

**NORTH BORDER
SCHOOL DISTRICT**



**COACH & ADVISOR
ACTIVITIES HANDBOOK**

2019-2020

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ACTIVITIES DIRECTOR'S MESSAGE

Welcome to North Border School District Activities. The school district supports the activities program as a positive extra-curricular activity. We will use the following guidelines:

1. Activity participants are treated as regular students. No special consideration is given them for grades or assignments.
2. The activities programs are conducted for the benefit of the participants with maximum concern for their safety, health, and well being.
3. Full allegiance must be given to the North Dakota High School Activities Association and its constitution and by-laws.
4. Coaches/Advisors are employed as regular faculty members and just as other teachers, are expected to exhaust all legitimate channels for promoting the highest level of excellence in the program, and are to be evaluated on the basis of their loyalty and contribution to the total school program.
5. All involved must be mindful that participation in activities is a privilege earned by meeting certain expectations.
6. It is the policy of North Border School District that educational activities, employment programs and services are offered without regard to race, national origin, sex, religion, disability or age. The principals are the contacts for Section 504, and the superintendent is the contact for Title IX and ADA compliance.

In pursuance of these policies and beliefs, the activities are organized under the direction of the Activities Director, who is directly responsible to the Superintendent.

Students are encouraged to participate in at least one of the activities offered by the North Border School District to bring added fulfillment to their school experience.

Activities Director

PHILOSOPHY

The program of interscholastic activities at North Border School District is organized and conducted as an integral part of the total educational program of the school. The objectives of the programs must conform in every respect to the general purpose of the school.

Strong and healthy bodies, alert minds, a high sense of sportsmanship, enjoyment, and a love of teaching and coaching should be the outcome of the activities programs at the school. For the student and alumni alike, the values include the development of a sense of pride in the total educational program, the development of tradition and school spirit, sportsmanship and loyalty.

North Border School District will attempt to fill coaching/advisor positions with district certified personnel.

PARENT TRAINING RULE MEETING

Coaches are required to hold a **Parent Training Rule Meeting** annually to provide a copy of the rules and expectations to 7th-12th grade parents of children who plan to participate in each activity. These activities are: football, basketball, golf, cross country, baseball, softball, track, wrestling and volleyball. This meeting also includes parents of student trainers, student managers and statisticians (fees and physical forms are waived for these students; however permission forms need to be on file). Handbooks, permission forms and physical forms are distributed and discussed at the meetings and fees can be paid. **Students cannot participate in the above activities until the fees and forms are turned in to the activities office.**

BASIC PRINCIPLES

This being the activities philosophy of the North Border School District, it follows that we adhere to certain principles.

1. Coaches/Advisors shall meet all requirements expected of faculty members, be employed on the same salary schedules, and shall abide by the same rules and regulations and privileges pertaining to all other faculty members.
2. All participants shall be afforded the utmost protection while engaged in school sponsored events both on the field and while traveling to and from the events. The participants' general health and physical welfare must be the FIRST concern.
3. Sound equipment, safe playing conditions, and channels for assuring proper training and medical attention shall be available at all times.
4. No member of the staff or faculty shall feel that his/her job depends on winning or losing, although we shall strive to the utmost to give our best effort.
5. Activities during school time will be kept to a minimum as much as possible.
6. When school is dismissed due to inclement weather, no practices will be held.

SPORTSMANSHIP

The North Border School District believes that sports programs serve educational purposes in the lives of the district's students. One of the purposes is the development of good sportsmanship. The primary focus of the challenge of achieving good sportsmanship is on the student, but others are involved.

The School Board believes that administrators must insist that good sportsmanship is the goal; activities directors must realize the value of sportsmanship and set the tone for the implementation of its good practice.

The coaches/advisors must accept the responsibility of making each activities contest a showcase for education. They are expected to be models of self-control and dignity for participants and spectators.

The participants must be taught to handle themselves in a sportsmanlike way; they are also expected to project good sportsmanship in the activities in which they participate.

Spectators must realize that they also must exhibit good sportsmanship at all activities. Spectators serve as a model for their own children and for other young people in the community. Spectators also need to demonstrate self-control and dignity while participating in activities.

Good sportsmanship practices will be demonstrated by administrators and coaches, students will be taught good sportsmanship and be held accountable for their actions, and spectators will be reminded and encouraged to be appropriate role models for young people.

SCHOOL SPONSORED ACTIVITIES ON FAMILY NIGHT

As a courtesy to families and non-school organizations, no school activities will be scheduled on Wednesday evenings. All students should be in their respective communities by 6:00 PM.

