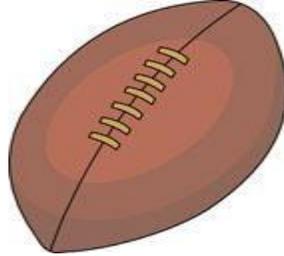


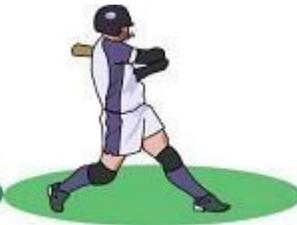
Snake River Athletic Handbook



Fall Sports



Winter Sports



Spring Sports

All athletics schedules, physical, concussion, consent forms and head coaches' handbook can be found at: www.snakeriver.org

High school building use and schedule can be found at: www.schedulestar.com Type Snake River High School in the search bar at the top of the page.

July 4, 2018

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Category: 800 Students	Policy Number: 8202
Policy Title: IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION AND SNAKE RIVER ATHLETIC HANDBOOK	Effective Date: October 15, 2014
<p>The district shall maintain membership in and shall adhere to the rules and regulations of the Idaho High School Activities Association and adhere to the guidelines and policies found in the Snake River Athletic Handbook.</p> <p style="text-align: center;">Page 1</p> <p>Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221</p>	

Snake River School District #52 Athletic Rules Guidelines and Expectations

Purposes

Interscholastic athletics is extracurricular activities that are used to support the educational mission student's first, athletics second. Our goal is to help parents raise young men and women into educated, honest, responsible, productive adults (character) and win as many athletic events as possible.

Code of Conduct and Embarrassment Clause

Participation in interscholastic athletics is a privilege, not a constitutionally protected right. The privilege of participation could be revoked for on-campus and off-campus misconduct. The school district rules and guidelines will be strictly enforced.

Athletic programs are optional and it is expected that all athletes, both boys and girls, will adhere to certain minimum standards of behavior and scholarship as established by the board, the building administration, and the coaches.

Student athletes are not to do anything that would embarrass themselves, their family, school or community at any time. Athletes are, because of the exposure to the public, ambassadors of the school district. The schools are often looked at by the members of the community and in other communities by actions of the young people who represent them in the athletic area. This is a weighty, but nonetheless real responsibility that we place on the shoulders of our young people. As a participant he or she will represent the school in a respectful manner.

Activities

Students are encouraged to participate in all school functions. Participation in any given activity is to be under the responsibility and direction of a coach or faculty sponsor. No student or student group shall be allowed to represent the school in any activity unless the school has approved it.

Snake River High School competes in the following extra-curricular sports: Fall: football, volleyball, boys and girl's cross country, boys and girls Soccer. Winter: wrestling, boys' and girls' basketball, boys cheerleading and dance. Spring: track and field, softball, baseball, boys and girls Golf.

Physicals, Consent, and Concussion

Students participating in extra-curricular activities are required to have an Athletic Physical (F2), Concussion Acknowledgment (F6), and Consent form (F7) signed by their parents and student before trying-out or practicing in any sport. The physical may not be taken before May 1. Students must have a physical every year.

On the first day of practice collect an Athletic Physical, Concussion Acknowledgment and Consent form from every player trying out or practicing. **Do not allow any student to try out or practice until all forms have been signed and turned in.** Every student has the right to try-out after they have all their forms filled out and turned in. After all forms for every player on your team have been collected, turn them into the athletic director to be kept on file in the athletic office along with a checklist form (F28) with all player's name and grade filled in.

If a student has a current physical on or after May 1st that is not on a Snake River School District form it is fine. They will still need to fill out a Concussion Acknowledgment (F6) and a Consent Form (F7). Staple their Athletic Physical, Concussion Acknowledgment and Consent form all together. Please make sure the student and parents have signed all forms.

It is the responsibility of the head coach to make sure every player has an Athletic Physical, Concussion Acknowledgment and Consent form on file in the athletic office. The athletic director is not going to chase students down for Athletic Physicals, Concussion Acknowledgment and Consent forms.

Winter and spring sports: The athletic director will send out a list of all players that have an Athletic Physical, Concussion Acknowledgment and Consent form on file in the athletic office.

Authorization to Return to Play After a Concussion

Any player that is removed from a practice or a game because they have a concussion or might have a concussion may not return to practice or a game until they get a Concussion Release Form (F7) filled out and returned to the head coach and athletic director.

Practice

Coaches are not to practice during school time. Coaches can start practice as soon as school is out for the day 4:05.

A student must have ten days of practice prior to the day of the first contest. A player cannot start counting days of practice until the coach has their Athletic Physical, Concussion Acknowledgment and Consent forms in hand or on file in the athletic office. You can only count 1 practice a day and cannot practice on Sunday.

Health Insurance

Every head coach is responsible to make sure that every student and their parent has the opportunity to get health insurance for the student athlete if they don't already have it. Health insurance is not required but highly recommended. Health insurance information can be found on the school district website.

Medical Emergency Permission Card

Medical Emergency Permission Card (F9) is an optional card that coaches can have a player's parents fill out and sign. It allows for the coach to take the player into the hospital to get medical treatment if a player gets hurt in practice, home game or away game and the parents have not been able to be contacted.

Academic Eligibility Policy 8201

For students to be eligible for participation in extracurricular activities, they must meet all requirements as outlined in IHSAA Rule 8 – Individual Eligibility and any other school district eligibility requirements.

IHSAA REQUIREMENTS:

1. IHSAA Rule 8-1: To be academically eligible, a student must be enrolled full-time in his/her school and on target to graduate based on State Board of Education graduation requirements.
 - a. **Snake River High School** offers seven classes for credit every trimester. A student must be enrolled in five classes for credit during the trimester that they are participating in to be considered full-time.
 - b. **Snake River Junior High School** offers six classes for credit every trimester. A student must be enrolled in five classes for credit during the trimester that they are participating in to be considered full-time.
2. IHSAA Rule 8-1: A student must receive passing grades and earned credits in the required number of courses during the previous reporting period.
 - a. **Snake River High School** offers seven classes for credit every trimester. A student's transcript from the previous trimester must show that a student passed five classes.
 - b. **Snake River Junior High School** offers six classes for credit every trimester. A student's transcript from the previous trimester must show that a student passed five classes.
- Release Time/Seminary and Early Release do not count toward the number of classes required to determine full-time status and number of classes required for credit.
- Classes with an (I) indicating incomplete on a transcript will not count toward the number of required for credit.

Students not meeting all IHSAA requirements are ineligible for the entire trimester.

SNAKE RIVER SCHOOL DISTRICT REQUIREMENTS

A student must meet all IHSAA requirements and receive a 2.0 GPA from the previous trimester. If a student passes the required number of classes, but does not have a minimum 2.0 GPA, he/she will be placed on probation for the subsequent trimester.

A student on probation will be ineligible for the first three weeks of the subsequent trimester for all events and cannot travel with the team. A probation grade check will occur at the end of the first three weeks of the trimester, mid-term, and at the end of the nine weeks. If the student fails to have a minimum 2.0 GPA at any of the grade checks, he/she will be ineligible for the next three weeks.

1. Students participating in extracurricular activities are required to adhere to the school rules as outlined in the Snake River School District Student Code of Conduct.
2. Every traditional full-time student must be enrolled in an advisory class.
3. Students taking online classes from an accredited school, that are open ended or work at your own pace are required to meet the same requirements as all students on the trimester system.
4. Students taking classes from an accredited school semester system with a clear starting date and ending date are given six weeks after the last day of the Snake River School District trimester system to complete the class. Grades must be posted on the transcript before the end of the six weeks for a student to meet the full-time and number of credits requirement.

Bus Regulations

Students riding the bus to and from school, and while on school activities are expected to follow all rules and guidelines as set forth by the School District Director of Transportation and the bus driver. Students who exhibit inappropriate behavior while riding the bus may lose the privilege to use school district transportation.

All participating students and sponsors are required to ride the school-provided transportation to and from activities sponsored by the school. An exception will be:

1. If after an activity the parent/guardian speaks to the advisor or coach, face to face, and sign form 8294f2 (F10) at the event, the student will then be released to the student/guardian to ride home.
2. If the parent/guardian makes previous arrangements with the principal or assistant principal PRIOR to the activity and get form 8294f1 (F11) signed and approved, they can ride to the event with the parent/ guardian.
3. All bus requests will be filled out and turn into the district office by the athletic director (F12)
4. Goal is to have every team arrive at their event one (1) hour before start time.
5. 7:00AM – 1:00AM (Safety First)

- A. If we can make it to an event with time to stretch legs and warm-up and leave the high school at 7:00AM or later we will leave on the same day.
- B. When the event is over and we can get home before 1:00AM we will leave on the same day.
- C. All other situations we will leave a day earlier or stay one extra day.

Alcohol/Tobacco/Illegal Drugs

The use, sale, distribution, or possession of, and/or being under the influence of alcohol beverages, tobacco, e-cigarettes, or illegal drugs, disciplinary action will be followed as set forth by the school board policy that is found on the school district web site and in the student agenda.

Fees

Activity Card:	\$40.00
Sport Fee (Per Sport)	\$30.00
Travel Fees:	\$40.00 `1 st Activity
	\$30.00 `2 nd Activity
	\$20.00 3 rd Activity

Coaches Rules

Coaches will set team and training rules as long as they do not conflict with school policy. Coaches are responsible for teaching more than just athletics, things like responsibility, honesty, discipline, commitment, and working with others in a team setting (Character).

