

LANDER VALLEY HIGH SCHOOL
AND LANDER MIDDLE SCHOOL
ACTIVITIES HANDBOOK



2026-2027

Part I: Handbook Purpose

Introduction:

The interscholastic athletic program is completely voluntary. Participation is not required for graduation, nor are athletic credits needed for college entrance. Involvement in the athletic program, however, does require extra effort and time on a voluntary basis beyond the regular school day. Although interscholastic athletics are voluntary, those participating do represent their student body and communities. Therefore standards, including academic requirements, citizenship, sportsmanship, conduct and loyalty must be maintained at a high level. The total school program is reflected in the interscholastic athletic program.

Philosophy of Activities

Fremont County School District #1 believes that a dynamic program of student activities is vital to the development of all students. Activity programs should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life. Activity programs should function as an integral part of the total curriculum. They should offer opportunities for the student to develop all-around growth, to learn the qualities of good citizenship, and to develop positive self-esteem.

Statement of Purpose

The purpose of the Fremont County School District #1 Activity Programs are:

1. To provide an atmosphere in which each student's self-image is positively influenced.
2. To provide a positive image of the school district.
3. To strive for excellence.
4. To provide a field of exploration that will allow our students to develop life skills and positive characteristics. This field of exploration should provide adequate and natural opportunities for:
 - a. Physical, mental, and emotional growth.
 - b. Acquisition and development of special skills in the activities of each student's choosing.
 - c. The development of team values, such as loyalty, cooperation and fair play.
 - d. Directed leadership and supervision that stresses self-discipline, self motivation, and the ideals of good sportsmanship that make for winning and losing graciously.
 - e. Achievement of initial goals as set by the activity group in general and the student as an individual.

Parental Relations: A positive relationship between all the interested parties is necessary for the overall success of each activity and the entire program. Each coach, parent, booster, and fan has an important impact upon the outcome of the experience of the athletes.

1. Coaches - are in charge of the program and the students. They decide team make-up, starting positions, strategies, playing time, and any other questions involving the welfare of their activity.
2. Parents - support the program, coaches, individual team members, and their child in a positive and constructive manner.
3. Boosters - support the entire program, the coaches, students, and work to improve facilities, equipment, and opportunities for every student in every activity.
4. Fans - support the programs, coaches, students and parents.

Chain of Command: The Chain of Command should be followed by coaches, participants, and parents. It is the responsibility of each to ensure that the prior person has been given the opportunity to resolve the issue prior to hearing any complaint. By addressing concerns at the lowest level possible, the fastest relief can be provided.

- **Assistant Coach** - resolution to issues should begin here if applicable. If a satisfactory resolution cannot be accomplished at this level, appeal to the head coach.
- **Head Coach**- If the problem cannot be resolved at this level, progress to the Athletic director.
- **Athletic Director**-If the problem cannot be resolved at this level, progress to the Superintendent.
- **Superintendent**-If the problem cannot be resolved at this level, progress to the Board of Trustees.
- **Board of Trustees**-this is the **LAST** group to appeal to if the problem is not resolved at any prior levels.

Part II: Student Athlete Section

Code of Conduct: The following rules and regulations concerning interscholastic activities apply to all student activities at Lander Valley High and Lander Middle Schools only during each given season as defined by the Wyoming High School Activities Association (WHSAA), unless otherwise specified.

1. Each student shall abstain from the use or possession of alcoholic beverages, tobacco products, (in the case of chewing tobacco, imitation products are included as well), drugs and narcotics. Drugs prescribed by a physician do not apply. The participant should notify the Activities Director when he/she is receiving medication prescribed by a physician.
2. Students are not to attend any student parties or functions in which they have prior knowledge that alcohol or drugs will be present or in use. When a student attends a student function in which he/she discovers the presence or use of alcohol or drugs after he/she has arrived, he/she is to leave that function within 15 minutes and notify their coach of the situation as soon as possible.
3. Each student athlete is expected to be a good citizen in school, in the community, and in all athletic events.
4. Each student athlete shall be in attendance at school for **all classes enrolled** in order to be eligible for participation in practice or a contest on that day. Exceptions due to waivable absences (ex. medical/dental appointments, college visits or bereavement) may be made only when prior arrangements have been made through the athletic director or the principal **prior to the start of that school day the student may be missing**. Non waivable absences (ex. sleeping in) will not be excused even with prior arrangements. Circumstances beyond the student's control will be evaluated by the athletic director and principal on a case by case basis.
5. Student athletes must be in good standing with attendance and academics. Students must be eligible according to WHSAA rules. (outlined below)
6. Each student athlete representing FCSD #1 is expected to exemplify the highest standards of good sportsmanship and character.
7. Practices are considered of utmost importance for effective team learning and team commitment. Disciplinary action for missed practices will be determined by coaches/advisors of each particular activity and will be communicated to the parents prior to the start of the season. Repeated instances of missing practice may result in dismissal from the team.