ATHLETIC ASSOCIATIONS AND CONFERENCES

The rules, principles and spirit of such rules and principles of the North Dakota High School Activities Association and other organizations to which the high school may belong will be considered minimum, and vigorously subscribed to and enforced.

EXTRACURRICULAR ACTIVITY CODE OF CONDUCT

The North Border School District recognizes the importance and value of co-curricular activities in the physical and mental development of those who choose to take part in the many opportunities afforded by the district. Along with the privilege of taking part all coaches, players and fans must recognize the importance of good sportsmanship during activities. Failure to meet these standards could result in loss of the privilege to participate in any or all district sponsored programs.

GUIDELINES FOR PARTICIPANTS

Participants should be taught to:

1. Treat opponents the way they would want to be treated. Home team players, particularly, should adopt this philosophy. It is tough enough to play away from home without being mistreated by opposing players and spectators.
2. Shake hands with members of the opposing team after the game in full view of the crowd. Don't go away mad. If you and a member of the opposing team have had a hard battle on the court or field, make an attempt to talk it out and learn to respect your opponent for his/her efforts.
3. Don't argue with officials. You seldom, if ever, win. All you accomplish is to get yourself excited (possibly costing your team a penalty or technical), incite the crowd, and generally create a negative attitude. Remain at the optimum level of controlled excitement to allow opportunity for your best performance.

SPECTATOR AND STUDENT RELATIONSHIPS

The effect on the morale, spirit and loyalty of students, alumni, and other members of the school and community must be recognized. The development of furtherance of loyalty, pride in the school, sportsmanship of players and spectators, appreciation of skillful performance and realization of the educational aspects of activities will continue to be emphasized, rather than the use of the program as a money-making venture or as spectacular advertising of the school, team, players, or coaches. Activities will be conducted at the highest possible level, and the students, alumni, and other interested citizens will be encouraged to support the entire program in every legitimate way.

PARTICIPANT OBJECTIVES

The objectives, which we hope each participant in an activity will gain by participating, are:

1. To develop an appreciation for the activity.
2. Conditioning of participants to meet the demands of the activity.
3. To formulate desirable health habits.
4. To learn basic skills of the activity.
5. Development of skills and ability to the greatest possible capacity.
6. Attainment of the knowledge of rules, etiquette, technique, and methods of the activity.
7. To expose the participants to a variety of social situations which will enable them to develop sportsmanship, team cooperation, group loyalty, courtesy and self-control. Stimulate desire to uphold scholastic standards.
8. Present interesting performances.
9. Represent the school in an appropriate manner.

NORTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION CONDENSED ELIGIBILITY RULES

You are NOT eligible:

- If** you have not been in classes as many days as you have missed from the opening of the semester.
- If** you entered school later than 10 days after the opening of the semester.
- If** you have competed in a sport for four years as a high school student.
- If** you compete in a similar athletic contest on an out-of-school team during the same sports season or in post season athletic contests.
- If** you have been enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to three high school subjects.
- If** you did not earn credits in four subjects the preceding semester.
- If** you did not maintain a passing average in four subjects during the present semester.
- If** you have graduated from a 4-year high school or equivalent.
- If** you have accepted awards other than those having symbolic value and costing more than seventy-five dollars.
- If** you are twenty years of age or over.
- If** you are not an amateur or if you have competed under an assumed name.
- If** you have transferred from another school without corresponding change of residence by your parents.
- If** you are in your ninth semester of attendance and have reached your eighteenth birthday.
- If** you are in your eighth semester and your seventh and eighth semesters are not consecutive.
- If** you do not have a **current doctor's certificate of physical fitness issued every year.**
- If** you have participated in any post season interscholastic football, basketball, or wrestling contest.
- If** you do not have fees paid and permission forms on file with the activities office.

EXTRACURRICULAR PARTICIPATION REQUIREMENTS School Board Policy-FFE

Philosophy

The Board believes that participation in extracurricular activities constitutes a privilege and not a right. Students who participate in extracurricular activities represent the student body, school district, and community on the state and national level. As such, behavior of these students is a reflection of the entire community.

The District will enforce the requirements placed on extracurricular participants by the North Dakota High School Activities Association (NDHSAA), which govern both on and

off campus behavior. In addition, the Board has established the following extracurricular participation requirements.

Activities Affected by this Policy

Activities affected by this policy shall include extracurricular activities as listed in the student handbook, including those not sponsored by NDHSAA.