Rule of Two

IHSAA Rule 17-2-4 No more than two students may be coached at one time by a member of their high school (grades 9-12) staff of that sport during the school year between July 31st and the last day of IHSAA spring state competition. **“See or Hear”** If any other students can see or hear you as you work with two students you are in violation of the rule of two.

No Contact Period

From August 1st until the first day of the IHSAA Fall sport practice date, coaches are to have zero contact with players. No weight training or conditioning. Zero contact with all student athletics in every sport. After the fall sport season starts, all other coaches are under the rule of 2.

Summer Activities and Camps

Students and teams may participate in summer activities from the last IHSAA spring sport state championship until August 1st provided the following conditions are met: 1. Participation is strictly voluntary and is open to all high school students. 2. All fees and expenses are provided by the student or his/her parents. No school funds, booster club funds or other such funds can be used for entry fees, equipment, uniforms or transportation.

All summer time use of school facilities **must be scheduled** with the athletic director before using the building or facilities. You will be responsible to pick up the trash in all the bathrooms, halls, gyms, commons, and trash cans on the inside and outside of the building.

All Snake River School District Camps grades K-12 must have every participant and his parent/guardian sign a summer consent form for liability reasons (F15).

Athletic Class

If a coach would like to have an athletic class, they must meet all IHSAA rule requirements under rule (17-2-3b) and the Idaho State Department of Education requirements for teaching a physical education class. Present your proposal to the building principal and athletic director and it will be considered. The instructor of the class must be the teacher of record (IHSAA Rule).

Practice, Games and Team Meetings

Student athletes will make a commitment to attend all practices, games and team meetings. Coaches will set training rules as to what is an excused and unexcused absent from practice, games and team meetings. Coaches will set a game or event suspensions for an unexcused absents. Coaches will have team rules in writing. Be very specific!

Coaches will set training rules about playing in other sports and club teams during their sport season. Be very specific!

Injured players are expected to come to practice unless they make other arrangements with the coaching staff. Injured players can do rehab and conditioning depending on the injury.

School Closure

School Policy Number: 6415p

Weather-related closures of school also cancel district activities automatically for that particular day. This applies to all groups scheduled to use school facilities on that day. **An exception to this rule concerns activities sponsored by the Idaho High School Activities Association.** The high school principal and superintendent determine cancellation of these activities on a case-by case basis. Parents have the ultimate responsibility to decide whether or not they want their child to travel. There will be no adverse action taken if a student is not able to participate in a practice or activity held on a snow closure day due to a weather-related hardship.

If school is cancelled because of weather conditions, practice will be optional. If a student athlete can make it to practice that would be great, but if they cannot they will be excused.

Parent Meeting

After try-outs it is mandatory to hold a parent meeting with players and their parents at the start of the season or send home a season hand book with all training and team rules. See "Parent Meeting Checklist" (F16).

All head coaches need to sign and return the “Parent Meeting Checklist Form” (F16), roll sheet, and season handbook with team rules, into the athletic director, or signed acknowledgment form (F16) from every player along with a season handbook with team rules.

Accident Report

If any student gets hurt during any school event in practice or a game the coach will fill out an accident report form and turn it into the building office. (F30)

Athletic Schedule Guidelines

Most of the athletic schedules are done by the athletic director. If you would like to see a change in your schedule for next year, inform the athletic director and he will try to accommodate your wishes. Cross Country, Track, Golf and Wrestling head coaches are responsible to do their own schedules due to the nature of the sport.

All schedules must comply with the Snake River School District guidelines (F18) and the IHSAA guidelines. All IHSAA guidelines are found in the IHSAA Rules and Regs manual found at www.ihsaa.org.

Coaching Cards (IHSAA)

All paid head coaches and assistant coaches will receive an IHSAA coaching card paid by the general athletic account. All paid coaches are expected to be to all practices and games.

For volunteer coaches to qualify for an IHSAA coaching card, they are required to: 1. Meet all coaching certification requirements. 2. Attend a majority of the practices. 3. Attend a majority of the games. 4. Head coach agrees to pay for the coaching card. Head coaches can pay for the coaching cards out of their 750 account. They must fill out a P.O and transfer the money to general athletics.

Supporting personnel who are not coaching kids every day do not qualify for a coaching card. That is why it is called a coaching card. This includes stat personnel, ball boys, line judges, boosters, chain crew, announcers, scorekeepers, and others. All coaches picking up coaching cards at the beginning of the school year must complete all coaching certification requirements and sign for the card in person.

Coaching Certification

Coaching Certification requirement and information can be found in the Athletic Hand book under forms (F33).

All head coaches must be certified to teach in the schools of Idaho or have completed the NFHS “Fundamentals of Coaching” course to be a head coach. Assistant and volunteer coaches do not have to meet this requirement.

All head coaches, assistant coaches and volunteer coaches must have a current First Aid/CPR training certificate. The athletic office must have this on file.

All head coaches, assistant coaches and volunteer coaches must have the St. Luke’s Concussion Course every two years. All new coaches must do this before coaching. Everyone else has to renew this on school years that start with an even number. The athletic office must have this on file.

All head coaches, assistant coaches and volunteer coaches must have the NFHS Sudden Cardiac Arrest Course every two years. All new coaches must do this before coaching. Everyone else has to renew this on school years that start with an even number. The athletic office must have this on file.

All coaches must be fingerprinted and have a background check done. This only needs to be done once. All coaches must follow all IHSAA rules and guidelines. All other patrons should not be working with players in practice or games for liability and safety reasons.

All head coaches are responsible to make sure that anyone working with our student athletes meet all of the coaching requirement for liability reasons.

Concessions

The high school principal is in charge of all concessions. Each team will be assigned nights to work in concessions.

Cross Country does all concessions at all home football games for their fundraiser.

There will be concessions for all football, wrestling, boy's and girls' basketball home games and matches.

Equipment

The school will purchase some basic equipment for every sport at the beginning of the season. All other equipment and all uniforms will have to be purchased by the students or done by a fund raiser. Pick up all equipment after every practice and game and make sure they are in working order and stored in the panther kennel or its proper place.

Students will not be allowed to play in a contest in the next sports' season, or checkout of school at the end of the school year until all uniforms and equipment have been turned in from the previous sport.

The head coach is responsible to collect all equipment and turn in a list of players who have not turned in their equipment to the athletic director.

Fundraisers

Coaches and advisors will follow all school district policies on fundraising projects.

The building principal must approve all fundraisers beforehand.

All money raised must be turned into the school. The money will go into your 750 account for use in your program.

All fundraising project request forms must be submitted to the building principal prior to September 15th for approval. Fund Rising Approval Form (F19).

Game Day Checklist

Head coaches are responsible to make sure all facilities are set up for home contests. (Mats, paint fields, nets, bleachers, score tables, etc.).

Each coach is responsible to find their own stat person, a score bookkeeper, ball boys, and line people. The athletic director will be responsible for getting officials, ticket takers, score clock keeper, announcer, chain crew, and rosters.

Scheduling use of Building and Grounds

All school facilities must be scheduled before using for all practice, camps games or any event.

Gyms #1 and #2 and outside fields have been reserved for practice from:

1. All athletic facilities from 6am to 8am on days that we are in school.
2. All athletic facilities from 4pm to 7pm on days that we are in school.
3. All athletic facilities from 6am to 2pm on Friday and Saturdays and days that we are not in school for team practices during the school year.

Building is closed to none school groups on nights that we have school events and games.

The school buildings and fields are not to be used on Sundays.

Coaches must schedule the building and grounds for all summer events and activities.

Supervision: If you have any students using the school building or grounds they must have a coach with them.

Coaches are responsible to keep an eye on the bathrooms and also any small kids running around in the building where they are not supposed to be while using the building for special events.

Clean up the building and school grounds after all practices and special events. Please put all your equipment away after practices and games. All of our athletic facilities are used by other groups.

Secure all doors and turn off all lights when leaving the buildings.

The high school building is closed on July 1st – July 31 for cleaning. No one is to be in the building for any reason. Exception is the weight room which can be entered from the outside door. Coaches and students are not to go into the hallway or men's and women's locker rooms.

All non-school athletic groups or clubs using any of the school's fields or facilities need to schedule them with the athletic director or school secretary. There may be a cleaning and usage fee. They must sign a building usage contract.

Anyone using the buildings or grounds without scheduling them will be asked to leave.

Spring Gym Schedule

Baseball: Gym #1 4:00 to 5:30pm
Softball: Gym #2 4:00 to 5:30pm
Track: Weight Room 4:00 to 7:00pm
Gym #2 from 5:30 to 7:00
Golf: Gym #1 5:30 to 7:00

Do not use any kind of a hard ball in the gym including golf balls, softballs or baseballs for throwing, hitting or anything else. Only use the soft foam balls. If you want to change times with other spring coaches that is fine.

To check on the scheduling of the high school building and school grounds you can go to:

Schedulestar.com

Search Bar: Snake River High School

Half-time Activities

All half-time activities are scheduled and coordinated through the athletic director.

Groups that perform at half-time activities that are not school groups can do so if it is cleared through athletic director. They will be able to get into the game free if they are performing, but all parents and others will have to pay admission.

