and works with coach/sponsor/chaperone to collect items and information for investigation

7. Activities director works with coach/sponsor/chaperone dealing with the team/group involved
8. Superintendent notifies the trustees, approved press releases or designated someone to work with the press on the districts behalf and contacts a legal representative for advice on handling the specific situation
9. Assistant principal works with the student body, establishes a fund at the bank, (when appropriate) and establishes mental health care (when appropriate)

In the event the principal is unavailable, the assistant principal and/or superintendent assumes those duties.

In the event the activities director is unavailable, the principal and/or assistant principal assume those duties.

In the event the assistant principal is unavailable, the principal/superintendent assumes those duties.

In the event the superintendent is unavailable, the principal and/or A.D. will notify the trustees and the principal will approve all press releases and contact legal representation.

Any plans for cancellation and/or rescheduling of planned activities will be made in joint conference of superintendent, principal and activities director.

COACH/SPONSOR EVALUATION

There is much more to sponsoring an activity or coaching a sport than merely being present when student participants gather. A coach/sponsor needs a broad spectrum of competencies that must be taken into account whenever he/she is evaluated. Therefore the intent of the evaluation process used by Lane Deer Schools is directed at a broad range of areas that fairly and consistently measure the coach or sponsors skills in multiple competencies.

Some of the many areas that a coach/sponsor must be proficient in are: knowledge of adolescent physical and emotional growth, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, strength development, sequential skills development and modern training techniques.

Further, it is mandatory that written goals and objectives be developed for all extracurricular programs well in advance of the start of the first gathering of student participants. These goals and objectives should serve as the map for guiding and reviewing the success of the many programs, with constant review by the coach/sponsor to evaluate methods of improving the specific activity.

PROCEDURE FOR STARTING A NEW CLUB/ORGANIZATION

1. Identify a need for the club/organization
2. Write up a proposal stating: a) type of club/organization, b) purpose of club/organization, c) goals/objectives of club/organization, d) monetary needs and funding procedure of club/organization, e) any other information that would be helpful in determining the need for the proposed club/organization
3. Present a copy of the appropriate building administrator and activities director
4. Schedule a meeting with building administrator and activities director to discuss the proposal
5. If the proposal is supported by building administrator and activities director, the activities director will forward a copy of the proposal to the office of the superintendent for review and placement on the agenda of the Board of Trustees meeting
6. Person(s) making the original request for the addition of the club/organization should be in attendance at the Trustees meeting to answer questions regarding the proposed club/organization
7. If the Trustees give approval for the club/organization to be formed, an extracurricular activities account will be established in the name of the club/organization by the activities office.
8. Once approval has been granted for the club/organization, a meeting should be held for the election of officers, and a committee formed to write a constitution for the group/organization
9. Once completed, a copy of the constitution should be on file in the office of the building principal and activities director
10. Upon formal adoption of the club/organization, requests for fund raisers/activities will be accepted by the building principal and activities director. A completed request MUST be submitted for EVERY activity or fund raiser PRIOR to initiating the activity or fund raiser.

***All information and rules contained in the coaches/sponsors handbook and the student activity handbook MUST be adhered to by the club/organization at all times. It is the responsibility of the club/organization sponsor to see that all of the rules and procedures outlined in these handbooks are rigidly adhered to, unless specific variance to a given rule(s)/procedure(s) is granted by the building principal and director of activities.

SUGGESTION

Since the primary purpose of having clubs and activities for the students is to give them the opportunity to learn leadership and life skills, one of your obligations, as a sponsor, is to instruct the students in record keeping and all other duties related to running the organization efficiently. Doing this will make your workload much lighter and would be beneficial to the students involved if the various paperwork became the student's responsibility under the sponsor's guidance.

LAME DEER PUBLIC SCHOOLS ACTIVITY RULES

Students who participate in any activity at Lame Deer Schools are required to abide by all district rules and policies. The penalties for non-compliance are contained in the district discipline policy and it is the duty of each student participant and his/her parent to read and understand the rules.

All reports of a rule violation will be investigated and dealt with by the respective coach/sponsor and activities director/principal.

Coaches/sponsors may have additional rules for his/her sport/activity. A copy of these rules will be provided for the student participant at one of the first practices.

ELIGIBILITY - Any student to be eligible for any Lame Deer Middle School or Lame Deer High School activity must be passing every subject in which he/she is currently enrolled as evidenced by the weekly eligibility list. Any student on the eligibility list with one or more failing grades will not be permitted to participate in any school activity for the week and weekend following their name appearing on the list. In addition, students attending Lame Deer High School must have passed four (4) credits of instruction from the previous term (semester) to be eligible for participation in MHSA sanctioned activities. (Previous semester is defined in the current MHSA handbook).

By signing the form below, student and parent(s) agree that they have read and agreed to abide by all rules regarding extracurricular / co-curricular activities as stated in the student activity handbook, respective schools handbook, attendance requirements, behavioral expectations, and drug testing as stated in the student activity handbook, respective schools handbook and this form.

STUDENT PERMISSION TO PARTICIPATE

I hereby give my consent for _____ (student) to participate for Lame Deer

Public Schools in _____ (activity)

I also give _____ (student) permission to ride school-sponsored transportation to/from any activity taking place away from Lame Deer. I hereby also give the school permission to seek first aid treatment and medical services if necessary for the student listed above, should an emergency arise and with the understanding that there will be no financial obligation on the part of the school.

Date _____

Student Signature _____

Date _____

Parent/Guardian Signature _____

Student allergies to medication: _____

Student Date of Birth: _____

Home Phone: _____ Emergency Phone: _____

Lame Deer Public Schools Coaches / Sponsors Handbook Agreement

I acknowledge that I _____
have read and agree to the guidelines and rules set forth in the Lame Deer Public Schools Coaches / Sponsors Handbook. I acknowledge and understand that by signing this agreement I am responsible and will be held accountable for enforcing and following all the rules and guidelines in this handbook.

Print Name

Date

Coaches Signature

Date

Phone number(s)

(Please return this form to the Activities Director as soon as possible.)