Tobacco, Alcohol & Other Drug Use

In addition to the tobacco, alcohol, and other drug prohibitions contained in NDHSAA bylaws, the District prohibits student presence at a gathering where alcohol, tobacco, or a controlled substance is being illegally used. Student presence at such a gathering will be regarded as possession. The building principal will take into consideration whether the student was at a gathering where the student had knowledge that alcohol, tobacco or controlled substance were being illegally used, and whether or not the student had a reasonable opportunity to remove him/herself from said location. The disciplinary consequences for violating this rule shall be suspension from extracurricular participation for the same duration as prescribed for tobacco, alcohol, and other drug possession by NDHSAA bylaws.

Academics

NDHSAA requires that local districts establish a definition of what constitutes a failing grade. For the purposes of this policy, a failing grade is defined as receiving a 69% or lower in any curricular course as computed from the beginning of the semester for regular education students or, in the case of special education students, not meeting the goals of Individual Education Programs as assessed from the beginning of the semester.

In addition to NDHSAA academic standards, the North Border School District also requires that no Junior High or High School student may participate in a contest if he or she is failing any class as computed from the beginning of the quarter. Beginning on the third Monday morning of the new quarter and every Monday until its conclusion, eligibility will be checked. If a student becomes ineligible, they cannot become eligible until the next grade check. Eligibility will carry over from quarter to quarter and from year to year.

Violation of Other Misconduct Policies

Students who violate student conduct policies not covered by NDHSAA bylaws may be subject to suspension from extracurricular activities for a period of six (6) consecutive weeks for the first offense and a period of eighteen (18) weeks for any subsequent offense(s). Such consequences shall be imposed in addition to other disciplinary consequences imposed under the applicable policy.

When the principal deems suspension from extracurricular participation necessary, s/he shall follow the procedure for suspension from extracurricular participation required by NDHSAA bylaws.

Practice and Travel while Suspended

Students who are under suspension are encouraged to practice and travel with their respective teams. However, suspended students will not be allowed to miss school time to travel with the team.

Period of Enforcement

This policy shall be in effect 12 months per year, including those days and months when school and extracurricular activities are not in session. It shall be in effect for all extracurricular activities including those of junior high students.

Off-Season Violations

In addition to the penalties delineated in this policy, in the event the suspension is administered during a season when the student is not actively participating (e.g., summer-for all students, fall-for a student participating in track) the student's suspension shall be extended to include a two-contest suspension from the student's next NDHSAA sponsored activity. "Next activity" shall be defined as the next activity in which the student begins practicing at the appropriate date and concludes at the end of the season (i.e., does not start and quit). Should the student's next activity not be until the following school year, the two-contest rule will be applied at that time.

BULLYING POLICY

Bullying - Definition.

As used in this policy:

1. "Bullying" means
 - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (2) Places the student in actual and reasonable fear of harm;
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 - (4) Substantially disrupts the orderly operation of the public school; or
 - b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
 - (1) Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 - (2) Places the student in actual and reasonable fear of harm;
 - (3) Places the student in actual and reasonable fear of damage to property of the student; or
 - (4) Substantially disrupts the orderly operation of the public school.
2. "Conduct" includes the use of technology or other electronic media.

NORTH BORDER TEAM RULES

The athletic coach or activity advisor shall set all other rules for the sport or activity including, but not restricted to the following: curfew, dress code, team discipline, and travel rules.

Playing time will be left to the discretion of the coach. Head and assistant coaches, the activities director, other administration and school board members will not take the time to discuss playing time with parents, as it is non-negotiable. If a student-athlete has a problem with their playing time, they are encouraged to set up a one-on-one meeting with the coach to discuss the matter.

In the event that large participation numbers dictate cuts, the coach will let players and parents know about the tryout process at his or her pre-season meeting. Much like playing time, any decision on cuts will end with the head coach. Activities director, administration, and school board members will not be involved. Student-athletes that are cut will have their participation fee refunded.

CO-CURRICULAR ATTENDANCE POLICY

To participate in extracurricular activities, including practices, a student must be in attendance the whole school day. The only exceptions to this rule are pre-arranged medical and dental appointments, unavoidable family emergencies, or other school sponsored activities. If a pattern of tardies or absences presents itself, administrative disciplinary action may be taken.

Activities also include but are not limited to school dances, drama production, band and non-graded chorus concerts, and vocational activities. All students are expected to be in attendance the entire day following an activity. Failure to comply with this policy may result in suspension from the next contest or event.

PHYSICAL EXAMINATIONS FOR ATHLETIC ACTIVITIES

Parents/guardians of students in grades 7-12 must have completed a physical examination. This new policy has been mandated by the NDHSAA and a form is to be returned to the High School Office for filing.

