



## Garrison Athletic and Activities Department Goals:

1. The participants will have fun.
2. The participants will learn how to compete, be responsible, succeed, and fail
3. The participants will learn more about the activity in which they are participating

Every decision that we make must be based on meeting at least one of these three department objectives.

GARRISON SCHOOL  
DISTRICT  
COACHES AND  
ADVISORS HANDBOOK  
UPDATED 2018

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Vison Statement

We envision our students to be respectful and responsible citizens who make a positive contribution to society. Participating in Garrison co-curricular activities contributes to this vision by the following:

- 1. Promoting respect for teammates, coaches, officials and opponents- in every encounter.
- 2. Promoting responsibility for team rules and full, honest effort in practices and events.
- 3. Promoting high standards of personal conduct.
- 4. Encouraging positive contributions to the teams' well-being.

GPS Mission Statement:

The mission of the Garrison Public School District is to inspire and empower students to life-long excellence.

GPS Extra-Curricular Mission Statement

Garrison activities are education-based extra-curricular activities designed to provide opportunities for student participants to grow as an individual by promoting fair play, good sportsmanship, healthy living and responsibility. GPS will create productive and responsible citizens through an enjoyable experience.

Garrison Extra-Curricular Activities:

We are of the strong belief that co-curricular activities are as important to the development of students as the classroom. While we always put the classroom first, we are as demanding in extra-curricular activities as are we are in the classroom. We must develop the character of the individual as much as we develop the skill of one. Coaches and advisors at Garrison Public Schools strive to be the best individuals we are capable of being, comfortable in the knowledge that example, and not words, are the best teachers. While we make mistakes, we know that acknowledging those mistakes does not make us look incompetent or weak, but professional. Students will remember the quality of their experience and the effect each coach had on them personally. We must strive to be the embodiment of professionalism and caring. Student will not care how much you know about your activity until they know how much you care about them. Each time an individual leaves our program, we will have impacted them, either positively or negatively.

Participation should promote student commitment to an activity, self-discipline, good citizenship, the search for personal excellence, self-worth, improved decision making, and the commitment to the principles of good health and physical fitness.

Garrison Public Schools endorse a program that emphasizes participation in the early stages of development, while becoming increasingly competitive as the student progresses through the program. A successful program requires a commitment on the part of not only the coaching staff, but also the participants and parents. Our school expects such a commitment by coaches, advisors, participants and parents.

## Varsity Programs

Varsity participants are those who have shown the most developed skills of those that are participating in the activity. They will have the opportunity to participate against other varsity teams from opposing schools. The purpose of the varsity team is to improve and refine the skills of those participating to provide Garrison Public Schools with the best win-loss record while promoting ethical play and positive character.

## Junior Varsity Programs

Junior varsity programs are offered to those students, who do not yet possess the skills required of varsity participants, an opportunity to participate in a competitive setting. Junior varsity participants are in the process of gaining valuable knowledge, skill and experience required for varsity competition.

Junior varsity participants may participate in a varsity contest based on the discretion of the head coach. If the individual has shown significant progress, they may be rewarded by given the chance to show their skills against stronger competition. This should NOT be interpreted as a permanent move to the varsity team unless the head coach has indicated.

## C Squad Programs

C squad participants are primarily freshman and sophomores, while exceptions are made, these are reserved for extenuating circumstances. C squad teams are offered to participants that do not yet possess the skills necessary to gain significant playing time on the junior varsity level. C squads are designed to provide a competitive setting in which to gain valuable knowledge, skill and experience required for promotion to the junior varsity team.

## Junior High Programs

Junior high programs are designed to provide middle school students with the opportunity to participate in activities that will assist in the development of self-esteem, high ideals, and physical fitness. These programs will teach the basic skills of the activity to students who may choose to pursue these activities in the future. The main objective is to ensure that the competition provided is educationally sound without placing an emphasis on winning. We look to win when we can while providing everyone an opportunity to play. This is NOT to assume equal playing time. Students will be allowed quality minutes during the season however.

## Elementary Programs

Elementary programs are designed to provide an opportunity for elementary grade students to try new activities and to assist them in deciding if those activities are areas of interest. Emphasis at this level is placed on learning the rules of each activity, general fitness, fair play and sportsmanship. Fundamentals will be established to create a strong foundation upon which more advanced levels of competition are based. Students will learn, but in a fun atmosphere where winning is secondary to other goals. Students will be introduced to the idea of education-based activities. All students will be given quality minutes during the season.

## Garrison Staff Coaching Philosophy Requirements:

While each coach is expected to develop their own philosophy concerning their activity; all philosophies must be able to answer the following questions.

1. Why do you coach?

2. Why do you coach the way that you do?
3. What are you trying to get across to the student-athletes in the manner that you are?
4. How do you define success?

GPS expects you to blend your personal philosophy with our staff philosophy expectations. These include:

1. Be organized and prepared.
2. Be a teacher of the activity. This is no different than in the classroom.
3. Be a student of the activity. Strive to learn something new.
4. Be positive and enthusiastic.
5. Emphasize an attention to detail.
6. Care about your students; be honest, be direct.
7. Lead your students to become better people.
8. Model integrity for your team and the community.
9. Focus on what you can control.

## Coach's Code of Conduct

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each athlete should be treated as though he or she was the coach's own, and his or her welfare should be a priority at all times. Accordingly, the following guidelines for coaches have been adopted by Garrison Public Schools. **Our goal is to win, but it is NOT our purpose.**

The coach shall:

- Be aware that coaches have tremendous influence, for either good or ill, on the education of the student-athlete, and thus, shall never place the value of winning about the value of installing the highest ideals of character.
- Uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the NDHSAA, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- Take an active role in the prevention of drug, alcohol and tobacco abuse.
- Avoid the use of alcohol and tobacco products when in contact with players.
- Promotes the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- Master the contest rules and shall teach them to the participants.
- Not seek an advantage by circumvention of the spirit or letter of the rules.
- Exert influence to enhance sportsmanship by spectators and athletes, both directly and by working closely with cheerleaders and administrators.
- Respect and support contest officials. The coach shall not indulge in conduct, which incites players or spectators against the officials. Public criticism of officials or players is unethical.
- Before and after contests, coaches for the opposing teams should meet and exchange cordial greetings to set the correct tone for the event.
- Not exert pressure on faculty members to give student-athletes special consideration.

## What Parents Can Expect from Us

1. To protect their children from physical and emotional harm to the best of our ability.
2. To treat their children with dignity and respect.
3. To teach their children the basics of the activity they participate.
4. To make strategic and tactical decisions with professionalism.

**To Win with Integrity:**

Our goal is to instill the desire and skills needed to achieve success at every level of activities at Garrison Public Schools. While each level has a different goal and a different definition of success, as coaches it is our job to ethically achieve that success. We will give our kids every chance to be successful within the rules, both in the letter and in the spirit of those rules. We will put forth the effort that gives us the best chance to achieve our definition of success. This is what matters. This is what students will take with them after they leave the program. It is not how many times we fall that matters; what matters is how many times we get back up. There is no disgrace in losing if you honestly gave your best effort.

**To Learn Sportsmanship:**

To develop play within the spirit of the rules: sportsmanship. Success has little value if achieved without integrity. Win with humility and lose with dignity.

**To Improve:**

To develop skills needed to achieve our definition of success, to play the game, to improve health and fitness.

**To Enjoy Competition:**


Students play because activities are fun. We cannot ever forget that. Once they cease to be fun, problems in the program will develop. Coaches naturally want to win, but we must not sacrifice the reason why kids play to achieve that goal. This does not imply that success does not come without hard work. We understand that not everything done during development will be considered fun. We know the satisfaction and enjoyment that comes for putting forth hard and honest work.

It is the Garrison Public Schools Activities Department's philosophy that athletes shall enjoy as many activities as they can while they attend Garrison Public Schools. NO COACH shall try to influence a student to specialize in one activity. Each activity at Garrison Public Schools is part of the bigger educational picture that GPS employs to get our students the best education we are capable of. Do not confuse our desire to win games with the students' needs for success, recognition and self-esteem.

