

**GHS  
COACHES  
AND  
SPONSORS  
ACTIVITIES  
HANDBOOK  
2021-22**

## **INTRODUCTION**

### **Activity Director's Handbook**

The purpose of this handbook is to assist the people directly involved with supervision or coaching of athletic teams and other school-sponsored activities to maintain a balanced program.

Our school attempts to provide opportunities for each individual to develop to their maximum capacity the skills, appreciations and health concepts which lead to personal satisfaction and civic usefulness.

**ALL RULES AND REGULATIONS MUST BE FOLLOWED UNLESS PRIOR APPROVAL HAS BEEN ARRANGED THROUGH, AND CONSENT GAINED BY, THE ACTIVITIES DIRECTOR AND PRINCIPAL.**

## **PHILOSOPHY OF ACTIVITIES**

The Board of Trustees believes that a dynamic program of student activities is vital to the educational development of the student

The Activity Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society.

The Activities Program should function as an integral part of the total curriculum at all times. It shall offer opportunities for the student to develop all-around growth, to encourage learning the qualities of good citizenship, and to bring about a positive self-esteem.

## **STATEMENT OF PURPOSE**

The purpose of the Converse County School District # 2 Activity Program is:

1. To provide an atmosphere in which the students' self image is positively affected.
2. To provide a positive image of the school and community.
3. To strive for excellence.
4. To insure growth and development of the individual in these areas:
  - A. Physical Fitness  
To develop each individual to his/her highest physical fitness capacity through the development of strength, neuromuscular coordination, vigor, and vitality.
  - B. Mental Fitness  
To develop within each individual the ability to use ethical and moral values to reason and judge rationally before making decisions.
  - C. Emotional Fitness  
To develop within each individual the ability to control emotions in situations highly charged with tension, and to learn to sacrifice personal whims in regard for the skills and abilities of others in group activities.
  - D. Recreational Fitness  
To develop in each individual an understanding and appreciation of fine arts, games, sports, and outdoor life, which the individual may enjoy for his/her leisure time.
  - E. Educational Fitness  
To develop in the individual the confidence to present himself/herself well to others, the ability to express his/her thoughts clearly, the desire to listen with understanding, and the knowledge to understand his/her duties and rights as a citizen.

5. To provide an environment that will allow students to cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. This environment should provide adequate and natural opportunities for:
  - A. Physical, mental, and emotional growth.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. The development of such team play values as: loyalty, cooperation, fair play, and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interests on activity programs for student body, faculty, and community that will generate a feeling of unity.
  - F. Achievement of goals as set by the school in general and the student as an individual.
  - G. Provisions for worthy use of leisure time in life, either as a participant or a spectator.
  - H. Participation that will enable individuals to ascertain possibilities for future vocational pursuits.
6. To provide activities so that individuals may learn the responsibilities of this privilege and to understand that violating a rule brings about a consequence and this follows the same sequence in the game of life.

This high school is a member of the  
**WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION**  
 6571 East 2nd Street  
 Casper, Wyoming 82609  
 307-577-0614

**WHSAA GOOD SPORT CODE  
 ALL PARTICIPANTS AND FANS SHOULD:**

- \* Show respect for all opponents by treating them as guests.
- \* Show respect for the officials.
- \* Know, understand, and appreciate the rules of the contest.
- \* Maintain self control at all times.
- \* Applaud opponents' performances.
- \* Cheer for your team.
- \* When you see a good sport in action, follow their lead and then thank them.

As a part of Glenrock High School's continuing effort to achieve excellence in all areas of the educational process we will actively promote the WHSAA Good Sport Code.

**EMPHASIS LEVELS**

ITEMS TO BE EMPHASIZED AT ALL LEVELS

1. SKILL DEVELOPMENT
2. FUN AND ENJOYMENT
3. SPORTSMANSHIP
4. DEVELOPING A POSITIVE SELF CONCEPT
5. DETERMINE SUCCESS BY IMPROVEMENT THROUGH GOAL SETTING
6. BEGIN TO BUILD A COMMUNITY CONCEPT
7. DEVELOP A TEAM CONCEPT
8. LEARN FROM MISTAKES

ITEMS TO BE EMPHASIZED AT DIFFERENT LEVELS

9. DEVELOP A DESIRE TO WIN
  - a. This idea should start to be emphasized beginning at the 7-8 level and should become greater with

each upward level

10. CHANCE TO PLAY

- a. Grades K-6 - equal playing time for all
- b. Grades 7-8 - best players will be on A team, developing players on B team, playing time will not be equal
- c. Frosh - playing time may not be equal; but should play as much as possible
- d. JV - playing time should be earned and best players should play
- e. Varsity - playing time should be earned and best players, regardless of class, should play

11. CUTTING

- a. Cutting, if needed, should begin at the JV level
  1. Numbers will dictate whether cutting is needed
  2. Consultation between coach and athletic director will help make the decision whether cutting is needed

12. PLAYER INVOLVEMENT IN OTHER ACTIVITIES

- a. Students should be encouraged to be involved in as many activities as they can handle. They should do this to broaden their experiences for later life.

## **I. SEASON, PRACTICE, and EVENTS**

The following information concerning activities will be strictly observed by all coaches unless an exception is approved by the Principal.

Activity events sponsored by Glenrock High School are under the jurisdiction of the Wyoming High School Activities Association and must follow such guidelines. Maximum length of season, maximum number of events per season, maximum number of events or quarters in which an athlete can participate designed by the Association, will be adhered to. Schedules will be approved by the local School Board.

Distance traveled for contests will be reasonable, (Exceptions can be recommended by the Principal.)

## **II. GENERAL GUIDELINES**

Cautionary Statement sent home outlining program expectations that must be signed by the parent and participant before the student is allowed to compete.

1. Practice sessions for each activity are not to exceed three (3) hours of physical activity.
2. There will be no practice on Sundays or legal holidays unless prior permission is granted by the Activities Director. Practice is allowed during school vacations but may not be required. If athletes are in town during vacation practice they are expected to be at practice. Athletes who miss practice over vacations may not play in the next competition due to safety concerns because of lack of physical conditioning.
3. Two (2) practices a day may be scheduled if the combined time of physical activity does not exceed the five (5) hour limit.
4. No participant is to be excused for practice before school is dismissed.
5. Students must always be under the supervision of a faculty member unless exceptions are approved by the Principal.
6. Students must be in school the 6/7 day in order to participate in practice or an activity that day. An exception will be made only if the student has permission beforehand from the Activities Director. Excused absences are acceptable but unexcused infractions will be dealt with on a case by case basis by the Administration.
7. Shoplifting, theft or malicious destruction of any school or individual's equipment or property is not to be tolerated.
  - a. First offense: The individual may be dismissed from the squad immediately.
8. A display of unsportsmanlike conduct toward an opponent, teammate, official, or fan, or use of profanity during a practice or contest will result in counseling by the head coach and possible suspension. Profanity or disrespect directed at a coach will be handled on a case-by-case basis and may result in suspension or dismissal.
9. Unexcused absence from scheduled practice or contest will result in:
  - a. Suspension for one contest following the first violation.
  - b. Suspension for remainder of the season following the second violation.

The head coach will determine whether a practice is excused. Head coaches will outline their expectations for excused and unexcused practices to both the participants and their parents at the start

- of their season. Students with disabilities will be dealt with on a case by case basis.
10. Violations requiring administrative action that requires ISS for more than 1/2 day of the student's schedule, after school detention, out of school suspension, or Saturday school as established in the rules and regulations for students in Glenrock High School will entail:
    - a. Suspension for one week's competition following the first violation;
    - b. Suspension for one week's competition following the second violation;
    - c. May be suspended for the remainder of the season following the third violation.
  11. Any civil or criminal law infraction or conduct by a student participant that is determined by the head coach or sponsor and school administration to be detrimental to the team, program, school, or school district will result in counseling by the head coach and a school administrator with possible suspension or dismissal.
  12. The rules and regulations in this code shall apply to any violation, on and off school premises during the season of participation.
  13. Before any suspension provided for under these rules shall take effect, the student shall be verbally advised by the head coach or sponsor of the alleged violation, and the student will have an opportunity to explain or justify the action. If, after such conference, the head coach or sponsor is satisfied that a suspension is justified, the student and parents shall be notified through a personal conference, in writing, or a phone call.
  14. Responsibility for materials, uniforms, and equipment — Each student is financially responsible for any materials, uniforms and/or equipment which is checked out to him/her. When any item is lost or misplaced, the head coach or sponsor of the activity should be notified at once so that a search can be made. If the item does not turn up, the student to whom it was checked out will be required to pay its replacement cost. Students found guilty of vandalism or destruction of school property will also be held financially responsible for replacement of destroyed items. If individual responsibility cannot be determined, the budget of the activity or sport will be assessed for the cost of the loss or damage.