TRANSPORTATION FOR EVENTS

All participants in extracurricular events that are being held outside of their home school must ride to and from the event in school buses or other modes of transportation arranged by school officials, except club sports, unless parents provide notification of other transportation arrangements. Only participants may ride the bus.

Only qualifiers or players on the post season/state team roster will be allowed to travel with the team. Stats and student managers that have been with the team the entire season will be allowed to travel to tournament/state competition.

PARTICIPATION FEES

A \$20.00 per activity fee with a \$150.00 per family maximum is required of all junior high and high school students. The fees are to be paid to the main office of the student's respective school and **must be paid before the student will be allowed to compete.**

SUPERVISION OF FACILITIES

The coaches/advisors are responsible for the supervision of all participants. Under NO CIRCUMSTANCES is a student to be in a building of the North Border School District system without direct ADULT supervision. One supervisor CANNOT be responsible for two different areas at the same time.

SUPERVISION ON TRIPS

All trips taken shall have adequate supervision as determined by the administration. Coaches, Advisors, and/or Chaperones need to disperse throughout the bus to ensure adequate supervision at all times. When overnight trips take place, the coaches need to secure a key to each room and make appropriate unannounced visits. Any deviation from this procedure must be approved by the administration prior to trip departure. At no time should alcohol be consumed in the presence of students or prior to supervising students.

INSTRUCTOR'S AUTHORITY OVER STUDENTS

Every instructor has authority over all students at all times in all areas of the school premises whether during school hours, after school, weekends, or other times. Students are under jurisdiction not only of their classroom instructors but all instructors. If any instructor makes a reasonable request for a student to do something, the student should respect that request.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

ACADEMIC ELIGIBILITY

The North Border School District requires that no Junior High or High School student may participate in a contest if he or she is failing any class as computed from the beginning of the quarter. Beginning on the third Monday morning of the new quarter and every Monday until its conclusion, eligibility will be checked. If a student becomes ineligible, they cannot become eligible until the next grade check. Eligibility will carry over from quarter to quarter and from year to year.

CONDUCT ELIGIBILITY

On the recommendation of the administration a student may be removed from all activities when they: fail to do required class work, cause a disturbance to a class or activity, disobey the instructor, or display an attitude unbecoming a North Border student.

ALCOHOL, TOBACCO, AND ILLICIT DRUGS

In accordance with the NDHSAA, individuals will be suspended from all extracurricular activities for a period of six weeks for the first offense and 18 weeks for any subsequent

offense in the same school year. The suspension is for all extracurricular activities covered by the NDHSAA and school related activities, such as concerts, dances, homecoming, clubs, and other events. A student is serving a suspension at the time of Prom or other such activity will not be allowed to attend.

TRAVEL/PARTICIPATION WHILE INELIGIBLE

Students who are ineligible academically will not be allowed out of school for an early dismissal to attend activities, or be allowed to travel with a team or group. Ineligible students will not be allowed to represent the school during a contest-public performance as a member on the sidelines, bench, in the locker rooms, etc., with a team or group. Students will be allowed, and are encouraged, to attend all practices during the time of ineligibility. Students who are ineligible because of a NDHSAA Drug, Alcohol, or Tobacco violation can not participate, but can practice and travel with the team or group at the coach's discretion.

FUNDRAISING

Any extracurricular activity group raising funds in the name of the school or on school grounds must request permission from the athletic director and principal to engage in a fundraising activity. Plans for such activities should be made well in advance of the activity and the total fund-raising efforts in a school must not be a burden or nuisance to students, faculty, parents, or the community. All proceeds of any approved sale by students or student groups shall be accounted for after such efforts.

Fund-raising campaigns for extraordinary opportunities for educational experiences may be approved at the discretion of the Superintendent. In such cases, the Superintendent will pay close attention to not only the value of the educational experience but also the method to be employed in the fundraising campaign. Fundraising that requires students to go door-to-door will not be approved.

GUIDELINES FOR THE COACH/ADVISOR

The coach/advisor is in a better position to have an influence for good upon the youth of a community than any other member of the faculty. You have an obligation to develop a personality and character, which are above reproach. Most coaches/advisors are admired and imitated by young people. The example set by the coach is of extreme importance. The character-building potential of activities is closely related to the character of the coach/advisor.

Contests furnish a setting for a demonstration of the attitudes of players, and the attitudes are a direct reflection on the coach. It takes a lot of self-discipline on the part of the coach/advisor to always let reason rather than emotions guide conduct. To build the correct pattern for your participants, give the following points your attention:

1. Watch your language. Obscenity and profanity have no place in school sponsored activities.
2. You can explain defeat, but do not alibi for it.
3. Do not gloat in victory; this is more offensive than the alibi.
4. Do not be indecisive. Make up your mind. This is part of what you are being paid for.