Hall of Fame

Each activity is responsible to keep and update their case in the Hall of Fame. This is a good activity for parents who want to be involved. The athletic director has the keys to the hall cases.

Head Coach's Evaluation

At the end of every sport season all head coaches will meet with the athletic director to go over a formal evaluation done by the athletic director (F21). Coaches will need to bring with them their inventory list (F22), and Sportsmanship Evaluation Form (F24). At this time the head coaches will also receive all off campus coaches' paychecks if the coaches have met all coaching certification requirements.

We encourage all head coaches to sit down and evaluate all assistant and volunteer coaches at the end of the season.

Hotel Rooms for State Tournaments

Hotel reservations for state tournaments will be made by the athletic director. If you have any special requests, please let him know. We only take to state the number of students allowed to dress for events. Stat and film personal that have been with the team all year will also go. The school will also get rooms for all paid and volunteer coaches. All other do not qualify for a room.

All other reservations must be made by direct billing. Fill out a PO and talk to finance secretary.

Maintenance Request

If you need work done on any of the facilities fill out a work order request and turn it into building principal. (F25)

Any changes made to any school facilities need to be cleared through the building principal, maintenance department, assistant principal, and athletic director. Do not make the changes on your own without getting permission first. Most of our facilities are shared by different programs and changes made may affect other programs and people.

News Reporters

Head coaches are responsible to call all of their scores into the local TV and newspapers. (F26)

Overnight Athletic Trips

The head coach needs to turn in an itinerary for all overnight trips to the building principal with a contact number before departing.

All overnight trips must be approved by the school board. (F18)

Purchase Order and 750 Athletic Accounts

Every athletic program has a 750 account. Money generated from a group from fundraisers, student fees or donations goes into their 750 account to be used for things needed in their program. The money is not used for anything else and is under the control and responsibility of the adviser or coach.

Before purchasing anything the coach or advisor must fill out a blank purchase order form, the money must be in the 750 account to cover the purchase order. All purchase orders must be signed by the advisor, athletic director and high school principal. (F27)

Rosters

Rosters and programs are copied by the athletic director and will be handed out at the gate when patrons pay for admission. We only handout rosters and programs at events that patrons pay admission. All head coaches are responsible to turn in a roster with player's names and number into the athletic director one week before the first scheduled contest.

Start Time and Released Time for Athletic Events

All regular season home contests during school days will not start before 4:30. Exception is Golf and Girls Soccer. Golf start time is dictated by the golf course. Girls soccer starts at 4:00 because of daylight hours. We need coaches' help and support in keeping kids in class and school. On home contests students are to get out of class 1 hour before the starting time of their event or game. This is only for students that play as soon as school gets out. If the JV plays at 5:00 and the varsity at 7:00, they are not to get out of class.

We put the departure time and class dismissal time on our athletic schedules and weekly school announcements.

Substitute Teachers for Coaches

If you have a road event that will require you to need a substitute, you will need to use sub finder and get a sub.

Team Meals

If a team plans on having a team meal, they need to hold them after school, not during school time. You will need to find a place to hold it. We do not excuse students or teachers from class time for a team meal for any home or road games. Teachers are under contract and students need to be in class. You can schedule the use of the lunch room with the athletic director, or home economics room with the teacher.

Team Pictures

Team pictures are done by Bell Photography. We would like to have nice pictures with teams in their uniforms and gear so that we can hang them out in front of the gym. Please keep an eye on inappropriate things. Anything that will draw attention to any one or two students by what they wear or do is considered inappropriate.

Tournament Fees

Head coaches are responsible to submit purchase orders for all tournament fees.

Training Room

Head coaches in season are responsible to help keep the training room, locker rooms, and coach's locker room clean.

All medical supplies will be kept in the training room cabinet. The athletic director will keep the cabinet stocked. Take what you need for your first-aid kits. If you need anything special talk to the athletic director. Students are not to be in the training room at any time without a coach. Please help us keep the medical supplies locked up and in order.

Undue Influence

Idaho has an open enrollment policy. Any student in the summer going into the 9th grade that has not decided where they are going to school next year may play with the Snake River School teams.

Any student going into the 10th – 12th grade must fill out the proper paper work with the Snake River School District and the IHSAA before trying-out, practicing or playing in the season or summer with the Snake River School teams.

If any parent or player from another school district going into the 10th -12th grade, contacts any of the Snake River coaching staff wanting to transfer, try-out, practice in the season or summer, send them to the athletic director before participating.

IHSAA

8-18 UNDUE INFLUENCE

8-18-1 Definition of Undue Influence: The use of influence by any person connected directly or indirectly with an IHSAA member school, to induce a student to transfer from one member

school to the other, or to enter the ninth grade at a member school for athletic competition purposes, whether or not the school presently attended by the student is a member of the IHSAA. (Recruiting)

8-18-2 The use of undue influence to secure or retain a student for competitive purposes is prohibited, shall cause the student to be declared ineligible for high school athletics for a period of up to one calendar year, and may jeopardize the standing of the high school in the Association.

8-18-3 Evidence of undue influence includes, but is not limited to, personal contact by coaches and sponsors in an attempt to persuade transfer by gifts or money, jobs, supplies, coaching, free transportation, admission to contests, invitation to attend practices and or games, free tuition or any other considerations not accorded to other students similarly situated.

8-18-4 Complaints or reports of violations of this rule will be investigated and handled on a case-by-case basis by the District Board of Control. Any school permitting such participation shall, upon satisfactory evidence submitted to the District Board of Control, be suspended from membership in the Association for a term not to exceed one calendar year.

Uniforms

Students will purchase their own uniforms and will keep them when they are done. You may have a fundraiser to raise money for uniforms. All uniform money will run through the 750 accounts.

You can get the uniforms from anywhere you want, but the uniforms will be shipped to the school. The students will pay for them in the office when they pick them up. **When you order the uniforms through the school for the students have the vender charge us a sales tax so the school does not have to.**

Advantages:

1. Save money for the school in buying uniforms.
2. Save money for the school in having to replace lost uniforms every year.
3. Coaches do not have to collect uniforms at the end of the year.
4. Students can use their uniforms in the off season for summer and club teams because the uniforms are owned by the students, not the school.
5. If the students own their uniforms it gives them an incentive to keep track of their uniform and take care of it.
6. Students should only have to purchase their uniform one time. Students can buy them as a sophomore or freshman and use the same uniform for three or four years if you order and use the same uniform every year.
- 7.

Varsity Lettering Criteria

Head coaches will set varsity lettering criteria at the beginning of the school year. Head coaches will have it in writing and make sure all students and their parents understand the Lettering Criteria at their parent meeting.

Head coaches are responsible to get varsity letter certificates, chenille patches and pins and bars to students that meet the varsity lettering criteria in their sport. Certificates and chenille patches are in the athletic office. Bars and pins must be purchased from a sporting store. 750 general athletics will pay for pins and bars. Head coach fill out a PO for pins and bars and then you can order them.

Students who letter in the same sport for years are eligible for a life time Snake River pass. Head coaches are responsible to turn their name into school secretary.

Emergency Action Plan (EAP) For Athletics

All Snake River High School head coaches, assistant coaches and volunteer coaches have basic First Aid, CPR and Concussion training as required by the Idaho High School Activities Association under rule 3-2.

Snake River coaches will provide basic First Aid to all student athletes that are in need of basic First Aid. If at any time a student needs more than basic First Aid the coaches will call the students' parents and or EMT's for assistance based on the situation.

Snake River High School only recognizes the athletic trainer and personal from Bingham Memorial Hospital to help coaches in the care and treatment of our student athletes.

Snake River High School does not designate any other trainer, doctor, medical personnel or hospital for any illness or injury resulting from his/her athletic participation. That is a decision that will be made by the student's parents.

Coaches are responsible for students that are put under their care. Patrons that are not cleared or recognized by Snake River High School are not to be working with students.

Tryouts

All Snake River full-time students, homeschool students living in the Snake River School District, and charter school students living in the Snake River School District are eligible to try out for all school athletics provide they meet all Snake River and IHSAA requirements.

Potential transfer students or move-in students who did not have the chance to tryout initially may request a tryout provided the following requirements are met:

1. Have just moved into the district or have had an open enrollment approved.
2. Have registered to take classes at Snake River High School.
3. All paperwork has been filed with the IHSAA. Students who file transfer papers and start practice would be ineligible to return and participate at the former school in Idaho.

Students will not be allowed to try out, practice or start counting practices until all 3 requirements have been met.

Athletic programs that cut students from the program **will not allow** students a second tryout if they were cut or chose not to tryout at the beginning of the season.

If students were not cut from the athletic program because cuts were not made because of lack of numbers, a student can walk on to a team in the middle of the season provided:

1. Has head coach's approval.
2. He or she is not taking a spot from someone already participating.
3. Meet all Snake River and IHSAA requirements.

Non-School Club Sports

1. From the date of August 1 through the final day of the IDHSAA spring state tournaments of the next calendar year all outside athletic groups or clubs involving students in grades 9-12 will not be allowed to use Snake River School District facilities or equipment.
2. All Snake River School District head coaches, assistant coaches, volunteer coaches, and patrons will be expected to acknowledge and respect other athletic programs and encourage all student-athletes to participate in a fall, winter, and or spring sport representing Snake River High School. Coaches will not hold camps or organize club teams for student-athletes grade 9-12 during the IDHSAA school year running from August 1 through the final day of the IDHSAA spring sports tournaments of the next calendar year. Coaches will set training and team rules as long as they do not conflict with school policy. Any coaches not falling this policy will not be recommend for hire the following school year.