Establishing values creates a foundation for every successful team. Each of our extra-curricular programs must do all it can to promote community values by assuring that our students and coaches behave in a manner consistent with them. Since our school has a primary purpose of education, each coach should strive to stand for something besides the obvious goal of winning.

The educational component of our activity programs is to include and promote character education. This is what separates us from non-school programs. It is also often what separates programs with class from programs that are difficult to respect.



Things AD Expect from Coaches	Coach to Coach Expectations	Things Coaches Can Expect from the AD
<b>Put your athletes first:</b> Winning is great, but if students are put first, positive outcomes will result.		<b>To bring AD concerns to you directly:</b> You will be informed of any concerns about your program in a timely manner.
<b>Be a role model for loyalty, honesty and integrity:</b> Your influence on your student-athletes will be felt far beyond the time your athletes will be in school.	<b>COACH-AD EXPECTATIONS</b>	<b>To maintain a positive working relationship:</b> Even if items of a negative nature rise, we will address the concern and move on.
<b>Constantly strive for professional growth:</b> All coaches owe it to their schools and their athletes to strive to consistently stay ahead of the learning curve. When a coach stops learning, they stop growing.	<b>To respect each other's program:</b> Each of our programs are sponsored for a reason.	<b>AD will assist you with the off field/court issues as much as possible:</b> Paperwork will be streamlined, and ideas are welcome.
<b>Make playing for you a positive experience:</b> High school athletics are contests played by students. Positive experiences gained in the process will stay with the participants long after the score is forgotten.	<b>To support each other's program:</b> Do not discourage a student to participate in another program. Try to attend other programs events when possible.	<b>AD will take the time to talk when needed:</b> AD will be available to act as a sounding board or give advice when you seek me out.
<b>Be organized, efficient and timely:</b> Some of the best coaches in the world lose effectiveness by a lack of organization. As talented as a coach may be, a better sense of order is a steadying influence on athletes.	<b>To cooperate with each other:</b> We will all need assistance or concessions from another program at some point. Be sure we are ready to reciprocate.	<b>AD will help you lead your program:</b> AD will do their best to act as a buffer between you and your critics.

## GARRISON ATHLETIC GUIDELINES AND PROCEDURES:

### Coaching assignments:

- Coaching positions are an annual assignment made by the Superintendent.
- Salary is determined by the Superintendent and AD, based on the stipend matrix.

- Job descriptions for all levels of coaches are described in Appendices 3, 4, and 5.

## **Pre-Season Checklist:**

- Preseason checklist is included in the forms section (Appendix 6)
- They serve as an aid to coaches in performing needed tasks at the start of each season.

## **Post-Season Checklist:**

- After each season the coach will complete the post-season checklist (Appendix 14) and then schedule a meeting with the Athletic Director.

## **Post-Season Assessment:**

- After each season an assessment will be made for all coaches in the program.
- The head coach will complete the assessment for all assistant, coaches for the program. The completed assessments are to be forwarded to the Athletic Director for filing.
- The Athletic Director will be responsible, with consultation of the high school principal, for the post-season assessment of the head coach as well as junior high and elementary coaches.
- The Head Coach will be responsible for providing an assessment for each member of the varsity team members- this can be formal or informal, written or oral.
- All Sub-Varsity Coaches will be responsible for providing an assessment for each member of their teams.
- Every other year, a program Health Check will be done to assess the status of the entire program.

## **Coaching Stipend:**

- After a season, the Athletic Director will submit a request for payment to the coach from the Business Manager once all coaching requirements are completed. All payments will be direct deposit to the coach's bank accounts. There are some exceptions to this and will be covered on a case-by-case basis. (i.e. spring sports concluding after May pay day.)
- Forms must be turned in and inspected by the Athletic Director; they are as follows:
  - The NFHS online Fundamentals of Coaching class has been completed.
    - A coach must take this only ONE time.
  - NFHS class: Concussions, What Coaches Need to Know
    - This requirement must be completed every 2 years
  - A season summary sheet. This includes requests for next season as well as suggestions (Appendix 2)
  - An inventory sheet (Appendices 9 and 10)
    - All uniforms and equipment must be collected, or bills sent out for missing items.
  - A roster
  - Inspection of the locker room
  - Inspection of training area
  - Inspection of equipment storage area
  - Inspection of game site
  - Fees incurred by athletes during the season must be paid

\*The Superintendent reserves the right to dismiss any coach if administration feels, based on legitimate evaluations of the AD, it to be to the benefit of the overall program health.

## Legal Liability

### Coaches must ALWAYS be aware of legal liability!

Legal Liability: The responsibility for keeping things safe and avoiding litigation is shared by ALL coaching staff at GHS as well as the Athletic Director, Administration, and Maintenance Staff. COMMUNICATION is the key element. Coaches should report, in writing, any item they perceive as unsafe (security, facility, equipment, outside forces). The general standard we must follow is, "Would a reasonable person have acted as you did under similar circumstances?" The definition of reasonableness under the law is not the average person, but an ideal person; someone who does the right thing all the time, even when no one is watching. The following list was compiled and is NOT inclusive:

- Be familiar with all NDHSAA safety regulations.
- Be familiar of the environment your athletes will play and practice in.
- Continually check your game and practice areas for hazards.
- Warn athletes of potential hazards found in the sport they are participating in.
- Provide appropriate instruction and drills for the age and skill level of the athletes.
- Take care of injuries and follow return to play protocol for all injuries.
- Save daily practice plans that show how skills were taught safely.
- Provide adequate supervision always.
- Always document accident when an incident occurs. This may be a form provided by the office, or a summary compiled by the coach. Be as detailed as possible. You may need it to recall incidents several years later as the statute of limitations is generally 7 years for an incident. File your documentation with the AD.
- Understand what a legal scrimmage is.
- If you hold a fundraiser, know what that money can be spent on and how/where to secure the money. Be sure to submit requests a **month prior** to fundraiser for approval by principal.
- Know your out of season rules.
- Know the rules on hazing and understand the anti-hazing law published in the North Dakota Century Code.

## WHEN COACHES BECOME LIABLE

We live in an increasingly litigious society and are faced with legal challenges and higher standards than ever before. Modern lawsuits are just as likely to be filed because of a lack of action as they are because of an action. It is important for coaches to develop comprehensive risk management and liability prevention strategies. The following checklist will help coaches guard against problems produced by negligence of duty:

- Properly plan and/or supervise an activity.
- Entrusting a supervisory duty to a qualified individual.
- Teach proper and protective skills relative to the activity.
- Inspect, repair, or recondition equipment properly.
- Teach athletes to inspect their own equipment for defects or repairs.
- Create and enforce policies and procedures for an activity.
- Adopt safety standards of superior administration organizations or individuals.
- Match or equate athletes based on size.

- Warn of inherent dangers of activities.
- Assess an injury or incapacity in an athlete.
- Keep adequate or accurate records.