5. Do not constantly be challenging the decisions of officials, particularly judgment decisions.
6. Do not lose your temper, with it will go your poise. Receiving penalties, technicals, yellow cards for unsportsmanlike conduct will be highly discouraged and repeat offenders will be evaluated and disciplined.
7. Organize your work well in advance, make a work schedule, and carry it out promptly and without undue commotion.
8. Do not take unfair advantage of the rules.
9. Give plenty of opportunity to your players for leadership training.
10. Program development will not promote winning over skill development at Elementary, Junior High and Freshmen level but all participants at the sub-varsity and varsity level are expected to know the goal of winning becomes more important as they advance to the next level of play.
11. **THE COACH/ADVISOR CANNOT DO AS HE/SHE PLEASES.** Building a philosophy to support your own convictions is necessary, but it must not be too different from that of the community and the educational goals of the administration. The coach/advisor's job is to develop the individual players and the team into a unit which can give a performance approaching their maximum ability as individuals and as a group. This must be done within the best meaning of the word SPORTSMANSHIP.
12. Board approval is needed for volunteers. Administrative approval is needed for chaperones.

COACHING RESPONSIBILITIES

The Head Coach is responsible to the Activities Director for developing and conducting the program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and provides feedback on other coaches in the program. The coach is also expected to utilize a communication system to communicate with student athletes and parents.

The following items are a basic description of duties for all coaches and/or advisors:

1. Attend the NDHSAA Rules Clinic (failure to do so will result in the direct assessment of the NDHSAA fine).
2. Assist the Activities Directors with scheduling and coordinating practices and games.
3. Be responsible for keeping statistics and having information ready for press following each game, including calling in scores.
4. Conduct practices on non-game days and coach on game days.
5. Arrange for bus transportation with Activities Director including driving as needed.
6. Attend meetings as requested.
7. Selection and presentation of awards.
8. Dress appropriately for games.
9. Be responsible for roster and team photo being placed on the NDHSAA website.
10. Be responsible for proper care of uniforms, supplies, equipment and busses.
11. Assist in setting up/preparing for practice and games.

ELEMENTARY AND JUNIOR HIGH COACH'S RESPONSIBILITIES

The purpose of this program is to teach students basketball fundamentals, sportsmanship, teamwork, knowledge of rules, positive attitude toward team and opponents, and the development of good physical health. The intent of this program is to allow each student to reach his or her full potential. All practice sessions should be a time of fun, as well as a learning situation.

EVALUATION

All coaches will be formally evaluated in writing by the Activities Director. The formal evaluation will relate to the philosophy and aims of their program, as well as accomplishments and needs of the program. The evaluation will be completed after the final activity of the season and will be shared with the coach within a reasonable time after the completion of the evaluation. The Activities Director will solicit input from the administration in the preparation of the evaluation.

COMPLAINT PROCEDURES

1. Depending on the nature of the complaint, try to resolve it directly with the coach involved by setting up an appointment with them as soon as possible following the incident.
2. If the complaint is not resolved satisfactorily, the following chain of command is to be followed: assistant coach, head coach, activities director and Superintendent.
3. Complaints will be shared with the coach.
4. "Playing time" is a non-negotiable matter, and will be left to the discretion of the coach.

COACHES/ADVISORS EVALUATION

Coach/Advisor: _____ Date: _____

Sport/Activity: _____ Number of Years Coaching: _____ Years at North Border: _____

KEY: (S) Satisfactory (U) Unsatisfactory

Area of Evaluation	Circle One	Comments
Attends NDHSAA meetings and AD meetings as set	S U _____	
Submitted forms to AD in a timely manner	S U _____	
Followed NDHSAA and NB policies	S U _____	
Proper care of uniforms, supplies, and equipment	S U _____	
Taught and developed skills	S U _____	
Developed and ran an effective and organized practice	S U _____	
Taught and encouraged sportsmanship	S U _____	
Encourages academic performance	S U _____	
Provides proper administration and supervision	S U _____	
Provides positive leadership	S U _____	
Sets high expectations for team	S U _____	
Communicates effectively with team	S U _____	
Communicated effectively with parents	S U _____	
Demonstrates professionalism	S U _____	
Communicates with assistant and junior high Coaches and helps them develop	S U _____	
Attends clinics and workshops to enhance coaching performance	S U _____	

Evaluator's Comments: _____

Signature: _____ **Date:** _____

Evaluatee's Comments: _____

Signature: _____ **Date:** _____