Violation of Code of Conduct: A student athlete who does not abide by the above rules and regulations shall be subject to progressive disciplinary actions. Any disciplinary decisions, resulting from any violation, shall be subject to the following procedure:

1. In the event a coach has reason to suspect a student athlete of a violation of the rules, he/she shall have a conference with the athlete. If in the coach's judgment a violation has taken place, disciplinary action will be taken.
2. In incidents which may occur on any court, practice field, or during any athletic contest which require disciplinary action, (but not to the extent of dismissal of the participant) the coach of that squad will carry out the appropriate action.
3. Before dismissal, the head coach will discuss the situations with the athletic director within a reasonable amount of time.
4. Each student athlete of FCSD #1 has the right of grievance for all athletic disciplinary actions. The discipline grievance procedure will follow the appropriate chain of command (coach, athletic director, principal, superintendent, board of trustees) in order to effectively resolve the situation.
5. If a student athlete is dismissed from a team for the remainder of the season for violation of rules and regulations, the student shall be ineligible for any and all awards for that season. The student will also need to follow the following guidelines.
 - a. Meet with the athletic director, and possibly the coaches of the sports in which the athlete participates.
 - b. Request a meeting with the athletic director and coach prior to participating on another team. They will review previous violations and determine if the student-athlete will or will not be allowed to participate.

Violation of Code of Conduct

First Offense

1. The student shall be suspended for 30% of the competitions/contests for that season. If the suspension occurs during a time where there is less than 30% of games left to play, then the student would be done for the remainder of the season (including any district or state competition) and the remaining percentage from the next sport season. If the infraction occurs during a state competition, the student will be suspended from state play with possible additional suspensions at the discretion of the athletic director. **If suspended for any part of the season, the student forfeits any post-season league honors and if suspended for district and state play, the student forfeits their letter and school post season awards.** During suspension, the student will be allowed to practice but will not be allowed to travel, suit up for games, or sit on the bench at home games.

Second Offense

1. The student shall be suspended for 60% of the competitions/contests for that season. If the suspension occurs during a time where there is less than 60% of games left to play, then the student would be done for the remainder of the season (including any district or state competition) and the remaining percentage from the next sport season. If the infraction occurs during a state competition, the student will be suspended from state play with possible additional suspensions at the discretion of the athletic director. **If suspended for any part of the season, the student forfeits any post-season league honors and if suspended for district and state play, the student forfeits their letter and school post season awards.** During suspension, the student will be allowed to practice but will not be allowed to travel, suit up for games, or sit on the bench at home games.

Third Offense

1. The student shall be suspended for the remainder of the season of the current athletic program he/she is participating in and also the next sports season for which the student is eligible and wanting to participate.

Fourth Offense

1. The student will be suspended from all extracurricular activities for the remainder of their school career.

IF the violation is due to drug or alcohol use, the student must also enroll in an athletic director approved drug and/or alcohol substance abuse assistance program. The enrollment must occur before the suspension is over. The cost of the assistance program will not be paid by the district.

If the student does not agree to and abide by the conditions stated above, the student will be suspended from activities until all conditions are met

Consequences will reset when a student moves up from Middle School to High School.

Hazing or Initiations: For the purpose of clarification, hazing shall be defined as: An act committed against a student or a student is coerced into committing an act that creates a risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any group, club, athletic team, grade level, activity or organization. Students engaging in hazing are subject to disciplinary action including school suspension and dismissal from the team.