## CAUTIONS AND CONSIDERATIONS RELATED TO ATHLETIC PRACTICES

1. **Negligence**- the failure to exercise reasonable care in the execution of assigned duties. Generally, negligence allegations cite commission of a hazardous act or omission of reasonable care (failure to act) in the performance of supervisory responsibility. To examine this concept more completely, several terms and principles are important:
2. **Accident**-an unpredictable and uncontrollable set of circumstances that causes loss or harm without negligence or carelessness by supervisors. For legal purposes an accident may also be called an Act of God. A set of circumstances beyond control, e.g., a tornado.
3. **Assumption of Risk**- A traditional defense against negligence allegations. A player accepts some risk by participating in athletic programs of his or her free will. This defense is no longer widely accepted as a mitigating circumstance.
4. **Attractive Nuisance**- Equipment of facilities that are naturally appealing to young people but when unsupervised, are also inherently dangerous, e.g., an unlocked and unsupervised swim pool, weight room or gymnasium.
5. **Breach of Duty**- Failure of a supervisor to carry out a responsibility or action that results in injury or loss.
6. **Commission**- Reference to an unsafe act that resulted in injury or loss, e.g.; players suffered heat stroke when the coach committed an unsafe act by requiring the football team to run wind sprints in full equipment for 30 minutes in high temperatures and humidity.
7. **Comparative Negligence**- A provision of law that attributes a percentage of responsibility to the plaintiff and or the defendant in determination of liability for injury or loss.
8. **Contributory Negligence**- Behavior on the part of the injured individual that contributed to an injurious event.
9. **Duty**- An obligation or responsibility, e.g., coaches have duty to maintain a hazard free practice and competitive environment by conducting regular inspections.
10. **Foreseeability**- An identifiable physical condition or hazardous practice that could lead to harm or loss, e.g., it is foreseeable that athletes could be injured when playing football on fields that have deep ruts.
11. **Liability**- An obligation to compensate for damages or loss.
12. **Proximate Cause**- The primary cause of an injury or loss. (A player is struck by a car and injured while crossing the street to practice. Several factors will be considered as the potential proximate cause. These include the player's actions, the driver's condition or the condition of the automobile, weather/visibility, directions given to the player by the coach and the age of the player.)
13. **Respondent Superior**- The negligence of a coach may be imputed to a supervisor who may also be held accountable for such negligence when it is determined that the coach's failure to act or the actions of a coach were because of inadequate training. The employer is not responsible for an employee who operates outside the scope of employment.
14. **Safe Place**-Spaces that require higher levels of inspection and scrutiny in creating safe environments for spectator or other large group activities.
15. **Violence**- An emerging concept that alleges failure of a coach or athletic administrator to control the unthinking and violent actions of an athlete or to supervise spectators to prevent violent confrontations during and after a contest.

## Fourteen Duties Related to Negligence Litigation

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. These standards have evolved because of various case law proceedings and legal judgments against individuals and school districts.

1. **Duty to Plan-** A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning, supervision and emergency response.
2. **Duty to Supervise-** A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty also requires coaches to control reckless player behaviors. Supervision responsibilities may also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently, and to maintain safety and good order at athletic contests.
3. **Duty to Provide a Safe Environment-** Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments. Spectator's facilities must also be inspected for safe conditions and equipment.
4. **Duty to Provide Safe Equipment-** Athletic supervisors are responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete's access. This duty also pertains to the proper fitting, maintenance and wearing of protective player equipment.
5. **Duty to Teach Properly-** Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability.
6. **Duty to Condition Properly-** Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
7. **Duty to Warn-** Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
8. **Duty to Provide Emergency Care-** Coaches are expected to be able to administer standard emergency care (first aid; CPR/AED) in response to a range of traumatic injuries.
9. **Duty to Design a Proper Emergency Response Plan-** Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
10. **Duty to Evaluate Incapacity** - Coaches should not exceed the scope of their training when evaluating the readiness of an athlete for return to practice or competition. **When in doubt, sit them out!**
11. **Duty to Match or Pair Athletes-** Consideration must be given to size, strength, conditioning, maturity and experience when pairing or matching athletes. This duty is especially important for contact and collision sports.
12. **Duty to Provide Safe Transportation-** Coaches and administrators must account for safe transportation and safe behavior during transportation.
13. **Duty to Insure Athletes are Insured-** Coaches and administrators have responsibility to insure athletes have proper health insurance when required by local policy. GHS does NOT require this.
14. **Duty to Select, Train and Supervise Coaches-** Administrators have responsibility that members of the coaching staff possess appropriate skill and knowledge levels to insure appropriate of levels of safety and well-being upon athletes

## Hazing and Initiations:

Hazing or initiations of student by other student or members of the coaching staff in NOT ACCEPTABLE and any practice of this type of behavior will not be tolerated. Hazing and initiations (such as, but not limited to, include taunting, teasing, bullying, and harassment) are, or may be, illegal, and those students or coaches involved may be subject to suspension, arrest, or other legal proceedings.

## North Dakota Century Code (Hazing):

A person is guilty of an offense when, in the course of another person's initiation into or affiliation with any organization, the person willfully engages in conduct that creates a substantial risk of physical injury to that other person or a third person. As used in this section, "conduct" means any treatment or forced physical activity that is likely to adversely affect the physical health or safety of that other person or a third person, or which subjects that other person or third person to extreme mental stress, and may include extended deprivation of sleep or rest or extended isolation, whipping, beating, branding, forced calisthenics, overexposure to the weather, and forced consumption of any food, liquor, beverage, drug, or other substance.

The offense is a class A misdemeanor if the actor's conduct causes physical injury, otherwise the offense is a class B misdemeanor.

## Duty to Warn:

Be sure to let your team know about the possibility of injuries from using certain techniques (both legal and illegal). Failure to warn could make you legally liable if an injury occurs. Warnings should be issued for, but are not limited to:

- Use of the head while blocking and tackling in football.
- Head first sliding in baseball.
- Intentional fouling in basketball.
- Diving for a dig in volleyball.
- Dehydration in running sports.
- Awareness of implement throwing areas in track.
- Illegal holds in wrestling.
- Spotting and flyer technique in cheerleading.
- Proper firearm handling in trap shooting.

## Risk Management:

Coaches should be aware that a duty to exercise an acceptable degree of care is necessary when coaching interscholastic teams. Each staff member should remember that the safety of our students is the MOST important factor in the realm of activities. Be sure to review out Activity Emergency Plan at the beginning of every season.

## Safety Standards and Checklists for Athletic Equipment, Facilities, and Practices

- a) Examples of athletic safety standards that have evolved from specific legal duties
  - i) Management and Supervision
    - Maintain order and control at the activity site, in the locker room and hallways and outdoor access ways leading to the activity site.
    - Adolescent poor judgment is not an excuse for injury or loss. Trained professionals are expected to control student behaviors even though exhibited in a competitive environment.
    - Provide qualified supervision for practicing and competing teams always. Mature students, teacher assistants, practice teachers and custodians are not considered acceptable substitutes.
    - Never leave practice coaches in isolated circumstance or in situations that are beyond their ability to supervise.

- Reduce player-coach ratios. Submit written requests for additional personnel when player-coach ratios exceed reasonable limits. Keep copies of the request.
- Non-faculty coaches should be competent in teaching in sport techniques, conditioning methods, teaching methods, motivation techniques, first aid and emergency response techniques.
- Waivers cannot be used as a defense against negligence or as an ultimate protection from litigation. A student's rights to health and safety can never be waived when potential causes for injury or loss are foreseeable.

ii) Facilities and Equipment

- All weight bearing, and gymnastics apparatus and equipment must be inspected regularly; a report should be submitted, and records kept by the responsible coach.
- Do not permit use of defective equipment.
- Request, in writing, repairs or replacement of equipment and apparatus.
- Develop and post policies and regulations for good order, decorum and safety.
- Be alert to outdoor crosswalks. Require players to use cross walks.
- Use wall and floor mats to cover walls or other protective equipment.
- Check all weight bearing cables and struts for stability.
- Ensure non-skid material is applied to the foot pedals of weight machines.
- Check "welds" on spotting machines and football charging machines.
- Check cables and stability of floor mountings for all weight lifting equipment that utilizes a cable support system.
- Check bleachers, benches or lockers for splintering or jagged metal.
- Use non-skid material in showers or other surfaces with potential for slipping.
- Use properly grounded plugs, outlets and ground fault interrupters for locker rooms, training rooms, shower areas, and electrical appliances used near water.
- Coaches of contact sports should use only NOCSAE-approved equipment.
- Coaches of contact sports should insure the fitting of all player equipment complies with NOCSAE and manufacturing specifications.
- Study current scientific literature that cites the testing standards and findings for protective equipment.
- Ensure helmets and other contact absorbing equipment items display appropriate warning labels.
- Disallow hanging on basketball rims.
- Properly fill holes in outdoor areas and remove dangerous obstructions.
- Remove woody plants, glass and other debris from outdoor playing areas.

iii) Medical Practices

- All athletes should have a medical exam as prescribed by the state association.
- Do not let injured students return to practice or competition until written clearance from an attending physician has been received.
- Do not prescribe long-term treatment for injury.
- Administer approved first aid treatment when needed,
- Use medically approved, sequential conditioning methods.
- Define an approved site-specific procedure for responding to emergency situations in various parts of the building or outdoor site. Disseminate to all coaches.
- A telephone for emergency calls should be readily available to coaches, teachers and activity supervisors.
- Do not release players who display symptoms that suggest lack of general awareness, shock or physical, mental or emotional distress unless arrangements have been made for adult supervision or transportation.
- A plan for preventing transmission of blood-borne pathogens must be disseminated to all coaches.