#### Protests

If there is a protest that leads to a disruption or would interfere with classes or activities the protest will not be allowed on school grounds. 32211(A)

Protesters will be held accountable for their actions.

### III. MEALS, EXPENSES, and TRAVEL

1. The school district will provide meals at culminating events only. All trips will be by school-provided transportation. All participants will travel with the school transportation to an event. Releasing participants to parents will be discouraged unless need is shown and is approved by the head coach or sponsor. Participants will then be released only to their own parents, and in cases of emergencies, to other parents with prior approval. Parents must sign a parent transport request form at the game site (available from the coaching staff.) Individual participants will not be excused to get ready for trips prior to the designated time. Participants on activity trips will not be counted absent, will be allowed to make up work missed, but should be encouraged to make up work beforehand.
2. Coaches and sponsors must stay within travel and meal allowances and report expenditures promptly to the Activities Director upon a return from a trip. Tips will only be 20% of the bill. (ie. a \$150 bill would result in a \$30 tip to the establishment) Take a picture of the receipt in order to have a backup if the paper copy gets lost.
3. The head coach or sponsor will ride with participants to and from trips and be with them at all times on trips. The head coach or an assistant coach shall remain until participants clear a building after practices or contests. Teams and coaches will return from all games or playoffs as soon as practical after games are played or after elimination from playoffs (no staying overnight). At least two school employees will ride with participants to and from events unless prior approval is given by the Activities Director and Principal.
4. School-provided transportation is to be left clean and in the same physical condition as when it was checked out with the head coach or sponsor being held responsible.
5. Dress Code:
  - a. Students are expected to follow school dress code rules when traveling
  - b. Changing of clothes will take place only in locker rooms, rest rooms, or identified proper changing areas. Do not change on busses, in hallways or in areas of public view.
  - c. Appropriate clothing will be worn to another school for an activity, or to a motel prior to an activity. Fine arts activity girls may change into a dress, after arriving at another school or motel and before their activity.
  - d. Coaches/Sponsors will set their dress code for team travel to away games. Administration expectations will be that our students will look nice, clean, and appropriate whenever we travel to any competition.
  - e. Exceptions will be made on a case-by-case basis by the Principal and the Activities Director.

6. When a student qualifies for a national convention for an activity the School District will not help finance the trip.
7. **Additional Passengers on Bus Trips:** All members of school sponsored teams or groups that are traveling to an out of town competition are expected to ride school district transportation. Additional fans, boosters, and other non insured personnel are not to ride with any activity team or group. Situations may dictate that district administration and/or additional chaperones/passengers may need to ride school transportation. These special situations will be handled on a case by case basis by approved school personnel. School administration emphasizes that the coaching staff's foremost responsibility on all trips are the participants and the program in which they are hired to coach/sponsor. Family members of our coaches and sponsors are not to ride school district transportation to an event but may ride the bus home. Family members that are serving the team as managers, statisticians, filmers, etc. will be afforded the same benefits as any other team member.

#### **IV. TRAINING RULES, PHYSICAL EXAMINATIONS, PHYSICIANS CARE**

1. All athletes must have a physical examination by a physician. No athlete may practice or compete until a physical examination form for the current school year (after May 1st) is on file in the Activities Office.
2. Head coaches or sponsors may write specific training rules, rules of behavior, and other items that pertain to an individual activity and the students involved, which will be added to the basic activity handbook. All athletes and their parent/guardian must sign a Cautionary Statement outlining the specifics of each activity.
3. Participants may not practice or compete when under a doctor's care unless the doctor gives a written release. Parents of injured participants are to be notified of the nature and extent of injuries. In the event of a serious injury, during practice or actual participation, the participant should be taken to a doctor and the parents notified as soon as possible.
4. Students may not be given any drug or medicine by a coach or sponsor.

## **V. Glenrock Junior Senior High School Eligibility Code**

To participate in the activity programs in Converse County School District #2, students will be expected to follow certain expectations and requirements. Participation in activities is a privilege, not a right in Converse County School District #2. The purpose of these rules is to:

- Promote a healthy environment to ensure the wellbeing of students who are or will be participating in extracurricular activities;
- Give students positive reasons to resist peer pressure;
- Ensure consistency of expectations for students and discipline/consequences among the various activity programs.

#### **Definitions for this Code:**

##### **Activity is defined as:**

- An event or contest occurring outside the classroom;
- Participation is not required as a part of any of the student's classes;
- Participation does not affect the grade of the student in any of his/her classes; and
- If questions arise, the student's principal will be the sole determiner of what qualifies as an "activity".

##### **Current Glenrock Activities:**

- **Football**
- **Volleyball**
- **Cross Country**
- **Golf**

- **Basketball**
- **Wrestling**
- **Track**
- **Lego Robotics**
- **Drama**
- **FCCLA**
- **FBLA**
- **SADD**
- **National Honor Society**
- **Letterman's Club**
- **Speech and Debate**
- **Student Council**

**\*\* If you compete for another school under a coop agreement you will follow our eligibility rules.**

**High School Career is defined as:**

- The entire time students are attending high school.
- Wyoming High School Athletics Association Limits Play to 4 years.

**Timeline for Activity Code is Defined as:**

- The activity code timeline for fall activity participants is defined as: the first day of fall practice set by the Wyoming High School Activities Association or the first day of school whichever comes first and ending the last day of school of the current school year.
- The activity code timeline for all students not involved in fall activity is defined as: The first day of school until the last day of school of the current school year.
- All infractions occurring during the activity code timelines above, regardless of whether or not a student is between seasons at the time of the infraction, will result in enforcement of the consequences and will accumulate over the student's high school career.
- All infractions occurring outside the activity code timeline, such as after school has ended for that school year, and before the first fall sports practice of the next school year, will not be enforced per the activity code.
- If a school sponsored team or program participates in a summer event the activity code will apply while they are at the event and from the start of practice leading into the summer event.

**Expected Conduct:** Activity participants are expected to conduct themselves at all times in such a manner as to be a credit to themselves, their parents or guardians, their school and their community.

**Continuous Misbehavior:**

- Classroom
- Bus
- Practice
- Games

Continuous misbehavior by a student will lead to removal of the team. Administration can make the decision to remove this person from the activity for the remainder of that season due to continuous infractions in and out of the classroom.

**WHSAA Eligibility:** Students ineligible by state requirements (Wyoming High School Activities Association) are automatically ineligible by local requirements.

**Academic Eligibility:** Grades are checked weekly. Students, coaches and Athletic Director will be notified of academic status on Tuesdays of each week. An eligibility list is compiled each Tuesday. If a student is on the failing list, he/she will have one week to increase the failing grade to a passing one. If the failing grade is not raised to a passing grade by the following Tuesday, the student will be declared ineligible for that week of activities (7 days) or Tuesday to Tuesday. After 7 days, when the next Tuesday list is generated, student eligibility will again be determined. Students will remain ineligible until the weekly Tuesday eligibility list deems the student eligible. This eligibility requirement applies to each class individually. The athletic director will make the final determination on eligibility. Once the eligibility list is sent to coaches, the coach is responsible for enforcement of the rules or the team will be subject to forfeiture of the contest per Wyoming High School Activities Association Rules regarding allowance of an ineligible student to participate in an activity.