Academic Eligibility:

In order to participate in activities at LVHS/LMS:

- The student must have received passing grades and earned 5.0 credits (or equivalent) during the previous reporting semester.
- The student must be passing 5 solid subjects at the time of participation.
- The student must be “on track” to graduation.

During the participating season:

- Weekly “BAG” sheets will be required for students in activities that are not currently passing 5 classes. Bag sheets will need to be returned to the office with signatures from teachers to ensure at least 5 classes are being passed in order to participate in contests and/or travel.

Participation:

1. Paperwork Forms
 - a. Prior to a student participating in an activity or being issued any equipment, he/she is responsible for having on file with school officials a record of the following:
 - i. Physical Examination Form (sports and marching band)
 - ii. Emergency Assistance Consent
 - iii. Informed Consent
 - iv. Concussion Information Sheet (contact sports only)
 - v. Code of Conduct
 - vi. Training Room Consent (sports only)
 - vii. Concussion Certification (done by school staff- contact sports only)
 - viii. Drug Testing Consent Form
 - ix. WHSAA Eligibility Information
 - x. Pay to Play (for some activities)
2. Testing – Students in contact sports must complete a baseline concussion (SWAY) test prior to their 1st practice
3. A student will participate in only one sport per sport season.
4. No athlete dismissed from any team for disciplinary reasons will be allowed to join another school team during the same sport season.
5. Athletes who are "cut" from a team by the coach, following team tryouts, are allowed to participate in another sport during the same sport season, regardless of the number of team practice sessions which may have accrued.
6. Athletes held out from participation in practice or a contest by physician's orders may resume such activities only after he/she has been released in writing by a physician.

Equipment

1. School equipment checked out by the student is his/her responsibility. He/she is expected to keep it clean and in good condition.
2. Loss of issued equipment or damage to issued equipment except during participation will be the student's financial obligation.
3. Issued equipment is to be worn only while participating with the team in practice, during scheduled contests, or for spirit purposes on contest day. Warm-up jackets, sweats, etc. are not to be worn as personal clothing.

Travel

1. All student athletes must travel to and from athletic contests with the team and in transportation provided for this purpose. Only upon personal request by the parent/guardian to the athletic director via the Alternative Travel Form will exceptions be given
2. Each team member will remain with the team under the supervision of the coaching staff when attending away games. Team members will not leave the building or the field when at away events.
3. Each member, while traveling to and from athletic contests, will follow district bus rules
4. Students are allowed to ride home with their parents from contests providing parents meet with the head coach at the activity site and sign the proper documentation.
5. Students wishing to return from a contest with someone other than their parent must meet the following requirements:
 - a. Submit an Alternative Travel Form to the Activities Director at least 1 day before of the trip
 - a. Students must be riding with someone over the age of 21 and will preferably be a family member or parent of a teammate.
 - b. Any student who violates this provision is subject to disciplinary action.

Student Managers: Each manager is to be selected by the coach in charge of the sport. The managers are expected to be assigned to certain duties by the coaches/sponsors and be held responsible for such assignments. Discretion should be used in selection of mixed gender managers. Student managers are expected to follow the same participation, eligibility, and behavior rules as the student athletes. The number of managers per sport and lettering requirements is at the coach's discretion.

Lettering

1. In order to qualify for an athletic letter, the student must meet the requirements set forth by the head coach of each sport. It is the discretion of the head coach to determine these requirements and which individuals have met these requirements. The criteria for lettering in each sport/activity must be on file in the Athletics Office before the beginning of each season. These letter requirements must be reviewed with the parents and students at the opening meeting for the season.
2. General Requirements for lettering for all sports:
 - a. To be eligible to receive a letter, each student must complete the **Varsity** sport season, unless there are medical reasons preventing the athlete from completing the season. (example: injury, sickness, etc.)
 - b. A student/athlete who is a senior and has not previously lettered in a given sport and who has participated in that sport for the prior 3 consecutive years shall letter in that given sport
 - c. The athlete must be in good academic standing.
 - d. Lettering standards are encouraged to be strict enough that the entire varsity roster does not automatically letter.
 - i. Exceptions will be considered for state placing teams

Transparency & Fairness Procedures

Our Commitment to Equity

At Fremont County School District #1, we believe that every student-athlete deserves a fair shot based on their hard work, skill, and attitude. To ensure our programs remain competitive and unbiased, we have established clear "Checks and Balances" regarding coaches who have family members on the team or who coach private club sports during the off-season.