Athletic Handbook Forms



SNAKE RIVER HIGH SCHOOL

SNAKE RIVER SCHOOL DISTRICT CONSENT FORM FOR INTERSCHOLASTIC ATHLETICS

NAME: _____

DATE: _____

It is required that all students complete a History and Physical Examination every year prior to his/her first practice in the interscholastic (7-12) athletic program. The exam is at the expense of the student and may not be taken prior to May 1. This examination is to be done by a licensed physician, physician's assistant or nurse practitioner under optimal conditions.

1. This application to compete in interscholastic athletics for Snake River School District is entirely voluntary on my part is made with the understanding that I have not violated any of the eligibility rules and regulations of the State Association and rules and regulations set forth by the Snake River School Board.
2. When a person practices and participates in any sport, the activity can be dangerous. The person risks serious and permanent injury. Injuries which may result from practicing, playing, and participation in sports could be serious and affect the general health and well-being of participant. My son/daughter will be participating at their own risk. Serious injury could impair a person's ability to earn a living and to engage in social and recreational activities in the future. In addition to this form, the student and parent are required to sign and return an "Acknowledgment of Receipt of Concussion Guidelines."
3. The parent/guardian further releases the District from liability for any medical, dental, or hospital bills occurring as a result of injuries sustained by the student while participating in a school activity or sport.
4. My son/daughter has my permission to get a physical from a licensed physician, physician's assistant or nurse practitioner under optimal conditions for this application.
5. **INSURANCE:** The IHSAA does not require students to carry insurance, but as a school we encourage students to carry insurance. Is your child covered by a family insurance policy? Yes No
Insured by _____

(Information about school insurance can be obtained at school building office.) Parent or guardian's signature denotes having insurance coverage or serves as a waiver of insurance offered.

SCHOOL DISTRICT #52 ATHLETICS

Coaches will set rules for training as long as they do not conflict with school policy. Athletes are, because of the exposure to the public, ambassadors of the school district. The schools are often judged by the members of the community and in other communities by actions of young people who represent them in the athletic area. This is a weighty, but nonetheless, real responsibility that we place on the shoulders of our young people.

Because of the representative role that our athletes must naturally assume, and because athletic programs are optional, it is expected that all athletes, both boys and girls, will adhere to certain minimum standards of behavior and scholarship as established by the Board, the building administration, and the coaches.

STUDENT RESPONSIBILITIES- GENERAL RULES AND TRAINING RECOMMENDATIONS

1. In order to be eligible to participate in any or all athletic teams, I realize I must have passed five (5) subjects for the trimester prior to competing. (Plus 2.00 GPA)
2. I realize I must attend classes and be responsible for all required work.
3. I will conduct myself in an orderly manner at all times in such a way as to bring credit to my team, school, and family.
4. In all contests away from school, I will ride to and from contests in provided school transportation, unless arrangements are made by the parents with the coach/teacher.
5. I will be personally responsible for all athletic equipment checked out to me and will return it in good condition or will pay for lost or damaged equipment.
6. I will report all injuries to the coach immediately. I will get a proper amount of rest and will follow the warm-up designed for my sport.
7. I will attend all scheduled workouts on time and notify the coach beforehand if I miss due to illness or emergency.
8. I will adhere to the District Code of Conduct.

PARENT OR GUARDIAN SIGNATURE _____ DATE: _____

SIGNATURE OF STUDENT _____ DATE: _____



HEALTH EXAMINATION *and* CONSENT FORM

It is required all students complete a history and physical examination prior to his/her first 9th and 11th grade practice in the interscholastic (9-12) athletic program in the State of Idaho. The exam is at the expense of the student and may not be taken prior to May 1 of the 8th and 10th grade years. This examination is to be done by a licensed physician, physician's assistant or nurse practitioner under optimal conditions. Interim history forms are required during the 10th and 12th grade years and must be submitted to the school administration prior to the first practice.

Name: _____ **Sex:** M / F **Date of birth:** _____ **Age:** _____
Address: _____ **Phone:** _____
School: _____ **Sports:** _____ **Participation Grade:** _____

MEDICAL HISTORY

- Fill in details of "YES" answers in space below:
- | | Yes | No | | Yes | No |
|---|--|--------------------------|--|--------------------------|--------------------------|
| 1. Have you ever been hospitalized?
Have you ever had surgery? | <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you ever had a head injury?
Have you ever been knocked out or unconscious? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you presently taking any medication or pills? | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been diagnosed with a concussion? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have any allergies (medicine, bees, other insects)? | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a seizure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever passed out during or after exercise?
Have you ever been dizzy during or after exercise?
Have you ever had chest pain during or after exercise?
Do you tire more quickly than your friends during exercise?
Have you ever had high blood pressure?
Have you been told you have a heart murmur?
Have you ever had racing of your heart or skipped heartbeats?
Has anyone in your family died of heart problems or a sudden death before age 50? | <input type="checkbox"/> | <input type="checkbox"/> | 7. Have you ever had heat or muscle cramps?
Have you ever been dizzy or passed out in the heat? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have any skin problems (itching, rash, acne)? | <input type="checkbox"/> | <input type="checkbox"/> | 8. Do you have trouble breathing or do you cough during or after exercise? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you had a medical problem or injury since your last evaluation? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | 9. Do you use special equipment (pads, braces, neck rolls, mouth guard or eye guards, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any of bones or joints?
<input type="checkbox"/> head <input type="checkbox"/> back <input type="checkbox"/> shoulder <input type="checkbox"/> forearm <input type="checkbox"/> hand <input type="checkbox"/> hip <input type="checkbox"/> knee <input type="checkbox"/> ankle
<input type="checkbox"/> neck <input type="checkbox"/> chest <input type="checkbox"/> elbow <input type="checkbox"/> wrist <input type="checkbox"/> finger <input type="checkbox"/> thigh <input type="checkbox"/> shin <input type="checkbox"/> foot | | | | | |
| 14. Were you born without a kidney, testicle, or any other organ? | <input type="checkbox"/> | <input type="checkbox"/> | | Yes | No |
| 15. When was your first menstrual period? _____
When was your last menstrual period? _____
What was the longest time between your periods last year? _____ | | | | | |

Explain "YES" answers: _____

CONSENT FORM

(Parent or guardian and student permission and approval)

I hereby consent to the above named student participating in the interscholastic athletic program at his/her school of attendance. This consent includes travel to and from athletic contests and practice sessions. I further consent to treatment deemed necessary by physicians designated school authorities for any illness or injury resulting from his/her athletic participation. I also consent to release of any information contained in this form to carry out treatment and healthcare operations for the above named student.

If the health care provider's exam will be performed without compensation as part of the school's health examination program for participation in high school activities, I agree to the waiver provisions as set forth in Idaho Code Section 39-7703 and agree that the health care provider shall be immune from liability as specified in said section.

PARENT OR GUARDIAN SIGNATURE _____ DATE: _____

This application to compete in interscholastic athletics for the above school is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulation of the State Association.

SIGNATURE OF STUDENT _____ DATE: _____

Physical Examination Form

Name: _____ Date of Birth: _____

Height _____ Weight _____ BP _____ / _____ Pulse _____	
Vision R 20 / _____ L 20 / _____ Corrected: Y	
N	
Normal	Abnormal findings
Medical	
Pulses	
Heart	
Lungs	
Skin	
Ears, nose, throat	
Pupils	
Abdomen	
Genitalia (males)	
Musculoskeletal	
Neck	
Shoulder	
Elbow	
Wrist	
Hand	
Back	
Knee	
Ankle	
Foot	
Other	

CLEARANCE / RECOMMENDATIONS

- A. Cleared for all sports and other school-sponsored activities.**
- B. Cleared after completing evaluation/rehabilitation for: _____
- C. NOT cleared to participate in the following IHSAA sponsored sports /activities:
 baseball basketball cheer/dance cross country football golf
 soccer softball swimming tennis track volleyball wrestling

NOT cleared for other school-sponsored activities (*example: lacrosse*):

D. Student is NOT permitted to participate in high school athletics.

Reason: _____

Recommendation:

Name of physician:

Address: _____ Phone: _____

Signature of physician/medical provider: _____ Date: _____

(This Physical Examination Form MUST be signed by a licensed physician, physician assistant or nurse practitioner)

CONCUSSION GUIDELINES

(Policy 8214P)

(Page 1 of 3)

Many students with the District participate in extra-curricular activities of a nature whereby physical injury may result. Though the District takes care to ensure all extra-curricular activities are as safe as practicable, it is not possible to remove all danger from such activities and the District acknowledges that concussions may result. The purpose of this policy is to address situations in which student concussions have occurred or are suspected to have occurred.

This policy only applies to organized athletic league or sport in which any District student participates as an athlete or youth athlete. For the purposes of this policy, athlete or youth athlete means an individual who is eighteen (18) years of age or younger and who is a participant in any middle school, junior high school, or high school athletic league or sport. A school athletic league or sport shall not include participation in a physical education class.