#### **SEMESTER REQUIREMENTS:**

- All Students must pass and complete 5 classes to be eligible for the next semester.
- If the class or classes are not completed by the first day of the next semester the student will be ineligible for the entire semester.
- This requirement is for all 7-12 graders.
- If your cumulative credits do not match your grade level you will not be eligible for participation in activities or athletics. 5 Credits per grade level. (Example, a Junior should have 10 credits to start their Junior year. If they have less than 10 they cannot participate until they have completed 10 credits)

**Attendance:** Students must be in attendance for the entire school day in order to participate in extracurricular activities that day, unless approved by the administrator. Exceptions to the rule would include medical appointments, placement testing, college visits, and funerals. There is a point if you are too sick to come to school, you are too sick to participate in activities. Pre-approval from administration helps the administration in making sound decisions. We encourage students and parents to communicate with our administrators when you know you will miss school.

**Transportation:** Students are required to ride the bus to and from the activity, unless an alternative transportation request is completed 1 day prior to the activity. If parents wish to bring their child home after the activity, the parents must sign them out with the coach. If a student is riding home with another person- this person MUST be a legal adult- an alternative transportation request is REQUIRED and that person will also sign the student out with the coach indicating assumption of responsibility for that student. Be aware that this person may be asked to show the coach identification for the safety of our students. **Note:** Any student who is ineligible to compete in a contest will NOT travel with the team. Home events- all ineligible players will not wear uniforms, but will be dressed in street clothes on the bench or sideline. If a student misses the bus and a parent brings them to the game the student will not participate in the contests that day if this was not pre-arranged.



**Felonious Infraction:** If a student is charged with a felony, the student will be suspended immediately from activities for an indefinite time period while school administration determines the course of action to be used in dealing with that student. If a student is found guilty of a felony, he/she will automatically incur a minimum 365-day suspension from activities.

**Honesty and Self-Admission Clause:**

- Self-admission includes a student contacting a coach or school official within 48 hours of the infraction to self-report. Acceptable forms of notification by the student include: phone call, voicemail, text message, or email to a school official. If a student self-admits within the 48 hours, the student will be eligible to participate in our “buyback program”.
- Honesty- Students are expected to answer questions honestly. Lying to a school administration or a staff member will result in an additional game penalty.

**Buyback Program:**

- This program will be designed for students to buy back games or contests for completing the program.
- 8 hours of community service will result in ½ of the suspension lifted.
- The community service will be worked on school grounds with a staff member.
- Work must be acceptable or time does not count per supervisor.
- Schedule will be approved by the cooperating supervisor.
- Unacceptable or inappropriate behavior will void all buyback options.
- This program is designed for first time offenders only.
- Buyback % will be rounded to the nearest whole game.

**Infractions** – A participant will be subject to disciplinary action if during the course of the participant’s high school career, he or she commits any of the following infractions:

- Use or possession of tobacco (includes Electronic Cigarettes (E-Cigs) and/or Vapor devices)
- Use or possession of alcohol
- Use or possession of inhalants
- Use or possession of marijuana or any other illegal, controlled substance, that is not prescribed to the individual, as defined by Wyoming State Law
- Theft or vandalism
- Fighting, Bullying, or Harassment
- Crimes Against Persons or Property
- A student that is in ISS during the day of a competition may not be allowed to participate per administration decision.

**Additional Infraction Consideration:** In addition to the infractions listed above, each coach/sponsor may have activity specific expectations that will be reviewed at the beginning of each activity season for which the participants will be responsible. Additionally, lack of overall classroom performance, expected behavior, effort, and/or failing to complete assigned tasks could cause the student to be determined ineligible by the building administration. A

meeting with student, parent, coach and administration must take place before the student is deemed ineligible for such reasons.

**Infraction/Violation Chart:**

Suspensions for infractions will vary depending upon the frequency of the activity and severity of the infraction as follows:

INFRACTION / VIOLATION CHART	% OF SEASON			
Infraction	1 <sup>st</sup> – Violation	2 <sup>nd</sup> – Violation	3 <sup>rd</sup> – Violation	4 <sup>th</sup> – Violation
Tobacco, THC, Alcohol & Inhalants (use or possession)	25%	50%	365 Days	HS Career
Controlled Substance – Not prescribed to the individual (use or possession)	35%	60%	365 Days	HS Career
Bullying, Hazing, or Harassment	25%	50%	365 Days	HS Career
Conviction of a Crime Property Theft Vandalism	25%	50%	365 Days	HS Career
Felonious Infractions	365 Days	HS Career	-	-

**Explanation of Infraction Chart:** Percent of the season shall be interpreted as contests in a complete season. For example: There are 18 games in a basketball season. If a student receives his 1<sup>st</sup> infraction for Tobacco, Alcohol or Inhalants, it would equal 25% of 18 games or 4.5 games. (all calculations will be rounded to the nearest whole number, therefore 4.5 would be rounded to 5 games). **Note: Once a student commits an infraction, regardless of the category, he will move to the 2<sup>nd</sup>, 3<sup>rd</sup> then 4<sup>th</sup> for every subsequent infraction.**

**Multiple Infractions:** In the event of multiple infractions occurring at a single time, all infractions will be counted as a single violation of the most severe offense (e.g., a student found using a controlled substance and committing vandalism on a single occasion will be treated as though he/she committed a single controlled substance offense).

- Infractions will accumulate over the course of a participant's high school career.

**Level of Participation for Infractions:**

- A student will be punished at the highest level of their play. So a student that plays varsity basketball and JV basketball will be punished on the varsity basketball schedule. They will not be able to play any Varsity and/ or JV contests that take place during that time frame. If a student only plays at the JV level they will be punished according to that schedule.

**Return to Eligibility:**

Playing time is not guaranteed upon completion of punishment. Coaches maintain final say in all playing time decisions. Students that return to the team are expected to earn back trust and playing time.

**Post Season Eligibility:**

- If a student is not eligible for play by the first postseason contest the student will be ineligible for postseason play. Which could include regionals and state.

**Junior High to High School requirements:**

- Chart Infractions occurring at the Junior High level will not carry over to the High School.
- A student will get a fresh start entering 9th grade for all chart infractions.
- Academic requirements will be enforced every year for all students.
- Academic requirements- all students must pass and compete 5 classes per semester or they will be ineligible for the next semester. That is for all grades including 8th grades entering into high school. All classes must be made up before the next semester starts. Incompletes will be monitored and timelines set by the activities director to determine eligibility.

**Communication to parents:**

All student athletes that are disciplined will receive a phone call from either the coach, athletic director or principal.

**Student Supports:** Students committing infractions resulting in the above penalties, will be encouraged to seek help by enrolling in assistance programs such as the Tobacco Awareness Program (TAP) or participating in other support group organizations at their own expense. Evidence of enrollment and completing attendance in one or more of these programs will result in a reduction of 1 game or contest of the total number of games/contests in the regular season. It can be used for two violations only.

Department of Family Services 307-358-3138  
219 North Russell Ave.  
Douglas, WY 82633

Wyoming Behavioral Institution 307-237-7444  
2521 East 15th Street  
Casper, WY 82609

Solutions for Life 307-358-2846  
1841 Madora Ave.  
Douglas, WY 82633

## **GJSHS GUIDELINES FOR SPECTATOR REMOVAL**

According to statute (W.S.6-2-501 through 6-2-505, W.S.6-6-102; W.S. 6-6-103, W.S.6-6-301 through 6-6-307) a person may be removed from the building by any staff member for behavior that is deemed inappropriate. We encourage good sportsmanship and professional behavior at all school activities and events. The following steps will be followed if a person is removed from the building by CCSD2 Staff or game officials.

### **All steps require a mandatory meeting with High School Principal and/or Athletic Director before admittance to activities**

First Offense: Banned from all activities for up to 14 days.

Second Offense: Banned from all activities for up to 180 days.

Third Offense: Banned from all activities for up to 365 days

Fourth Offense: Banned from all activities for the JH/HS career

\*Severity of offense will be taken into consideration when determining suspension. If an administrator feels it is warranted, the severity of the offense can place a spectator immediately on a more extreme suspension step.