1. 1. The "Coach-Parent" Dynamic

- a. We are proud to have dedicated coaches who are also parents. However, to protect the integrity of the team and the experience of the student-athlete, we follow these guidelines:
- b. **Independent Evaluation:** When a Head Coach's child is competing for a varsity roster spot, the **Athletic Director** or an **Assistant Coach** will act as a secondary evaluator to ensure roster decisions and playing time are based solely on merit.
- c. **Professional Boundaries:** During practices and games, the "Coach-Athlete" relationship takes precedence. We ask parents to respect this professional boundary and use the established athletic department channels for any concerns.

2. Out-of-Season Club Sports (AAU, Travel, etc.)

- a. Many of our coaches stay active in the off-season through private club teams. To ensure a level playing field:
- b. **Participation is Optional:** Playing for a coach's private club team is **never** a requirement for making a school team.
- c. **Equal Treatment:** Whether a student plays for a club team or chooses to spend their summer elsewhere, they will be evaluated for the school season starting with a "clean slate".
- d. **Fair Evaluations:** High school roster spots are earned during the official WHSAA-sanctioned season tryouts, regardless of off-season involvement.

3. If You Have a Concern

- a. We value open communication. If you feel that a conflict of interest is affecting the team dynamic or the fair treatment of a student, please follow this communication chain:
- b. **Request a Meeting:** Speak with the Head Coach directly to discuss your student's role and areas for improvement.
- c. **Contact the AD:** If the concern involves a potential conflict of interest (family or club-related) that cannot be resolved with the coach, please contact the **Athletic Office** to schedule a formal review.

The Goal: To ensure that at the end of the season, every athlete knows their position was earned through their own sweat and dedication—and every parent knows the process was fair

Part III: Coach/AD Section

Wyoming Coaches' Association Code of Ethics:

1. The Student First

- a. **Education over Winning:** The primary responsibility of a coach is to educate through competition. The value of winning should never exceed the value of instilling character.
- b. **Welfare of the Child:** Coaches must treat every athlete as if they were their own child, keeping their health and well-being as the top priority.

2. Professional Conduct & Role Modeling

- a. **Setting the Example:** Coaches must maintain the highest ethical and moral conduct in all personal contact with athletes, officials, and the public.
- b. **Respect for Officials:** Coaches are expected to support officials and avoid conduct that incites players or spectators against them.
- c. **Cordiality:** Meeting and greeting opposing coaches before and after contests to set a positive tone for the event.

3. Integrity of the Game

- a. **Rule Observance:** Coaches must be experts on the rules and interpret them to team members. They must follow the *spirit* of the rule, not just the letter, and never seek an advantage by circumventing them.
- b. **Ethical Scouting:** Scouting must be done only through ethical means approved by the league or state association.

Responsibilities of the Activities Director

The AD is the "Chief Executive" of the activities department. Their role is to provide the infrastructure that allows coaches and athletes to succeed safely and legally.

- **Compliance & Eligibility:** Ensuring every student-athlete meets WHSAA requirements (GPA, age, semesters, physicals) and that the school follows "Undue Influence" (recruiting) rules.
- **Fiscal Management:** Developing and monitoring the activities budget, approving all equipment/uniform purchases, and ensuring sound financial practices.
- **Scheduling & Logistics:** Managing all game/practice schedules, arranging bus transportation, hiring officials, and assigning event staff (ticket takers, security, etc.).
- **Personnel Oversight:** Leading the hiring, mentoring, and formal evaluation of all head and assistant coaches.
- **Safety & Risk Management:** Inspecting facilities, ensuring emergency action plans (EAPs) are in place (e.g., lightning protocols), and providing necessary medical/safety equipment at home events.
- **Liaison Work:** Serving as the bridge between the school, the parents, the community, and the WHSAA Board of Directors.

Responsibilities of the Coach

While the AD builds the stage, the coach is responsible for what happens on it. In Wyoming, this role is explicitly defined as an **educational** position.