iv) Appropriate Activity

- An accepted and logical progression of instruction and skill development should precede participation in dangerous, intricate and physically demanding activities. This is especially important when an athlete is involved in contact sports or activities involving inversion or execution of movements that requires vaulting, dismounting or somersaulting through space.
  - Students engaged in contact sports should be paired comparably by weight, maturity, skill, conditioning and experience.
  - Require students to demonstrate proper wearing and fitting of protective equipment before engaging in contact sports.
  - Disallow teaching or use of dangerous and prohibited practices (spearing, butting, slide tackling, rim hanging).
  - Weather conditions including temperature, humidity and the potential for electrical storms must be seriously considered before competition or when structuring practice. Use state association guidelines for return to play after an incident of lightning or thunder.
  - All forms of hazing and demeaning or punitive initiations must be prohibited.
- v) Transportation
- Insofar as possible, travel to out of town contest sites should be on school district approved transportation.
  - Travel in private cars should be permitted only if parents or coaches drive and then only if adequate insurance coverage is certified and vehicles meet state safety standards.
  - Student conduct on buses should be defined and controlled.
  - Faculty supervision on school trips is mandatory.
  - Students who ride the bus to a contest should be required to return on the bus unless parents personally contact the coach to convey the athlete in their personal automobile following the contest.
- vi) Liability Insurance: Coaches and athletic administrators should ensure they are covered by this type of insurance and should investigate sources of coverage, e.g., teacher unions, National Education Association, National Federation Interscholastic Coaches and Officials Association, National Interscholastic Athletic Administrators Association, or the North Dakota High School Coaches Association.
- vii) Warnings
- Athletes and their parents should be provided with written statements describing the dangers inherent and specific to sport. Athletes and parents cannot accept risks that are not apparent.
  - Parents and athletes should acknowledge their understanding of these dangers in writing.
- viii) Hiring, Training and Supervising Coaches
- Athletic administrators are obliged to select supervisory/coaching personnel who are able to supervise, teach and condition athletes appropriately and meet identified state association guidelines.
  - These employees should be able to recognize dangerous practices, conditions or practices and to remove athletes from harm's way or to remove or control the dangerous environmental factor(s).
  - These employees should be competent in using emergency response procedures, including sports first aid techniques, cardiopulmonary resuscitation, and the operation of a defibrillator.

## Specific Sport Checklists

The sport-specific checklist of safety considerations is intended to encourage local school inspections, discussions and planning efforts. These guidelines should not be considered comprehensive of every situation. Use Appendix 23 for safety checklist. Use only those checklists that will apply to you. Be sure to include locker rooms, weight room and your specific sport.

## Care of Injuries:

Injuries from the very minor to severe are a risk athletes take when choosing to participate in activities. Coaches must be very careful how we treat and respond to the injured athlete. Do NOT try to push them back into play too early,



even if they want to return. If there is any doubt that continuing to play will make the injury worse, we must hold them out. For professional advice, the participant or a parent must contact:

Garrison Memorial Hospital: 463-2275

Garrison Family Clinic: 463-2245

Garrison Trinity Clinic: 463-2626

St. Alexius Sports Medicine: 800-222-7858

Sanford Medical: 800-932-8758

Trinity Sports Medicine: 701-857-5386

## Injury Documentation:

- Athletic participation will likely result in bumps, bruises, and other minor injuries.
- Document if the injury requires the athlete to seek medical attention or requires them to miss practice or game time. When in doubt, document it!
- Be as complete as possible when completing documentation.
- Turn in to AD.

## Eligibility:

All rules of the NDHSAA will apply to all Garrison athletic teams. These include, but are not limited to the following:

- No use or possession of alcohol, tobacco or other illegal drugs. This can include possession of drugs that are legally prescribed, but not prescribed to the individual in possession of them.
- Suspensions for alcohol, tobacco, or drugs do not carry over into a new school year if the offense was occurred during the school year, unless an 18-week suspension has been enforced because of multiple violations.
- Summer rules do apply from date of notification by law enforcement. Additionally, student-athletes will be subject to a 3-week suspension of activities at the beginning of the school year regardless of when the violation took place during the summer months.
- Athletes cannot be failing any class. Any failing grade will result in an ineligibility to participate in a competitive event. Failing more than one class will result in an ineligibility to participate in practice.
- The high school or elementary Principal will be responsible for monitoring grades on a weekly basis. High School eligibility will be checked every Friday morning (or last day of the school week). Eligibility will run from Sunday to Saturday. Elementary eligibility is checked every Monday by noon. It is updated during the week. The elementary student is eligible as soon as they are passing all courses.

## Law Enforcement Agencies Notifications to Schools:

Law enforcement agencies must notify school administrators in writing if the agency has probable cause to believe a student is in violation of the parts of the law dealing with the NDHSAA alcohol/tobacco rule. (1991 amendment: 15-21.1 NDCC)

## Establishing Discipline:

Athletics is an area in which students expect and readily accept discipline. Discipline is what you do **for** an individual, not what you do **to** an individual. Rules should be kept to a minimum but rigidly and fairly enforced. Each coach has the prerogative to establish additional rules pertaining to their team. Have a good reason for each rule you implement. Ask- Why is it needed? How does it benefit the player? How does it benefit the team? Remember all NDHSAA and Garrison High School rules must be enforced regardless of whether you agree with them or not. **A copy of your team rules must be submitted to the Athletic Director.**

## Discipline includes:

- Setting limits on behavior
- Making rules simple, few, and consistent

- Being a role model for appropriate behavior
- Ignoring annoying behaviors that do not cause real problems- pick your battles

With discipline, your athletes will:

- Know what is expected
- Control and change their own behavior
- Become responsible for their own actions
- Learn a lesson that will positively affect their futures

Rules regarding discipline should be presented at the pre-season parent/athlete meeting.

1. Have the rules in written form
2. Make rules available to all athletes and parents
3. Explain the rules and penalties for breaking a rule
4. Have the penalty fit the violation.
5. Give a set of rules to the Athletic Director prior to the meeting
6. Check the student-athlete handbook to coincide with established athletic department rules.

Be prepared to stand by your principles, but don't be afraid to update those principles; it's called growth!

## Patron Complaint Procedures:

There will be times when someone will register some type of complaint. The following procedure is to be used to allow for an orderly and appropriate flow of communication between coaching staff and patrons. All conflicts will be resolved in a manner best serving the team and the participant. Initial communication should be made with the coach so that the complainant and the coach can try to resolve the issue. This initial communication should be conducted the day after the game/competition.

- Arrangements will be made for the meeting to take place at GHS.
  - Either the patron or the coach can request the Athletic Director to be present.
  - Professionalism will be maintained during the meeting by both the patron and the coach. If any unprofessional conduct occurs at this meeting, the meeting will be stopped.
  - Retaliation of any type towards the athlete will not be tolerated.
- 2<sup>nd</sup>-If the issue cannot be resolved in the first meeting, the complainant should then contact the Athletic Director.
- 3<sup>rd</sup>- If the issue cannot be resolved to the satisfaction of either party, the Principal and/or Superintendent will be called in for a separate meeting.

## Procedure for Suspension or Dismissal:

Whenever a coach believes a member of the team has acted in a manner which may require dismissal from the team, the coach may restrict the player from any further participation pending a hearing to be conducted by the Athletic Director, Principal, Coach, and student. A coach should report the incident and their actions to the Athletic Director and the Principal immediately following the incident.

We have established a process that must be followed.

## Suspension-Dismissal Grievance Procedure:

In the event there are conflicts or problems arising out of program disciplines, regulations, or policies, other than alcohol, tobacco, or drug violations, the following steps should be taken:

1. Parents or Guardians and student should discuss and try to resolve the issue with the Head Coach of the activity. If the issue involves a sub-varsity coach, the process will begin with that coach and proceed to the head coach if the issue cannot be resolved at the sub-varsity level.
2. Issues that cannot be resolved at the Head Coach level should then be forwarded to the Athletic Director for further investigation and consideration.
3. Unresolved complaints and grievances at this level may be discussed with the Principal and/or Superintendent. A meeting with the Coach, Athletic Director, and school administration and the grieved parent/patron and student to discuss established policies as it pertains to the grieved student.

## Enforcement:

Penalties for loss of eligibility or violations of team rules should be administered fairly and with consistency. When team rules are violated it is the coach's responsibility to provide an appropriate penalty.

Coaches and other school officials are not expected to police off school grounds or non-school activities. We do have the responsibility to investigate credible complaints registered against our athletes. A credible complaint is made in person or signed documents. An anonymous tip is generally not considered a credible tip requiring investigation.

- An anonymous tip could lead to an investigation if the tip adds to a list of other suspicions already existing concerning an athlete. In this case, share your concerns with the Athletic Director and Principal.

## Concerns About Officials:

If you have a complaint concerning an official's ability or conduct, you are to bring it to the attention of the NDHSAA. Berating an official in the press or to the public violates a coach's code of conduct and the rules of sportsmanship. The Garrison Public School will initiate disciplinary action if a coach violates this rule.

## Requisitions:

All sub-varsity coaches should make requisitions or recommendations through the Head Coach for equipment needed for the following year. Head Coaches should then present program needs to the Activities/Athletic Director. The AD will consult with the Superintendent on items requested. All high-priced items are given to the Superintendent for final approval. Low priced items or those that are required for the activity will be approved or denied by the AD. Fall and Winter coaches should make their requests for the following season shortly after the completion of their season. Spring coaches should make their requests by JUNE 16<sup>th</sup>.

## Purchase Orders or Credit Card Vouchers:

All purchases to be billed through the school office MUST be accompanied by a school purchase order obtained through the office OR credit card voucher obtained through either the office or AD.

- A form for equipment/clothing being billed to the school but paid for by the athlete is in this handbook (Appendix 15)
- Student-athletes will pay for the equipment/clothing before the order is placed.
- A purchase order or credit card voucher is still required for items being purchased by the student.
- Unauthorized Purchases:
  - Any coach or staff member who makes an unauthorized purchase of equipment or supplies does so at the risk of personal liability.
  - The school district will not recognize this purchase or assist with the payment of the debt for these items.

## Student Purchases:

If you plan to order clothing items for the team that will be paid for by the students themselves, the request must be made to the AD and approved by the Superintendent. (Appendix 16) Money will be collected from students before the order is placed. A purchase order or credit card voucher must be obtained from the office or AD if the purchase is to be billed to the school.

## Uniform Rotation:

Uniforms are one of the larger expenses for our activities programs. This rotation only serves as a guide and not a mandate for purchasing. Extenuating circumstances may force the school to purchase uniforms earlier or later than the rotation schedule indicates. In all cases, coaches must clear all purchases through the AD and Superintendent.

<u>Sport</u>	<u>Years Rotation</u>
<i>Football**</i>	Every 3 years- Blue or white only
<i>VB</i>	Every 3 years
<i>GBB</i>	Every 5 years- Home and Away
<i>BBB</i>	Every 5 years- Home and Away

<i>TR/CC</i>	Every 5 years
<i>BB/SB</i>	Tops every 5 years, pants every 3 years
<i>Golf B/G*</i>	Every 3 years
<i>Cheer</i>	Every 3 years
<i>Dance</i>	Every 3 years
<i>Band/Choir*</i>	As needed

\*As needed

\*\*If no JV **or** if JV uses a different uniform. Rotation more often if neither condition applies.

## Care of Equipment and Uniforms:

The procedure for issuing, collecting, storing, and accounting of equipment and uniforms for all activities is the responsibility of the members of the coaching staff at the High School, Junior High, and Elementary levels. The Varsity Coach may delegate to subordinate coaches but retains responsibility for all equipment and uniforms.

### Coaches should review the following:

- All uniforms and equipment will be inventoried
- The coach will inventory/count all uniforms no later than one week prior to the first game to insure each athlete has a uniform and necessary equipment. The coach will also distribute equipment/uniforms to players and record items and numbers on equipment sign out forms.
- Extra uniforms will be stored and locked in a secure area by the coach.
- Any changes in uniform issue will be recorded by the coach as the season progresses.
- Coaches will insure that uniforms are properly cleaned and maintained by players throughout the season.
- Uniforms will be collected by coaches from the team at a specified time at the end of the season, in clean condition.
- Coaches should make repeated efforts to get equipment back. Failure to return equipment should be penalized by withholding awards and ceremony privileges, in addition to being charged for replacement. Coaches will turn in cost of replacement to the office, so a bill may be sent to the student.
- Students who have not returned all uniforms and equipment shall not be issued a uniform or equipment the following season. (This will be included on the end of season report to the AD)
- Coaches have not completed their obligations until a complete inventory of all equipment and uniforms has been completed.
- Equipment may not be loaned to athletes out of season without approval of the AD.
- If reconditioning is necessary, notify the AD at the end of the season exit interview.

## Inventory:

Each coach will complete a Uniform and Equipment inventories after the season and submit a copy to the AD to be kept on file (Appendices 9 and 10)

## Disposing of Old Uniforms and Equipment:

Upon approval by the Superintendent or AD, uniforms that will no longer be used by any of our athletic teams should be

- Donated to other programs in need.
- Sold to students or alumni for a nominal fee.
- Disposed.

### Equipment that will no longer be used should

- Properly disposed of by disabling it so it cannot be used. It cannot be left as a temptation for others to use.
- If it is to be given to an athlete as a training aid at home, a parent or guardian must sign a release. (Appendix 17)

## Fundraisers:

Many coaches have run various types of fundraisers to supplement the funding of their programs. The AD or building Principal must approve all fundraisers. The following have been implemented to bring uniformity to the process.

- A form is included to be filled out by the coach and turned in to the building Principal, who will forward to the office and other applicable staff. (Appendix 18)
- These must be indicated:
  - Group conducting the fundraiser
  - Coach in charge of fundraiser
  - Type of fundraiser
  - Expenses
  - Projected revenue

## Expense Vouchers:

If you encounter an expense you feel the school should reimburse, you must fill out a Request for Check/Reimbursement Voucher and submit for a qualifying signature by the AD or Superintendent.

## Clinic Attendance:

Coaches are encouraged to stay up to date in their activities by attending instructional clinics. Submit your request to the Superintendent for advanced approval. (Appendix 7)

<b><u>Event</u></b>	<b><u>Reimbursement</u></b>	<b><u>Leave</u></b>
Mandatory Rules Clinic	<ul style="list-style-type: none"><li>• Most are online</li><li>• If travel required- use school vehicle- if available</li></ul>	NA
National Coaches Assoc. Conf. in North Dakota	<ul style="list-style-type: none"><li>• Registration</li><li>• Use of school vehicle-if available</li></ul>	NA
Out of State Conf. or coaching clinic (every two years): Requires Board and Superintendent Approval and upon available funding	<ul style="list-style-type: none"><li>• Registration</li><li>• use of school vehicle-if available</li></ul>	Professional if during school
In State Conf. or coaching clinic (if no NDHSCA Conf. attended)	<ul style="list-style-type: none"><li>• Registration</li><li>• Use of school vehicle-if available</li></ul>	Professional if during school
State Tournaments: Head and Varsity Asst. Coaches only	<ul style="list-style-type: none"><li>• Up to 4 tickets</li><li>• Use of school vehicle if available</li></ul>	Professional if during school
State Tournaments Team Trips and Regional Tournament (as requested)	<ul style="list-style-type: none"><li>• Tickets for coaches and bus driver; up to 4 tickets</li><li>• Students purchase their own tickets</li><li>• No overnight stays</li><li>• Majority of team members must attend</li></ul>	Professional if during school

## Team Selection:

The responsibility for selecting the team is the sole responsibility of the coaches of the team. They must inform their athletes before practice begins for the season of: (only if applicable)

- Length of the try-out period.
- What the try-out will consist of.
- The number of players you intend to carry on the squad. (Varsity, JV, C etc.)
- The criteria that will be used for selection.
- Methods of assessment for those criteria.

## Students Quitting a Team:

If a student quits a team in season after contests have begun, the student will not be allowed to participate in another sport or activity until the student has met face-to-face with the coach of the team they left and returned all uniforms and equipment issued to the student. A third party can attend the meeting at the request of the student or coach.

## Weight Room:

Garrison Public Schools believes that to be competitive our students should be involved in a strength training program when not participating in another sport. In-season strength training is at the discretion of the head coach. Students are to follow the lifting program designated by their in-season coach. GHS will attempt to schedule out-of-season training if there are coaches or staff willing to supervise.

- A supervisor must be in the weight room with the students. When leaving the weight room, the supervisor must make sure the athletes rack the weights and leave the room neat and clean.
- Make sure that all lifters are using safe techniques and a spotter where necessary.
- Make sure they are training at a safe weight.
- Keep the room clean and orderly by having students clean up after themselves.

## Opening Team Meetings and Parents Meeting:

GPS Athletic Department will sponsor parent meetings at the beginning of each sports season (fall, winter, spring). Following the AD group presentation, each team will hold a breakout session. Your session should include, but is not limited to:

Try-out Policy (if applicable)	Staff philosophy/style of play	Lettering Policy
Playing time	Academic requirements	Warning of hazards
Team rules	Parent expectations	Practice schedules
Weekend/holiday practices	Nutrition (if applicable)	Player responsibilities
Travel policy	Emergency contact info.	Uniform care
Game schedule (RSchool)	Rule changes in activity	

## Physicals:

Each athlete must annually have a physical examination completed by a Doctor of Medicine or Osteopathy, Nurse Practitioner, or Physician's Assistant under the supervision of a physician. Physical forms must be on file before student-athletes can practice.

- Physicals must be submitted after April 15<sup>th</sup> to be valid for the up-coming school year.
- Health Form A (Appendix 19) may be used or a form from the office of the examiner may be used.

## ImPACT Testing:

Student participants must complete ImPACT testing every two years. The baseline test will be administered by the AD. The test will be used by qualified medical professionals to help determine if a concussion has been sustained by a student-participant. Return-to-play protocols include a requirement to pass a post-impact test.

## Practice Attire:

Participants must wear acceptable practice attire. Coaches will establish practice attire guidelines for their teams.

## Practice Days (Counting)-

The number of required practices needed prior to competition cannot begin until a completed physical is on file with the AD or the High School office, or the coach- who will turn in to the AD.



- The number of required pre-season practices is set by the NDHSAA and will be adhered to.
- Only 1 practice per day may be counted. Even if practices are split, each day still only counts as 1 practice.
- Practices on game days do not count toward the total required prior to competition.
- Students participating in post-season play of one activity that runs into the pre-season of another can count those days as practice as per NDHSAA rules.

## Practice Scheduling:

Coaches sharing facilities must meet before their season to work on practice scheduling. The AD will be consulted. When practice schedule has been completed, give a copy of the schedule to the AD. All practice schedules must be submitted to Mr. Dangel TWO weeks prior to the season beginning. When scheduling practices, the following shall be taken into consideration: (for our purposes in this area, a practice is defined as an organized event in which skills for an activity are rehearsed and attendance is REQUIRED) The AD will create a master schedule and confirm available dates. Mr. Dangel will be responsible for maintaining a master practice schedule for all sites.

- Practices are prioritized by descending level of competition. (Varsity, JV, C, JH, Elem)
- Irregular or seasonal events tied to classroom activities will take priority over activities. (Concerts, Ag Show)
- No practices can be conducted on Sundays; Open gyms are allowed but they CANNOT be required.
- Consult the school master schedule for concerts or other conflicts.
- Wednesday is Family Night in which we encourage student-athletes to sit down with their family and have a meal together, do a family activity or fulfill religious requirements, as per family beliefs. We strive to have students done with practice by 6:00 on Wednesdays.
- The junior high and elementary programs will NOT have practice on Wednesdays.
- Set-up for games and other school activities must also be considered when planning a practice. Custodians/coaches need time and room to properly set up the gym or field for a game. Time allotted for set-up will be reasonable as to allow for all parties to be treated fairly. The AD will determine what is reasonable if either group feels they are being treated unfairly.
- Arrangements must be made to have the locker rooms available when visiting teams arrive. Some exceptions may be made.
- Teams must be allowed sufficient time to warm up for the game. Elementary teams need at least 10 minutes; Junior High, C-Squad, and JV teams need at least 20 minutes; Varsity teams need at least 30 minutes.

## Practice over Christmas Vacation:

Winter teams whose season spans over semester break must schedule practices for the Christmas/Semester break to be paid for that time.

## Supervision of Athletes:

A coach must supervise all areas our athletes are using. Meetings, locker room, practice areas, game areas, trips, etc. A coach MUST:

- Remain in the school until all your athletes have left after practice or activities.
- If you are the last to leave the school, be sure ALL the doors are locked.
- Be the first to enter and last to leave when your team visits another school.
- Maintain close supervision when your team stops in public places while on trips.

## Locker Room:

Each player may be assigned a locker in the locker room. The locker number should be recorded. Stress that athletes keep their lockers locked whenever they are not actually in the locker room. Make it possible for students to give you valuables that can then be secured in the coaches' office during practices or activities.

## Scheduling Team Pictures:

The coach of each level of play is responsible for setting up a date and time for team and individual pictures. Secure extra copies of team photos for programs, trophies, etc. and submit them to the AD. The AD must be informed of the dates and times of those photos. An effort should be made for photo sessions of same season activities to coincide with each other for convenience. Meet with other coaches to coordinate.

## Game Programs:

Game programs will be published. Be sure to get rosters and photos to the entity that is publishing the game programs. The AD will help coordinate program publishing. You should give input as to design and lay-out of the program for your program.

## Senior/Parents Night:

For the final home game, or late season game selected by the coach or AD, all activities that provide game programs for their games will include a special recognition section in that night's game program. A short public recognition of senior participants and their parents will be organized by the AD in conjunction with the Head Coach and the office.

## NDHSAA Website:

The NDHSAA has requirements for the main school activities it sponsors. Teams must have a roster and varsity team picture (with outline) as well as a schedule uploaded onto the NDHSAA website. Coaches can change their roster and/or picture at any time during the season. Be sure to check the date that these items must be uploaded. They are published on [www.ndhsaa.com](http://www.ndhsaa.com). Coaches will be responsible for payment of fines charged to the school district for failing to upload these items by the activity deadline. Tournament managers and other school districts often download these items for inclusion of game programs. We want to have these completed AND correct for every game. If there are changes made during the season to the roster, this website must also be updated.

## NDHSAA Requirements for Head Coaches:

In addition to website updates, the [NDHSAA](http://www.ndhsaa.com) requires that coaches view an online coaching clinic for most activities. Some activities still have an in-person clinic that is required. Some activities also have a mandatory Rules Test that must be completed online during a designated time window. Coaches will be required for payment of any fines incurred for failing to complete NDHSAA mandatory requirements. Once on the NDHSAA website, locate the appropriate activity and search for rules clinics link.

## Transportation:

Coaches must discuss and submit departure and dismissal times for away games. These times are to be submitted to the AD **AND** the office for transportation coordination. The office will coordinate with the Transportation Director to arrange a vehicle as well as a driver. The AD will update the school calendar with the departure times. These will be accessible by the public online.

The Garrison Athletic Department insists that all participants ride the bus to and from games. No other means of travel are allowed unless specific arrangements have been made with the Head Coach or Advisor or the AD. Travel from a competition/practice with the parent of another player is allowed if a signed permission slip from the parent of the student AND the parent providing the transportation is submitted to the Head Coach PRIOR to leaving Garrison High School. The driving parent assumes ALL legal responsibilities and liabilities for the student riding with them. Further guidelines are spelled out in the Athletic Handbook. (p. 14) Under NO circumstances is a student-athlete allowed to ride with another student to or from a competition.



## Early Dismissal:

Teams may be dismissed prior to regular school dismissal time only upon approval of the AD or building Principal. Coaches are required to notify in writing departure and dismissal times for every event when they submit their transportation requests.

- Coaches must submit a list of students to be excused to the office and AD **AND** distribute to the appropriate teaching staff at least ONE day prior to departure
- Coaches who serve as teachers or aides are required to submit substitution requests if they are to leave prior to regular school dismissal time.
- Coaches are responsible to confirm that substitutes have been secured to cover any classes/students they are responsible to supervise if departing school early.
- Coaches are to remind students to acquire any work they are going to miss because of early departures **BEFORE** they leave the school. Student-Athletes should consider timing of these requests and get them in early.

## Motivation:

Athletes must believe in the program that they are participating in. They must be willing to make sacrifices that are necessary for the team to be successful. Each coach will develop and evaluate their own methods for motivation of Student-Athletes. The best motivation for Student-Athletes is intrinsic. For this to occur, Student-Athletes must believe in and understand why some actions are necessary. Communication is key.

## Open Gym:

Coaches that open the gym to allow their athletes to get pre-or post- season work in **MUST** follow these guidelines:

- Open gyms can be sport specific and will be open to all students.
- Coaches opening the gym do **NOT** allow students currently participating in another activity to participate in open gym without the explicit permission from the coach who is in-season. This is a sign of respect for other coaches and programs at GPS.
- Some students try to do everything and sacrifice study time to participate in open gyms. Be cognizant of your participants and their grades. If one is suffering from low grades, encourage them to study rather than participate in open gym.
- A COACH must be present in the gym always.
- Open gyms are to be run with approval of the head coach. Travel teams will not be considered as school teams. Rental fees will apply.

## Scouting:

All coaches are encouraged to exchange video with opposing teams. If a coach cannot exchange video, they are encouraged to scout opponents as much as their schedule will allow. A school vehicle can be requested and used if available. Scouting trips are considered a low priority use for school vehicle requests and can be bumped for other activities involving students or mandatory meetings that a school vehicle is authorized.

## Reporting Results to the Media:

It is the head coach's responsibility to contact the media or to delegate that responsibility to an assistant coach. The media list is in the high school main office next to the fax machine. Scores must be reported in a timely manner.

## Media and Public Relations:

Keep in mind the following guidelines when commenting to the media:

- Think before you speak. You are representing the school and your team. Parents and community members will be reading or hearing your comments.

- Be positive and enthusiastic. Minimize the negative comments. Talk about areas that your team and you can improve on but follow-up those with 2-3 comments on areas your team did well. Be a good role model.
- Never blame officials or players.
- Speak clearly and reiterate what you say. Make sure that you say what you mean. If that means taking a little longer to select the words or terms that will not be misinterpreted, then take a little longer. If you are misquoted, follow up with a phone call to the reporter and ask the quote to be corrected. Be calm, respectful and professional when talking with the reporter.
- Call in the score of the contest immediately following the contest. Do not fail to call, regardless of the outcome.
- Stay focused when talking with the media. You are teaching children. You have an obligation to protect them. Personal information, discipline proceedings or academic performance are items that you are NOT legally allowed to share without the students' or parents' permission. FERPA law is a federal mandate and liability is attached if that law is breeched.

### **Public Relations:**

Public impression does matter. We are looking for positive publicity for the activity programs as well as the school. Communication is key to that publicity. Ways to get the word out include:

- Daily school announcements
- [R-School Today](#) via [GPS website](#)
- Press release- (contact AD)
- School Facebook (contact Principal or Supt)
- Athletic Dept. Twitter (contact AD)
- [School Teams website](#) (contact AD)

### **Dual Sport or Activity Athletes:**

As the Garrison Public Schools wish to promote participation in several areas, we do allow individuals to become dual sport athletes. Individuals wishing to participate in two activities must complete the dual-sport/activity form (Appendix 21). This is to ensure proper communication between all parties involved. If a student is participating at a sub-varsity level in one activity and varsity level in another activity, then the student should be given every opportunity to participate at the varsity level, even if that was not their stated primary activity. Students are expected to complete additional workouts as assigned by either coach. For example, a student participating in volleyball and cross-country, who lists volleyball as their primary sport, can be expected to do the cross-country workout in addition to volleyball practice.

### **Overlap of Seasons:**

Should one season spill into the start of another season because of post-season play, students should be allowed to continue with both seasons, with the focus on the previous season, until post-season play is completed. After completion of post-season play, the new sport shall become the primary (designated) activity.

### **Lettering Policy:**

Every activity that can earn a letter at Garrison High School shall be required to create a lettering policy and put that policy into writing. This information will be given to the AD to put on file. This information shall also be shared with students participating in that activity as well as parents at the annual Parent Meeting.

- Coaches have the power to issue a letter to an individual who does not meet the lettering requirements due to extenuating circumstances (i.e. injury).
- Athletes who do not complete the season in good standing are NOT allowed to letter in the activity.

## Awards:

Each head coach shall be responsible for establishing their own activity awards. This list of awards shall be given out at a post-season ceremony. The AD will set the ceremony dates 3 times per year (fall, winter, spring). All activities will be invited that participated during that time of year. Athletic teams are required to participate, while fine arts activities and other groups (i.e. FFA) have the option of hosting their own.

A copy of all awards and their winners will be given to the AD as soon as possible by 2 weeks from the end of your season. The AD will be responsible for ordering those awards. Also provide the AD with information on district, regional, and state awards.

## State Tournament Attendance:

- Our team participating: Coaches and advisors are responsible for providing transportation and rooms (depending on location of tournament). Coaches are responsible for the athletes throughout the entire tournament.
- Our team not participating: Head and Varsity Asst. will be provided with tickets upon request (maximum of 4 tickets). The district will provide transportation for the team should they wish to attend the tournament as a team. The coaches will be responsible for complete supervision during the trip. Consult the Superintendent for further details on items the school will provide for.

## Scheduling:

Head Coaches will consult with the AD concerning scheduling for the next season well in advance of the AD beginning the scheduling. If any major changes are planned, the sooner the AD is made aware of them, the better it is. Be aware that some events may be on a multi-year contract and cannot be changed immediately.

- Fall sports should address scheduling concerns by mid-October.
- Winter sports should address scheduling concerns by mid-January.

## Hiring Officials:

Head Coaches should submit a list of requested officials to the AD for the next season in the final month of the current season. Effort will be made to contract those requested officials. The AD reserves the right to hire any official they deem competent despite the personal feelings a coach may have concerning that official.

## Advancement of Junior High Athletes to Varsity Teams:

This is a multi-step process:

- Step 1- The high school coach will approach the AD to request bringing up a junior high student to varsity or junior varsity competition.
- Step 2- The AD will schedule a committee meeting that will include the high school coach, AD, building Principal, and JH coach (if applicable). This committee will discuss all issues related to the advancement of a junior high athlete. Items included in the discussion are:
  - Ability
  - Physical readiness
  - Mental readiness
  - Social readiness
  - Academic impact

- Situation the athlete would be advancing into (including the impact on the high school team)
- Step 3- The committee will vote on whether to support the advancement of the student.
- Step 4- The Superintendent will be informed of the committee's decision. If the committee is deadlocked, the Superintendent will be the tie-breaker.
- Step 5- The Student and their parents will be informed of the opportunity for advancement. Both the Student and the Parent have veto rights concerning the decision to advance.
- This policy shall be in effect if the advancement is to take place while the Junior High Season is still going on. If the Junior High season concludes, the student may be advanced with the approval of the Head Coach, AD and Parent.

## Cheerleaders:

The purpose of Cheerleading squads is to promote and uphold school spirit, to develop a sense of good sportsmanship among our students and community and strive to create better relationships between schools during competitive events. Each spring, if the number of potential participants warrants, try-outs shall be held for Varsity Football Cheerleading in the Fall and Varsity Boys and Girls Basketball in the Winter.

- Membership on the basketball squads shall be limited to eight. Membership on the football squad shall be limited to 10.
- Cheerleaders will adhere to all NDHSAA guidelines and the Garrison Public Schools rules for athletic participation.
- Cheer advisors/coaches can add additional rules for their squad at their discretion.
- Coaches must instill in our cheerleaders that they are expected always to represent our school in the most positive light possible.

## Athletic Handbook:

Once per year, the coaches will distribute the Athletic Handbook to each JH and HS athlete and their parents.