## **VI. CHOICE of ACTIVITY, INFLUENCE**

1. Coaches or sponsors should not exert any undue influence on students to participate in a particular activity. When students decide on an activity, it is recommended they remain in that activity for the entire season. However, a student may switch sports providing that the transfer is made with the consent of the coaches involved. When students switch an activity or begin an activity season after the first initial weeks of practice, they will not be allowed to compete until they have equaled the amount of practice time they have missed. (Example: If a student wants to go out for wrestling 3 weeks after the season has started, that student will have to practice 3 weeks before they are allowed to compete.) Students who finish one sport it its entirety

and then begin a subsequent sport will be dealt with on a case by case basis by the sport's head coach and the administration.

2. If students are dismissed from a sport or activity because of disciplinary reasons, they will not be allowed to enter another sport or activity that season.
3. If a student voluntarily quits an activity, they cannot rejoin that team without the consent and approval of the head coach.

## VII. SUPERVISION and DIRECTION

Supervision and direction of the athletic/activity program shall be vested in the Principal through the Activities Director and subject to review by the Superintendent and the School Board. Rules and regulations of the Wyoming High School Activities Association shall be adhered to and shall be used as minimum standards for Glenrock. Coaches and sponsors are required to attend all meetings, practices, games, meets, etc., scheduled in their assignment unless prior approval is arranged through the Activities Director with notification to the Principal. Exceptions can be made concerning family or personal illnesses by contacting the head coach or Activities Director.

1. Coaches/Sponsors responsibilities are:
  - a. Monitoring participant's behavior. This includes locker room behavior until all participants are out of the locker room. Sitting in an office (even one with windows and the door open) is not adequate observation of participants behavior.
  - b. Informing the Activities Director of all incidents and disciplinary actions. The Activities Director will inform other administration.
  - c. Give input to the ordering of uniforms, training supplies, and equipment. Maintaining inventories of equipment and facilities.
  - d. Following all guidelines in their job description in this Code and School Board Policy.
  - e. Encouraging their students to have good attendance, do well academically and show respect for other students and staff members at all times.
  - f. Verifying that all participation forms are complete and on file in the office before the first scheduled event. These forms include: exemplary conduct, emergency treatment, physicals and Cautionary Statements.
  - g. Communicating program information and expectations to all participants and their parents. Coaches may use various forms of communication to relay information to their students. All communication should be appropriate, timely, and non-threatening. Students and parents are urged to communicate with all coaches in an appropriate verbal manner. Text messages that are harassing, derogatory, or threatening will be turned over to law enforcement.
2. Opposite gender coaching/sponsoring a team/club:

Converse County School District #2 realizes a potential problem when there is an opposite gender coaching or sponsoring a club or team. In most cases the coach/sponsor will announce his/her entrance into a motel/hotel room, bathroom, etc. before entering an opposite gender's area. After the announcement has been made the coach/sponsor may enter if no objections are given by students.

In the case of an emergency, the coach/sponsor may enter immediately to answer the emergency. We hope this does not cause any undue hardship, but it must be done.

## VIII. ELIGIBILITY

1. A participant in an activity must be passing six (6) solid subjects. At the semester a student must be passing five (5) solid subjects **with full credit** in order to participate in activities the following semester.
2. Students that pass only four (4) or fewer classes for the semester will be ineligible for the semester according to WHSAA rules. Ineligibility for a semester includes competition only.
3. For the current semester, a participant in an activity must be passing six (6) subjects as determined by a weekly eligibility check.
4. Students are expected to be passing all classes. For eligibility purposes, any student with more than one grade below a "C" will have a probationary week to get his/her grades up. If the student still has more than one grade below a "C" when the next grade check is done, that student will be ineligible to play in that week's contest (Wed to Wed). **If a student is academically ineligible for any three (3) weeks of competition during a season, they will become ineligible to compete for the remainder of that season.**
5. The grade of incomplete will allow the student two weeks to complete the outcome, standard or classroom work to achieve a grade of "C" or better. If there are reasons beyond the student's control and two weeks is

not enough the student, teacher and parent must enter into a contract specifying the work, time period and other expectations needed for the student to achieve a grade of "C" or better. In both situations if the work is not completed in a satisfactory manner in content and on time a grade of "F" will be on the student's report card and/or transcript.

6. If a student is ineligible for a semester, their eligibility will be reinstated the first day of the following semester, as long as they have met semester eligibility criteria.

### **CRITERIA FOR CONDITIONAL ELIGIBILITY**

Any student who wishes to participate in an activity but is not eligible because of credit loss must appeal to and appear before the Activities Review Committee (Principal, Assistant Principal/Activities Director and two (2) teachers) for conditional eligibility. The committee will consider the following when making its decision:

- a. Reason for wanting conditional eligibility
- b. Number of absences
- c. Number of tardies
- d. A current list of classes and grades in those classes
- e. Discipline record
- f. Comments by current teachers which will be submitted directly by the teachers to the Committee

Students given conditional eligibility will be checked on a weekly basis for attendance, grades, and behavior. Conditional eligibility may be revoked at any time for due cause.

### **IX. LETTERING - To letter in any activity - The student must complete the season in good standing.**

- A. **Football** — Play in one-half of all varsity game quarters and coach's discretion.
- B. **Volleyball** — Play in one-half of all varsity game matches and coach's discretion.
- C. **Cross Country** — Run as a varsity team member (top 5; run as a varsity member in at least one meet or be in the top 10 individuals in a junior varsity race and coach's discretion.
- D. **Basketball** — Play in one-half of all varsity game quarters and coach's discretion.
- E. **Track** — Score at least one point in 1/3 of all varsity meets or equivalent to this and/or qualify for State and coach's discretion.
- F. **Speech** —
  1. Accumulate fifty (50) National Speech and Debate Association points per year
  2. Attend at least one-half of all of the meets
  3. Finish the season in good standing
  4. Coach's discretion

- G. **Wrestling**  
Place in the top 6 at Regional Tournament  
Qualify for the State Tournament  
Coach's discretion

- H. **Drama**
  1. Must successfully complete the fall production and be in at least one event at State Drama.
  2. Must accumulate at least 12 points.  
Points:
    - a. Roles:

Lead Role	5 pts
Supporting Role	3 pts
    - b. Production Crew

Lights/Sound	5 pts
Musician for Musical	5 pts
Stage Crew	5 pts
  3. Crew Work 1 hour of work – 1 pt
  4. Penalty points – Lose one point per unexcused absence. Other school activities are excused
  5. The director may award a letter at his/her discretion.

I. **Music** - Outlined in their own handbook

J. **FCCLA**

1. Participate in 6 of the 9 Community Service Projects
2. Complete 4 leadership activities: holding an office, chairing a committee, attending Fall Conf.
3. Attend 3/4 of the club meetings
4. Must compete at the State level in a STAR or REACH event

K. **Academic Letter Winners** -Students may earn an academic letter if they meet the following criteria:

1. Students must have a minimum of 5 graded classes (A - C)
2. 9th, 10th, 11<sup>th</sup>, and 12th grade students must have at least a 3.5 cum. GPA for the school year
3. Students must have a 3.0 cumulative GPA in addition to a 3.5 current semester GPA to letter in academics.

L. **FBLA :**

Students earn a point(s) for the following participation within FBLA:

- Weekly meetings – 1 pt per meeting
- FBLA Fall Conference – 3 pts for attending
- FBLA LEADS Conference – 3pts for attending
- Volunteering – 1 pt per hour
- Concessions Fundraising – 1 pt per hour
- March of Dimes Week Activities – 1 pt per day/activity
- FBLA membership drive activity – 1 pt
- Career and Technical Career Week – 1 pt per day/activity
- State Competition Practices – 1 pt per hour

An FBLA member must earn at least 25 pts throughout the school year to earn a spot on the State FBLA team and to also earn the FBLA letter.