- **Educational Excellence:** Placing the development of character and academic success above the value of winning.
- **Safety & Supervision:** Actively supervising student-athletes at all times—including in the locker room, on the bus, and at away contests. They must implement concussion protocols and emergency action plans.
- **Professional Certification:** Maintaining a current PTSB Coaching Permit or Endorsement, which includes First Aid/CPR, "Care and Prevention of Athletic Injuries," and "Foundations of Coaching."
- **Inventory & Equipment:** Properly marking, cleaning, and storing all school-issued equipment. Coaches are typically the first line of defense in preventing equipment loss.
- **Rules Interpretation:** Acting as the expert on WHSAA contest rules and ensuring players and fans respect the spirit and letter of the game.
- **Communication:** Running pre-season parent meetings, notifying participants of schedules, and maintaining professional boundaries (per the PTSB Code of Conduct).
- **Certification:** They must obtain their coaching certification prior to being paid. If not obtained prior to the end of the school fiscal year, they will forfeit their stipend.

Coaching General Responsibilities – *Includes but not limited to:*

Pre-season

1. Have a team/participant meeting to distribute paperwork, start times, etc.
2. Make sure all participants have completed all paperwork, testing and paid fees before they practice
3. Parent meeting – Take attendance and published information should be sent to parents not in attendance. See the Pre-Season Meeting Signature page See Appendix E for and Meeting outline.
4. Give the athletic director a copy of your program's guidelines, rules, expectations, etc.
5. Coordinate practice times with athletic director, facilities, and other coaches
6. Inspect facilities and equipment to make sure you have all necessary equipment and it is safe.
7. Turn in official roster(s) at least one week prior to the first competition/contest.
8. Make sure all participants have completed **all** paperwork before they practice

During Season

1. Continue to effectively communicate program expectations to all stakeholders
2. Update the athletic office of any roster changes immediately
3. Maintain care of equipment and facilities including locking up after use
4. Maintain character of the program in the public eye (looks, attitudes, body language)
5. Maintain the chain of command when working with issues
6. Adhere to handbook policies and support administrative decisions
7. Supervise the athletes at all times (before, during and after practice/contests) on the field, in locker rooms, waiting areas, etc.
8. Document practice plans
9. Document release to parents from contests
10. Evaluate, treat and report all injuries to the athletic director and/or trainer
11. Report incidents of serious nature to the athletic director immediately.

Post Season

1. Turn in inventory within 2 weeks after the final game or contest of the season (this includes collecting uniforms)
2. Have an awards banquet within 2 weeks after the finish of the season
3. Evaluations of assistant coaches done within 2 weeks after the final contest
4. Meet with AD for final evaluation within 30 days of last contest

Volunteer Coaches

1. Volunteer coaches must seek prior approval from the athletic director as well as must meet the district guidelines. All newly appointed coaches and volunteers are subject to a background check based on district policy
2. Volunteer coaches must follow all guidelines set forth for coaches.

Evaluation Process for Coaches: The purpose of the evaluation is to provide a method for appraising coaching performances in a variety of different areas. This process will:

1. Recognize and reinforce outstanding coaching;
2. Mark accomplishments and note areas where improvement is needed;
3. Develop a plan of improvement for coaches who are not meeting expectations;
4. Determine whether continued assignment is warranted.

Coaches will be evaluated on the following criteria:

1. Coaching performance
2. Practice and game management
3. Organizational duties
4. Communication

Head coaches will be evaluated by the athletic director at the conclusion of the season for each sport he/she is coaching. The athletic director shall have an evaluation conference with the coach during a scheduled time within a four (4) week period at the conclusion of the coach's contract period.

1. The head coach shall sign the evaluation form denoting that the supervisor has reviewed the evaluation with the employee and the employee has received a copy, but the signature shall not imply concurrence with the findings.
2. The head coach has the right to include a written statement as an addendum to the evaluation. The addendum must be completed and submitted to the supervisor within five (5) days of the conference.
3. Evaluations shall be submitted to the Human Resource department

The assistant coaches will be evaluated by the head coach. The written evaluations shall be completed prior to meeting with the athletic director for review.