- This will be done during the athletes first season of participation each year.
- During the students first season of participation in any activity, the student and parent will sign off on a signature form that contains acknowledgement of receipt of the Athletic Handbook as well as other acknowledgements.
- The AD will keep these signature forms on file for the duration of the student's career at Garrison Public Schools and for a period of 7 years after the student has left or graduated.
- The signature form must be signed and dated by both a parent/guardian and the student-athlete. If one has not been completed, the student-athlete will NOT be allowed to participate in competitive activities.
- The handbook contains the training rules, code of conduct, concussion protocol as well as all other rules instituted by the Garrison Athletic Department.

## District 10 Passes, Region Passes:

The AD will have passes for District 10 regular season games as well as Region Football and Volleyball passes. These passes can be accessed at the request of the coaches from the AD on a game by game basis.

## Off-Staff Code:

Non-school coaches that are hired to fill coaching staff positions will be required to sign a Coaches Code of Conduct form. They will also understand that because GPS believes in education-based activities benefit from having coaches trained in education practices, priority will be given to on-staff individuals requesting a coaching position if they are qualified to coach that position. All coaching positions are hired on a

year-by-year basis. The Superintendent reserves the right to dismiss any coach if administration feels, based on legitimate evaluations of the AD, it to be to the benefit of the overall program health.

As many off-staff coaches are not trained as educators, non-staff coaches will have a larger learning curve when it comes to education-based athletics. The AD will work with off-staff coaches to comply with the guiding principles of Garrison Athletics.

## Team Building Activities:

These are encouraged but must be scheduled as to not interfere with other GHS home events. We encourage attendance to all home events by coaching staff as well as the student body.

## Displaying Trophies:

The Head Coach is responsible to obtain and place a picture in all picture plaques earned during each season. Starting the 2016-17 school year, no picture trophy or plaque will be displayed without a picture. Pictures displayed of a team must portray the team wearing their official team attire.

## Coach-Student Communication

Coaches must maintain a line of professionalism between themselves and the students that they coach. You **MUST NOT** cross this line. You are their coach; you are **NOT** their friend. Every effort shall be made to communicate information at official team functions. Communication from the coach to athlete will initiate appropriate actions.

Coaches need to ask themselves:

- Do I have the athlete's attention?
- Am I explaining myself in an easily understood manner?
- Has the athlete understood?
- Does the athlete believe what I am telling him/her?
- Does the athlete accept what I am saying?

**Communication Blocks:** Difficulties in communicating with an athlete may be due several issues including the following:

- The student's perception of something is different than yours
- The student may jump to a conclusion instead of working through the process of hearing, understanding and accepting
- The student may lack the knowledge needed to understand what you are trying to communicate
- The student may lack the motivation to listen to you or to convert the information given into action
- The coach may have difficulty in expressing what they wish to say to the student
- Emotions may interfere in the communication process
- There may be a clash of personality between you and the student

**Effective Communication:** Before communicating with an athlete, coaches should consider:

- **WHY** they want to communicate?
- **WHERE** and **WHEN** the message could best be delivered?
- **WHAT** is it that they want to communicate?

- HOW they are going to communicate the information?

Effective communication contains six elements:

- Clear
- Concise – Stay on point
- Correct - Be accurate
- Complete - Give all the information and not just part of it
- Courteous - Be polite and non-threatening
- Constructive - Be positive

### **Be Positive:**

When coaches provide information to the athlete that will allow them to take actions to effect change, it is important that they provide the information in a positive manner. Look for something positive to say first and then provide the information that will allow the athlete to effect a change of behavior or action.

### **Non-verbal messages:**

People use a variety of verbal and non-verbal behavior to maintain a smooth flow of communication. Such behavior includes head-nods, smiles, frowns, bodily contact, eye movements, laughter, body posture, language and many other actions. The facial expressions of athletes provide feedback to the coach. Glazed or down turned eyes indicate boredom or disinterest, as does fidgeting. Fully raised eyebrows signal disbelief and half raised indicate puzzlement. Posture of the group provides a means by which their attitude to the coach may be judged and act as pointer to their mood. Control of a group demands that a coach should be sensitive to the signals being transmitted by the athletes. Their faces usually give a good indication of how they feel, and a good working knowledge of the meaning of non-verbal signals will prove invaluable to the coach.

### **Electronic Communication between Coach and Athlete Policy:**

One guiding principle to always use in communication with athletes would be to ask yourself, “Is this communication something that you and the team would find acceptable in a face-to-face meeting with a student and their parents?”

- With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is TAP.
  - Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should be clear and direct, free of hidden meanings and expectations.
  - Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of team records. Whenever possible include another coach or parent in the communication so there is no question of the accessibility.
  - Professional: All electronic communication between coaches and athletes should be as a professional representing the team. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.
- Twitter: If you use Twitter, it is okay to have athletes follow you, but you MAY NOT follow athletes. If you are not going to allow athletes to follow you, you must have your Twitter settings set to require your approval of all followers. If you allow athletes to follow you, you must allow other coaches and administration to follow you as well. GHS does maintain a Twitter account and can be accessed through the AD.
- Facebook: If you have a **personal** Facebook account, you MAY NOT be friends with athletes. GPS has a Facebook page and all information must travel through an administrator to post any information on



that page. The GPS Facebook page and linked pages are the only authorized Facebook accounts to be associated with GPS.

- Texting: You may not text with athletes.
- Remind- This is an application that allows 2-way communication with coaches, students, and parents. It is preferable to texting as phone numbers will not be exchanged. This falls under to open meetings law and applies to all coach to student communication. It is illegal to delete these messages under North Dakota Century Code.
- E-mail: All emails with athletes must be from your name@k12.nd.us account or name@garrisonpublicschools account. This account is open to review by administration at any time, including all contacts. If you use another account to email with athletes, you will be in violation of this policy, and that email account will be subject to review by GPS administration
- Other social media avenues: As technology and applications change very quickly, other social media avenues are subject to the same transparency requirements as Facebook and Twitter, and e-mail.

### **Written Communication:**

Strategies for communication with email, letters, texts or any other form of written communication with a student, parent, or patron. The Garrison Athletic Department strongly encourages the following guidelines when writing emails.

1. Be formal: Be concise but also incorporates proper writing structure.
2. Be patient: The more important the message is, the longer you should wait to type it (unless it is time sensitive). Inflammatory emails, texts, etc. are common so wait to respond to remove the emotion.
3. Proofread the text of what you write; or have someone else do it. Your communications should be professional.
4. Be accurate: Make sure your statements are correct. If unsure, don't write it or make your lack of certainty clear.
5. Do not attempt sarcasm: There are no audio clues or visual inflections in writing. Proofread your comments in a monotone voice if you need to.
6. Know it is NEVER private: Don't write anything you would not be comfortable with on the front page of the newspaper.
7. Be real: Save the professional jargon for the professionals. Express yourself in simple language.
8. Evaluate the medium: Is an email the best response? Is a text the best response (with non-students)? Should this be face-to-face or over the phone? Make your decision before you respond.

### **Concussion Management:**

The North Dakota Century Code mandates school districts to provide concussion information to students and parents. The law further requires school districts must document that student-athletes and their parents have viewed the information before the students can participate.

- Coaches are required to receive biennial training regarding the nature and risk of concussion. The NFHS online concussion training course fulfills that requirement.
- Athletes and parents must turn in the signature form associated with the Athletic Handbook acknowledging they have received and reviewed concussion information. (Appendix 22)
- The AD will verbally review the concussion protocol and dangers of concussion at each of the parent meetings required.
- All student-athletes will be required to complete the ImPACT baseline test administered by the AD or other qualified personnel.

### **List of Appendices:**

- Appendix 1: Coaches Evaluation Form

- Appendix 2: End of Season Report
- Appendix 3: Head Coach Job Description
- Appendix 4: Assistant Coach Job Description
- Appendix 5: Junior High and Grade School Coach Job Description
- Appendix 6: Pre-season Checklist
- Appendix 7: Clinic Request Form
- Appendix 8: Concussion Protocol Sheet
- Appendix 9: Uniform Inventory Example
- Appendix 10: Equipment Inventory Example
- Appendix 11: Student Release Form
- Appendix 12: Parent Meeting Contact Information Sheet
- Appendix 13: Wheel Diagram
- Appendix 14: Post-season Checklist
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