**GENERAL POLICIES**

1. Bands shall play at home activities only. State events can be an exception
2. Admission prices for regional or state activities shall be set by the Wyoming High School Activities Association.
3. Playing squads and managers shall be admitted to contests on authorization by the coach.
4. The voting delegate on all State activities shall be the WHSAA representative, as appointed by the School Board.
5. The voting delegate at conference activities will be the Activities Director.
6. In all contests, only game officials and authorized personnel may be on the sidelines.
7. Adult registered officials must be used in all varsity athletic contests.
8. Administrators, staff members, and coaches shall refrain from questioning decision of officials or otherwise criticizing them following the game. Any criticism or protest shall be addressed in writing to the proper officer of the Officials.
9. Any unsportsmanlike conduct requiring special attention will be reported to the Administration and, if further attention is needed, to the Wyoming High School Activities Association.
10. All dates must be cleared for **any change** through the Principal.
11. Only school banners will be allowed to be displayed at games. No paper, confetti, or artificial noisemakers may be used at games held indoors. This includes **drums and megaphones**.
12. Live mascots may not be used at contests. .
13. If a need exists, personnel from outside of the School District will be used as a coach or sponsor.
14. Volunteer coaches or sponsors can be used, but they must first fill out an application form and be approved by the building principal and Activities Director. Volunteer coaches must submit fingerprints for a Criminal Background Check through the state of Wyoming.

## **RECORD KEEPING**

A certain number of records shall be kept by the Activities Director with the majority of the needed information being supplied regularly by the coaches. Record keeping is essentially good business practice and material thus collected can be of great value for anticipating and capitalizing on trends, for use as a valid reference source and for establishing necessary public relationships with the media.

Records which shall be maintained by the Activities Director include:

1. **Season Report** from each head coach at the end of the individual season.

The Season Report should include:

- Scores of every contest held;
  - Records (school, league, district, state) established by team or individual participants;
  - Honor and awards winners;
  - Individual participation summaries;
  - Honor awards (selection and award procedures);
  - Recommendation for seasons to come;
  - How many started season; how many finished season.
2. Eligibility Lists kept up to date for all individual and team participants.
  3. Letter Awards.

## **DISCIPLINE WITH PARTICIPANTS**

An activity Code serves as a guide for making rules clear. The School Board recognizes this and assumes that coaches are enforcing the Code both in spirit and in fact. Observation reinforces the view that those coaches who use the Code have the best discipline and usually the best teams.

Your coaching position provides you with a great opportunity to help participants understand the need for discipline. Turnout procedures for participants, attendance regulations, game tactics, and the manner in which you deal with rule violations reflects your disciplinary abilities and determines your effectiveness as a coach. The weak coach is the participant's "buddy" instead of his teacher and leaves the discipline to others or entirely neglects it.

The head coach will determine appropriate discipline when rules are violated, but the Principal and Activities Director will be kept informed when serious violations occur. The following standard guidelines might help with consistency when major infractions do occur.

1. We want to be firm, but to ensure that justice prevails.
2. We are first concerned with what is best for all participants.
3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the participant and makes clear that the team will do without him/her if he/she does not live up to set standards.
  - In this situation sometimes parents, teachers and the community may not always understand your actions; you must take care to fully explain the situation. (The participant almost always understands quite clearly.)
  - Suspension will be for a definite time according to this activities code (day, week, month, season).

It is in the area of discipline that coaching efforts obviously come into view to administration, teachers, the community, and most important, the participants.

## **JOB DESCRIPTIONS AND REGULATIONS FOR ALL COACHES AND SPONSORS**

The need for job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for criteria to measure coaching responsibilities/accomplishments



within the framework of the Converse County School District #2 objectives for their activity programs.

**A. Professional and Personal Relationships**

**1. Rapport**

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

**2. Cooperation**

The District expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their Activity Coordinators, principal, other members of their staff, maintenance, transportation, and the Central Office.

**3. Leadership**

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition - all should be exemplary. Dressing appropriately for practice, following practice schedules, and building positive attitudes are very important. A coach must be in control at all times. Language, actions and emotional displays come under very close scrutiny, both in practice and in scheduled contests. Integrity, graciousness, dignity and respect are to be cultivated with players, officials, opponents and colleagues whether winning, losing, or just working out.

**4. Discipline**

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season, at home and away, even to a degree of the conduct of the crowd, especially where the student body is concerned. "Desire" to do well, to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

**5. Improvement**

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers, and magazines and utilizing enrichment material available in other media forms is also to be expected.

**B Coaching and Sponsor Duties and Responsibilities**

1. Use sound and acceptable teaching practices.

2. Run well organized practice sessions, based upon sound teaching fundamentals. This includes written practice plans.

3. Complete pre-season planning well in advance of starting date - no place for haphazard planning in program. Middle and High School coaches should work together to ensure continuity.

4. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.

5. Construct a well organized game plan.

6. Develop a sound system of equipment accountability including season inventory, repair, re-conditioning and replacement.

7. Keep assistant coaches, players, parents, student managers and statisticians well informed as to what is expected. Let students know the risks, and the importance of following rules and proper techniques for their safety. Written itineraries should be provided to all athletes and their parents for away game/contest.

**Coaches may use an appropriate app or technology format to communicate these plans.**

8. Head Coaches and Activities Director will evaluate assistant coaches - Head Coaches will be evaluated by

Activities Director and Building Principal.

9. Develop a skill progression for your sport. Communicate with lower level coaches the outline of your progression.
10. Assist graduating seniors in college placement.
11. Keeping practice periods for his/her activities within the confines of the specified time in the Activities Code; schedule practice during any holiday period with the Activities Director.
12. Arrive first and make sure you are the last to leave. Verify that all participants have transportation home when returning from away trips.
13. Verify that each participant has a medical examination, an exemplary conduct form, an Emergency Medical Treatment form, and a Cautionary Statement completed and on file **before** he/she begins practice.
14. Check player's attendance daily and eligibility weekly.
15. Prepare a roster of players with other necessary information so certified eligibility lists may be sent to competing schools. Advise Activities Office of any changes in roster or in activity participants.
16. Ensure that first-aid equipment is readily available at all times.
17. Demonstrate how equipment is to be worn, how to care for it and how to hang it in lockers or on hangers.
18. Coaches and sponsors will attend all practices, games, and meets, etc., during their season.
19. All coaches and sponsors must sign a Code of Conduct Statement before they start their season. Violation of this code may result in suspension or termination.

**C. Coaches Dress**

Coaches should dress in appropriate workout gear during practices. Students, parents, and faculty have a right for concern about a coach who teaches a sport in school clothes, the same as they would a classroom teacher that teaches in gym clothes. Coaches should dress appropriately for all contests and trips.

**D. Meals, Expenses and Travel**

1. The school district will provide meals only at state culminating events. All trips will be by school-provided transportation. All participants will travel with school transportation unless a written request from parents to do otherwise is given to the coach and approved by him/her prior to departure. Participants will be released to their parents only upon the completion of a parent transportation form.
2. Coaches and sponsors must stay within travel and meal allowances, and upon returning from a trip will promptly report expenditures to the Activities Director.
3. Head coaches or sponsors will ride to and from events and at all times supervise participants during the event. After practices head or assistant coaches will remain until participants clear the building. Teams and coaches will return from all games or playoffs as soon as practical after games are played or playoff eliminations. (No staying overnight.)
4. School-provided transportation will be left clean and in the same physical condition in which it was checked out, with head coaches or sponsors being held responsible. If the vehicle is not returned in good condition, the group may be refused travel privileges in the future.
5. Meet with groups before each departure to explain the trip's itinerary. Participants should check and assume responsibility for their equipment throughout the trip.
6. Prepare a checklist of needed equipment to ensure nothing is forgotten by the managers.
7. Coaches or sponsors must be sure that each individual has a way home after arriving home from any event. Coaches or sponsors personally must release an injured participant to the doctor or parents.
8. Provide safekeeping for all valuables — especially, so they are not left in locker rooms.
9. Coaches, sponsors, or designated assistants should check dressing rooms, hotel rooms, restaurants, and buses prior to participants entering and after they leave the facility. This helps prevent loss of clothing, equipment, and gives coaches or sponsors an insight to facility conditions.
10. Set the standards of behavior and hold to them. Impress upon students that rowdiness, inappropriate behavior, and the use of obscene language will not be tolerated.
11. Make participants aware of the type of clothing to wear; the address of the hotel or motel where the team will stay (including phone number); exact time of departure from home and approximate time of return.

Encourage students to inform their parents of these facts in case of emergencies. The Activities Director should have this information.

- I2. **Use of Opponents' Dressing Facilities:** Coaches should discuss with team members appropriate conduct when using dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to forestall vandalism. At times it may be necessary to hold a bag inspection after returning from a trip. Coaches should ask to have their dressing room locked during their team's absence. Following these procedures may save the school and district some unfavorable publicity.

E. **Attendance at Rules Meetings**

When rules meetings are held for specific sports, all coaches for that sport are urged to attend the meeting.

Head coaches will be responsible to see that their assistants are in attendance. Online rules meetings will be utilized by the WHSAA and will satisfy this requirement.

F. **Practice-Days and Times**

Start and end on time. You will not improve any activity by jeopardizing relationships with parents and administrators by holding late practices. The less you disrupt the family dinner hour, the more apt you are to have a favorable reaction from parents towards activity programs. **Practices shall not exceed 3 hours.**

1. **Certified coaches will supervise all practices at all times. If a certified coach is not able to be present, the practice should not be held.**
2. **Sundays and Special Holidays:** Mandatory Sunday practice sessions of squad members are prohibited. Thanksgiving and Christmas should be treated as a Sunday. Practice during these extended vacations may be scheduled at the discretion of the coach with administration approval.

G. **Game Rosters**

1. All coaches are requested to inform their team by the practice prior to an event, who will participate in the interscholastic contest. This information enables team members to inform parents regarding making an athletic trip or suiting up for a home game.
2. Coaches should always make clear to a team member any change in status, and the reasons for such change, especially if the individual has been used to suiting up for games. Both good public relations and maintenance of team morale are involved.

H. **Equipment**

1. Coaches are responsible for the inventory in his/her activity. At the seasons' end, a list of students who have not returned all their checked-out equipment should be submitted to the Activities Director. Failure to comply with this regulation may result in budgetary cuts at the discretion of the Activities Director and Principal.
2. It is the Activities Director's responsibility to coordinate these lists and take action to see that equipment is returned or that the school is reimbursed for the cost.

## **JOB DESCRIPTION FOR ASSISTANT COACH**

Head coaches/sponsors should be a positive role model for all involved in their program. His/Her conduct at practice and games should model exemplary sportsmanship and behavior. His/Her dress should model what is expected from all participants.

Volunteer coaches/helpers **are not** permitted unless prior authorization has been received from the principal and activities director. Volunteer coaches must submit fingerprints for a Criminal Background Check through the state of WY. Arrangements for the process can be made through the Glenrock Police Dept. or through the Adm. Asst. at the Central Office.

### **PRIMARY RESPONSIBILITIES:**

A. **Year Round**

1. Understand and know the sport rules and regulations presented in the State Activities Association Handbook.
2. Be aware of all rules and rule changes.
3. Be aware of new developments, innovative ideas, and techniques by attending clinics, workshops, and reading material about your sport.
4. Assist head coach in carrying out assigned responsibilities.

5. Attend all practices, including those during school vacations, unless absence has been previously requested and approved by the Head Coach and Activities Director.

**B. Seasonal**

1. Before the Season:
  - assist head coach with properly registering athletes.
  - assist head coach with issuing equipment needed for your sport.
  - provide head coach with accurate information needed to compile eligibility lists and other reports.
  - meet with squad and discuss all rules and regulations, emphasizing the Activity Code.
2. During the Season:
  - assist in implementing objectives outlined in the Coaches' Handbook.
  - assume constant care of equipment and facilities.
  - assume supervision of assigned athletes and teams, and supervise all athletes when needed.
  - attend all contests and practice sessions.
  - discipline athletes in a firm and positive manner.
  - emphasize safety; be aware of best training procedures and injury prevention action.
  - conduct self and supervise teams in an ethical manner during contests and practice.
  - instruct players game rules, rule changes, new developments, and innovative ideas.
  - Adhere to "Regulations for Coaches" as described in the Handbook.
  - Attend all practices.
3. End of Season:
  - assist in the return, storage and inventory of school equipment.
  - recommend athletes for awards.
  - recommend schedule improvements.
  - make reports as requested by head coach and Activities Director.
  - recommend equipment to be purchased.
4. Additional Responsibilities:

Additional responsibilities occurring during the season may be assigned such as:

  - scouting opponents
  - team trainer
  - equipment supervisor
  - publicity reports
  - filming

### **SUPERVISION AND EVALUATION OF COACHES**

An athletic staff supervisory program is necessary to ensure a quality athletic program. The primary purpose of head coach supervision is to develop and improve coaching to enhance student athletic achievement. Supervision is an important ongoing process for beginning as well as experienced head coaches. These processes should be carried out in a cooperative spirit.

The Activities Director will supervise head coaches under direction of the building Principal. There is a direct inter-relationship between supervision and evaluation processes. The Activities Director should be objective in his observations and evaluations. He is to analyze his observation and make a professional judgment regarding head coaches' performance.

Head coaches will be supervised and evaluated in the following areas:

1. Practice management.
2. Practice control.
3. Knowledge of his/her sport.
4. Presentation of skills.
5. Instruction planning.
6. Coordination of staff.
7. Evaluation procedures.
8. Instructional methods used.
9. Athlete Rapport.
10. Professional Rapport.
11. Parent Rapport.
12. Present professional image to the community.
13. Media Rapport.
14. Knowledge of current trends.
15. Reports and administrative tasks.

16. Equipment and physical facilities care.
17. Overall effectiveness of athletic department.
18. Ethical conduct.

Head coaches will supervise and evaluate assistant coaches' performance based on the appropriate categories listed above. The Activities Director will also observe and evaluate assistant coaches.

### **PROCEDURE**

The following steps and times are intended to establish supervision and evaluation standards. Prior to beginning each sport season the Activities Director shall make head coaches aware of the supervision/evaluation procedures, the expected performance standards, and goal-setting orientation.

Procedures for new head coaches and second-year coaches include:

1. Goal-setting analysis — Before the season starts, coaches should determine, in writing, at least one but no more than five personal goals.
2. At least **two formal observations** which include a post-observation conference with a written summary. The first will be conducted within two weeks of beginning the season before actual games or contests begin. The second should be done during the athletic season, at least five weeks after the first observation.
3. A minimum of two informal, written evaluations will be done. The first is to be completed by the halfway point of the athletic season, the second after the season's end.

Procedures for head coaches with two or more years of experience in Glenrock include:

1. Goal-setting analysis — Before the season starts, coaches should determine, in writing, at least one but no more than five personal goals.
2. Periodic informal and formal observations will be made as needed and desired, as well as post-observation conferences.
3. A minimum of one formal written evaluation will be done. This is to be completed after the season ends.

Head coaches with two or more years experience in Glenrock, who change, or become head coach another sport, will be supervised and evaluated as a new coach in the new position.

### **PERFORMANCE STANDARDS**

The following criteria will be used in evaluating and observing the above categories. The following descriptions are broad and general to adequately provide for individual situations. The Activities Director will further define these descriptions for individual situations and give his professional judgment concerning such situations.

In the areas below, the head coach is expected to perform effectively in the following areas:

1. Practice management — Employ procedures that promote effective, efficient and organized practice sessions.
2. Practice control (including locker room, contests, trips, etc.) — Use fair and consistent discipline in conjunction with the school's athletic code, to produce a learning atmosphere appropriate to the tasks at hand.
3. Knowledge of his/her sport — Organize and present his/her objectives in various effective methods that are consistent with his/her coaching theory and philosophy.
4. Presentation of skills — Clearly present and explain objectives for athletes of various ability levels.
5. Instruction Planning — Use adequate techniques for planning well-organized practices, and follow a reasonable scope and sequence both on a short and long term basis.
6. Coordination of staff — Head coach should provide adequate instruction for assistant coaches to ensure smooth coordination of practices, and coach-staff planning.
7. Evaluation procedures — Employ methods that evaluates athletic performance and individual ability levels based on objectives and goals.
8. Instructional methods used — Employ a variety of instructional methods that are conducive to the objectives and goals.
9. Athletic rapport — Demonstrate respect toward all athletes and elicit respectful actions from athletes.
10. Professional rapport — Work with colleagues on a professional, cooperative, and problem-solving basis to better the school, its programs, and especially its students and athletes.
11. Parent rapport - Inform parents of practice and athlete situations and strive to establish methods that facilitate positive rapport (i.e. pre-season meetings, newsletters, etc.).
12. Present a professional image to the Community — Maintain awareness of a professional image and its relationship to effective coaching while in the public eye.

13. Media rapport — Inform and work with the media on a professional and cooperative basis for the betterment of athletes and athletics.
14. Knowledge of current trends — Maintain awareness of current, professional coaching techniques and theories; be prepared to adjust coaching methods accordingly.
15. Reports and administrative tasks — Complete reports and fulfill duties in a punctual, accurate, manner.
16. Care of equipment and physical facilities — Accept responsibility for district property and use an organized check-out/check-in system. Keep equipment and facilities in a clean, usable and organized condition considering normal athletic use.
17. Overall effectiveness of athletic department — Attend monthly coaches' meetings and participate in a constructive, cooperative manner.
18. Ethical conduct — Adhere to the coaching profession ethics code.

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coaches' own and their welfare shall be uppermost at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFICA Board of Directors.

The Coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The Coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The Coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use. This includes no consumption of alcohol or use of tobacco by a coach or sponsor while they are in direct supervision of a student or students.

The Coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The Coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letter of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A Coach shall not exert pressure on faculty members' to give student athletes special consideration.

### **Managers for School Activity Teams**

Head coaches are responsible for all students that are serving their programs as team managers. These managers are considered a vital part of the program and should be treated with respect. It is preferred that team managers be of high school age, but if a vacancy exists, younger students may be considered. It is the head coach's responsibility to select and appoint all team managers. Expectations of HS managers are the same as any other player: they must meet academic requirements and can also earn a varsity letter upon completion of two complete seasons as a manager. Managers are expected to adhere to all team rules and expectations and work diligently to fulfill all responsibilities assigned by the coaching staff. Team managers not of high school age must have all paperwork required by the Activities Office completed and on file before assuming managerial responsibilities.

## **ACTIVITIES COMPLAINT PROCEDURE**

The following is the activities complaint procedure to follow with all problems that arise with coaches. Remember, care enough to first contact the person with whom you have the problem. You owe it to the individual to tell them if you are going over his/her head. Initial contacts should be done in a respectful, professional manner, and in the appropriate place and time. Consideration should be given for rational thought to occur. A mediated conference will be held when requested by a coach, sponsor, parent or student. Procedures for this conference follows:

1. Volunteer Coaches - Coaches Aides
2. Assistant Coaches
3. Head Coaches, Sponsors
4. Activities Directors
5. Principals
6. Superintendent
7. School Board

The following is the activities complaint procedure to follow with all problems that arise with participants, parents and coaches

1. Athlete and Coach
2. Athlete, Parent, and Coach
3. Athlete, Parent, Coach, and Athletic Director
4. Athlete, Parent, Coach, Athletic Director, and Building Principal
5. Athlete, Parent, Coach, Athletic Director, Building Principal, and Superintendent
6. Athlete, Parent, Coach, Athletic Director, Building Principal, Superintendent, and School Board.

**Coaches, players, and parents must wait 24 hours after a contest before approaching one another.**

### **MEDIATED CONFERENCE PROCEDURES**

A. PURPOSE: To resolve conflicts through the use of better communication.

B. PROCESS PREPARATION

1. Party or parties request meeting.
2. Basic information is gathered.
3. Pre-meeting with school personnel may be held.

CONFERENCE WITH A MEDIATOR FROM THE SCHOOL DISTRICT

1. Informal and confidential
2. Conference Style: Each party presents views and hears opposing arguments. No derogatory statements or profanity is allowed when presenting views.
3. Mediator may meet with each party privately.
4. Negotiation and compromise, communication improved, emphasis on child and solutions.

ROLE OF THE MEDIATOR

1. Impartial negotiator, facilitator of communication.
2. Guides process, maintains order of conference informally.
3. Attempts to soothe feelings, find areas of agreement, suggests options and possible compromise; does not impose own views on parties or make decisions for them.

OUTCOME OF PROCESS

1. Agreement, written by the mediator, expressing ideas of parties, signed by each party.
2. Signature indicates willingness to abide by agreement, stake in outcome, commitment to success.

### **GUIDELINES FOR CLUB - SCHOOL MONETARY FUNDING**

(Payment by school district for national competition(s) will be on a yearly, as determined basis)

**FCCLA**

Dues

State and National dues  
District - club pays  
State Registration - Combination  
Travel, Meals and Lodging  
District and State - school pays for **15 attendees**  
National Competition - club pays  
a. lodging and airfare - club pays  
b. meals - club pays  
c. registration - club pays

## **FBLA**

Dues  
State and National - school pays  
State Registration  
a. state leadership - school pays  
b. state competition - school pays for **15 attendees**  
Travel, Meals and Lodging

## Drama

State Registration  
a. state leadership - kids pay  
b. state competition - school pays for **15 attendees**  
National Competition  
a. lodging and airfare - club pays  
b. meals - club pays  
c. registration - club pays

## **STUDENT COUNCIL**

Dues - club pays  
State Registration & President/Advisor Summit Registration - school pays  
Travel, meals and lodging  
President/Advisor Summit - school pays  
State Convention - school pays

## **LETTERMEN'S CLUB**

Dues  
None  
Travel, Meals and Lodging  
None  
Other Costs  
Pay for Senior Night expenses  
Other items needed by activities  
a. letters, awards, jacket emblems, etc.  
b. awards nights

## **FINE ARTS**

Dues  
None



Travel, Meals and Lodging

Trips for plays - clubs pay

Other Costs

Items needed for Fine Art Awards - club pays

Items needed for individual initiations, etc. - club pays

**NATIONAL HONOR SOCIETY**

Dues

National and State - school pays

Travel, Meals and Lodging

Breakfast - school pays

Initiation - school pays

Capping tea - school pays

Other Costs

Academic Awards - club pays

**SPEECH**

Dues

National Competition - club pays

NFL - budgeted item

Travel, Meals and Lodging

\_\_\_\_ Season competition (school pays for 4 overnights plus state)

NFL - club pays

State - school pays

Awards

Speech Meet - club pays

**ACTIVITY TRIP GUIDELINES**

The driver's responsibility is the safe transportation of students. The sponsor's responsibility is to maintain order and discipline so that the driver is not distracted from driving duties. Rules of conduct are expected to be the same for activity trips as for regular bus transportation. (Board Policies EEACC and EEACC-R) If the driver is distracted by excess noise or observation of inappropriate behavior, the driver is to tell the sponsor, and the sponsor is to take appropriate corrective action.

Eating on the bus is permitted if the sponsor determines a need for such. Sponsors are to see that all litter, trash, and refuse is cleared from the bus upon returning from the activity.

Activity drivers will make the bus available to the sponsor and students at the sponsor's request. Activity drivers can leave the activity with the bus, if the bus is not needed by the sponsor, after checking with the sponsor and getting permission. Activity drivers are expected to communicate to the sponsor where they can be reached during the activity.

No driver shall operate a school bus or activity bus while impaired through fatigue, illness, or any other cause as to make it unsafe for him/her to begin or continue to operate the school bus. No driver shall remain on duty longer than sixteen (16) hours in a 24 hour period. Ten (10) of which can be behind the wheel in control of the school bus. When the driver has reached that limit he/she shall have at least eight (8) consecutive hours off driving duty.

Board Policy EEBA-R states that driving time is limited to no more than two (2) continuous hours without a ten (10) minute break. The driver and sponsor are to discuss where there is a convenient place to stop that will about fit into

the two (2) hour driving limit.

During inclement weather the driver and the sponsor should jointly decide whether to proceed or to stay, based upon available data, such as from the Highway Patrol. The ultimate decision, however, rests with the driver.