Pre-Season Education

The administration and coaches will work to ensure that athletes, youth athletes, parents, volunteers, and assistant coaches are educated about concussions. Prior to being allowed to engage or participate in any school athletic league or sport:

1. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall be provided notice of and/or copies of any concussion guidelines or information available from the State Department of Education and the Idaho High School Activities Association, and also this policy.
2. Each student desiring to participate in such school athletic league or sport, and the student's parents or guardians, shall acknowledge that they have been provided the guidelines or information available from the State Department of Education and the Idaho High School Activities Association, as well as this policy, and have had the opportunity to review and have reviewed such information. Further, each student and the student's parents or guardians shall sign an applicable waiver for participating in such school athletic league or sport.
3. The signed waiver and acknowledgment or review of the appropriate information shall be returned to the District.

Athletes will not be allowed to participate in school athletic leagues or sports until the above requirements are met.

Protocol on Suspected Concussion

If, during any school athletic league or sport practice, game, or competition, an athlete exhibits signs or symptoms of a concussion, makes any complaint indicative of a possible concussion, or a coach, assistant coach, volunteer coach, or other school District employee has reason to believe a concussion has occurred, such student shall be removed from play or participation in the practice, game, or competition. According to the Centers for Disease Control and Prevention, and for the purposes of this policy, signs observed by coaching staff which could be indicative of a concussion include if the athlete:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to or after hit or fall

According to the Centers for Disease Control and Prevention, and for the purposes of this policy, symptoms reported by the athlete which could be indicative of a concussion include:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right" or is "feeling down"

Coaches should not try to judge the severity of the injury themselves; health care professionals have a number of methods that they can use to assess the severity of concussions. Coaches should record the following information, if possible, to help health care professionals in assessing the athlete after the injury:

1. Cause of the injury and force of the hit or blow to the head or body
2. Any loss of consciousness (passed out/knocked out) and if so, for how long
3. Any memory loss immediately following the injury
4. Any seizures immediately following the injury
5. Number of previous concussions (if any)

Athletes may not be returned to play or participate in any student athletic league or sport (except on an administrative basis, such as team manager), until and unless the athlete has been evaluated and is authorized to return to play or participate by a qualified health care professional who is trained in the evaluation and management of concussions, including physician or physician's assistant licensed under Chapter 18, Title 54, Idaho Code, an advanced practice nurse licensed under Idaho Code 54-1409, or a licensed health care professional trained in the evaluation and management of concussions who is supervised by a directing physician who is licensed under Chapter 18, Title 54, Idaho Code. Such authorization must be in writing and must be provided to the District prior to the student being returned to play. If the authorization is signed by a licensed health care professional trained in the evaluation and management of concussions, such authorization must also be countersigned by the directing physician.

Category 8000 STUDENTS	Form Number 8214F2 (Page 3 of 3)
Policy Title Concussion Guidelines	Effective Date: April 11, 2017

ACKNOWLEDGMENT OF RECEIPT OF CONCUSSION GUIDELINES

Parent's/Guardian's Signature

I, (print name) _____, acknowledge that I am the parent or guardian of the student (below), that I have received from the District information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy 8214p, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous, and hereby agree to waive all liability against Snake River School District #52, its employees, agents, and trustees, related to any injury or damages that my student may experience or incur as a result of participation in such school athletics leagues or sports.

Signature _____ Date: _____

Student's Signature

I, print name, _____, acknowledge that I am a student of Snake River School District # 52, or otherwise am allowed to participate in school athletics leagues, or sports, that I have received from the District information related to student athlete concussions, including information from the State Department of Education, the Idaho High School Activities Association, and District Policy 8214p, and have had the opportunity to review and have reviewed such information. I understand that participation in school athletics leagues or sports is dangerous and accept the risk of the potential consequences of such dangers.

Signature _____ Date: _____

NOTE: Both signature lines must be filled in and this form must be provided to the District prior to the student athlete participating in any school leagues or sports.

Consent Form

Snake River School District #52

When a person practices and participates in any sport or physical activity, it can be dangerous. The person risks serious and permanent injury. Injuries could affect the general health and well-being on the participant. Serious injury could impair a person's ability to earn a living and to engage in social and recreational activities in the future. My son / daughter will participation at their own risk.

The parent / guardian further releases the Snake River School District from liability for any medical, dental, or hospital bills occurring as a result of injuries sustained by the student while participating.

IHSAA does not require students to carry health insurance, but as a school district we encourage students to carry health insurance. On the Snake River School District website there is a form that students can get health insurance coverage. The health insurance coverage is not through the school but is offered through an independent insurance carrier.

Is your child covered by a family health insurance policy? YES_____ NO_____

Insured by_____ Policy Number_____

PARENT OR GUARDIAN SIGNATURE_____ Date_____

SIGNATURE OF STUDENT_____ Date_____

If a student got a physical and did not use the Snake River physical, concussion and consent form, they will need to attach this form and the concussion acknowledgment form to the physical that they have already done.

All physicals are good for 1 year and must be taken after May 1.

Category 8000 STUDENTS	Form Number 8214F3
Policy Title Concussion Guidelines	Effective Date: April 11, 2017

AUTHORIZATION TO RETURN TO PLAY OR PARTICIPATE IN STUDENT SPORTS

Student-Athlete's Name _____

Date of Suspected Concussion: _____ Place: _____

Activity: _____

Referred By: _____ Title: _____

Signs/Symptoms Observed or Experienced by Athlete After Injury Occurred:

- Appeared Dazed, Stunned or Disoriented
- Forgot Plays or Demonstrates Short-Term Memory Difficulties (e.g. is unsure of the game, score or opponent)
- Exhibited Difficulties with Balance or Coordination
- Answered Questions Slowly or Inaccurately
- Lost Consciousness How long: _____
- Demonstrated Behavior or Personality Changes/Overly Emotional
- Was Unable to Recall Events Prior To or After the Hit
- Had Headache
- Was Nauseous or Vomiting
- Complained of Blurry Vision
- Had Difficulty Remembering
- Complained of Being Sensitive to Bright Lights/Loud Noises

In accordance with Idaho Law, Snake River High School has a strict concussion management policy. If during any practice or game situation, an athlete sustains a concussion or exhibits the signs, symptoms or behaviors consistent with the injury; he/she must be immediately removed from all athletic participation. That athlete may only return to physical activity if/when he/she is evaluated by a licensed health care provider trained in the evaluation and management of sports concussion and receives written clearance to return to play. By signing this form, I acknowledge that I have thoroughly evaluated this athlete for concussion and have decided that the athlete is symptom free and it is safe for him/her to return to physical activity:

- Cleared to Return to Play – No RESTRICTIONS
- Cleared to Return to Play – WITH THE FOLLOWING RESTRICTIONS
 - Must follow 5-Day Stepwise Return to Play Protocol
 - Provide Academic Accommodations/Support

Signed: _____ Date: _____

Physician/Physician Assistant/Nurse Practitioner/Certified Athletic Trainer/Sport-Certified Physical Therapist

Print Name: _____

<p style="text-align: center;">MEDICAL EMERGENCY PERMISSION CARD</p> <p>I _____, parent of _____ (student)</p> <p>herby give the coaching staff at Snake River High School Permission to get medical help for my child in case of emergency.</p> <p>Specific Medical Concerns: _____</p> <p>Insurance Company: _____</p> <p>Contact Cell Phone #: _____</p> <p>Signature: _____</p>	<p style="text-align: center;">MEDICAL EMERGENCY PERMISSION CARD</p> <p>I _____, parent of _____ (student)</p> <p>herby give the coaching staff at Snake River High School Permission to get medical help for my child in case of emergency.</p> <p>Specific Medical Concerns: _____</p> <p>Insurance Company: _____</p> <p>Contact Cell Phone #: _____</p> <p>Signature: _____</p>
<p style="text-align: center;">MEDICAL EMERGENCY PERMISSION CARD</p> <p>I _____, parent of _____ (student)</p> <p>herby give the coaching staff at Snake River High School Permission to get medical help for my child in case of emergency.</p> <p>Specific Medical Concerns: _____</p> <p>Insurance Company: _____</p> <p>Contact Cell Phone #: _____</p> <p>Signature: _____</p>	<p style="text-align: center;">MEDICAL EMERGENCY PERMISSION CARD</p> <p>I _____, parent of _____ (student)</p> <p>herby give the coaching staff at Snake River High School Permission to get medical help for my child in case of emergency.</p> <p>Specific Medical Concerns: _____</p> <p>Insurance Company: _____</p> <p>Contact Cell Phone #: _____</p> <p>Signature: _____</p>

Medical Emergency Permission Card

Medical Emergency Permission Card is an optional card that coaches can have a player’s parents fill out and sign. It allows for the coach to take the player into the hospital to get medical treatment if a player gets hurt in practice, home game or away game and the parents have not been able to be contacted.

Category: 8000 STUDENTS	Policy Number: 8294f2
Policy Title: Transportation To Extracurricular Activities Parent Release	Effective Date: June 18, 2014

Bus Form Parent Release

The following players, managers, and stat people will not be riding home from the school activity on the bus. They will be riding home with their parents. The parents will assume full responsibility for their son or daughter.

Date _____ Event _____

Student's Name:

Parent or Guardian Signature:

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
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23		
24		
25		

Category: 8000 STUDENTS	Policy Number: 8294f1
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Policy Title: Transportation To Extracurricular Activities Waiver Form	Effective Date: June 18, 2014
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I, _____, parent or guardian of _____, (student)
(Print) (Print)

hereby have chosen to provide transportation for my child TO and/or FROM (circle as appropriate) the following extracurricular activity or event for which District transportation IS/OR IS NOT (circle as appropriate) provided and I understand that by signing this waiver I take full responsibility for the transportation of this child.

I also understand that this waiver releases the District from any and all liability or claims regarding the transportation of this child TO and/or FROM (circle as appropriate) this extracurricular activity or event.

Trip Information:

(Activity)

(Dates)

(Location)

(Advisor)

Signature of Parent/Guardian

Date

Administrator's Signature

Date

F11

Mileage Chart

From: Snake River High School to:	Miles:
Aberdeen High School	32
American Fall High School	46
Bear Lake High School	115
Blackfoot High School	8
Bonneville High School	38
Buhl High School	160
Burley High School	112
Butte High School	58
Century High School	40
Challis High School	131
CDA High School	510
Declo High School	98
Filer High School	150
Firth High School	34
Fruitland	310
Gooding High School	167
Grace High School	85
Highland High School	29
Hillcrest High School	36
Idaho Falls High School	35
Jerome High School	152
Kimberly High School	136
Malad High School	86
Meridian High School	262
Middleton High School	280
Marsh Valley High School	59
Minico High School	103
North Fremont High School	85
North Gem High School	76
Pocatello High School	31
Preston High School	97
Post Falls High School	520
Raft River High School	113
Rigby High School	48
Ririe High School	54
Salmon High School	192
Skyview High School	280
Shelley High School	25
Skyline High School	33
Sho-Ban High School	21

Soda Springs	87
South Fremont High School	72
Star Valley High School	140
Sugar-Salem High School	65
Teton High School	106
Twin Falls High School	143
West Side High School	102
Wood River High School	134

Summer Consent Form

Snake River School District #52

When a person practices and participates in any sport or physical activity, it can be dangerous. The person risks serious and permanent injury. Injuries could affect the general health and well-being on the participant. Serious injury could impair a person's ability to earn a living and to engage in social and recreational activities in the future. My son / daughter will participation at their own risk.

The parent / guardian further releases the Snake River School District and coaches from liability for any medical, dental, or hospital bills occurring as a result of injuries sustained by the student while participating.

IHSAA does not require students to carry health insurance, but as a school district we encourage students to carry health insurance. On the Snake River School District website there is a form that students can get health insurance coverage. The health insurance coverage is not through the school but is offered through an independent insurance carrier.

Is your child covered by a family health insurance policy? YES_____ NO_____

Insured by_____ Policy Number_____

PARENT OR GUARDIAN SIGNATURE_____ Date_____

SIGNATURE OF STUDENT_____ Date_____

Parent Meeting Checklist

1. School District #52 Athletic Rules and Guidelines
2. Concussion: Concussion information can be found at www.idhsaa.org
3. IHSAA does not require health insurance. Snake River School Dist. highly recommends getting health insurance. Enrollment information on the School District website.
4. IHSAA rules pertaining to your sport: Can be found at www.IDHSAA.org under Rules and Regulations Manual.
5. Coaches Rules
 - A. Team Rules
 - B. Expectations for Practice: Excused and Unexcused absents from practices, games, and team meetings.
 - C. Outside Competition: Club sports, and other athletic events.
 - D. Parents and Booster Club Activities
6. SRHS and IHSAA Sportsmanship Philosophy
7. Team Goals
8. Chain of Command and Open Door Policy: If any parents have any concerns we would ask that they contact the head coach first, then the athletic director, then the building principal, and then the superintendent
9. Game Schedules (www.snakeriver.org)
10. Roll Sheet: All parents please sign roll sheet, or sign and return Acknowledgment of Receipt of the Season Handbook form.

Head Coach: _____ Date: _____

Attach roll sheet, season handbook with team rules, and turn into the athletic director.

or

Acknowledgment form from all players, season handbook with team rules, and turn into athletic director.

ACKNOWLEDGMENT OF RECEIPT OF THE SEASON HANDBOOK

Interscholastic athletics is extracurricular activities that are used to support the educational mission students first, athletics second. Our goal is to help parents raise young men and women into educated, honest, responsible, productive adults (character) and win as many athletic events as possible.

We have received and reviewed the Snake River School District Guidelines that have been set by the Snake River School Board, high school building principal, and coaches. We agree to follow the guidelines found in the season handbook.

Parent Signature

Player Signature

Date:

Date:

Open Door Policy: If any parents have any concerns we would ask that they contact the head coach first, then the athletic director, then the building principal, and then the superintendent.

Category: 8000 STUDENTS	Procedure or Form Number: 8292p
Policy Title: Out-of-State Activities	Effective Date: September 14, 1999

Approval for out-of-state and/or overnight trips will be based on the following:

- 1. Regular season competitions will be confined to Regions 4, 5 and 6.**
- 2. Regular state competition and events are allowed.**
- 3. Participation in any other special competition or event must be approved by the Board of Trustees and should not exceed 250 miles each way.**
- 4. Transportation costs for approved, special trips will be financed up to 250 miles each way. No other costs will be financed by the district.**
- 5. Approved competitions and events will be treated as a school activity for purposes of school attendance.**
- 6. Attendance of staff to state or special competitions or events will be considered as budgets allow.**
- 7. The Board believes out-of-state and overnight trips should be governed by the above guidelines. Special requests may be considered by the Board of Trustees, if submitted in writing at the September or April board meeting. Requests must meet the following criteria:**
 - a. National competition has been earned as a result of advancement from state competition, or a competition or event has been approved by the IHSAA, or offers significant educational value.**
 - b. A written plan is prepared with itinerary, accommodations, cost description, fund-raising plan, list of students, list of parent approval, explanation of lost instructional time of teacher and student, list of potential chaperones and guidelines for chaperones.**
 - c. Fund-raisers should not involve door-to-door sales.**
 - d. Any costs or attendance that will be required of students will be included in the course syllabus and explained upon registration of the course.**
 - e. Rule violations or misconduct will influence the Board's willingness to approve future requests.**
 - f. Written report and evaluation will be required and submitted at the board meeting following the trip.**

F18

Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221

Category: 8000 STUDENTS	Policy Number: 8230
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Policy Title: Fund Raising Projects	Effective Date: November 19, 2002
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All school fund raising projects or other school projects which involve solicitations from the community or business firms, or which involve the sale of tickets for commodities, etc., must be approved by the building principal.

Approval cannot be granted without submitting the Fund Raising Project Request Form, 8230f, and obtaining the building administrator’s signature of approval.

Only two (2) fund raisers are allowed in each building (K-6) in any one school year regardless of the success or failure of the project. School pictures are exempt.

In the interest of student safety and welfare, door-to-door fund raising is prohibited in grades K-6. Door to door sales in grades 7-12 are discouraged.

Reference: 8230f “Fund Raising Projects Request Form”
4360 “School Projects Involving Solicitations”

Category: 8000 STUDENTS	Procedure or Form Number: 8230f
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Policy Title: Fund Raising Projects	Effective Date: November 19, 2002
--	--

SCHOOL: _____ DATE: _____

HOW FUNDS RAISED: _____ PROJECT # _____

SPONSOR: (Please check appropriate sponsor)

1. BUILDING _____
2. PTA _____
3. ORGANIZATION _____

DATE(S) OF FUND RAISING

REASON FOR FUND RAISING

ADMINISTRATOR'S APPROVAL Date

Board Policy Number 8230:

All school fund raising projects or other school projects which involve solicitations from the community or business firms, or which involve the sale of tickets for commodities, etc., must be approved by the building principal.

Approval cannot be granted without submitting the Fund Raising Project Request Form, 8238F, and obtaining the building administrator's signature of approval.

Only two (2) fund raisers are allowed in each building (K-6) in any one school year regardless of the success or failure of the project. School pictures are exempt.

In the interest of student safety and welfare, door-to-door fund raising is prohibited in grades K-6. Door to door sales in grades 7-12 are discouraged.

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Snake River High School Head Coach Evaluation

Name: _____

Position: _____

Years in District as Head Coach: _____

School Year: _____

C	A	NI	U	NA	Professional Responsibilities:
					Cooperates with building principal, assistant principal and athletic director.
					Operated within the rules and regulations of the Idaho High School policies and procedures.
					Held a player-parent meeting and went over the parent meeting checklist found in the SRHS head coaches handbook. A. Signed and returned "Parent Meeting Checklist Form." B. Roll Sheet or Acknowledgment of Receipt of the team handbook. C. Copy of team handbook and rules.
					Set clear team rules and guidelines. A. Set clear expectations for practice, games and team meetings.
					Set individual and team discipline. A. Set clear discipline procedure for missing practice, game or team meetings.
					Set high standards for player conduct and sportsmanship.
					Made sure every coach on staff had First Aid/CPR training, St. Luke's Concussion Certification, NFHS Sudden Cardiac Arrest Certification, before the first practice.
					Made sure every coach on staff had a background check and cleared to coach from the Snake River School District Office.
					Rode the bus, or one of the assistant coaches, to and from every contest or game. If you took two buses, you had a coach on each bus.
					Attended the 5 th district rules meeting for your sport.
					Attended the annual SRHS head coaches meeting.
					Encouraged all student-athletes to participate in a fall, winter and or spring sport. Respected other athletic programs and do not run a club program or camp from August 1 through the final day of the IDHSA spring sports tournaments.
					Filled out and turned official's ballet in on time as directed by the 5 th District Board of Control.