Practice Sessions: Practice times should be coordinated between the head coach and athletic director. During this time, the following should be established:

1. Calendar of dates established for the entire season.
2. Designate start and stop times of practices.
3. Field or gym rotation established

Additionally, the following should be taken into consideration when establishing practice schedules and plans:

1. All practices are to be held on school days if at all possible (Saturday practices are permissible, but not encouraged). Sunday practices, team meetings, or student activities are not allowed by WHSAA rule.
2. Practices held on vacation days such as Thanksgiving, Christmas and Spring Break, shall not be scheduled if possible, taking into consideration the family commitments of the majority of the team members.
3. Detailed practice plans should be in writing and kept on file for review if needed.
4. Any change in practice times should be cleared through the Athletics Office.

Scheduling of Events: The athletic administrator is responsible for scheduling all interscholastic athletic contests for each team within the athletic program.

1. The athletic administrator shall consult the head coach to discuss teams to be scheduled at all levels of the respective program.
2. The athletic administrator may assign scheduling responsibilities to the head coach but retain the power of approval before the issuing of any game contracts.
3. The head coach is responsible for the scheduling of scrimmages.
4. **Non-league Contest Considerations:** Every effort will be made to schedule teams that are on a competitive skill level. The following considerations will be given in scheduling non-league contests, special events, etc.: Natural Rivalries, Relationships of the Schools, Distance to be Traveled, Size of School, Expenses to be Incurred, Established Patterns of Scheduling Invitational Considerations, and Amount of School Time Missed.
5. **Invitational and Tournaments:** It will be the policy of the athletic department to host an invitational or tournament event whenever possible. The reasons are: Promote the Sport, Bring Large Numbers of Teams and Spectators into our community, reduce travel costs, Expose Athletes to Extensive Competition, Establish Traditions

Postponing Contests: If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

1) Coaches confer with the athletic administrator. (If unavailable, confer with the principal.)

2) Factors considered in the decision are: Playing conditions of the field, Safe travel for the team, Safe travel for the opponents, Safe travel for the officials, Safe travel for the students and fans, Safe travel for the game workers, Damage to equipment,) Safety of the spectators in or on the school grounds, gym or field

After considering factors, it will then be up to the athletic administrator or principal to play the game or postpone the game. The athletic administrator will re-schedule the contest. Proper notification must be given to the bus transportation office, athletic administrator's office, officials, visiting schools, etc. The decision to postpone an afternoon game or meet must be made in time to give notification to the visiting school(s).

Open Gym/Facilities: will be considered as a coach providing the supervision of a practice facility for the use of any student of the appropriate age level to use during "out-of season" time or "non-scheduled practice" time.

Camps:

Putting on a Camp: All camps either individual or team related must be pre-approved by the athletic director and the proper paperwork on file prior to beginning the camp. Financial expectations must be met prior to the approval.

Attending a Camp: No district general funds can be used to fund individual participants at any camp. These camps are voluntary only and should in no way be a requirement for in-season participation. Camps should be completely funded by each individual participant if at all possible and within WHSAA guidelines.

Season Cancellations: The superintendent and athletic director reserve the right to cancel a season or level of a sport season at any time for reasons such as lack of participation or lack of funding.

Game Management: The athletic director will work with the PE department, coaches and custodians to set up facilities prior to the game.

Annual Budget: The administration of athletics has become a very complicated process involving large volumes of documentation in order to meet the demands of accountability. A major portion of the athletic administrator's duties involves finances; therefore, every athletic department needs to have a written policy on budgeting. It is the responsibility of the athletic administrator to create a budget that is balanced, defensible and fair to all concerned. A sequential procedure must be established and followed. Long-range rotation of large purchases for individual sports should be planned so that major requests from various sports may be staggered over several years. Continuity and adherence, plus the flexibility to handle emergencies, are all important.