### FUNDRAISER FORM FOR USE AT GLENROCK HIGH SCHOOL

The following club \_\_\_\_\_, of Glenrock High School, is selling \_\_\_\_\_ to help support its activities throughout the school year. We at Glenrock High School would like to thank you for your financial help with this fundraiser.

Please make your **check** out to **Glenrock High School** with the name of the club \_\_\_\_\_ noted on your check. **Please pay by check only, if possible.**

The right of a student to participate fully in classroom instruction and extracurricular activities will not be abridged or impaired because of color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status or for any other reason not related to the student's individual capabilities. Converse County School District No. 2 works to create a learning environment that is free from harassment or discrimination of any kind. Inquiries concerning Title VI, Title IX, and Section 504, may be referred to Kirk Hughes, Coordinator for the Office of Civil Rights, Converse County School District No. 2, Post Office Box 1300, Glenrock, WY 82637, or phone (307) 436-5331, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-0050, or (307) 777-6218.

#### Anti-Harassment

Converse County School District No. 2 is committed to providing all staff with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect and to accept the rich diversity which makes up the community. Disrespect among members of the school community is unacceptable behavior which threatens to disrupt the learning environment and decrease self-esteem. Harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et. seq. and the Wyoming Fair Employment Practices Act of 1965..

A complete copy of the Sexual Harassment Policy (GBAB and JBA) is contained in the School Board Policy Manual which is available in each school building or at the Central Office.

#### Non-Discrimination Statement

Converse County School District #2 does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, transgender status, age, disability, or religion in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title IV, Title IX, Section 504, and ADA may be referred to Converse County School District #2, Director of Special Education/Student Support Services, Civil Rights Coordinator, 120 Boxelder Trail, Glenrock, Wyoming 82637-1300, or (307) 436-5331 or the Office for Civil Rights, Region VIII, United States Department of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-582, or (303) 844-5695 or (303) 844-3417.

### ATHLETIC PRACTICE OBSERVATION FORM

The observer will rate the items below based on professional judgment concerning the practice visited.

COACH \_\_\_\_\_ PRACTICE VISITED \_\_\_\_\_

OBSERVER \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

<p>I. BEGINNING OF PRACTICE</p> <p>Practice "evolved", administrative duties prevailed, chaotic.      ( ) ( ) ( ) ( ) ( )</p> <p>Students unsure, wasted time with questions. previous practice.      ( ) ( ) ( ) ( ) ( )</p>	<p>CHECK IF NA _____</p> <p>Practice "began" on time, administrative duties unobtrusive.</p> <p>Students given overview, tasks begin, tie in to</p> <p>COMMENTS:</p>	
<p>II. EVIDENCE OF PLANNING (Coach)</p> <p>Practice disjointed, coach searching for ideas, "off the cuff"      ( ) ( ) ( ) ( ) ( )</p> <p>(Activities)</p> <p>Entirely chaotic, unplanned, useless, etc.      ( ) ( ) ( ) ( ) ( )</p> <p>(Physical Organization)</p> <p>Routine is chaotic and disruptive      ( ) ( ) ( ) ( ) ( )</p>	<p>Practice flowed with systematic ideas at hand, organized</p> <p>Each athlete engaged in systematic effort</p> <p>Organized, not disruptive</p> <p>COMMENTS:</p>	
<p>III. PRACTICE ATMOSPHERE</p> <p>Air of tension, unruliness, confrontation, etc. cooperation      ( ) ( ) ( ) ( ) ( )</p>	<p>Stimulating, respectful, little confrontation,</p> <p>COMMENTS:</p>	
<p>IV. COACH'S PERFORMANCE</p> <p>Bored, sterile atmosphere moves around      ( ) ( ) ( ) ( ) ( )</p> <p>Destructive, negative      ( ) ( ) ( ) ( ) ( )</p>	<p>Stimulating, energetic, alert,</p> <p>Supportive, positive, understanding</p> <p>COMMENTS:</p>	
<p>V. ATHLETIC BEHAVIOR</p> <p>Apathetic, slow in starting, half-hearted      ( ) ( ) ( ) ( ) ( )</p> <p>Disruptive, chaotic, threatening, defiant      ( ) ( ) ( ) ( ) ( )</p>	<p>Alert, anxious attentive, prompt</p> <p>Well-behaved, orderly, cooperating</p> <p>COMMENTS:</p>	

VI. OVERALL VIEW

A dull, negative  
experience for  
young people ( ) ( ) ( ) ( )

An interesting,  
positive experience  
for young people

COMMENTS:

Observer's signature \_\_\_\_\_ Date

## FORMAL PRACTICE VISITATION FORM

Observation Briefing—to be completed by coach and given to Activities Director before observation:

Practice to be visited:

Objectives:

Methods of implementation: (explanation, demonstration, groups, etc.)

Practice schedule:

Special coaching techniques that you wish to be observed:

Observer completes all but last section prior to or during follow-up conference.

- I. Briefly summarize the visitation situation:
- II. Strengths:
- III. Areas for Improvement:
- IV. Recommendations:
- V. Coach's Comments: (if desired)

---

Observer's signature

Date

I have seen this visitation report and it has been discussed with me

---

Coach's signature

Date

Observer should comment in each area:

1. Personal Characteristics
2. Practice Activities (variety)
3. Practice Control
4. Practice Management

5. Coach-Student Rapport
6. Preparation
7. Evidence of providing for learning exceptionalities
8. Athletic Participation
9. Overall Practice Organization

**PARENT COMMUNICATION FORM**

Coach/Sponsor/Teacher: \_\_\_\_\_ Date: \_\_\_\_\_  
Grade or Level: \_\_\_\_\_  
Parent(s): \_\_\_\_\_  
Student: \_\_\_\_\_  
Type of Activity/Class: \_\_\_\_\_  
Other School Personnel: \_\_\_\_\_

\*\*\*\*\*

TYPE OF COMMUNICATION: Letter \_\_\_\_\_  
Note \_\_\_\_\_  
Telephone \_\_\_\_\_  
Parent Visit to School \_\_\_\_\_  
Coach/Sponsor/Teacher Visit to Home \_\_\_\_\_  
Out of School Location \_\_\_\_\_  
Other \_\_\_\_\_

\*\*\*\*\*

Initiation of Communication: School Scheduled Meeting \_\_\_\_\_  
Coach/Sponsor/Teacher Initiation \_\_\_\_\_  
Parent Initiation \_\_\_\_\_ Other \_\_\_\_\_

\*\*\*\*\*

Nature of Communication: Information Sharing \_\_\_\_\_  
Progress Update \_\_\_\_\_  
Problem Identification \_\_\_\_\_ Other \_\_\_\_\_

\*\*\*\*\*

Communication Summary (Copies of Written Communications Should be Attached):

\_\_\_\_\_

\*\*\*\*\*

Expectations for Further Communication:

\_\_\_\_\_

\*\*\*\*\*

Signatures of Participants (If Communication Made in Person):

\_\_\_\_\_

The parent communication form is used to document communication made with parents in person, by telephone, or by notes or letters.

STUDENT CONFERENCE REPORT

Student's Name: \_\_\_\_\_  
School Personnel Involved and Title: \_\_\_\_\_

Date: \_\_\_\_\_  
Grade Level of Student: \_\_\_\_\_

\*\*\*\*\*

Initiation of Conference: Regularly Scheduled Conference: \_\_\_\_\_  
Coach/Sponsor/Teacher Initiation: \_\_\_\_\_  
Other Personnel Initiation: \_\_\_\_\_  
Student Initiation: \_\_\_\_\_  
Parent Initiation: \_\_\_\_\_

\*\*\*\*\*

Nature of Communication: \_\_\_\_\_  
Information Sharing: \_\_\_\_\_  
Progress Update: \_\_\_\_\_  
Problem Identification: \_\_\_\_\_  
Other: \_\_\_\_\_

\*\*\*\*\*

Conference Summary (Copies of Written Communications Should be Attached):

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

\*\*\*\*\*

Expectations Based on Conference: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Signatures of Conference Participants:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The student conference report is a record of conferences held with the student to identify problems, concerns, progress, etc.