C	A	NI	U	NA	Organizational Skills:
					Collected a Physical, Concussion Acknowledgment and Consent Form from every student on the first day of practice or tryouts.
					Turned in a Checklist Form to the athletic director with all player's names and grade level in a reasonable time frame.
					Made sure all players met the IHSAA and school district eligibility requirements.
					Made sure every player paid their fees before the first contest or game.
					Followed purchasing procedures as outlined in school policy and the Athletic Handbook.
					F21

					Reported all transfer or foreign exchange students to the athletic director so that they could be cleared to play by the IHSAA.
					Turned in a roster of player's names, numbers and positions before the first contest or game.

C	A	NI	U	NA	Coaching Performance:
					Planned, organized and conducted efficient practices.
					Utilized assistant coaches effectively.
					Professional knowledge and strategies of the game.
					Team and/or individuals have demonstrated an improvement in skills.
					Dresses appropriately for all practices and games.

C	A	NI	U	NA	Facilities:
					Organized and set up facilities before home contest. (Mats, paint field, nets, bleachers, score table, etc.)
					Turned off all lights, picked up all equipment and locked all doors after practices and games.
					Helped keep the training room and locker room clean and in order.
					Helped keep the training room and locker room clean and in order. Did not let students use the training room without a coach or trainer.
					Works effectively with maintenance and custodial staff.

C	A	NI	U	NA	End of Season:
					Secured all equipment at the end of the season and stored them in your storage area.
					Turned in an end of season inventory list of all equipment.
					Filled out an IHSAA sportsmanship Self-Evaluation Form.

Team Record:

District Place Finish:

State Place Finish:

Head Coaches Signature: _____ **Date:**

Athletic Directors Signature: _____ **Date:**

Comments:

C= Commendable A= Acceptable NI=Needs Improvement
 U= Unacceptable NA= Not Applicable

Snake River High School

922 West Highway 39
Blackfoot, Idaho 83221
(208) 684-3061
Fax (208) 684-3074

SPORTSMANSHIP SELF-EVALUATION FOR COACHES

Name: _____

Date: _____

Sport/Level: _____

Please complete the following evaluation and submit to the Athletic Director at check out.

Please rate yourself in the following areas:

- | 1. Needs improvement | 2 Fair | 3 Good | 4 Very Good | 5 Excellent |
|--|--------|--------|-------------|-------------|
| 1. Encourage players to play within the spirit of the rules. | | | 1 2 3 | 4 5 |
| 2. Encourage players to respect officials. | | | 1 2 3 | 4 5 |
| 3. Encourage players to treat opposing teams with respect. | | | 1 2 3 | 4 5 |
| 4. Encourage players to react properly to spectators. | | | 1 2 3 | 4 5 |
| 5. Encourage players to handle winning and losing in an appropriate manner. | | | 1 2 3 | 4 5 |
| 6. Supervise players in a manner that helps to prevent Sportsmanship Problems. | | | 1 2 3 | 4 5 |
| 7. Set a proper example for players concerning sportsmanship. | | | 1 2 3 | 4 5 |
| 8. The thing that I did this year for my team that most promoted sportsmanship was? | | | | |
| 9. The area of sportsmanship that I could most improve in as a coach is? | | | | |
| 10. The biggest problem that we had this year with sportsmanship was?
(Include your opinion- was this preventable?) | | | | |

**MAINTENANCE REQUEST FORM
SNAKE RIVER SCHOOL DISTRICT #52**

ORDER NUMBER _____

DATE:

BUILDING:

PERSON MAKING REQUEST:

ROOM NUMBER OR LOCATION:

DESCRIPTION OF MAINTENANCE REQUESTED:

XXXXXXXXXXXXXXXXXXXXXXXXADMINISTRATORXXXXXXXXXXXXXXXXXXXXXXXX

APPROVED _____

SIGNATURE

DATE

NOT APPROVED _____

XXXXXXXXXXXXXXXXXXXXXXXXMAINTENANCE PERSONNELXXXXXXXXXXXXXXXXXXXX

APPROVED _____

NOT APPROVED _____

COMMENTS _____

MAINTENANCE PERSON

DATE

News Reporters

Morning News: 785-1100

Idaho State Journal 232-4161

KIFI 8 525-2520

TO BE COMPLETED IMMEDIATELY!

The school employee who either witnesses the student injury or is supervising the student at the time of injury should complete this form. If possible the report should be submitted immediately to the Principal's office. Should other pertinent information develop, notify the principal's office by means of a supplemental report.

CORECIS

Insurance

Organizations

This Report is for the confidential use of CORECIS and of attorneys for the School District and its employees in defending litigation.

**STUDENT
ACCIDENT
REPORT**

SCHOOL DISTRICT:		SCHOOL:	
SCHOOL ADDRESS:		PHONE NO.	
STUDENTS NAME:	AGE:	GRADE:	
HOME ADDRESS:		PHONE NO.	
WHERE DID ACCIDENT OCCUR?		DATE:	TIME:
HOW DID ACCIDENT OCCUR?			
NATURE OF INJURY:			
FIRST AID APPLIED	BY WHOM?	DISPOSITION OF INJURED STUDENT	
<input type="checkbox"/> YES <input type="checkbox"/> NO		(RETURN TO CLASS, HOME, DOCTOR, HOSPITAL)	
WERE PARENTS CONTACTED BY SCHOOL? EXPLAIN BELOW. <input type="checkbox"/> YES <input type="checkbox"/> NO			
COMMENTS:			
REPORT SUBMITTED BY:		POSITION:	
DATE:			

Athletic and Sportsmanship Philosophy



The interscholastic athletic program is an integral part of the total education and growth experience at Snake River High School. It provides an environment where the student may develop and refine athletic skills, test those skills through suitable competition and develop leadership and sportsmanship. Our athletic philosophy is designed to support and affirm the mission and belief statement of Snake River High School.

Participation in athletics is a privilege; athletes are expected to exhibit the highest level of conduct on and off the field. Sportsmanship is a number one priority at Snake River High School. Students, parents, spectators, athletes, and coaches are expected to conduct themselves in a positive manner, displaying good sportsmanship at all times at all athletic events. Students, parents, spectators, athletes, and coaches should treat opponents, game officials, and visiting spectators with respect. While winning and losing are components of interscholastic sports, competition and participation are emphasized at Snake River and are the means by which students are guided to integrate the values of respect for one's body, sportsmanship, loyalty, cooperation, respect for others, and fitness into their lives.

The following sportsmanship rules will be in effect for all regular season, district tournament, and state tournament events:

SPORTSMANSHIP RULES:

1. **Face Painting**- Full face painting is not permitted. Partial face painting is permitted such as small markings on the cheeks, nose, or forehead.
2. **Posters/Banners/Signs**- All signs must show only positive support. Those which direct negative comments towards opponents or are unsportsmanlike or vulgar are not permitted.
3. **Artificial Noisemakers**- Artificial noisemakers shall not be used. Exception: Cheerleaders (only) may use megaphones at football games. Artificial noisemakers are items such as (but not limited to) megaphones, air horns, bells, whistles, clickers.
4. **Balloons**- Balloons are not permitted at any IHSAA state playoff or championship event.
5. **Attire**- Bare chests are not permitted. Shirts must be worn.
6. **Inappropriate Behaviors**- The following are not permitted:
 - a. Throwing objects onto the playing area before, during, or after a contest.
 - b. Entering the playing area before, during, or after a contest.
 - c. Verbal harassment or derogatory remarks directed toward an opponent or official.

WHEN TO CHEER AND APPLAUD:

1. As your team comes onto the playing floor/field.
2. As your team is introduced.
3. When a player (yours or opponent) makes an exceptionally fine play.
4. When a substitution is made on your team. Cheer both the outgoing player and incoming player.
5. As encouragement and tribute to an injured player of either team.
6. When an opponent who has played spectacularly leaves the game.
7. As encouragement to own team whether on offense or defense.

WHEN NOT TO CHEER:

1. When an opposing player makes a mistake or the opposing team is being penalized.
2. When an opposing player is injured
3. If the opposing rooting section has already started a cheer or the opposing school band is playing. (A pregame conference between both cheer squads can help to avoid conflict with each other's effort.)
4. As announcements are being made over the public address system.

INAPPROPRIATE CROWD BEHAVIOR:

1. Displaying banners/posters that are directed toward opponents are negative, vulgar or display poor sportsmanship.
2. Throwing objects onto the playing area; creating distractions during introductions of opponents or during free throws.
3. Derogatory/harassing remarks that are directed towards an opponent or official. Such language includes taunting, baiting, trash talking, booing, chanting phrases such as "Air Ball" or "You! You! You!"
4. Pep bands playing during live ball situations (NFHS rule) or when opposing band is already playing. Bands and cheerleaders should coordinate their efforts.

PLAYERS RESPONSIBILITIES:

1. Accept and take seriously your responsibility as a player and role model and also recognize your privilege of representing your school and community. Practice good sportsmanship at all times- on or off the playing field or court.
2. Cooperate with your coaches and follow school and team rules of conduct as outlines in your student and athletic handbooks.
3. Shake hands with opponents and express your best wishes for success.
4. Exhibit a positive and enthusiastic attitude about the contest.