Budget Responsibilities

- 1) Head coaches are responsible for making the budget requests for their entire program in the areas of uniforms, equipment, transportation, entry fees, books, clinics, booster club and fund raisers. Assistant coaches in each program will make their budget requests through the head coach. Coaches should use the following criteria for developing their budgets: a) Present inventory of uniforms and equipment. b) Condition and age of existing equipment. c) Uniform rotation plan. d) Number of teams and athletes in the program. e) Equipment rule changes. f) Projected long-range needs of the program. g) Projected gate revenues. h) Projected assistance from the school board/booster club. Head coaches will submit the budget requests for the next year two weeks after the end of their season or at post-season evaluation conferences with the athletic administrator. Budget requests shall be on the appropriate forms and be accompanied by the end of season inventories for their sport.
- 2) The athletic administrator's budget responsibilities are: 1) project the total gate receipts and other athletic department revenues in order to determine the amount of money to request, 2) analyze the coaches' requests by sport to determine the amount to be budgeted for each respective sport within the limits of the total budget, and 3) prepare the budget request in the non-coaching facets of the athletic department operation. In most cases this would include: a) Awards, b) Officials, c) Transportation, d) Operating personnel (police, gate help, etc.), e) Coaching salary (unless a Board expense), f) Clinics - tournaments, g) Medical supplies (provided there is no trainer), h) Equipment repair, i) Field maintenance supplies, j) State and District Fees, j) Miscellaneous
- 3) The annual budget shall be prepared by the athletic administrator and be submitted to the CFO and superintendent for approval.

Inventory of Equipment: Head coaches will be responsible for the care, issuing and secure storage of athletic equipment and uniforms for their programs.

1. The head coach shall provide to the athletic administrator an Equipment-Uniform-Check-Out Sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
2. Head coaches shall submit their athletic inventories to the athletic administrator within two weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.
3. Once equipment and uniforms are no longer serviceable, the following procedure will be used for disposal:
 - a. Approval from CFO for surplus/disposal of equipment
 - b. Rejected football helmets shall be sawed in half before disposal.
4. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

Fundraising: All fundraising activities by groups or teams must be pre-approved by the Athletic Director, student council, and the principal. Fundraising forms can be obtained from the student council advisor. Any fundraiser that will be asking local business for "direct donations," must seek approval from the activities director prior to starting the fundraiser.

Gate Revenues:

1) Contests Requiring an Admission

Admission tickets will be sold at all athletic events sponsored by the School District where the contest facility is designed to permit a controlled spectator environment. This policy may be affected and altered by: a) League rules and regulations, b) Spectator interest, c) Contest site

2) Use of Gate Receipts

All gate receipts collected will be used to finance the athletic programs

3) Ticket Sale Policy

The ticket admission price will be established by the athletic director or WHSAA

Accountability of Gate and Concession Receipts

Deposit of Receipts: The athletic administrator (or administrator on duty) will verify the deposit slip and immediately deposit all receipts (less the start-up change).

Athletic Worker Fees and Payment policy:

- 1) The procedure for hiring workers for an athletic contest will be to survey non-coaching faculty members for availability during each sport season.
- 2) Priority for job assignment will be based on seniority in working athletic events followed by seniority on staff.
- 3) All co-curricular athletic workers who are employees of the school district will be reimbursed on their regular paycheck with the appropriate deductions applied to the additional wages.
- 4) Non-staff workers will need to fill out a 1099 Form.
- 5) The following requirements are for all home games. Payments to workers come from activities accounts:

Position	Rate/Contest	No.	Report Time	End Time
Pass Gate/Ticket Seller <i>(For all level games – Varsity, JV and C)</i>	\$25.00	1 to 2	90min prior	Start of 4 th quarter
Concessions Supervisor <i>(For all level games – Varsity, JV and C)</i>	(deposit to group account)		30min prior	Conclusion of Game
Announcer <i>(For Varsity Games only)</i>	\$50.00	1	30min prior	Conclusion of Game
Score Board Operators <i>(For all level games – Varsity, JV and C)</i>	\$25.00	1	30min prior	Conclusion of Game
Book Keeper/Statistician <i>(For all level games – Varsity, JV and C)</i>	\$25.00	1 to 2	30min prior	Conclusion of Game
Chain Crew/Lines <i>(For all level games – Varsity, JV and C)</i>	\$25.00	2 to 4	30min prior	Conclusion of Game

Athletic Injury Protocol

Athletic Medical Information

It is the coach's responsibility to inform and ensure that all prospective participants, including managers, have the following on file with the trainer and athletic office before any participation begins: physical examination, medical history, insurance, consent to participate, release for treatment, personal medical notification, acknowledgment of injury risk, and drug testing form. Coaches and athletic trainers are responsible for the safety and wellbeing of students under their supervision.

All coaches are to have the properly signed authorization for medical services forms in their possession at all practices and contests.