CHEERLEADERS RESPONSIBILITIES:

1. Serve as a support group for interscholastic activities.
2. Strive to boost school spirit, promote good sportsmanship and develop positive crowd involvement at all athletic contests.
3. Assist in the administration of the athletic contest.

COACHES RESPONSIBILITIES:

1. Demonstrate good sportsmanship and ethical behavior at all times.
2. Encourage respect for all activities and their values.
3. Help promote sportsmanlike crowd behavior during contests.
4. Refrain from using any profanity or abusive actions.
5. Refrain from making negative remarks to the news media.
6. Have and show respect for the opponents.
7. Display modesty in victory and graciousness in defeat.
8. Be responsible for the conduct of his/her players
9. Educate the student-athletes as to the rules and regulations of the game.
10. Establish sound training rules and expect players to follow them.
11. Develop leadership, initiative and good judgment among players.
12. Inform team of their responsibilities as contained in this document.

*****Rules and Guidelines adopted directly from the IHSAA Sportsmanship Manual**

*****Any individual violating the above Rules and Guidelines may be subject to removal from the Event**

Coaches Certification
IHSAA and Snake River School District
Requirements School Policy Number: 7510

All certificated and non-certificated employees, including substitute staff and individuals involved in student training such as practicums and internships, hired after July 1, 2008, shall undergo a criminal history check as required by Idaho Code § 33-130. Employees are required to submit a completed ten (10) finger fingerprint card or scan to the Idaho State Department of Education **no later than five (5) days after the employees' first day of employment with the school district or unsupervised contact with students in a K-12 setting, whichever is sooner.** The employee or individual involved in student teaching or internships will be responsible for the cost of the criminal history check. A record of all background checks will be maintained by the Idaho State Department of Education in a data bank for all

Volunteers or contractors who have regular, unsupervised contact with students (i.e. coaching after school activities or overnight travel, or unsupervised work assignments) will be required to **submit a fingerprint card before beginning work with students.** Volunteers who have well-supervised, in-classroom contact with students will be required to sign a roster and a Volunteer Guideline and Confidentiality Agreement form at the school office or district office first. The names of all contractors or other persons who have irregular contact with students will be checked, at a minimum, against the statewide sex offender register. 4. A criminal history check, including fingerprints, is required for all substitutes.

All head coaches must be certified to teach in the schools of Idaho or have completed the NFHS "Fundamentals of Coaching" COURSE to be a head coach. Assistant and volunteer coaches do not have to meet this requirement. (www.nfhslearn.com \$35)

All head coaches, assistant coaches and volunteer coaches must have first aid / CPR training. The athletic office must have a current copy on file. All new coaches must do this before coaching.

(<http://ecprcertification.com/>)

All head coaches, assistant coaches and volunteer coaches must have the St. Luke's Concussion Course every two years. All new coaches must do this before coaching. Everyone else has to renew this on school years that start with an even number. The athletic office must have this on file.

(<http://idaho-concussion-training.teachable.com/>)

All head coaches, assistant coaches and volunteer coaches must have the NFHS Sudden Cardiac Arrest Course every two years. All new coaches must do this before coaching. Everyone else has to renew this on school years that start with an even number. The athletic office must have this on file.

(www.nfhslearn.com)

All coaches must be fingerprinted and have a background check done. This only needs to be done once. All coaches must follow all IHSAA rules and guidelines. All other patrons should not be working with players in practice or games for liability and safety reasons.

All head coaches are responsible to make sure that anyone working with our student athletes meet all of the coaching requirement for liability reasons.

Definitions:

Head Coach: Someone in charge of the program and receives a coaching stipend from the district.

Assistant Coach: Someone who works under the direction of a head coach and receives a coaching stipend from the district.

Volunteer Coach: Someone who works under the direction of a head coach but does not receive a coaching stipend.

IHSAA Coaching Card: To receive an IHSAA coaching card you must meet all certification requirements.

Pre-Season Checklist Head Coaches Responsibilities

1. _____ The head coach is responsible to know and follow all IHSAA state rules and guidelines specifically for your sport. The IHSAA Rules and Regs Manual can be found at www.idhsaa.org
2. _____ The head coach is responsible to know and follow all school district rules and guidelines, especially the ones pertaining to extra-curricular activities found in the Snake River Athletic Handbook.
3. _____ The head coach is responsible to make sure that all assistant coaches, and volunteer coaches follow all state rules and all district policies and procedures.
4. _____ Attend the annual Snake River High School head coaches' meeting in August.
5. _____ Attend the state rules clinic that pertains to your sport.
6. _____ The head coach is responsible to make sure all coaches in there, program, assistant coaches, and volunteer coaches have First Aid/CPR training, concussion certification, Sudden Cardiac Arrest certification as required by the IHSAA.
7. _____ The head coach is responsible to make sure that all coaches in there program, assistant coaches, volunteer coaches have a background check from the school district office as required by school policy.
8. _____ The head coach is responsible to follow all fundraising school district policies.
9. _____ The head coach is responsible to get all fundraising projects approved by the building principal and fill out and turn in a fundraising project form to the building principal. This needs to be done every year.
10. _____ The head coach is responsible to follow all school district purchasing policies.
11. _____ The head coach is responsible to fill out a purchase order for everything they order and get it approved before ordering.
12. _____ Make sure all equipment is in working order and make sure the replacement equipment that was ordered is here.

13. _____ On the first day of practice make sure every player has a physical, concussion acknowledgment and consent form. Any player that does not have a physical, concussion acknowledgment and consent form is not to practice. They are to be sent home. Turn the forms into the athletic director. They must be on file in the athletic office.
14. _____ If a student has a current physical on or after May 1st that is not on a Snake River School District form it is fine. Staple it to a Snake River School District consent and concussion acknowledgment form and turn them into the athletic office.
15. _____ Make sure every player has 10 practices in before they participate in the first event. Keep good records. **Do not practice students without a physical!**
16. _____ All head coaches are responsible to fill out a checklist form listing all players and grade on the team and turn into the athletic director.
17. _____ The athletic director will check all forms, grades and fees and return the checklist back to the head coach. It is ultimately the head coach's responsibility that all players are on the checklist, they all have a physical, concussion acknowledgment, and consent forms. The head coach is responsible to make sure all students are academically eligible and that all fees have been paid.
18. _____ All head coaches are responsible to make sure all facilities are set up for home contests. (Mats, paint fields, nets, bleachers, score tables, etc).
19. _____ Each coach is responsible to find their own stat person, a score bookkeeper, ball boys, and line people. The athletic director will be responsible for getting officials, ticket takers, score clock keeper, announcer, chain crew, and rosters.
20. _____ Head coaches are responsible to submit purchase orders for any tournament fees.
21. _____ All athletic facilities are scheduled for all sports practices from 6am to 8am and 4pm to 7pm Monday – Thursday on the days that we are in school. All athletic facilities are scheduled for all sports practices from 6am to 2pm on Friday and Saturdays and days that we are not in school for holidays. All school facilities must be scheduled before using for all practice, camps games or any event.
22. _____ The head football, volleyball, boys and girls basketball coaches are responsible to turn in a roster with players names and numbers into the athletic director one week before the first scheduled contest.

23. _____ The head coach is responsible to inform the athletic director of all transfer students or foreign exchange students. We must turn in the paper work to the IHSAA for eligibility. They are not eligible to play until they are cleared by the IHSAA. Please add them to your checklist form.
24. _____ After try-outs it is mandatory to hold a parent meeting with players and their parents at the start of the season or send home a season hand book with all training and team rules. See “Parent Meeting Checklist” found in the Athletic Handbook.

All head coaches need to sign and return the “Parent Meeting Checklist, roll sheet, and season handbook with team rules, into the athletic director, or signed acknowledgment form (F16) from every player along with a season handbook with team rules.

25. _____ If a team plans on having a team meal, they need to hold them at lunchtime or after school, not during school time. You will need to find a place to hold it. We do not excuse students from class time for a team meal. You can schedule the use of the cafeteria with the athletic director or home economics room with the teacher.
26. _____ Lock doors, turn off lights, and pick up equipment after every practice and game.
27. _____ Supervise any student working out or using school equipment at all times.
28. _____ The coaches that are in the season are responsible to keep the training room in order. Students are not to be in the medical cabinet without a coach’s supervision. Please help us keep the medical supplies locked up and in order.
29. _____ Teacher/Coach: If you have an event that will require you to have a substitute, please make arrangements with the office secretary and building principal. Fill out a sub form.

My door is always open if there is anything I can do to help.

Good Luck!

Post Season Checklist Head Coaches' Responsibilities

1. _____ Collect and store all equipment for your sport.
2. _____ Turn in a list of players that have not turned in uniforms and equipment.

Students will not be allowed to play in a contest in the next sport season, or checkout of school at the end of the school year until all uniforms and equipment have been turned in from the previous sport. The head coach is responsible to turn in a list of all equipment and fines that have not been taken care of for the season.

3. _____ Fill out inventory list of all equipment.
4. _____ Fill out Sportsmanship Self-Evaluation Form for the IHSAA and turn in to the athletic director.
5. _____ Turn a list of player's names into the athletic director for varsity letters and participant certificates. The athletic director will print them off and give them back to the head coach to pass out.
6. _____ Set up a time and date to meet with the athletic director for a head coaches evaluation.
7. _____ Pay checks for all coaches will be given to the head coach at evaluation time.

Good Luck at District and State!