Make sure participants inform coaches or trainer when they have been injured. Coaches must report injuries to the trainer or other appropriate person immediately upon occurrence. This may include parent, physician, EMT/Paramedic, trainer, or administrator, depending on severity. Coaches are responsible for the care of athletes when away from home. A coach will accompany any injured player to emergency room or doctor's office. At a contest, the decision as to whether or not an injured player may return to action is made in conference with the trainer and physician (if available). When an athlete has sustained an earlier injury and has seen a physician, the decision to continue practice or play in another contest shall be made by the trainer, assuming there is no physician's statement restricting participation.

The athlete's physician will make the final decision for continued play in the event of any injury to the athlete. This decision will over-ride any other decisions, including that of the coach, parent or other party. In the absence of a physician, the certified athletic trainer will make this decision. In the absence of the athletic trainer, the coach will wait for clearance from physician or athletic trainer before allowing an athlete to return play.

Whenever an accident occurs, the coach/trainer completes an Accident Report Form available from the athletic office or trainer. Copies need to be kept by the athletic trainer, athletic office and coach

Coaches are required to communicate to all of their student athletes the risks of severe bodily injury inherent in sports. This responsibility is to be fulfilled by exercising reasonable care for the protection of athletes. The coach is to provide proper conditioning and instruction in the necessary individual techniques as well as game participation skills to satisfy this responsibility.

Coaches will include in their practice plan instruction regarding the risks of bodily injury in that particular sport. This will be done at the beginning of each sport season and as the need arises during the season.

It is the required responsibility of the coach to report to the Athletic Director or Administration, any athletic facilities sites, or equipment in need of repair.

Overall Progress of Program Evaluation Survey

Extra-Curricular Philosophy:

1. Was this program good for raising kids?
2. How would you evaluate the commitment and dedication of athletes?
3. Who are the leaders stepping forward?
4. What did you do to teach individual character development?

Participant Numbers:

1. How many participants did you start with and how many did you end with? 2. What is the target number for next year?

Future Improvements:

1. What changes would you like to see in your schedule?
2. What can administration do to help the program progress?
3. Did you use weightlifting as part of your conditioning?
4. Do you have off-season plans for players and coaches?
5. What would one look for next year as signs of improvement?

Fremont County School District 1

Head Coach Evaluation

Name:

Sport:

Evaluator:

School Year:

Appraisal Key: A - Acceptable U - Unacceptable

1. Works cooperatively with the Activities Director and coaches in other sports..
2. Fosters good public relations with students, parents, school administrators and staff..
3. Understands and complies with the rules set forth by FCSD1, the WHSAA, and all other governing agencies.
4. Displays control during practices and games.
5. Uses positive motivational methods to coach and motivate players.
6. Provides leadership and organizes staff effectively.
7. Sets a good example both on and off the field in appearance, personal habits, behavior, language, and enthusiasm for the school..
8. Organizes and prepares daily for practice and provides coaching to ensure skill development for all players.
9. Provides supervision of participants in practice areas, competition areas, and while travelling.
10. Provides input and ensures consistency in middle school programs.
11. Establishes good communication with parents.
12. Develops effective game plans or contest strategies.

13. Considers team members strengths and abilities in developing the team's concept for the year.

Record:

Activities Director's Comments:

Coach's Comments:

Recommendation:

Recommended for Rehire in Position

Recommended for Rehire Under Conditions: Conditions:

Not Recommended for Rehire

Coach's Signature:

Director of Activities Signature:

Date:

Fremont County School District 1

Assistant Coach Evaluation Form

Name:

Sport:

School Year:

Evaluator:

Appraisal Key: A-Acceptable U-Unacceptable

1. Fosters good public relations with students, parents, school administration, and staff.
2. Understands and complies with rules set forth by the school, the WHSAA, and all other government agencies.
3. Displays control during practices and games.
4. Uses positive motivational methods to coach and motivate players.
5. Assists in skill development for all players.
6. Provides supervision of participants in practice areas, competition areas, and while travelling.
7. Establishes good communication with parents.
8. Develops effective game plans or contest strategies.

Areas of Strength:

Areas for Improvement:

Coaches Comments:

Recommendation:

Recommended for Rehire in Position

Recommended for Rehire Under Conditions:

Conditions:

Not Recommended for Rehire

Coach's Signature:

Director of Activities Signature:

Date: