

CAMPBELL COUNTY SCHOOL DISTRICT

**COACHES & SPONSORS
GUIDELINES
2020-21**

2020-21 Coaches & Sponsors Guidelines

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We Value...

Collaboration: Working together to achieve our mission, vision, and goals.

Communication: Sharing information in a genuine and effective manner.

Compassion: Showing empathy and kindness as a foundation for relationships.

Innovation: Fostering creativity by incorporating original ideas and forward thinking.

Integrity: Being honest and trustworthy in words and actions.

Respect: Honoring opinions and diversity while treating each other with dignity.

Responsibility: Taking individual and collective ownership for actions and outcomes.



SCAN TO VIEW THE MONITORING DOCUMENT.

Teaching Effectively•.. Learning Successfully

Our Mission: Empowering our students for success.

Our Vision: United in excellence.

Goal 1: Improve Student Achievement

- Students will demonstrate proficiency or growth as measured by district assessments.
- District grade levels will exceed the state average in content areas measured by the Wyoming state assessment.

Goal 2: Support Student and Staff Well-Being

- The district will provide comprehensive programs and services to support students in social, emotional, and physical well-being.
- The district will provide wellness programs and services to support all staff.

CCSD ACTIVITIES STRATEGIC GOALS

Goal 1: Improve Student Achievement

WHSSA Culminating Events

- *One hundred percent of our students will be academically and behaviorally eligible to represent CCSD and participate in interscholastic competitions by the following standards:

- CCSD Policy & Regulation 5300 Activities Participation

- WHSAA Eligibility Rules

- Community Laws

- CCSD Activity Code

- School and Team Rules

Students' development and progression of skills will be monitored, stats compiled, and recognition given of achievement with seasonal awards and post season nominations.

Goal 2: Improve Wellness of Students and Staff

Recruit and retain qualified coaches and sponsors in order to provide a diversity of opportunity for student engagement. The qualified coaches and sponsors will recruit, develop and engage students throughout their school years in various activity programs.

Resources provided for professional development of coaches and staff to facilitate the student's journey by unlocking their potential, affecting the quality of life skills taught, mentoring students to be productive members of society and assist in life-long relationships.

Establish positive relationships with groups such as students, parents, certified staff, ESP staff and administration using the CCSD values - accountability, communication, compassion, effectiveness, honesty, innovation, respect, and trust.

Goal 3: Ensure Efficient and Effective Operations

A district information pamphlet or brochure will be developed to clearly communicate the start and end dates of all activity seasons with head coaches and sponsors school contact information. Disseminate information to the students, at open houses and registration. Add an Internet link on the CCSD web site.

Employee evaluation systems will continue to be reviewed, revised and updated as needed.

Review, restructure and maintain budgets to continue to provide the variety and quality of activity programs offered.

Maintain facilities and improve areas of need through inspecting facilities, monitoring scheduled maintenance, proposing ideas for improvement, and considering alternate funding methods for improvements.

Coaches & Sponsors,

Each year the Coaches & Sponsors Guidelines are revised to address new issues, better define old concerns, and add pertinent information. While these guidelines are not comprehensive, it does attempt to cover the majority of issues coaches and sponsors deal with each year.

The CCSD Coaches & Sponsors Guidelines will familiarize a coach how to be prepared for and deal with a variety of situations. Coaches are expected to be familiar with information included in and referred to in this handbook. If there are questions, please see your Director of Activities.

Other important resources available in your building's Activities Office and on-line:

- WHSAA Handbook (<http://www.whsaa.org/handbook/handbook.asp>)
- Campbell County School District Board Policies (<http://esc.ccsd.k12.wy.us/hr/policies.html>)
- 2A and 4A Conference Bylaws
- Various Coaching Directories
- Official Rule Books and Manuals
- Job Descriptions (<http://esc.ccsd.k12.wy.us/hr/jobdescr/CertifiedJobs.html>)
- ASEP (American Sport Education Program) on-line course information: (<http://www.asep.com/>)
- NFHS Fundamentals of Coaching course information: (<http://www.nfhslearn.com/>)
- PTSB Coaching Certification requirements: (<http://ptsb.state.wy.us/Licensure/Coaching/tabid/71/Default.aspx>)
- Wyoming Coaches Association (<http://www.wcaonline.net/>)
- WHSAA Calendar of Events (<http://www.whsaa.org/WHSAinformation/calendar/calendar.asp>)

If you have any questions, please call the Activities Office at your building. Have a great year!

PHILOSOPHY OF ACTIVITIES

The Campbell County School District Board of Trustees believes that a dynamic program of student activities is vital to the educational development of the student. The opportunity for participation in a wide variety of student-selected activities is an integral part of a student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the participants themselves. These experiences aid in the development of positive student habits and attitudes that will prepare them for adult life in a democratic society.

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

VISION FOR CCSD ACTIVITIES

- A safe and non-threatening environment for all students who participate in activities.
- Provide the optimum opportunity for participants to learn sportsmanship and lifelong values.
- Smooth transition from youth activity programs to junior high and high school activities and even to the college level for those who choose.
- Students participating at appropriate levels in all activities, 7-12.
- Highly motivated, hard working students with a good self-esteem who have fun participating.
- Provide wholesome opportunities for students to develop positive leadership habits and acceptable attitudes of social and group interaction.
- An integrated cohesive program in all activities to best match participants' abilities to the activity or competition.
- A comprehensive skills progression for each sport that includes philosophy and vision.
- Schedules to meet the needs and abilities of the student-participants of CCSD activities and the community needs of Campbell County.
- A coaching education program to include local, state, and national sources, clinics, camps, and workshops.
- Extra duty pay schedule for coaches/sponsors that leads the way to rewarding hard work, good decision-making, continuing education and success.
- Hire the best coach/sponsor possible for each available position to strive for competitive teams.
- Maintain an activity staff of excellent teachers with enough time to do both in an excellent manner.
- Sustain an activity staff that includes highly skilled and motivated people in the area of building positive relationships with students.
- Coaches/sponsors in each activity who map individual and team goals.
- The following participant attributes, in no particular order, are elements used by the coach/sponsor to determine competition level and time of opportunity: ability, attendance, attitude, skill, and work ethic.
- Development of related sport fields such as officiating, video, sports medicine, intramural and youth sports coaching, score keeping, recording statistics, timing, etc.
- Maintain facilities that allow for growth and success to maximize student potential.

STATEMENT OF PURPOSE

The purpose of the Campbell County School District Activities Program is:

1. To provide an atmosphere in which the students' self-image is positively affected.
2. To provide a positive image of the school district.
3. To strive for excellence within the boundaries of good sportsmanship.
4. To insure growth and development of the individual in these areas:
 - a. Physical Fitness
To develop each individual to his/her highest physical fitness capacity through the development of strength, neuromuscular coordination, flexibility, and endurance.
 - b. Mental Fitness
To develop within each individual the ability to use ethical values to reason and judge rationally before making decisions, even under pressure.
 - c. Emotional Fitness
To develop within each individual the ability to control emotions in situations highly charged with tension, and to learn to sacrifice personal whims in regard for the skills and abilities of others in group activities.
 - d. Recreational Fitness
To develop in each individual an understanding and appreciation of fine arts, games, sports, and outdoor life, which the individual may enjoy for his/her leisure time in adult life.
 - e. Educational Fitness
To develop in the individual the confidence to present himself/herself well to others, the ability to express his/her thoughts clearly, the desire to listen with understanding, and the knowledge to understand his/her duties and rights as a citizen.
5. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. This laboratory should provide adequate and natural opportunities for:
 - a. Physical, mental, and emotional growth.
 - b. Acquisition and development of special skills in activities of each student's choice.
 - c. The development of individual and team commitments, such as: loyalty, cooperation, fair play, perseverance and other desirable social traits.
 - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
 - e. Tangible evidence of leadership skills, such as: character, courage, integrity and other social traits.
 - f. A focus of interests on activity programs for student body, faculty, and community that will generate a feeling of unity.
 - g. Achievement of initial goals as set by the activity group in general and the student as an individual.
 - h. Provisions for worthy use of leisure time in life, either as a participant or a spectator.

- i. Participation by the most skilled that will enable these individuals to ascertain possibilities for future vocational pursuits.
- 6. To learn to enjoy one of the greatest heritages of youth - the privilege of competition.
- 7. To learn to accept the responsibilities that come with the privilege of competition.
- 8. To learn that the violating of a rule in a contest brings a consequence and that this same sequence follows the game of life.
- 9. To develop high ideals of fairness in all human relationships and to be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- 10. To develop an understanding of the value of activities in a balanced educational process.

CCSD POLICIES & BOARD APPROVED DOCUMENTS

All coaches and activity sponsors should be especially aware of the following CCSD Policies, and should be ready to implement them into their individual programs. Coaches and activity sponsors are responsible for following all CCSD Policies. For a complete listing of all CCSD Policies, visit the Campbell County School District website (<http://www.ccsd.k12.wy.us/>) or the Activities Office.

POLICY NUMBER	TITLE
4112	Extra-Duty Assignments - Evaluation and Rehire - POLICY
4112-R	Extra-Duty Assignments - Evaluation and Rehire - REGULATION
4660	Officiating and Judging Activities – POLICY
5035	Attendance Areas and Attendance Area Change Requests-POLICY
5035-R	Attendance Change Requests-REGULATION
5129	Fund Raising and Solicitation – POLICY – Revised 2003
5129-R	Fund Raising and Solicitation – REGULATION – Revised 2003
5130	Activity Participant Drug Testing - POLICY
5130-R	Activity Participant Drug Testing - REGULATION
5131.1	Policy on Alcohol, Drugs, and Controlled Substances - POLICY
5132	Student Appearance - POLICY
5132-R	Student Appearance – REGULATION
5215	Physical Examinations – Elementary and Secondary – POLICY
5215-R	Physical Examinations – Elementary and Secondary - REGULATION
5275	Student Sexual Harassment - POLICY
5275-R	Student Sexual Harassment - REGULATION
5300	Activities Participation - POLICY
5300-R	Activities Participation – REGULATION
5310	Student Insurance Requirement – POLICY
6180	Supervisors of Interscholastic Activities – POLICY
6180-R	Supervisors of Interscholastic Activities – REGULATION

4112-R EXTRA-DUTY ASSIGNMENTS - EVALUATION AND REHIRE

Evaluation Responsibilities

1. Evaluators and coaches, sponsors, and teachers are to maintain open and regular communication regarding needs and expectations. If concerns exist during the season or summer, these are to be communicated immediately to the appropriate staff member. The extra-duty position evaluation form may be used to communicate concerns to the employee.
2. The following lists outline the responsibilities for evaluation of extra-duty positions.
3. The Director of Activities will evaluate and recommend the following coach/sponsor positions in the junior and senior high schools with the assistance of the building level administrators.

Boys Basketball	Speech and Debate (NFL)
Girls Basketball	Soccer – Boys
Cheerleading	Soccer – Girls
Cross Country	Softball
Event Coordinator	Swimming – Boys
Football	Swimming – Girls
Golf	Tennis
Open Gym	Track – Indoor and Outdoor
Weightlifting	Volleyball
	Wrestling

4. The building and summer school principals will evaluate and recommend the following co-curricular and teaching positions in the elementary, junior and senior high schools.

Academic Competitions	Future Problem Solving
Academic Decathlon	Instrumental
Annual Director	Journalism
Class Sponsor	Marching Band
Department Head	Math Counts

Distributive Education Clubs of America	Memory Book Sponsor
Drama	School Newspaper
Family, Career and Community Leaders of America	School Plays
Future Business Leaders of America	Science Olympiad
Future Farmers of America	SkillsUSA
Strings	Student Council
Vocal	Summer School Teacher
<u>Club Sponsors:</u> Astronomy Club Future Teachers of America International Club National Honor Society	

Evaluation/Recommendation

1. After the end of each activity season, an evaluation conference between the appropriate evaluator and the respective coach or sponsor is to be conducted.
2. Head high school coaches/sponsors, if designated by the building activities director, will evaluate their assistant coaches/sponsors. Building assistant principals may assist or evaluate the co-curricular sponsors. Summer school principals will be responsible for their staff evaluations.
3. As a result of that evaluation conference, a recommendation to retain or not to retain the coach, sponsor or teacher in the applicable position will be made.
4. If the recommendation is for the person to retain the position, they will be recommended to the Human Resources Department by the administrator designated to evaluate them.
5. If the coach, sponsor or teacher is not recommended for retention of the extra-duty position, the coach, sponsor or teacher will be informed of the general reasons for the non-recommendation.

Hiring

1. A vacancy will be declared in any activity sponsor, coaching or summer school teaching position if: a) the position is new, b) the previous sponsor, coach or teacher has indicated he/she does not wish to retain the position or c) the sponsor, coach or teacher is not recommended for rehire.
2. Vacancies will be advertised from a minimum exposure of district-wide to a maximum exposure of nationally. A posting exposure will be determined by the principal or Director of Activities.

3. Applications must be submitted through the on line application system to the Human Resources Department. Successful applicants must be able to meet appropriate training and certification requirements as established by the state Professional Teaching Standards Board.
4. After the closing date, applications will be screened and candidates will be interviewed by the Director of Activities or designee and/or a building principal or summer school principal. The 7-12 head coach/sponsor or his/her designee will be invited to be involved in the interview process for all grade 7-12 assistant coaching or sponsor positions of their sport or activity.
5. A recommendation to hire coaches, sponsors or teachers listed in Evaluation, Item 4, above will be made by the appropriate administrator. The recommendation will then be sent to the Human Resources Department for follow-up. The Director of Human Resources, as the Superintendent's designee, will make final recommendations to the Board of Trustees.

ADOPTION DATE:

March 8, 1988; Revised September 19, 1991; January 16, 1994; July 10, 1995 (formerly 4143.1- R); Reviewed May 12, 1997; Editorial revision March 28, 2006; Editorial revision February 23, 2010; Revised March 22, 2011; Revised March 10, 2015

Performance Evaluation

Name: _____ Date: _____

1. Demonstrates effective planning skills and implements a program of instruction appropriate for the success of all athletes.

- a. Coach uses time to maximize coaching effectiveness.*
- b. Coach has an observable, orderly progression during presentation.*
- c. Coach implements the written practice plan.*
- d. Direct instruction takes place before drill and practice in skill areas.*
- e. Plans appropriate time allotments.*
- f. Demonstrates working knowledge of content area.*
- g. Coach advises athletes of training rules/codes expectations in writing at the beginning of the season. **

Unsatisfactory
Basic
Proficient
Distinguished

2. Effectively and appropriately modifies three standards of the Qualities of Teaching to the coaching field.

a. Coaches to an objective.

- 1) The coach has a well-defined objective for every learning activity.*
- 2) The coach communicates practice objectives to students.*
- 3) Coach actions and activities are relevant to coaching objectives.*
- 4) The coach provides information, responses, activities, and questions.*
- 5) The coach uses practice time effectively.*
- 6) The coach maintains focus.*

b. Selects an objective at correct level of difficulty.

- 1) Sets high expectations for each athlete that are realistic and attainable in practice and competition.*
- 2) Demonstrates competency in implementing a task analysis (can break skills down).*
- 3) Varies methods and materials to suit individual differences of each athlete.*
- 4) Structures the athlete's learning at incremental levels.*

c. Monitors athlete's learning progress, and effectiveness and adjusts accordingly. Coach makes appropriate adjustments according to monitoring.

- 1) Checks for understanding in a variety of effective ways. (Elicits overt response.)*
- 2) Utilizes a variety of methods to monitor progress. (Checks the response.)*
- 3) Interprets responses.*
- 4) Adjusts coaching techniques according to group as well as individual needs.*
- (a) Move on*
- (b) Practice*
- (c) Reteach*
- (d) Abandon **

Unsatisfactory
Basic
Proficient
Distinguished

3. Demonstrates the effective use of various techniques to promote a positive learning climate.

- a. The coach communicates directions clearly and concisely.*
- b. The coach establishes positive working relationships with students.*
- c. The coach provides a safe and orderly environment.*
- d. The coach models appropriate adult behavior.*
- e. The coach models appropriate language in all situations.*
- f. The coach communicates and consistently applies coaching expectations.*
- g. The coach uses appropriate techniques to reinforce desired behavior. **

Unsatisfactory
Basic
Proficient
Distinguished

4. Promotes a positive relationship with students.

- a. The coach encourages the student to seek his/her advice or help.*
- b. The coach allots time before and after practice for advising, listening, helping, and relating to the athlete.*
- c. The coach, when appropriate, involves the athlete in planning the rules.*
- d. The coach praises or otherwise rewards desirable behavior.*
- e. The coach displays concerned and helpful behavior toward athletes.*
- f. The coach models positive interpersonal skills (i.e. acceptable language and emotional control).*
- g. The coach evaluates each athlete's performance in terms of positive, encouraging, supportive comments as opposed to derogatory or belittling comments.*
- h. The coach shows respect for the differences in opinions of others regardless of race, religion, or nationality, rather than making derogatory remarks or exhibiting insensitive behavior.*
- i. Assesses quality of relationships with athletes periodically. **

Unsatisfactory
Basic
Proficient
Distinguished

5. Promotes a positive relationship with staff.

- a. The coach models positive interpersonal skills (i.e. acceptable language and emotional control).*
- b. The coach shows respect for the differences in opinions of others regardless of race, religion, or nationality, rather than making derogatory remarks or exhibiting insensitive behavior.*
- c. Maintains positive relationships with assistant coaches and coaches of other sports as*

evidenced by the selected use of the following:

- 1) Recognizing that each coaching area has value*
- 2) Being willing to share successful coaching techniques*
- 3) Assuming responsibility for promoting a positive atmosphere*
- d. Works and plays well with others.*
- e. Assesses quality of relationships with staff periodically.*
- f. The coach works cooperatively with supervisor and building administration. **

Unsatisfactory
Basic
Proficient
Distinguished

6. Promotes a positive relationship with parents.

- a. The coach models positive interpersonal skills.*
- b. The coach shows respect for the differences in opinions of others regardless of race, religion, or nationality, rather than making derogatory remarks or exhibiting insensitive behavior*
- c. The coach informs the parent at regular intervals, or as needed, of the athlete's progress in achieving the following:*
 - 1) Performance level (playing status)*
 - 2) Quality of performance*
 - 3) Interpersonal relationships*
 - 4) Effort or practice ethic*
- d. Assesses quality of relationships with parents periodically. **

Unsatisfactory
Basic
Proficient
Distinguished

7. Demonstrates a commitment to personal and professional growth.

- a. The coach utilizes appropriate opportunities and resources to maintain expertise in subject area.*
- b. The coach utilizes appropriate opportunities to learn new techniques, methods, and strategies that will facilitate successful learning. **

Unsatisfactory
Basic
Proficient
Distinguished

8. Supports the vision, mission, and philosophy of the District and school.

- a. Demonstrates care of equipment, supplies, and assigned areas.*
- b. Follows established lines of communication.*
- c. Accurately completes, maintains, and returns required reports and records on time.*
- d. Demonstrates punctuality.*
- e. Completes certification requirements in a timely manner.*

- f. Contributes to the implementation of District/building philosophy, policies, and goals.*
- g. Works cooperatively and effectively with colleagues.*
- h. Uses professional judgment as to when, where, and with whom to discuss personnel and student information.*
- i. Demonstrates professional ethics and models professional behaviors.*
- j. Adheres to District policies, regulations and school expectations.*
- k. Available to athletes.*
- l. Appraises own effectiveness. **

Unsatisfactory
Basic
Proficient
Distinguished

9. Demonstrates effective assessment of talent.

- a. Coach uses athletes in appropriate positions.*
- b. Coach adjusts game scheme according to athletic talent.*
- c. Coach maximizes the talents of athletes.*
- d. Coach assesses assistant coaches and maximizes their talents (where applicable).*
- e. Coach assigns appropriate responsibilities and duties to assistant coaches (where applicable).*
- f. Coach is accountable for actions or lack of actions taken by assistant coaches (where applicable). **

Unsatisfactory
Basic
Proficient
Distinguished

10. Coach demonstrates effective off-season planning.

- a. Coach assists in an organized plan for athlete's off-season training.*
- b. Coach assists in an organized plan for follow-up on athletes. **

Unsatisfactory
Basic
Proficient
Distinguished

11. Demonstrates effective game plan strategies, as they apply to a specific sport.

- a. Coach effectively assists in scouting and/or analyzes films with coaching strategies resulting.*
- b. Coach designs (or assists in designing) plays to maximize opponent weaknesses.*
- c. Coach designs (or assists in designing) plays to maximize athletic talent.*
- d. Coach designs (or assists in designing) a defensive strategy to maximize opponent weaknesses.*
- e. Coach designs (or assists in designing) a defensive strategy to maximize athletic talent.*
- f. Coach designs (or assists in designing) and implements a game plan.*
- g. Coach adjusts to opponent strengths and weaknesses at half-time. **

Unsatisfactory
Basic
Proficient
Distinguished

12. *Demonstrates effective responsibility, supervision, and management strategies.*

- a. Supervises the handling of injured athletes.*
- b. Demonstrates effective procedures for the care and maintenance of equipment.*
- c. Plans and demonstrates effective student supervision (trips, games, locker rooms).*
- d. Demonstrates skills in managing budget and fiscal expenditure procedures. **

Unsatisfactory
Basic
Proficient
Distinguished

Evaluator Comments:

Evaluator Signature _____

Evaluated Signature _____

Athletic Director Signature _____

4660 OFFICIATING AND JUDGING ACTIVITIES

The school district recognizes the need for an exchange of athletic officials and various contest judges between other school districts. Some of these contests are held at times that conflict with the employee's normal work day. Absences of this type are to be kept to a minimum. In such situations the following rules will apply:

Persons requesting to leave the school day early will have the permission of their principal and the Director of Activities.

Persons leaving prior to the end of the normal day to officiate/work out of District contests will:
opt for a pay dock for that time; or
use convenience leave, by the hour

Campbell County School District employees will be given compensation for officiating, judging or supervising in-district activities during the regular school day.

Requests to officiate or judge state or regional events will be handled on an individual basis. Employees will submit requests to their respective principal and to the Human Resources Department for approval.

ADOPTION DATE:

October 27, 1981; Editorial Revision August 14, 1984; August 6, 1991; Reviewed July 11, 1994 (formerly 4138.1); Revised March 13, 2001; Reviewed November 13, 2007

5035 Attendance Areas and Attendance Area Change Requests

Attendance Areas

Attendance areas will be established for District schools to encourage neighborhood schools, support appropriate instructional environments, maximize facility utilization, and support the educational plan of the District.

The Superintendent is responsible for establishing attendance area boundaries for all schools each year. Students are expected to attend the schools within their attendance areas unless the District offers or requires an alternative placement. When appropriate, the District will assume responsibility for transportation when students are mandated to attend schools out of their attendance areas due to overcrowding or other compelling reasons.

Major attendance area boundary changes will require approval by the Board of Trustees. At least one public hearing is to be held, with appropriate public notice, prior to submission of a final recommendation to the Board.

Elementary Attendance Area Change Requests

Parents who want their child to attend a school other than the one in their attendance area should contact the principal of the receiving school to complete an Attendance Area Change Request form. Parents who receive an approved attendance area change are responsible for transportation to and from school.

Campbell County School District will not be obligated to provide transportation to or from school in another attendance area, or pay isolation, unless a transfer is initiated by the school district and other criteria are met as established in the accompanying regulation.

Secondary Attendance Area Change Requests

Campbell County School District (CCSD) has guidelines for attendance area boundaries, as well as the feeder school system from elementary to junior high to high school. Starting at the eighth grade level, students who attend their first practice or first day of school (whichever comes first) at a CCSD junior high school will establish eligibility for high school activities.

If a parent wants their child to attend a secondary school other than the one in their attendance area, they will need to complete an Attendance Area Change Request form and turn it in to the receiving school principal. The receiving junior high school principal will consult with the appropriate feeder high school principal on attendance area change requests. Both principals will approve or deny all secondary attendance area change requests. Attendance area change requests made after the first practice or first day of school will follow the same protocol listed above.

ADOPTION DATE: May 24, 1977; Revised Oct. 28, 1986; Revised Jan. 12, 1988; Revised Jan. 26, 1988; Revised May 9, 1994 (formerly 5117 and 5117.1) ; Reviewed April 8, 2003; Reviewed March 11, 2008; Revised November 22, 2016; Revised July 18, 2018

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5030, 5030-R

ADMINISTRATIVE REGULATION: 5035-R

Attendance Areas and Attendance Area Change Requests (effective April 15, 2019) begins with the 2019-2020 school year

Attendance Area Change Requests

1. Staffing will not be modified to honor attendance area change requests.
2. Elementary decisions will be made on a case-by-case basis and will be made by the receiving principals unless otherwise stipulated in this regulation. Among the factors to be considered will be current enrollment and staffing at the desired grade level at the receiving school and the transferring student's record at his or her current school.
3. Approved attendance area requests for students entering grades K-6 are good for the school year for which the request was made. Requests must be made each and every school year.
4. A student wishing to enter seventh grade at a junior high that is not in their attendance area will complete an attendance area change request form. Approval or denial for seventh grade area change requests will be made by the receiving principal.
5. Grade 8-12 **requests are due April 15** of each year. However, the district recognizes attendance area change requests may be made during the summer due to changing circumstances. Every attempt will be made to approve or deny requests by early August.
6. Grades 8-12 decisions will be made on a case-by-case basis and will be made by the receiving junior high principal and the appropriate feeder high school principal. Consultation with activity directors will take place as needed. Among the factors to be considered will be current enrollment and desired grade level staffing at the receiving school, as well as the transferring student's record at the current school.
7. For families with more than one child seeking approval of an attendance area change request to a particular school, a request must be made for each student. Having one child receive approval of an attendance area change request does not automatically admit other children from the same family.
8. Any student approved to attend a school outside his or her normal attendance area is expected to be a good school citizen and live up to the receiving school's attendance and behavioral standards. Students who do not meet the requirements set forth by the receiving school will jeopardize their continued privilege of attending the receiving school. **Students approved to attend grades 8-12 on an attendance area change request will be allowed to remain at the receiving high school for the remainder of their high school years**, unless the student is expelled and not allowed to return to school.

ADOPTION DATE: January 12, 1988; Revised May 9, 1994 (formerly 5117-R); June 10, 1996; Revised April 8, 2003; Reviewed March 11, 2008; Revised November 22, 2016; Revised July 18, 2018

CROSS REFERENCE(S): 5035, 5300 and 5300-R Activities Participation Eligibility

ADMINISTRATIVE REGULATION:

5129-R Fund Raising and Solicitation

I. FUND RAISING ACTIVITIES

A. Definition: the solicitation of monies through the sale or promotion of product or service.

B. Guidelines:

1. It is the Regulation of the Board to require persons, groups, and organizations who engage in fund-raising activities on behalf of Campbell County School Districts or its schools to fill out and file a FUND-RAISING APPLICATION prior to fund-raising activities.

Applications for permission to conduct community fund-raising on behalf of Campbell County School District shall be submitted to the Superintendent of Schools at least thirty (30) days prior to scheduled fund raising activities. The application shall contain the following information:

A. Name of Applicant;

B. Name of the person, group, or organization who will be engaged in the fund-raising activity;

C. The groups, organizations, or businesses, if any, that will be asked to donate funds;

D. The type(s) of fund-raising activity:.

E. The products or services being sold or promoted;

F. The date(s) of the fund-raising activity;

G. The amount of money expected to be collected:

H. The expected expenses which will be incurred by the person, group, or organization in conducting the fund-raising activity

I. The percent (%) of proceeds which will be go to the person, group, or organization conducting the fund-raising activity;

J. The percent (%) of proceeds which will go to the vendor(s).

K. Signature of Applicant_____ Date of Application_____

Requests for permission to conduct IN-SCHOOL fund-raising (if less than \$3,000 is collected) shall be submitted to the principal at least thirty (30) days prior to scheduled fund raising activities. Applications for In-School fund raisers of less than three thousand dollars (\$3,000) are not required.

For In-School fund-raising exceeding three thousand dollars (\$3,000) applications shall be submitted to the principal at least thirty (30) days prior to scheduled fund raising activities. The application shall contain the same information as the district-wide application listed above, and, if approved by the building principal, a copy of the application shall be forwarded to the Superintendent of Schools.

Fund raising approval criteria:

Permission to conduct fund raising may be approved by the principal and/or Superintendent based on a number of criteria including, but not limited to:

A. Quality of the product sold

B. Consumer complaints

C. Volume of fund-raising

D. The percentage of collected funds which go toward students or schools

Fund-raising activities MUST be APPROVED by the building principal and/or Superintendent prior to fund-raising activities.

Fund raising shall not unduly conflict with school lunch programs or classroom activities.

2. All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extra-curricular experiences of students and shall not be in conflict with the overall instructional program. Generally funding under these regulations should be limited to finance projects which enhance or enrich the school experiences for pupils. Capital improvements including equipment and materials considered essential to the instructional program are not recommended for funding by student fund-raisers.

3. Fund-raising activities and projects within all schools shall be kept within a reasonable limit and should be continuously evaluated in terms of how they relate to the promotion of educational experiences; the time involved for students and staff; and the additional demands made on the school community. A fund raising calendar has been established as part of the district's web site calendar. All approved fund raising projects will be placed on the district-wide calendar. All requests for placement on the calendar must be submitted to the district administration by July 5 for first semester and March 1 for the second semester. Such postings will serve to monitor the volume of activities occurring at any given time, and provide a mechanism by which parents/patrons may certify that a fund-raising activity has district approval.

4. Principals have the right to prohibit any organization from directly soliciting from students in the school during instructional time. However, nothing in this regulation prohibits students from fund-raising as individuals or as a part of community groups, as long as such activities are conducted outside school hours. Participation in such activities shall be on a voluntary basis, and no student shall be compelled to make a purchase or contribution.

5. Students may participate in charitable fund-raising drives as individuals or as part of community groups. However, such activities must be conducted outside the academic day. Participation in such activities shall be on a voluntary basis, and no student shall be compelled to make a contribution.

6. Money derived from any school fund raising project activity shall be deposited in the school district's SA/SR fund account and shall be disbursed as prescribed by district policy and regulation. Money derived at the conclusion of fund-raising activities shall also be reported to the district business office and shall be subject to review during the district's annual audit.

7. Door-to-door solicitation is discouraged for all students, but shall be PROHIBITED for K-8 students. Violating organizations will forfeit the ability to conduct any fund-raising activity for the following year.

Fund-raising reporting requirements:

It is a regulation of the Board to require persons, groups, and organizations who engage in fund-raising activities on behalf of Campbell County School District to fill out and file financial reports on such fund-raising activities.

A financial report which contains the information set forth shall be filled no later than 30 calendar days after a person, groups, or organization has completed their fund-raising activities.

The report shall be filed with the District's Bookkeeping Department and shall contain the following information:

The name of the person, group, or organization engaged in the fund-raising activity

The type(s) of fund-raising activity

The date(s) of the fund-raising activity

The actual gross amount collected

The persons, group, or organizations who actually donated funds

The expenses incurred by the person, group, or organization in conducting the fund-raising activity

The net amount received by the person, groups, or organization (gross minus expenses)

The percent of fund-raising proceeds received by the person, groups, or organization conducting the fund-raising activity (Example of what is collected: 75% went to school, 25% went to vendor)

II. SCHOOL/BUSINESS PARTNERSHIPS

A. Definition: a partnership wherein a particular business agrees to serve as a formal sponsor, financing all or part of the cost of a school organization or activity, but allowing the school officials to maintain control of the organization or activity.

B. Guidelines:

1. All partnerships must be organized with the knowledge and approval of the school principal or his/her delegated representative.

2. All details of the partnership must be in writing, signed by a business representative and the school principal or designee, and filed in the principal's office.

3. It must be understood that the school officials will maintain control of the partnership agreement.

a. Stipulations requested by the parties must be in the agreement.

b. School officials will be responsible for implementing all agreement stipulations.

C. Partnerships would control U.S. dollar financing only. This regulation does not limit or control reward programs for C.C.S.D. pupils by principals or their designees may work with Individual school principals or their designees may work with managers/owners of business desiring to reward pupils with redeemable coupons.

III. SCHOOL/COMMUNITY AGENCY, ORGANIZATION AND SERVICE CLUB PARTNERSHIPS

A. Definition: a partnership wherein a particular community agency, organization or service club agrees to serve as a formal sponsor, providing services or financial support to a school organization or activity, but allowing the school officials to maintain control of the organization or activity.

B. Guidelines:

1. All partnerships must be organized with the knowledge and approval of the school principal or his/her delegated representative.
2. All details of the partnership must be in writing, signed by a representative of the sponsoring organization and the principal or designee, and filed in the principal's office.
3. It must be understood that the school officials will maintain control of the partnership agreement.
 - a. Stipulations requested by the parties must be in the agreement.
 - b. School officials will be responsible for implementing all agreement stipulations.

C. Example agreements:

1. A service club agrees to run the concessions for a tournament, receiving the profit in exchange for services rendered.
 2. A community organization agrees to pay \$100 per student to attend the All- Northwest Music Festival.
- D. This regulation is not intended to limit activities community organizations which desire to assist individuals in need through school officials. (Example: Lions Club providing eyeglasses for a needy student as determined by a school nurse)

IV. FUND RAISING WITHIN AN INDIVIDUAL SCHOOL FOR CHARITABLE PURPOSES OR TO BENEFIT A SCHOOL ORGANIZATION

- A. Definition: Fund raising that normally and most often takes place within the confines of a school with only staff, students and students' parents participating.
- B. Only recognized school organizations will be allowed this privilege.
- C. Permission must be granted by the principal or his/her delegated representative.
- D. The fund-raising organization should provide goods, services or performance in return for donations.
- E. Participation by school personnel and students as buyers or donators must be strictly voluntary.
- F. School organizations that anticipate the need for funds are encouraged to raise funds well in advance.
- G. This type of fund raising would include such things as concessions, bake sales, booster pin or pennant sales, and other such types of in-school fund raising.

V. FUND RAISING IN THE COMMUNITY AND SCHOOLS FOR EDUCATIONAL TRIPS

- A. Definition: Fund raising in the community and schools to secure funds for students who will travel for an educational purpose under school supervision and guidelines.
- B. The school organization must provide goods or services for a cost or fee. **Donations can be accepted but cannot be solicited.**
- C. Application information:
1. Use the application form provided in these regulations.
 2. Complete and submit the application form for approval of the trip to the principal or his/her delegated representative at least three months before conducting the first fund-raising activity.
 3. Prior to approval of the application, no planning or other preparation for the fund-raising activity is to take place except that which is necessary to prepare the request.

D. When the trip application is approved, the school organization may enter into contract(s) with reputable fund raising organizations. The contract must be signed by the principal or his/her delegated representative.

E. A detailed plan for the trip must be submitted to the principal one month prior to the trip using the form provided in these regulations.

1. The trip plan must include a contingency plan in anticipation of a fund shortfall.

2. All parents of students involved will receive a copy of the plan.

F. Other policies and regulations concerning state, nationals or international competition will apply.

ADOPTION DATE: JULY 19, 1989; Revised April 8, 2003

5130 ACTIVITY PARTICIPANT DRUG TESTING POLICY STATEMENT

Campbell County School District is conducting a random drug testing program for Activity Participants. The focus and intent of this policy is threefold: (1) to provide for the health and safety of all Activity Participants; (2) to undermine the effects of peer pressure by providing a legitimate reason for Activity Participants to refuse to use illegal drugs; and (3) to encourage Activity Participants who use drugs to participate in drug treatment programs.

ADOPTION DATE: October 12, 1998

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: Regulation 5130-R

5130-R ACTIVITY PARTICIPANT DRUG TESTING

DEFINITIONS

DDA	District Drug Administrator
Drug	Any substance considered illegal by Wyoming Statute or which is controlled by the Food and Drug Administration.
Activity Participant	Any student participating in a competitive interscholastic program sponsored by the Campbell County School District and sanctioned by the Wyoming High School Activities Association.
Activity Season	Fall, Winter and Spring seasons begin on the first day of practice allowed by the Wyoming High School Activities Association and end the day prior to the beginning date of practice of the next season.
Third Party	An independent testing agency responsible for collection, testing, administration, and reporting results.

PROCEDURES FOR ACTIVITIES PARTICIPANT

Consent: Each student wishing to participate in any competitive interscholastic program and the student's custodial parent or guardian shall consent in writing to drug testing pursuant to the District's drug testing program. A sample of the written consent form is attached to this regulation. No student shall be allowed to participate in any competitive interscholastic program absent such consent.

Student Selection: At the option of the district, all Activity Participants will be randomly tested with the beginning of any activity season. Random testing will be conducted weekly during the activity season. Selection for random testing will be from a "pool" of all Activity Participants participating in competitive interscholastic programs in the District at the time of the drawing. Random selection process will be provided by a third party administrator. The Director of Activities shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process.

SAMPLE COLLECTION

A third party administrator will be responsible for sample collection. Samples will be collected at an assigned time on the same day the student is selected for testing. If a student is unable to produce a sample at any particular time, the student will be given time up to one hour to provide the sample, but remain under the direct supervision of the DDA. Any student unable to meet the time limit will be referred to the appropriate building activity supervisor. A parental conference will be held to determine the activity status of the individual.

PRESCRIPTION MEDICATION

The MRO will gather prescription medication information from the parent in the event of a positive test result.

LIMITED ACCESS TO RESULTS

The testing lab will be authorized to report results only to the Superintendent or to such person as the Superintendent may designate.

PROCEDURES IN THE EVENT OF A POSITIVE RESULT

Whenever an Activity Participant's test result indicates the presence of illegal drugs ("positive test"), the District's Activity Code will be enforced. Student and Parent(s) may request an appeal before the Director of Activities, pending a second drug test (hair follicle) at their own expense. Upon a negative retest, the district will provide reimbursement.

A second positive result (on retest) will result in suspension for remainder of an activity season.

A second positive result in any calendar year (other than a retest) will result in suspension from activity participation for one (1) year from date of the test. Student will have to petition the Director of Activities for permission to participate in activities after suspension has been met.

NON-PUNITIVE NATURE OF POLICY

No Activity Participant shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results on positive drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the District shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified at least 72 hours before response is made by the District.

ACTIVITIES COVERED UNDER THE POLICY

The following activities are subject to the policy:

Basketball	Cheerleading	Cross Country
Football	Golf	Soccer
Swimming & Diving	Tennis	Softball
Track	Volleyball	Wrestling
		Speech & Debate

VOLUNTARY PARTICIPATION

A voluntary program will be established for students who participate in choir, band, and orchestra.

ADULT ROLE MODEL VOLUNTARY PARTICIPATION

In an effort to provide support for students in the program, the District will establish a voluntary participation program, role models. Activities sponsors, coaches, and building principals for grades 9-12, and district administration and members of the Board of Trustees will be able to voluntarily submit themselves to the same testing procedures that are required of students. The District Human Resources Department will administer this program.

**CAMPBELL COUNTY HIGH SCHOOL
INFORMED CONSENT AGREEMENT**

Student Name _____

Grade _____

As a student and parent:

- We understand and agree that participation in competitive interscholastic programs is a privilege that may be withdrawn for violations of the Drug Testing Policy.
- We have read the Drug Testing Policy and thoroughly understand the responsibilities and consequences as an Activity Participant in Campbell County School District.
- We understand and realize that there is risk of injury in participating in competitive interscholastic programs.
- We understand that during any competitive interscholastic program, the first date of practice to the conclusion of the last varsity culminating event, in which students participate, they will be subjected to random urine testing or hair follicle testing. If the student refuses to be tested, they will not be allowed to practice or participate in any competitive interscholastic programs. We have read the consent statement and agree to its terms.
- We understand that if a coach/sponsor has reasonable suspicion that a participant is using a controlled substance, the coach/sponsor must report the information to the building AD or designee. If the AD or designee determines a drug test should be administered, parents will be contacted prior to the actual testing. If the drug test is refused, the student will not be allowed to practice or participate in any competitive interscholastic programs.
- We understand this is binding while a student is enrolled in Campbell County School District.

CONSENT TO PERFORM DRUG TESTING

- We hereby consent to allow the student named on this form to undergo urinalysis or hair follicle testing for the presence of illicit drugs or banned substances in accordance with the Policy and Procedure for Random Drug Testing of Campbell County School District Students Participating in Competitive Interscholastic Programs, as approved by the Campbell County School Board.
- We understand that the collection process will be overseen by a quality vendor.
- We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.
- We hereby give our consent to the medical vendor selected by the Campbell County School Board, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis or hair follicle testing for the detection of illicit drugs or banned substances.
- We further give permission to the medical vendor selected by the Campbell County School Board, its doctors, employees, or agents to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Superintendent or designee and will also be made available to us.
- We understand that consent pursuant to this Informed Consent Agreement will be effective for all competitive interscholastic programs in which this Activity Participant might participate during the current school year.
- We hereby release the Campbell County School Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature

Date

Parent/Guardian Signature

Date

5300 Activities Participation Eligibility

The Student Activities Program is an important and integral part of the total school program and is open to all Campbell County School District students regardless of individual differences. Participation is a privilege and is strictly voluntary. Participants must abide by the regulations that govern the Student Activities Program, and students will be eligible for participation only when they meet all of the requirements. When Campbell County School District's requirements are higher than the Wyoming High School Activities Association requirements, the Campbell County School District requirements must be met.

ADOPTION DATE: July 20, 1994; Reviewed July 20, 2011; Revised July 18, 2018

LEGAL REFERENCE(S): WHSAA Rules and Regulations

CROSS REFERENCE(S): 5035 Attendance Areas and Attendance Area Change Requests, 5035-R Attendance Areas and Attendance Area Change Requests

ADMINISTRATIVE REGULATION: 5300-R, Activities Participation Eligibility

5300-R Activities Participation Eligibility

The General Rules of Eligibility, for both participation and academics, of the Wyoming High School Activities Association (WHSAA) apply to students in Grades 9-12 who participate in high school activities. These rules are listed in the Wyoming High School Activities Association Official Handbook.

Each member school or school district shall establish participation criteria for all activity participants, which may extend beyond but not supplant the existing WHSAA rules (WHSAA Rule 6.1.4). Students of all grade levels are governed by building standards as well as this policy and regulation. For the purposes of this regulation, "activities" means any school-sponsored activity sanctioned by the WHSAA which is voluntary on the part of the student(s).

Campbell County School District (CCSD) has guidelines for students, their attendance area boundaries, and the feeder school system from elementary to junior high to high school. Starting at the eighth grade level, students who attend their first practice or first day of school (whichever comes first) at a CCSD junior high school will establish eligibility for high school activities. If a parent wants their child to attend a secondary school other than the one in their attendance area, they will need to complete an Attendance Area Change Request form and turn it in to the receiving school principal. The receiving principal, in conjunction with the appropriate high school principal, will approve or deny attendance area change requests. Attendance area change requests made after the first practice or first day of school will follow the same protocol listed above. Attendance area change requests for Grades 9-12 will follow WHSAA rules.

I. Academic Eligibility

All students in Grades 9-12 must meet at least the minimum requirements of the WHSAA for credits earned and courses enrolled in. Campbell County School District students in Grades 9-12 participating in activities are required to maintain a grade equivalent of 70% or C- or higher in all classes with the allowance of one D- grade or 60% in one class. Students in Grades 7-8 participating in activities are required to maintain a grade equivalent of 70% or C- or higher in all classes.

A student who fails to meet this eligibility standard may be required to practice while attempting to become eligible but cannot travel, be in uniform during contests, and/or compete in contests until this eligibility standard is re-established. Once the student has proven to the coach/sponsor by a written note

from the teacher(s) that they have re-established this eligibility standard in all classes, they will be eligible to participate in competitions.

II. Attendance

A. Attendance - Day of Activity

A student must be in regular class attendance all of the scheduled school day up to the time of the scheduled activity in order to participate in the activity. Any exception for a doctor appointment, parent request, or critical family emergency must be cleared with a building principal or the building activity director prior to participation.

B. Illness

A student will not participate in any student activity practice or contest if he/she was absent any portion of the day because of illness or extended time in nurses' care. A student under a doctor's care due to illness or injury is not to participate in a student activity without the doctor's written medical release.

C. Out of School Suspension

Students suspended out of school may not practice or participate until the suspension period ends.

III. In-School Discipline Program (IDP) Activities Suspension Grade 7-12

Activity participants assigned to IDP are suspended from competitions in their activity until they have completed the IDP assignment. Practice while in IDP is permitted. Participation in competition following the IDP assignment will be dictated by the individual activity's regulations and expectations.

The building principal or activity director has the discretionary authority to shorten the term of a student's activity suspension. There must be strong reason to believe such alteration of term will result in a positive outcome.

IV. Activity Regulations, Expectations, and Training Rules

The activity sponsor will develop expectations, and training rules for his/her activity. The rules are to be in writing and approved by the building-level activities director. A copy will be given to each participant and kept on file with the building level activities director.

Campbell County School District Activity Code will apply to all students participating in sanctioned Wyoming High School Activities Association activities/athletics.

Further, if a student is a participant in an interscholastic activity and is caught by a school district employee or is convicted in the courts as being in violation of law, while not under school jurisdiction, the appropriate CCSD Activity Code consequence will apply.

V. Student Trips

Students on school-sponsored trips are under the jurisdiction of school authorities. The sponsor has full authority over students in his/her charge. All activity participants will dress and conduct themselves in a manner that brings credit to their school and community. Students are to be transported by means of school-authorized transportation to the activity. All vehicles are to be covered by insurance and are to be supervised.

On out-of-town trips, students will return home or to the school on school-authorized transportation except under the following conditions:

A. If parents wish to take their children home with them after an out-of-town activity, they must provide a note saying they are relieving the coach/sponsor of all responsibility for the return trip home. The parents should arrange this with the coach/sponsor prior to the activity trip whenever possible.

B. Parents may obtain permission from the building principal or activities office for their child to be released to another adult at the conclusion of an out-of-town activity by completing a Liability Waiver Form prior to the activity trip.

C. The principal or sponsor has the right to revoke permission if circumstances change or if additional information makes questionable the authenticity of the reason for the request.

D. If the student violates the intent of this policy, he/she may not again obtain such permission other than for verified emergency situations.

VI. Special Education - Non-Academic and Extracurricular Services and Activities

Special needs students will be given equal opportunity to participate with non-disabled students in non-academic and extracurricular services and activities, including physical education courses, intramural and inter-scholastic athletics, and clubs sponsored by the District. District guidelines are to be followed for such participation.

ADOPTION DATE: July 20, 1994; Editorial revision July 20, 2011; Replaced July 18, 2018

LEGAL REFERENCE(S): WHSAA Rules and Regulations

CROSS REFERENCE(S): 5035 Attendance Areas and Attendance Area Change Requests, 5035-R Attendance Areas and Attendance Area Change Requests

POLICY: 5300 Activities Participation Eligibility

6180-R Supervisors of Interscholastic Activities

Coaches and sponsors are responsible to keep current on any Global Compliance Network (GCN) training, certification, Professional Teaching Standards Board (PTSB) endorsement or coaching permit when required.

Coaches and sponsors must have their practice schedules, team rules and expectations turned in and approved by the building level activities director or principal. Each coach and sponsor must establish and consistently enforce written rules for student conduct, including student dress. Coaches and sponsors are required to provide their approved rules and expectations in writing to each participant.

Coaches and sponsors are required to schedule a parent meeting prior to the first contest or event. Other meetings are optional but encouraged to facilitate communication. At this parent meeting, the building activities director and the coaches or sponsors will review the following information:

- Warn of inherent risks of your sport (or activity, if applicable), Concussion information
- Practice and contest schedules, team and training rules, and lettering requirements
- CCSD Emergency Medical Release Form, including proof of insurance and HIPAA consent
- CCSD Activity Code and CCSD Drug Testing Consent Form (9-12th)
- School Eligibility Standards and WHSAA Eligibility Requirements (9-12th)
- Other relevant items related to the sport or activity

Coaches are required to turn in their teams' required paperwork before the first contest.

Coaches and sponsors are responsible for the safety, welfare and the supervision of students on the bus, in the motels, before, during, and after practices, contests/activities both in-town and out-of-town.

Coaches and sponsors need to organize out-of-town trips in advance, so all involved parties receive timely, practical information regarding the activity (i.e., teachers, bus drivers, students, parents, and administration). This information should be current and reflect any changes in student travel status up to the time of departure.

Coaches and sponsors will provide an accurate list of students traveling to both the attendance or activities office and the bus driver prior to departure.

Coaches and sponsors will develop and follow a budget in line with district's guidelines and expectations. Coaches and sponsors are responsible for seeing that all financial obligations resulting from the participation in an activity (meals, lodging, fees, etc.) have been budgeted and appropriate steps have been taken to assure payment.

Coaches and sponsors will fill-out and turn in to the building activities office a Parent Notification of Activity Dismissal/Withdrawal when a student is no longer participating with the team.

Coaches and sponsors must get a written statement from the parents relieving the coach/sponsor and school district from all responsibilities from the return trip home before releasing their son or daughter. Coaches and sponsors are required to obtain a liability waiver form, in advance of the trip, before releasing a student to another adult other than the student's parents.

Coaches and sponsors will prepare and implement a schedule of checking out, maintaining proper care, checking in, appropriately store in the off season, and maintain an inventory of all supplies, equipment and uniforms.

ADOPTION DATE: DRAFT August 29, 1997 (Formerly 6146): Revised February 14, 2012

LEGAL REFERENCE(S):

CROSS REFERENCE(S): 5300, 5300-R, 5310, 6180

CAMPBELL COUNTY SCHOOL DISTRICT

2020-2021 SECONDARY SPORT FEE/ACTIVITY ADMISSIONS

CCSD Sport Participation Fee

High School Activity/Sport Fee		\$25.00 per Activity
(Band, Cheerleading, DECA, Drama, FBLA, FFA, Speech and Debate, Strings, Vocal Music)	Reduced Meals	\$ 7.00 per Activity
	Free Meals	no charge
Junior High Sport Fee		\$20.00 per Sport
	Reduced Meals	\$ 5.00 per Sport
	Free Meals	no charge

*NOTE: Other activities costs may be incurred including but not limited to the following: activity attire, physical, insurance, pictures, and association fees, etc.

Gillette HS Sport Events

	<u>Rates</u>
Students (High School)	Free (with Student ID)
CCSD Employee	Free (with Staff Pass)
Military (Active Duty, National Guard, Reserves & Veteran)	Free
Senior Citizens	\$1.00
Students (Non-High School)	\$1.00
Adults	\$2.00

Year Passes

	<u>Admit</u>	<u>Rates</u>
Student Year Pass	1	\$25.00
Senior Citizen Year Pass	1	\$25.00
Adult Year Pass	1	\$45.00
Participant Parent Pass	1	\$30.00

Wright HS Sport Events

Wright does not charge by off-setting admissions with corporate sponsor donations.

*NOTE: The rates are the maximum amounts charged. Admission prices are not applicable for WHSAA post season ticketed events.

CCSD Junior High School Tournaments

	<u>Rates</u>
Students (Junior High)	Free
Military (Active Duty, National Guard, Reserves & Veteran)	Free
Students (Non-Junior High)	\$1.00
Senior Citizens	\$1.00
Adults	\$2.00

*NOTE: Junior High Schools will not charge for "head to head" competitions.

CCSD Activity Events

	<u>Rates</u>
Dinner Theaters	Adults, Senior Citizens and Students \$20.00 (Meal included)
Musicals and Plays	Senior Citizens and Students \$ 3.00
	Adults \$ 5.00

CCSD Reduced Admissions

*NOTE: Activities administration has the right to waive fees where appropriate on an individual basis. Reduced admission prices are not applicable for WHSAA post-season ticketed events.

Budget Request for State Event Competition

CCSD Sanctioned Academic/Athletic Competitions (State Travel funding)

State Competitions or Participation

Business Marketing (DECA)	Math Counts
Destination Imagination (DI)	Science Olympiad/Science Fair
Family, Career & Community Leaders of America (FCCLA)	Skills USA
Future Business Leaders of America (FBLA)	Art
Future Problem Solving (FPS)	Spirit
Spelling Contest	Drama
History Day	Student Council
Music	All Athletic Programs

Event: _____

Coach/Sponsor Person: _____ Telephone: _____

Destination: _____ Date(s): _____

1. Anticipated Budget:

____ # Participants		____ # Coach/Sponsor	
Lodging (# of nights____)	\$_____	Driver	\$_____
Meals* (# of meals____)	\$_____	Lodging (# of nights____)	\$_____
Registration	\$_____	Meals* (# of meals____)	\$_____
Misc. (i.e. taxi, bags, etc.)	\$_____	Registration	\$_____
TOTAL	\$_____	Misc. (i.e. taxi, bags, etc.)	\$_____
		TOTAL	\$_____

*District guidelines for meals will be used.

Breakfast \$6.00

Lunch \$7.50

Dinner \$9.00

Travel Guidelines can be found at: <http://grizzly.ccsd.k12.wy.us/finance/travel.pdf>

Requestor Signature _____ Date _____

School Supervisor Signature _____ Date _____

Finance Use Only

Reviewed by: _____ Date: _____

Max amount Approved \$ _____

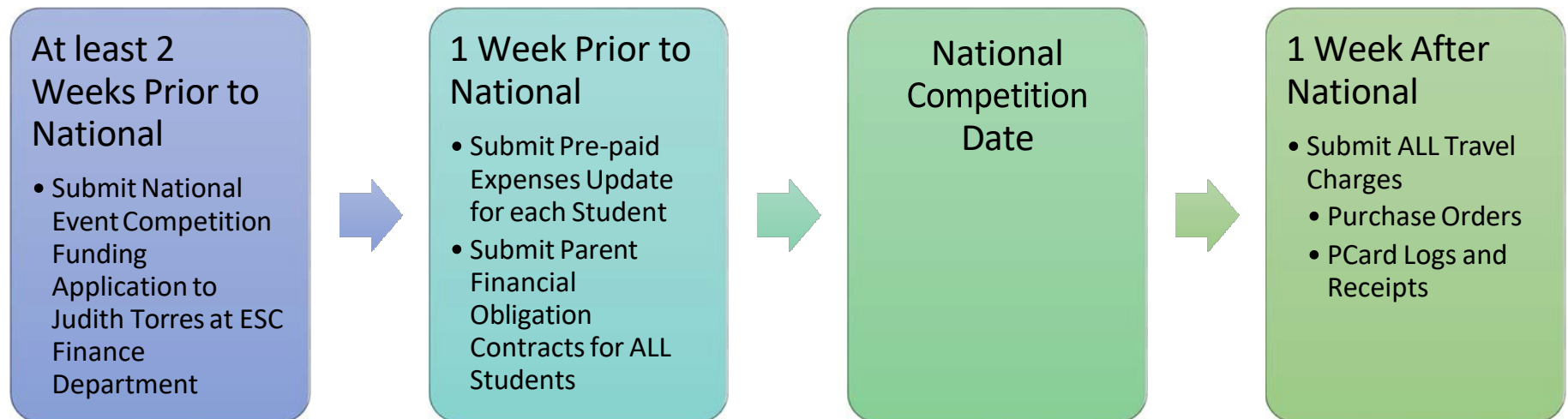
BJE #: _____

Budget Code General Fund: 01. _____

Request must be submitted & returned with approval before state event or the school will be required to pay for all trip costs.

NATIONAL TRAVEL TIMELINE

- It takes **2 WEEKS** for a determination to be made for National Travel.
- **NEW**-CCSD has some National Travel Checkout Cards available. If you would like to reserve one please call or email me.



NOTE: If your competition date is less than 2 weeks from the application submission date please contact me directly for an expedited process. Since it normally takes 2 weeks for a determination to be made.

Judith Torres
Finance Specialist
(307) 687-4559
jtorres@ccsd.k12.wy.us

National Event Competition Funding

Campbell County School District has limited funds for “sanctioned” national type events. Determination of the funding option to be used will be made within **2 weeks** of submission of the application to the Educational Services Center Finance Office. All parties involved in the application process will be clear on the actual funding available from CCSD prior to the actual competition. If an application is not submitted and approved the school or department will be responsible for all travel expenses. There will be no reimbursements for any pre-travel expenses paid for with personal funds unless arrangements have been made with the Finance Office prior to using personal funds.

There are three levels of national funding. Each level has its own criteria and addresses different individuals or groups. This national funding system allows more individuals or groups access to national competition funds.

Level One – Nomination or Invitation

The first level is directed at national competitions in which nomination or invitation is the primary form of qualifying for the competition. This level is used for those national competitions where no qualifying standards exist. National funding requests that require nomination only will be accepted for grades 9-12. Funding for this level will be determined on **a case by case** basis by the Associate Superintendent for Instructional Support.

Level Two – Regional Qualification

Level two requires a qualifying standard or mark at a national level regional competition. Only those individuals qualifying by the standard or mark as set by the organization hosting the regional event will receive funding at **20 percent of approved expenses.**

Level Three – National Qualification

The third level requires the participant meet a qualifying standard or mark set by the organization hosting the national event. Only those individuals meeting the qualifying standard and participating at the national event will receive the funding at **25 percent of approved expenses.**

All applications need to directly relate to CCSD programs, curricular or athletic. While simply nominating an individual qualifies under the definition of approval for level 1, there must be an acceptance. This acceptance must be from the state or national committee level and in writing to the Finance Office (including a list of attendees).

Funds awarded to a qualified individual may not be transferred to another, should the qualifier be unable to attend.

CCSD Sanctioned Academic/Athletic Competitions for National Event Funding

Regional Competitions or Participation

All Northwest Music	Future Business Leaders of America (FBLA)
Speech/Debate/NFL	Business Marketing (DECA)
Destination Imagination (DI)	Academic Decathlon
Family, Career & Community Leaders of America (FCCLA)	Science Olympiad
Future Problem Solving (FPS)	Skills USA
History Day	Athletes qualifying for National Finals

National Competitions or Participation

OAKE National Choir	Future Business Leaders of America (FBLA)
ACDA National Choir	Business Marketing (DECA)
Speech/Debate/NFL	Academic Decathlon
Destination Imagination (DI)	Science Olympiad
Future Problem Solving (FPS)	Athletes qualifying for National Finals
Vo-Ag (FFA)	

CCSD Sanctioned Academic/Athletic Competitions (Building Responsibility)

Local and Regional/District Competition or Participation

Business Marketing (DECA)	Geography and Spelling Bee
Destination Imagination (DI)	Future Business Leaders of America (FBLA)
Future Problem Solving (FPS)	Academic Decathlon
History Day	Vo-Ag (FFA)
Music Festivals	Drama
Science Fairs	Foreign Language Festival
Math Counts	Elementary and Rural Track Meets
Knowledge Master	All Athletic Programs

CCSD Sanctioned Academic/Athletic Competitions (State Travel funding)

State Competitions or Participation

Business Marketing (DECA)	Math Counts
Destination Imagination (DI)	Science Olympiad/Science Fair
Family, Career & Community Leaders of America (FCCLA)	Skills USA
Future Business Leaders of America (FBLA)	Art
Future Problem Solving (FPS)	Spirit
Spelling Contest	Drama
History Day	Student Council
Music	Speech & Debate
Vo-Ag (FFA)	All Athletic Programs

Application for National Level Competition Funding

Check Level of Funding Requested:

_____ Level I – No qualifying standard or mark **(case by case)**

_____ Level II – An approved qualifying standard or mark at a Regional Event **(20% funding)**

_____ Level III – An approved qualifying standard or mark at a National Event **(25% funding)**

Organization: _____ School: _____

Event: _____

Sponsor or Contact Person: _____ Telephone: _____

Destination: _____ Date(s): _____

1. Please indicate how this activity directly relates to a district program(s).

2. Please indicate how competitors are selected (i.e. auditions, placing at state, etc.)

3. Please indicate sponsor status – required, recommended or not required. Sponsors are approved at a rate of 8 students to 1 sponsor. If additional sponsors are traveling, their expenses must be paid for out of the school or building budget.

4. Please answer the following questions regarding funds:
 - a. What are your plans for fund raising?

 - b. Is there a cost to each participant? If yes, how much?

 - c. What is your plan for dealing with students with financial hardships?

 - d. What is your plan should fund raising efforts fall short of necessary revenue?

National Travel Funding

Student Expenses	Sponsor Expenses (8:1 Ratio)	Driver Expenses
# of Students _____	# of Sponsors _____	# of Drivers _____
Full Funding	Full Funding	Partial Funding
Meals * \$ _____	Meals * \$ _____	Meals * \$ _____
# of Meals _____	# of Meals _____	# of Meals _____
Partial Funding	Transportation \$ _____	Lodging \$ _____
Transportation \$ _____	Lodging \$ _____	# of Nights _____
Lodging \$ _____	# of Nights _____	# of Rooms _____
# of Nights _____	# of Rooms _____	Personal Funding
# of Rooms _____	Registration \$ _____	Entertainment \$ _____
Registration \$ _____	Misc. (taxi, bags) \$ _____	TRIP TOTAL \$ _____
Misc. (taxi, bags) \$ _____	Personal Funding	
Personal Funding	Entertainment \$ _____	
Entertainment \$ _____	TRIP TOTAL \$ _____	
TRIP TOTAL \$ _____		

Meal Allowance Chart per person

# of Travel Days	# of Meals	Allowance
1 Day	2	\$ 16.50
2 Days	5	\$ 39.00
3 Days	8	\$ 61.50
4 Days	11	\$ 84.00
5 Days	14	\$
6 Days	17	\$ 129.00
7 Days	20	\$ 151.50
8 Days	23	\$ 174.00
9 Days	26	\$ 196.50
10 Days	29	\$ 219.00

* District Guidelines will be used for meal costs (**Breakfast \$6.00 Lunch \$7.50 Dinner \$9.00**). Any costs in excess of the allowance will be the responsibility of the 106.50

student, sponsor and/or club. For easy reference here is a chart on meal allowances per day.

Finance Use ONLY	
Student Funding	\$ _____
Sponsor Funding	\$ _____
Driver Funding	\$ _____
Total Funding	\$ _____

Student portion from fund raising or self-pay for pre-paid expenses must be collected **before** departure (i.e. registration, airfare, hotel, car rental, bag fee, etc.). All approved applications will be required to submit a final expenditure report. **Sponsors should work with the school's activity office for travel arrangements.** Individuals and groups will be under district rules and regulations. All appropriate district forms must be complete before leaving. The following forms and conditions must be met prior to departure or funding will be revoked.

- _____ Medical Release form, signed
- _____ Itinerary, on file in school activity office
- _____ Trip liability waiver form (national form)
- _____ Parental financial obligation agreement – disciplinary action
- _____ Any other form designated by Administration

Sponsor Consideration for Funding

Because some activities require a sponsor, while others encourage it, each application will be reviewed for funding status of the sponsor. If it is determined that a sponsor is required and the application has been approved for Level II funding, then the sponsor will be funded at 100 percent of actual cost (within district approved daily expense guidelines). Other sponsor funding could range from no funding to a stipend equal to the students.

Requestor Signature _____ Date _____

School Supervisor Signature _____ Date _____

Finance Use Only	
Reviewed by: _____	Date: _____
____ Approved ____ Denied Signature _____	Date: _____
Max amount Approved \$ _____	
Budget Code General Fund: 01. _____	BJE: _____
Budget Code 02/80 fund: _____	
Unspent funds returned to District BJE: _____	

National Competition Participation List

Event:

Destination:

Date(s):

	Student Name	Student ID	School	Grade	Pre-Paid Expenses Receipt #'s	Reimbursement Receipt #'s	Outstanding Prior Trip Payment
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							

	Sponsor/Others	District Paid	Self Paid	Receipt #'s
1				
2				
3				
4				
5				
6				
7				
8				

Attach additional sheets as necessary

STATE/NATIONAL TRAVEL CONTRACT (Fully or partially funded by CCSD)

Student Name: _____ Age: _____

Event/Activity: _____ Date(s): _____

Each student must agree to the following requirements, before receiving district sanctioning and funding:

- 1) Abide by all CCSD policies and regulations.
 - 2) Adhere to the *Activity Code* (students must have a signed *Activity Code* on file in the Activity Office) have a current *Assumption of Risk/Medical Release* form with proof of insurance on file with activity sponsor.
 - 3) Assume full responsibility for all damages that may occur as a result of the student's actions.
 - 4) Reimburse CCSD for pre-paid expenses incurred prior to the trip (ex. Hotel, flight, registration)
 - 5) Be required to reimburse CCSD for funds already expended on students behalf and that cannot be recovered, should:
 - a) Student be in violation of activity code or district policies and cannot attend.
 - b) Student voluntarily withdraws or decides not to attend **after** district funds have been spent.
- ** Special or emergency situations will be reviewed by the Associate Superintendent for Instructional Support for a waiver of reimbursement.

ATTENTION PARENTS and STUDENTS

Failure to comply with the Activity Code or District policies will result in administrative disciplinary action. Consequences will include suspension from further competition and forfeiting all district financial support. In addition, failure to comply with travel guidelines and district rules may result in your son/daughter being returned home, **at your expense**. This decision will be made on the recommendation of the sponsor with the approval of the Associate Superintendent for Instructional Support or building principal. Parents will be notified of the transportation carrier and student's arrival time.

By signing this contract, I understand I become financially responsible for my son/daughter and agree to abide by the above conditions.

Parent/Guardian

Date

By signing this contract, I understand I am responsible for all of my actions and will abide by the above conditions.

Student

Date

WYOMING EDUCATION DEPARTMENT REQUIREMENTS FOR COACHING ENDORSEMENT

Section 1. Coaching Endorsements. Coaching endorsements are issued to holders of an Educator License. Applicants who do not hold an Educator license may apply for a Permit to coach. A Transitional Coaching Permit is issued to applicants who do not meet all requirements for an Assistant or Head Coach.

Section 2. Limitations. Online courses will not be accepted to meet the requirements for 1st aid, CPR, or Prevention and Care of Athletic Injuries.

Section 3. Coaching Requirements Table Summary. The specific requirements for coaching endorsements and permits are listed in the following tables.

<u>Table 1.</u> Requirements for a Wyoming Coaching Endorsement for Licensed Educators Only coaches with a current, valid Wyoming Educator License may apply for a Coaching Endorsement. All others interested in coaching must apply for a Coaching Permit (see Table 2. below for requirements.) Validity Period coincides with the Educator License		
	Head Coach	Assistant Coach
1.	Current Wyoming Educator License	Current Wyoming Educator License
2.	Current 1 st Aid/CPR Training	Current 1 st Aid/CPR Training
3.	Prevention and Care of Athletic Injuries	Prevention and Care of Athletic Injuries
4.	Scientific Foundations of Coaching	Scientific Foundations of Coaching
5.	One (1) Year of Experience as an Assistant Coach -or- Theory of Coaching the Specific Sport	N/A
6.	<u>Note:</u> Any educator who holds a Head Coaching endorsement in at least one sport is also eligible to be an Assistant Coach in any sport.	<u>Note:</u> Any educator who would like to be an Assistant Coach for more than one sport must apply separately for each specific sport.

Table 2.**Requirements for a Wyoming Coaching Permit for Non-Licensed Individuals**

Issued for five years. A Coaching Permit is for non-licensed individuals. Applicants who currently hold an Educator License must apply to add a Coaching Endorsement to their Educator License (see Table 1. above for requirements).

	Head Coach	Assistant Coach
1.	High School Diploma or GED	High School Diploma or GED
2.	Prevention and Care of Athletic Injuries	Prevention and Care of Athletic Injuries
3.	Current 1 st Aid/CPR Training	Current 1 st Aid/CPR Training
4.	Scientific Foundations of Coaching	Scientific Foundations of Coaching
5.	Three (3) Years of Experience as an Assistant Coach -or- Theory of Coaching the Specific Sport	One (1) Year of Experience as an Assistant Coach -or- Theory of Coaching the Specific Sport
6.	Lifespan-Human Development -or- Adolescent Psychology <u>and</u> Human Growth & Development	N/A
Note: An educator with a permit who would like to coach for more than one sporting area must apply separately for each specific sport.		

Table 3**Requirements for a Wyoming Transitional Coaching Permit**

Issued for three years. A Transitional Coaching Permit is issued when a coaching applicant is unable to meet all of the requirements for a standard Head or Assistant Coach endorsement or permit, but holds, or has been offered, a coaching position in a Wyoming School District.

	Transitional Head Coach	Transitional Assistant Coach
1.	High School Diploma or GED	High School Diploma or GED
2.	Current 1 st Aid/CPR Training	Current 1 st Aid/CPR Training
3.	Prevention and Care of Athletic Injuries	N/A
4.	Employment in a Wyoming School District	Employment in a Wyoming School District

BUILDING STRONG ACTIVITY PROGRAMS

The philosophy of CCSD activities is to develop the student athlete to his/her fullest potential - physically, mentally, and emotionally. We believe the best way to do this is for the student to be involved in school activities during each competitive season. This gives participants a break from the monotony of always participating in the same sport/activity. We believe the mental and physical development of participating in multiple activities plays a vital role in the next sport or activity season, which will benefit ALL our programs. The variety also gives students a chance to discover other activities or sports in which they may excel. We all know that students out for extra-curricular activities are better off than students who are not.

Students should be allowed to choose what school activities, sports and out-of-season opportunities in which they want to be a participant. We further believe, as professionals, we need to be reasonable and work together to make our programs as strong as possible. When a student is out for a certain activity, he/she should not be restricted from participating in other non-conflicting, out-of-season opportunities. Injuries are possible while the student is participating in these other non-conflicting, out-of-season opportunities, but we believe the physical, mental, and emotional benefits outweigh the possibility of injuries. Realize that in-season sports and activities have priority over out-of-season sports and activities.

We want students to have all kinds of constructive extra-curricular opportunities without pressure. Coaches and sponsors should realize that some students will choose to specialize in one activity or sport and its out-of-season opportunities.

Undue influence and coercion will not be tolerated. Coaches should not only avoid these practices but also professionally confront anyone they observe using these methods. After the discussion, if the coach/sponsor continues to coerce/influence students, report the coach/sponsor to the Athletic Director.

GUIDELINES

As coaches and sponsors, we should encourage students towards being involved with school activities for the entire school year and follow these guidelines.

- A. Let the students choose their sports and/or activities.
- B. After the season is over give other sports and activities a chance to begin their seasons. In-season sports and activities have priority over out-of-season sports and activities.
- C. All out-of-season opportunities will cease for the first two (2) weeks of the in-season sport/activity. Out-of-season opportunities will not conflict with in-season sports and activities.

- D. Hold no out-of-season sport/activity practices during the normal school practice hours of 3:00 p.m.-6:30 p.m.
- E. Educate parents and students about the advantages and disadvantages of multiple activities and specialization.
- F. Teach students that they gain much more physically and mentally from being involved in other school activities in the off-season than working on their own.
- G. If you coerce a student into the position of having to make a choice; then as an activity program we have lost.
- H. Students have the right to make decisions in regard to participating in multiple activities or specializing.
- I. Coaches and sponsors need to be reasonable and work together to make all programs as strong as possible.
- J. Communication is necessary to reach a solution to problems. Talking to other coaches/sponsors, students and parents keeps the lines of communication open.
- K. Our primary mission is to provide students opportunities to learn life-long values.

CCSD encourages its coaches and sponsors to become involved with out-of-season opportunities and non-school youth programs. Head CCSD coaches/sponsors are expected to establish good working relationships and open lines of communication with the youth programs of their sport or activity. As Head CCSD coaches/sponsors, your expertise and input is invaluable to these programs and the strength of upcoming participants.

Our accomplishments prove that students want to be successful and will work hard to accomplish it. Our task is to educate, keep our vision foremost and communicate so our activity participants can continue to take part in a variety of activities as they make informed pressure-less choices.

CHAIN OF COMMAND

The following is the chain of command to be followed with all problems that arise. Remember, care enough to confront first. Professionally, you owe it to the next person in line to attempt to resolve the problem then notify them if you are going to the next person in the chain of command.

- ❖ Volunteer Coaches - Volunteer Sponsors
- ❖ Hourly Coaches - Activity Aides
- ❖ Assistant Coaches/Sponsors
- ❖ Head Coaches/Sponsors
- ❖ Building Activities Director
- ❖ Principals
- ❖ Associate Director of Activities, if applicable
- ❖ District Director of Activities
- ❖ Superintendent
- ❖ Board of Trustees

PROFESSIONAL EXPECTATIONS OF COACHES AND ACTIVITY SPONSORS

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability for activity staff. There is a definite need for precise criteria to measure coaches/sponsors accomplishments within the framework of the Campbell County School District objectives for their activity programs. These major performance areas stand out above others:

1. To the Profession

A. Rapport

A coach/activity sponsor must be able to develop a good rapport with any number of individuals and groups: team/group personnel, their parents, assistant coaches/sponsors, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches/sponsors in the conference and state, and media representatives. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation

Campbell County School District expects a maximum of level of cooperation by all activity sponsors and coaches in the execution of their duties. Activity Sponsors/Coaches must work cooperatively with their school activity director, administration, other school district staff, assistants, participants and parents.

C. Leadership and Public Relations

Diligence, enthusiasm, integrity, honesty and a love for the activity are all part of a professional pride that should be exhibited by any coach/activity sponsor. Personal appearance, dress, physical condition - all should be exemplary. Dress appropriately for practice and follow practice schedules. Public demeanor and decorum should always reflect positively on the school, school district, and the activities department.

A coach/activity sponsor must be in control at all times. Language, actions and emotional displays come under very close scrutiny, both in practice and in scheduled contests. Integrity, graciousness, dignity and respect are to be cultivated with players, officials, opponents, assistants and colleagues whether winning, losing, or just working out.

D. Discipline

Every activity requires a high level of discipline among coaches, sponsors, participants, and support staff. In this regard, the implementation of discipline and the attitude with which it's implemented is the coach's/sponsor's responsibility. A coach/activity sponsor becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season, at home and away contests, impacting the conduct of the crowd, especially where the student body is concerned. "Desire" to do well, to win gracefully, too lose with poise and a positive attitude should be emphasized. Staff, players and spectators should be motivated toward established individual and team goals.

E. Improvement

A coach/activity sponsor must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative. Membership should be maintained in professional

organizations, coaches'/sponsors' associations, and similar groups whose programs are geared toward greater achievement and improved performance. A coach/activity sponsor in the Campbell County School District should continue professional growth in both the academic teaching area and the activities area.

2. To the students on the team:

The main reason for having activities within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach/activity sponsor must be the leader and set the example.

The coach/activity sponsor should be fair and unprejudiced with participants, considering their individual differences, needs, interests, temperaments, aptitudes and tolerances. Students have a right to expect coaches/activity sponsors to possess current knowledge and skill to participants competently and to assess their progress. In addition, coaches/activity sponsors should be able to use strategies and preparation exercises appropriate for the level of competition and maturity of the participants.

The coaches/sponsors primary responsibility is to ensure maximum growth of each squad member. In this regard, the safety and welfare of students should always be of the utmost priority. The coach's/sponsor's primary responsibility is to the individual boy or girl, but the student's family should not be ignored; consideration should be given to the family and to their requests.

3. To Campbell County School District:

As a coach/activity sponsor, you have a high level of visibility throughout the community, which impacts -the home, the work place, and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach/sponsor is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for Campbell County School District. The coach/activity sponsor can build and maintain a high level of confidence in the activities program and the school district through public contacts.

4. To the school:

A coach/activity sponsor owes the school his/her best effort and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school responsibilities.

To be effective, a coach/activity sponsor must be respected. In this regard, good personal habits and neat appearance are important, but most important is the examples set by the coach/sponsor. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, fair, and consistent discipline must be maintained.

The work of the coach/activity sponsor must be consistent with the educational program of the school. The coach/activity sponsor should show mastery of the principles of education and continuing attempts to improve in teaching and coaching methods and techniques.

The coach/activity sponsor should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to use good sportsmanship and be polite, courteous, and fair to the visiting team.

5. To fellow coaches/sponsors:

Although the head coach/sponsor must assume leadership responsibilities, independent thought should be encouraged by all staff. An important factor is human relations skills, which provides for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach/sponsor will praise the assistants and award recognition whenever possible. Disagreements between staff members should be discussed privately and as soon as possible.

The head coach/sponsor expects all staff to contribute a full measure of time, effort, thought, and energy to the program. The assistants must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill their responsibilities to the head coach/sponsor, the participants, and the activity itself. Conversely, head coaches/sponsors are obliged to describe expectations for assistant coaches well in advance of the season.

It is most difficult to be a good assistant; however, the success of the school, the team and the staff is dependent upon the quality and effort of the assistants.

6. To other coaches/sponsors in your school:

One must always bear in mind that his or her activity is part of the total activities educational program of the school. Therefore, it is important to openly support, promote and cooperate with all the other coaches and activity sponsors in our school for the well-being of the total activities program, and the total development of all student-participants.

A coach/sponsor should support and cooperate with other coaches/sponsors whenever possible. All remarks should reflect confidence in your peers. A strong, harmonious, interpersonal relationship must exist among coaches, sponsors and other faculty members to succeed.

7. To faculty members:

A coach/sponsor is responsible for cooperating with every faculty member on the staff. If the coach/sponsor cooperates with the teachers of academic subjects by allowing a student to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to help the student get that extra helping hand when the going gets tough.

8. To the parents:

Coaches/sponsors are required to schedule a parent meeting prior to the first contest or event. Other meetings are optional but encouraged to facilitate communication. At this meeting, the building activities director and coaches/sponsors will review the following information:

- Warn of the inherent risks of your sport (or activity, if applicable)
- Training rules and safety regulations
- Season schedule and practice times
- Guidelines for eligibility and conduct

- Expectations of the participants throughout the school year
- Lettering requirements
- Activity Code
- Emergency Medical Release Form, including proof of insurance
- HIPAA consent
- Drug Testing Consent Form (9th-12th)
- Provide concussion information to the student and parents, when applicable
- Wyoming High School Activities Association Eligibility Form (9th-12th)
- Activity fees, if applicable
- Other relevant items related to your sport or activity

NFHS CODE OF ETHICS FOR COACHES AND SPONSORS

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 student should be treated with the utmost respect and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the National Federation of State High School Associations Board of Directors.

- | | |
|-------------------|---|
| The coach/sponsor | will be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus will never place the value of winning above the value of instilling the highest ideals of character. |
| The coach/sponsor | will uphold the honor and dignity of the profession. In all personal contact with students, officials, activities directors, school administrators, the state high school activities association, the media, and the public, the coach/sponsor shall strive to set an example of the highest ethical and moral conduct. |
| The coach/sponsor | will take an active role in the prevention of drug, alcohol and tobacco use or abuse. |
| The coach/sponsor | will avoid the use of alcohol and tobacco products when in contact with students. |
| The coach/sponsor | will promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. |
| The coach/sponsor | will master the contest rules and will teach them to his or her team members. The coach/sponsor will not seek an advantage by circumvention of the spirit or letter of the rules. |
| The coach/sponsor | will not exert pressure on faculty members to give students special consideration. |
| The coach/sponsor | will exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators. |
| The coach/sponsor | will respect and support contest officials. The coach/sponsor will not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials, opponents or players is unethical. |
| The coach/sponsor | will meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest. |
| The coach | will not scout opponents by any means other than those adopted by the league and/or state high school activities association. |

ALL COACHES AND SPONSORS CODES OF CONDUCT

You are ultimately responsible for your program. Every aspect of the preparation, atmosphere, over all organization, and reflection is in your care. Make sure your program represents Campbell County School District in a manner that is always above reproach. Coaches/Sponsor's actions are critical in that they will be perceived as the normal, acceptable behavior and will be emulated by other Coaches, Sponsors, Activity Participants, Students, and Fans with whom you come into contact. Some key expectations would include:

1. Be a class act and bring credit to the profession.
2. Will promote and model appropriate language in all situations.
3. Dress and act appropriately, set the example, demand the best.
4. Maintain your composure in the face of extreme pressure.
5. Treat each child as if he/she were your own.
6. Inform your students of conduct expectations and insist they are met.
7. Discipline students who are out of line immediately and consistently.
8. Treat everyone with dignity and respect.
9. Cooperate with all other staff members in the program.
10. Maintains proper rapport with students, parents, staff members, and fans.
11. Teach and model good sportsmanship.
12. Never bend the rules to win.
13. Respect officials! Never force them to discipline you.
14. Encourage, support and teach healthy practice based on current acceptable techniques.
15. Support maximum performance based on proper diet and nutrition.
16. Will not promote the use of performance enhancing drugs or supplements.
17. Enthusiastically fulfill all duties and assignments.
18. Assist in supervisory duties in all team/club gathering, practices, contests, and trips.
19. Works to improve knowledge, expertise and effectiveness through professional development.
20. Final decision-making lies with the Head Coach/Sponsor in charge of the activity.

ASSISTANT COACHES AND SPONSORS

The job of assistant coach/sponsor at any level within the Activities Department **will include the above 20 responsibilities** as well as:

1. Loyal to the Activities Department, All Programs and the Head Coach/Sponsor.
2. Assists the Head Coach/Sponsor in program execution and development.
3. Effectively manages and directs the team/club under the supervision of the Head Coach/Sponsor.
4. Performs all duties as assigned by the Head Coach/Sponsor or Activities Director.
5. Takes part in all out of season activities as directed by the Head Coach/Sponsor.

GENERAL COACH & ACTIVITY SPONSOR RESPONSIBILITIES

- A.** Support the philosophies of Campbell County School District, Campbell County High School, Thunder Basin High School, Wright Junior/Senior High School, Twin Spruce and Sage Valley Junior High School activities.
- B.** Establish fundamental philosophy for your activity or sport.
- C.** Present a professional appearance.
- D.** Ability to receive, understand and follow directions.
- E.** Ability to be an effective communicator with all audiences - assistants, participants, parents, supervisors, peers and spectators and will promote and model appropriate language in all situations.
- F.** Manage appropriate staff selections, assigning duties, responsibilities, and monitoring of assistants.
- G.** Instruct assistants in techniques and methodologies necessary to meet philosophy objectives.
- H.** Responsible for providing training rules and expectations and seeing that training rules and expectations are taught to each participant.
- I.** Responsible for collecting and documenting the WHSAA and CCSD requirements: current physicals, WHSAA eligibility pamphlet, drug testing consent, parental consent, assumption of risk, proof of insurance, HIPAA consent, medical release and Activity Code signature on Master Eligibility Form before the first contest.
- J.** Ability to develop a supervision plan that ensures the safety and welfare of students at all times: practices, contests, trips, locker room, etc.
- K.** Ability to plan and enforce appropriate safety and health rules and/or expectations.
- L.** Responsible for supervising students before, during, and after practice, and contests/activities in-town and out-of-town.
- M.** Prepare and implement a schedule of checking out, maintaining, and checking in equipment.
- N.** Take responsibility for public relations with all audiences.
- O.** Maintain confidentiality about students and others involved in the program. Use the Chain of Command as a guideline.
- P.** Ability to develop drill and practice activities that teach and enhance individual/team skill development relevant to the contest.
- Q.** Be able to model/demonstrate activities and equipment/materials used to develop basic skills or physical condition.
- R.** Must know and be able to apply the developmental aspects of each phase of the contest to the needs and ability levels of the team/participants.
- S.** Assimilate innovations and adapt to changes when applicable.
- T.** Ability to observe, diagnose, and change tactics under contest conditions, as well as prescribe appropriate remediation activities during practice.
- U.** Analyze, evaluate and make improvements in the programs' effectiveness.
- V.** Develop and maintain an inventory list of equipment.
- W.** Develop and follow a budget in line with district's guidelines and expectations.
- X.** Assist in the scheduling of the activity or sport.
- Y.** Be involved in the hiring of assistant coaches directly under your supervision.
- Z.** Campbell County High School, Thunder Basin and Wright Junior/Senior High School Head Coaches/Sponsors will assist in making recommendations in the hiring of Junior High level coaches/sponsors of their activity.

GENERAL ADMINISTRATION EXPECTATIONS

Activity/Sport Administration Expectations

Head Coaches/Sponsors

- Establishes the fundamental philosophy, skills and techniques to be taught to student participants. Designs conferences, clinics and/or staff meetings to insure staff awareness of overall program.
- Delegates specific duties, supervises implementation and at season's end, analyzes staff effectiveness and provides input on assistant coach evaluations to the Building Activities Director.
- Trains and informs staff and encourages professional growth by encouraging clinic attendance according to school district guidelines.
- Participates in the budgeting process with the Activities Director or Principal by establishing priorities for the ordering of essential equipment for next season. Recommends equipment guidelines as to type, style, color or technical specifications and is responsible for operating within approved budget appropriations.

All Coaches/Sponsors

- Maintains a thorough knowledge of all Campbell County School District activity policies, regulations, and guidelines and is responsible for its implementation within the activity/sport.
- Provides, distributes, collects and turns in all required documentation to fulfill state and school district requirements concerning Physical Examinations, Drug Testing Parental Consent, Assumption of Risk/Medical/HIPAA Parental Consent, CCSD Activity Code, and the WHSAA Master Eligibility Certificate from potential student participants and their parents before the first contest.
- Provides training rules, safety regulations, guidelines for eligibility and conduct, lettering requirements and any other unique regulations of the activity/sport to each student.
- Sustains a thorough knowledge of existing system, state and league regulations; implements same consistently and interprets them for student participants, staff, and other stakeholders as needed; regularly logs onto the state association web site for activity/sport updates.
- Adheres to programs and policies concerning injuries, medical attention and emergencies. Reports all activity injuries on proper forms and submits information to the athletic trainer within 24 hours.
- Recommends policy, method or procedural changes to the Building Activities Director.
- Possesses an existing knowledge of the activity/sport and attends clinics regularly to remain current regarding new trends and developments including strategy, training methods, rule changes, etc.
- Attends local/state/conference/staff/departmental meetings as required.

- Understands the chain of command and refers all requests or grievances through proper channels.
- Gives constant attention to a student participant's grades and conduct.
- Directs student managers, assistants and statisticians.
- By his/her presence at all practices, contests and while traveling, provides assistance, guidance and safeguards for each participant.
- Instills in each participant a respect for equipment, supplies and school property, its care and proper use.
- Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is disciplined.
- Maintains discipline, works to resolve grievances and to build morale and cooperation.
- Permits athletes to be in authorized areas of the building only at appropriate times.
- Assists athletes in their post graduate educational selection.
- Monitors the practice/contest facilities, equipment room and offices utilized by the team/club and provides proper safeguards for maintenance and protection of equipment and facilities.
- Assists in the necessary preparation to hold scheduled events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
- Assists the Building Activities Director in scheduling, providing transportation and requirements for tournaments and special events.
- Secures all doors, alarms, lights, windows and locks before leaving building.
- Keys that are checked out to coaches and/or sponsors will not be given to individuals (including family members of coaches and/or sponsors) for unsupervised use in any CCSD building.

SEASONAL EXPECTATIONS

Post-Season Expectations

1. Complete and submit all end-of-season paper work and file with the appropriate activity office.
2. Ensure all uniforms and equipment are accounted for and appropriately stored and inventoried.
3. Prepare the team locker room for the next sport season by cleaning out all lockers, collecting all leftover school equipment, bagging individual student items, making sure the room is clean and orderly.
4. Turn in all student equipment fines to the appropriate activity office. Remind all students to come and pick-up any of their personal items left after the season.
5. Provide for an end-of-season awards event for their individual sport (may be done in conjunction with the Booster Club where applicable).
6. Evaluate all aspects of the program - what worked? what needs to change?
 - Self - what type of job did I do?
 - Program - Strengths? Weaknesses?
 - Schedule and Practices – Productive and effective?
 - Team rules, guidelines, expectations and procedures
 - Lettering requirements
 - Stakeholders relationships
7. Meet with athletic director to review season and plan for next season.
8. Meet with team or captains to review season and set preliminary goals for next season.

Off-Season Expectations

1. Maintains equipment inventory, develops distribution, collection and storage procedures of all equipment and identifies any equipment needing reconditioning.
2. Evaluate current facilities, uniforms and equipment and make necessary requests for changes.
3. Develops and implements an out-of-season conditioning and/or weight training program.
4. Plan, develop and implement off-season opportunities for individuals and team to enhance program.
5. Promotes the activity/sport within the school through recruiting students that are not in another activity/sport program and promotes the activity/sport outside of the school.
6. Researches, collects and distributes any clinic/camp information for athletes.
7. Evaluate team rules, expectations and procedures including injury or accident tracking system.
8. Engage in professional development activities - ensure WY PTSB certifications are current and will be for next season.
9. Complete next year's budget and scheduling of both contests and facility use.
10. Develop a written, personal coaching philosophy congruent with CCSD philosophy, vision, and purpose of participation.

Pre-Season Expectations

1. Establish a date for a pre-season meeting and organize an agenda. Communicate district and team expectations along with important season dates and any other relevant information.
2. Publicize your program opportunities and encourage students to participate.
3. Conduct meetings with students and parents/guardians during which you warn them about potential dangers and risks involved. Hand out all required district information and forms.
4. Clearly define roles and responsibilities for all participants in your program.
5. Establish and communicate in a written and verbal form a clear and transparent evaluation and selection process of students to make the program and at what level.
6. Make sure that all students have a current physical on file before taking part in any practice.
7. Learn about any special health and/or physical conditions from the current physical on file that may affect your students.
8. Ensure student eligibility by checking each student's academics, age, and semester eligibility.
9. Establish a clear communication channel with guardians to facilitate the reporting and care of injuries. Gather an ICE (In Case of Emergency) number for each student to be kept accessible at all time.
10. Confirm procedures for emergency care plan and organize initial practice sessions and schedule.

In-Season Expectations

1. Remember the mission and purpose of interscholastic activities and constantly reinforce verbally and in written form your student-centered coaching philosophy to all stakeholders.
2. Be fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances; maintain good communication with athletes and parents.
3. Adhere to an efficient and technically sound program of injury prevention. When an injury occurs, follow the prescribed routine and maintain good communications with athlete, trainer, and parents.
4. Focus on conducting efficient and effective practices using sound and acceptable teaching/coaching practices and construct a well-organized and effective game plan.
5. Plan, execute and review coach performance in all practices and contests.
6. Effectively and efficiently manage staff and any other key individuals with responsibilities related to the program. Ensure all pre-, during-, and post-contest responsibilities are completed by the responsible staff member.
7. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility and to report any damages.
8. Complete and submit all required reports and paperwork in a timely and professional manner Submit all contest reports, updated rosters, and communicate any transportation, practice or scheduling changes in a timely manner.
9. Directly supervise students at all times before, during, and after practices/contests and during travel to and from away contests. Maintains the "Four S's" immediately and throughout the season – Safety, Supervision, Security and Sportsmanship.
10. Be professional in all interactions with school and non-school personnel.

ADMINISTRATIVE REGULATIONS REGARDING ACTIVITY TRIPS

1. Request for Student Activity Transportation

- A. Secure a Student Activity Travel Request Form from your building Activities Office.
- B. Complete all information.
- C. Return to building Activities Office at least two weeks prior to activity trip.
- D. To help insure the best assignment of district buses, we suggest submitting travel requests for the entire season before it begins.
- E. Coaches/sponsors wanting to travel over the mountains must request a qualified driver and equipped bus.
- E. Indicate if extra storage space is needed or any other pertinent information.

2. Student Release Notice

- A. The coach, sponsor or supervisor must submit a list of students to be released at least forty-eight (48) hours prior to departure to your building Activities Office.
- B. Ninth graders should be listed on the high school trip information sheet. However, the coach/sponsor is responsible for notifying the junior highs with those students.
- C. The coach/sponsor is responsible for leaving an up-to-date list of all students and coaches/sponsors making the trip with the appropriate activities or administrative office prior to leaving.

3. Bus Guidelines

- A. All coaches/sponsors are expected to ride to and from each contest in the designated school district transportation unless prior approval is obtained from the Activities Director.
- B. The coach/sponsor will furnish the bus driver with a trip itinerary and a list of all passengers.
- C. Coaches/sponsors are responsible for student conduct and will ride towards the rear of the bus on all trips to keep proper discipline. Lack of proper discipline on the bus may result in cancellation of future trips.
 - 1. Students need to be told by the coach/sponsor prior to traveling the expectations for traveling on the bus. This includes every trip regardless of whether it is across town or across the state.
 - 2. Students need to stay seated while traveling and not blocking the aisles.
 - 3. Coaches/sponsors need to position themselves either at the back of the bus or middle, depending upon where they can best actively view all their students. If two or more coaches/sponsors are on the bus, the back and middle are recommended for supervision.
 - 4. On co-ed trips it is required that boys and girls be separated (front/back). The coach/sponsor will be seated in the middle so they can view the separation.
 - 5. Coaches/sponsors should periodically move about the bus and observe students.
- D. Coaches/sponsors shall be responsible for the cleanliness of the bus after the return to the school.
- E. Whenever schedules allow, more than one group will ride the same bus.

- F. Bus drivers will have the final authority on the decision as to staying or coming home due to weather conditions.

4. Lodging

- A. Motel reservations will be made by the activities office of your school after a completed Motel Request Form has been turned in well in advance of the activity trip.
- B. Coaches are expected to assign two students to each double or queen bed.
- C. Phone calls are to be paid for by the calling party. However, if unexpected layovers occur, calls home will be at the District's expense.
- D. Coaches, sponsors and supervisors should be strategically located in the motel for the best vision. Boys and girls will not at anytime be allowed in each other's rooms unsupervised. A definite time should be set for students to be in bed, with periodic room checks expected after curfew.
- E. Coaches/sponsors who collect cell phones at curfew must communicate this to the parents and students prior to the activity trip.
- F. The coaches, sponsors and supervisors are to check for damage before leaving the motel.
- G. All coaches, sponsors and supervisors are on duty and expected to help supervise students during the entire activity trip unless they are performing other school or trip business. Students should never be left unsupervised at any time or place on an activity trip.
- H. You should estimate the cost of motel accommodations for in-state travel at:

\$75 student (four to a room)	\$75 for Sponsor (double room)
\$75 for Sponsor (single room)	\$75 for Bus Driver

5. Guidelines for Student Activity Meals - Grades 7-12

- A. Time Guidelines for Student Meals

If you cannot return to your home school within one hour after the approximate meal time (12:00 noon for lunch and 7:00 p.m. for dinner), you should plan for the students to bring a carry-on meal of their own or feed the students at District expense according to meal guidelines.
- B. Criteria for Student Meals at District Expense
 1. For trips of 100 miles or less one way:
 - a. If only one meal is required, it will be a carry-on meal provided by the student.
 - b. If more than one meal is required, the first meal will be a carry-on meal provided by the student, and the school will budget for all other necessary meals.
 2. For trips of over 100 miles one way:
 - a. If only one meal is necessary, the school is to budget for it.
 - b. If more than one meal is required because of the duration of the activity trip, the first meal will be a carry-on meal provided by the student, and the school will budget for the other necessary meals.
- C. Student Activity Meal Guidelines
 1. Number of meals per day - a maximum of three (3) meals per day at District expense is allowed for any one group (if trip is an overnight trip).

2. Budget Guidelines - activity travel budgets will be developed staying within the following maximum meal allowances. The budget must be developed using actual meals to be eaten at District expense. **The total amount allowed includes gratuity** (which may not exceed 15% of non-taxed total).

Breakfast = \$6.00

Lunch = \$7.50

Dinner = \$9.00

3. Coaches/sponsors do not need to budget the maximum amounts per meal for trips, but Campbell County School District wants each student to have a good, balanced meal for breakfast, lunch and dinner. Skipping meals to combine the meal allotments for a more expensive meal is not allowed.
4. **Each meal that is to be purchased at the District expense may not exceed the budget guidelines for that meal, including gratuity (which may not exceed 15% of the non-taxed total).**

Trip # _____
(Please refer to this# when calling Transportation)

Date Submitted _____

STUDENT ACTIVITY TRAVEL REQUEST

All Student Activity Travel Requests must be submitted to the Activities Office one week (7 days) prior to the trip. Coaches/sponsors are required to separate boys and girls on the bus as much as possible and are to position themselves on the bus so that students are closely supervised at all times.

Coach/Sponsor Initials _____

Activity _____

Event Site _____

Sponsor / Phone Number _____

Destination _____

Depart _____
Day of Week Date

Return _____
Day of Week Date

REQUIRED EVENT SITE ARRIVAL TIME _____

☐ BUS ☐ SUBURBAN

DEPART FROM TIME

NUMBER OF VOUCHERS _____

CCHS (Front) _____

CCHS (Back) _____

NUMBER OF STUDENTS _____

TBHS (East) _____

TBHS (West) _____

NUMBER OF SPONSORS _____

SAGE VALLEY _____

TWIN SPRUCE _____

ESTIMATED RETURN TIME _____

WRIGHT JR/SR HIGH _____

OTHER _____

Motel _____

Phone _____

Comments _____

White: Activities Office
Canary: Coach/Sponsor

Budget Code _____



VENDOR TRAVEL VOUCHER FORM

032624

Phone (307) 682-5171

Campbell County School District No. 1

PO Box 3033

Gillette, WY 82717-3033

Fax (307) 682-6187

Vendor Name _____

Remit Vendor Name _____

(if different from left)

Store Address _____

SAMPLE FORM

City, State & Zip _____

City, State & Zip _____

Phone (_____

Phone (_____

***NOTE TO VENDOR & CCSD STAFF: CCSD IS TAX EXEMPT UNDER WYOMING STATE STATUTE 39-6-405 & 39-6-505

- Please see that this form is legible and accurate, prepared in ink and all vendor generated receipts are attached.
- It is the responsibility of the Campbell County School District employee to pay for movies, alcoholic beverages and personal phone charges. These types of charges are not to be included in the dollar amount being requested for payment on this form.
- After signing the vendor is to keep the last page or the goldenrod copy of this Voucher until payment is received.

TYPE OF SERVICE

Meals: (1) one

Total Costs

Breakfast

Students

Lunch

Staff

Dinner

Others/Driver

Total for all above Meals (1) \$ _____

Lodging:

of nights

Cost per Room

Total Costs

Students

Staff

Others/Driver

@

@

@

Total for all above Lodging (2) \$ _____

Registration Fees:

Total Costs

Students

Staff

Others/Driver

Total for all above Registration Fees (3) \$ _____

Miscellaneous:

Total for all above Miscellaneous (4) \$ _____

TOTAL VENDOR PAYMENT REQUEST \$ _____

-4- VENDOR CERTIFICATION - I certify under penalty of perjury and subject to the provisions of W.S. 6-5-303 and its penalties, that this voucher and the items therein are correct and just in all respects.

Signature of Claimant _____ Date ____/____/____

Remaining portion to be filled out by Campbell County School District No. 1

Person, Sponsor or Coach(es) _____

Detailed Description of Event Attended _____

Bus Driver Name _____

Date(s) Inclusive: ____/____/____

Location visited _____

Transportation Trip # _____

Payment Authorized by: _____

This form is to be completely filled out and returned with a receipt!

Signature of the Administrator/Supervisor _____

Transportation Charges _____

Accounting use only:

Warrant _____

Expenditure Acct # _____

Expenditure Acct # _____

Date: ____/____/____

Last copy (goldenrod) to vendor when services are received

(Distribution by Accounting of copies after processing: White - Accounting / Canary - Accounting / Pink - School

ACTIVITY TRIP RULES AND REGULATIONS

1. Activity Trips

- A. All coaches/sponsors and students are to be ready at designated departure times.
- B. The students are under the direct control and supervision of the coach/sponsor.
- C. Conduct of Students
 - 1. When a bus is in motion, students are required to sit in the seat facing the front of the bus. Students should not stand while the bus is moving or extend their arms or head out of the windows. Students should avoid any unnecessary movement and always sit correctly in seats. Students should not sit on the arms of the seats; kneel in seats facing backwards; and lay in the luggage racks.
 - 2. Rough housing, horseplay, throwing of objects, or squirting of pop or other liquids will not be tolerated.
 - 3. Any damage done to the bus seats or other equipment must be paid for by the student.
 - 4. Obscene or foul language, misconduct, vandalism, and/or any other violation of these policies may result in suspension from participation in school activity programs.
 - 5. Students shall help in keeping the bus clean. Do not throw paper or other refuse on the floor or out the bus windows. Put all garbage in the wastebaskets that are provided.
 - 6. Food or beverages may be brought on to the bus under the direction of the sponsor.
 - 7. No spikes will be allowed on the bus.
 - 8. Students will remain dressed in street clothes or full athletic suits when riding the bus. Students will dress in a manner that reflects appropriate standards for CCSD as defined by each coach/sponsor's expectations.
- D. Bus radios will be played at bus driver's discretion.
- E. Students will be responsible for their electronics and all other valuables. Students' music players will not be played on the bus except when equipped with individual headphones.
- F. Do not experiment or tamper with the bus or any of its equipment.
- G. Emergency doors shall only be used in case of an emergency or unless otherwise authorized by the driver.
- H. Coaches/sponsors will check with the driver to be sure that students have everything off the bus upon return to school.
- I. On an activity that has multiple sponsors, sponsors should sit in strategic positions to monitor all students.
- J. Students should remain in their same seat until they are ready to depart from the bus. In leaving the bus, remain seated until it stops, then leave immediately. If you cross the road, do so in front of the bus, after making sure the highway is clear, and by visually checking with the driver.
- K. The bus driver will have the final authority in endangering situations. Drivers are in charge of the general safety of all personnel while traveling. Each driver may feel that additional rules are essential to achieve this goal. Coaches and sponsors will enforce all requests made while in transit to insure their safe passage.
- L. Winter Travel - Remind your students to dress warmly. Students and sponsors should travel with a winter coat, snow boots, stocking hat, gloves or mittens, and a blanket.

- M. Cancellation of Trip - When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the Transportation Supervisor, the Director of Activities and possibly the Building Principal. All parties concerned should be notified immediately if the decision is made to cancel. After an activity, the bus driver will have the final authority on the decision as whether to stay or come home due to weather conditions.
- N. Travel To and From Out-of-Town Activities - In order to participate in any school function scheduled out-of-town, a student must travel to and expected to travel from the activity in school furnished or school authorized transportation.
- If parents wish to take their children home with them after an activity, they must request this permission from the coach/sponsor and provide a note saying they are relieving the coach/sponsor of all responsibility for the return trip home. The parents should arrange this with the coach/sponsor prior to the activity trip whenever possible. Coaches must account for students taken home by their parents after an activity.
- Students may not ride home with anyone other than their legal guardians unless parents wish to have their child released to another adult (21 or older) after an activity. A liability waiver must be completed at least 24 hours before the activity trip begins and with the coach/sponsor who will have the receiving adult sign and date the form before releasing the student. See Liability Waiver Form.
- O. Homework Guideline on Activity Trips - Idealistically, students should try to have all assignments done in an acceptable manner and turned in before leaving on activity trips. It is the student's responsibility to check with teachers concerning materials and assignments they might miss. Coaches should arrange study time on trips to coincide with school hours for students to complete these assignments. For example, a group leaving on Friday at 12:30 p.m. should have a scheduled study time until the schools regular dismissal time. The object of this study time is to keep activity students from lagging behind with homework and assignments. Students will be expected to have all assignments done in an acceptable manner and turned in the next class meeting after the activity trip.

2. Coaches/Sponsors Using School District Vehicles

- A. All school district personnel operating a school district vehicle must take a defensive driving class offered through the Transportation Department.
- B. Coaches, teachers and/or sponsors transporting students in a "school bus" vehicle must maintain Wyoming Statute 21-3-131 and District guidelines for school bus drivers.
1. There will be NO use of cell phones when driving "school bus" District vehicles.
 2. District must complete a Department of motor Vehicle check of driving record.
 3. Maintain a current Department of Transportation CDL physical (paid by CCSD).
 4. Maintain required annual training of at least 6 hours:
 - a. Defensive driving
 - b. First Aid
 - c. CPR
 - d. Transportation in-service or designated classes.

3. Communication

- A. Upon completion of an out-of-town activity, coach or sponsor must coordinate with the bus driver to call STARR Communications at 686-2877. Items to include:
 - 1. Amended estimated time of arrival, if different from original anticipated time.
 - 2. Results of competition.
 - 3. Special instructions, if plans are changed, i.e. weather or vehicle breakdown.
- B. Parents should be encouraged to utilize this service.

CAMPBELL COUNTY SCHOOL DISTRICT - LIABILITY WAIVER

Student's Name: _____

School Activity: _____ Date of Activity _____

- ☐ I, as parent or legal guardian, upon the completion of the above named activity, authorize my child's release to

Person(s) Student Is Released To - Must Be At Least 21 Years of Age

- ☐ I will be taking the above named student to this activity because _____

I hereby relieve Campbell County School District and its agents of any liability toward my son/daughter after the release is completed. We further understand that this action is contrary to the recommendation of the school district personnel.

Administrator Signature

Parent/Guardian Signature

Student Signature

I have been authorized by the parent/guardian to assume responsibility for the above named student, and thereby accept full responsibility.

Signature of Person Student Released To

Date

Time

48 hours prior to any activity trip, this Liability Waiver must be filled out and signed by a Building Administrator if a student is to be released to any adult (21 or older) other than their legal guardians. Filling out the form does not guarantee a Building Administrator's signature.

Students will be released to their own parents after an activity with a written note signed and dated by the parent.

TRANSPORTATION DUTIES AND RESPONSIBILITY GUIDELINES

The following guidelines have been developed to aid all those concerned with the transportation of students to activity events. These guidelines will help coordinate responsibilities and procedures. If circumstances arise that cannot be covered by these guidelines, you are encouraged to use your best judgment to see that the students are properly cared for and that all possible efforts are made to keep the appropriate district personnel informed.

I. General Information

- A. The decision to make a trip will be made between the Director of Activities/Building Activities Director and the Transportation Supervisor or their designees.
- B. The coach/sponsor is responsible for the travel itinerary. Trips planned over the mountain require notification when entered to assure the scheduling of trained drivers and proper buses.
- C. The driver has full responsibility for the safety, operation, and maintenance of the bus, as well as, obeying all rules of the road.
- D. The coach/sponsor has full responsibility for the safety and supervision of the students on the activity trip.
- E. The coach/sponsor is responsible for an up-to-date list of all students and coaches/sponsors making the trip for the bus driver and the appropriate activities or administrative office.
- F. The driver is to be at the school 15 minutes prior to departure time to load the bus. If the driver is not there, begin to call the transportation department immediately to minimize delays.

II. Bus Emergency Procedures for Mechanical Problems

- A. Bus Driver(s) - Responsibilities
 - 1. Follow emergency procedures. They may include a practice evacuation of the bus.
 - 2. Notify transportation department -
 - a. Monday through Friday until 8:00 p.m. - 682-4179 (office) or 682-4218 (shop)
 - b. Other times -
 - 1) Call Starr Communications - 686-2877 (686-BUSS)
 - 2) Leave a call back number.
 - 3) Starr Communications will contact the transportation department and give them the call back number.
 - c. Make sure the coach/sponsor is kept informed.
- B. Transportation Contact - Responsibilities
 - 1. Contact driver at call back number.
 - 2. Assess situation - determine if bus can be fixed.
 - a. If it can be fixed without significant delay -
 - 1) Take corrective action.
 - 2) Have them continue trip.
 - 3) Notify STARR Communications of delayed return

- b. If it cannot be fixed without significant delay -
 - 1) Determine corrective measures and time to repair.
 - 2) Make arrangements for repair.
 - 3) Notify transportation supervisor.
 - 4) Make decision concerning repair.
 - 5) Make decision on sending another bus or borrowing a bus from the closest school district.
 - 6) Communicate with Director of Activities or building activities director when scheduled return time is affected.

C. Coach/Sponsor - Responsibilities

1. Ready the students for a possible delay in a positive manner.
2. Have students contact parents.
3. If you are returning more than one hour after your scheduled return time for any reason, call STARR COMMUNICATIONS (686-2877) and have them notify all local radio stations of your new arrival time. Please identify your school, team, and destination so parents who call in for information can be updated by STARR COMMUNICATIONS.
4. If delay will be significant, have STARR COMMUNICATIONS notify Director of Activities or Building Activities Director and give a call back number.
5. If you are unable to contact a Director of Activities or Building Activities Director, have STARR COMMUNICATIONS notify the radio stations and leave a message with STARR COMMUNICATIONS for parents in case they call in for information.
6. Out-of-Town Delay
 - a. See that students are warmly dressed and supervised at all times.
 - b. Wait in a positive manner.
7. In-Town Delay
 - a. Find a location that provides food and shelter.
 - b. Supervise students at all times.
 - c. Keep Director of Activities or Building Activities Director informed.

D. Director of Activities or Building Activities Director - Responsibilities

1. Notify the appropriate radio stations.
2. If there is to be a significant delay, leave additional information with STARR COMMUNICATIONS (686-2877) for parents who might call in.

III. Road Closure and Other Delays

A. Bus Driver(s) - Responsibilities

1. Follow emergency procedures.
2. Notify transportation department -
 - a. Monday through Friday until 8:00 p.m. - 682-4179 or 682-4218
 - b. Other times:
 - 1) Call Starr Communications - 686-2877 (686-BUSS)
 - 2) Leave a call back number.
 - 3) Starr Communications will contact the transportation department and give them the call back number.

3. Make sure the coach/sponsor is kept informed.
4. Bus drivers will have the final authority on the decision as to staying or going home due to weather conditions.
 - a. Drivers should monitor weather conditions, travel advisories and be prepared to contact coaches, athletic director and transportation supervisor for assistance as needed.

ACTIVITY AWARDS

Activity awards are presented to students for participation and achievement in a variety of activities. Students must complete the season and display good sportsmanship in order to be eligible for an award. The timing of an activity code violation will not affect lettering. Each coach or activity sponsor will be responsible for establishing the lettering criteria for their sport or activity, and provide written copies of the lettering criteria to each student and the Activities Office. This needs to be done each season or school year.

SENIOR HIGH AWARDS

Awards may be earned in the following extra-curricular activities at Campbell County High School:

Volleyball	Football	Band
Girls' Cross Country	Boys' Cross Country	Drama
Gymnastics	Wrestling	Vocal Music
Girls' Swimming	Boys' Swimming	Cheerleading
Girls' Basketball	Boys' Basketball	Speech and Debate
Girls' Tennis	Boys' Tennis	DECA
Girls' Track	Boys' Track	Orchestra
Girls' Soccer	Boys' Soccer	Dance
Girls' Softball	Boys' Golf	FBLA
Girls' Golf	Boys' Indoor Track	FCCLA
Girls' Indoor Track		

Each activity will have a certain criteria to follow according to the awards given. This criteria will be so drawn up by each coach or sponsor in that particular area.

- A. First Varsity Letter - Recipient shall receive:
 - 1. 6" letter
 - 2. Insert emblematic of the activity
 - 3. Letter certificate
- B. First Varsity Letter (in second or succeeding activities) - Recipient shall receive:
 - 1. Insert emblematic of the activity
 - 2. Letter certificate
- C. Second and Succeeding Letters (in same activity) - Recipient shall receive:
 - 1. Service bar
 - 2. Letter certificate
- D. Junior Varsity Award
 - 1. Junior Varsity certificate

GUIDELINES FOR SETTING UP LETTERING REQUIREMENTS

- 1. Lettering can be a big benefit in motivating students if it is done right.
- 2. Don't make it easy, but make it possible for every person on the team to earn a varsity or junior varsity letter.
- 3. Tie in all the areas that you think are important, such as attendance at practice, attaining goals, adhering to guidelines, etc.
- 4. Be committed to your record keeping to let students know where they stand weekly.
- 5. Change requirements only between seasons.
- 6. Lettering requirements should be written out and given to the students at your first meeting along with an explanation and a time for questions.

END OF SEASON AWARDS EVENT PROCEDURE

1. Arrange date, location and building use with Activities Office.
2. Give varsity, JV, participation and special award names to Activities Office at least one week before awards date.
3. In addition to athletes and parents, consider inviting the following:
 - a. Members of the School Board
 - b. Superintendent
 - c. Principal and other administration
 - d. Cheerleading coach and participants
 - e. Athletic Trainer and student trainers
 - f. Other supporters of the program or those who have donated to the program
4. Conduct of Banquet/Dessert - It is recommended that the following be included in your proceedings:
 - a. A welcoming statement. Be sure to ask the Principal, Athletic Director or invited guests if they wish to speak.
 - b. Program activities should commence before dinner/desserts to prevent an extended evening. The entire ceremony may end before refreshments in cases where dinner is not being served.
 - c. Recognition of Board members and Administration as well as special guests, award presenters and other distinguished attendees.
 - d. Presentation of awards.
 - e. Have a sound system if available and if needed.

ATHLETIC END OF SEASON REPORT

(To be filed with the building activity director within two weeks of the end of the season.)

Circle One: Campbell County High School
 Sage Valley Junior High School

Thunder Basin High School
Twin Spruce Junior High School

Wright Junior/Senior High School

Sport _____

Level _____

Coach(es) _____

Team Captain(s) _____

Manager(s) _____

VARSITY LETTERS (by grade)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

Year _____

Season Record: Won _____ Lost _____ Tied _____

League Record: Won _____ Lost _____ Tied _____

Tournament Results:

Participation Report: 6th/FR 7th/SO 8th/JR 9th/SR

Number starting season: _____

Number finishing season: _____

26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____
39. _____
40. _____
41. _____
42. _____
43. _____
44. _____
45. _____
46. _____
47. _____
48. _____
49. _____
50. _____

[illegible][illegible]

SPORT COACHES RESPONSIBILITIES

High school head sport coaches are expected to hold an annual meeting with all their assistants in that sport (6th or 7th - 12th). The head coach has the discretion to cover information and materials that are most beneficial to the coaches to ensure continuity and appropriate skill development of their sport athletes. Head coaches should make a reasonable attempt to set the meeting time and date so all involved can attend. Assistant coaches are required to attend and participate.

Coaches can be held liable for failure to teach fundamentals and protective skills for particular sports. In addition, activities directors and head coaches must ensure that:

- 1) All athletes are taught appropriate protective skills
- 2) All athletes will be taught fundamentals as an educational progression.
 - a. Simple to complex
 - b. Known to unknown
 - c. Synthesize individual skills to develop more complex capabilities
- 3) Athletes should be praised or encouraged for:
 - a. Hard work (effort)
 - b. Partial mastery and improvements thereafter
- 4) Assistant coaches and volunteer coaches must be qualified to carry out specific duties and responsibilities.

A. Proper Supervision

- 1) Coaches must be physically present during all activity related to practice and competition whether coaching opposite or same gender teams. Coaches of teams must specify locker room expectations and team room expectations. The number one priority for locker room safety is supervision by the coach until all players are gone.
- 2) The more hazardous the activity, the greater a coach's responsibility for supervision.
- 3) Athletes require attention with respect to:
 - a. Readiness for execution of or removal from a dangerous skill,
 - b. Readiness for physical contact,
 - c. Pairings for practice and scrimmage according to physical maturity differences and abilities.
- 4) Coaches will use common sense in supervision of students. This includes but is not limited to:
 - a. providing for locker room supervision whenever students are present, including before and after practice
 - b. sitting throughout the bus
 - c. room checks

B. School Rules, Guidelines or Expectations

Coaches must know their school rules, guidelines or expectations in every situation.

- a. If no school rule, guidelines or expectations, contact the building administration.
- b. If you fulfill school rules, guidelines or expectations, you automatically fulfill your duties as a reasonable and prudent administrator or coach.

- c. Know if you have an applicable school rule and do not deviate from it.

C. Equipment

- 1) Proper locker procedures shall be followed in storing equipment after practice or a game.
These procedures should be explained before the season starts and reinforced through the season. Individual player equipment check-out system will be used and on file.
- 2) Store equipment neatly and use equipment properly. Pride in the equipment and facilities are of primary importance to all athletes and coaches.
- 3) Keeping the equipment secured at all times.
- 4) If an injury occurs involving equipment that could be a liable situation:
 - a. Fill out an accident/injury report.
 - b. Keep and label the equipment. Be prepared to obtain evidence of purchase.
 - c. If the injury was recorded on film, study the film and keep it.
 - d. Get witnesses immediately and have them prepare a statement.

D. Training Areas/Locker Rooms

Each coach/activity sponsor is responsible for the following:

- 1) Making safety the number one priority.
- 2) Make pre-season inspections of all training areas and locker rooms.
- 3) Keeping training areas, practice areas and the locker room in order and safe. If a hazard or potential liability exists, fill out a work order and turn it into the Activities Office. If urgent, notify the building Activities Director.
- 4) At the end of the season, all training areas and locker rooms will be clean and cleared of all equipment and ready for the next activity team/group.

E. To Avoid Potential Sources of Liability for Coaches and Administrators

- 1) Do NOT allow athletes to practice or participate without verification of a current physical.
- 2) Properly supervise an activity at all times.
- 3) Entrust responsibility only to a qualified or certified staff member.
- 4) Teach the skills at the appropriate or correct level of difficulty.
- 5) Teach skills properly and in accordance with the rules.
- 6) Teach protective skills.
- 7) Provide and maintain a safe practice environment and a safe playing environment.
- 8) Provide proper equipment
- 9) Provide appropriately sized and fitted equipment.
- 10) Inspect, repair, and recondition equipment properly.
- 11) Teach athletes to inspect and wear their equipment properly.
- 12) Check young athletes for proper fitting and wearing of equipment.
- 13) Warn and deter from unsafe or illegal execution of skills.
- 14) Develop and implement policies and procedure intended to enhance safety for each activity.
- 15) Implement recognized standards publicized by various sports regulatory of sports medicine agencies.
- 16) Match or equate athletes by maturity and development.
- 17) Administer first-aid properly or obtain appropriate first-aid assistance.
- 18) Warn all parties of dangers inherent in your sport/activity.

- 19) Require medical approval for an injured athlete to return to practice or competition.
- 20) Keep adequate and accurate records.

F. Duties of a Coach

- 1) Provide a safe and orderly environment during practice and competition.
- 2) Effectively plan pre-season, in-season and out-of-season activities.
- 3) Develop site-specific emergency response plans.
- 4) Evaluate athletes for injury and respond with approved first-aid/emergency care.
- 5) Match or equate athletes appropriate with focused attention to maturity or developmental differences.
- 6) Provide or maintain appropriate, safe and properly fitted equipment.
- 7) Warn athletes and parents of inherent risks of your sport.
- 8) Supervise athletes appropriately before, during and following practices and competitions.
- 9) Keep thorough records.
- 10) Know, document, post and implement school rules, guidelines and expectations.
- 11) Provide appropriate instruction.
- 12) Evaluate and condition properly.

NEGLIGENCE PRECAUTIONS

Coaches/sponsors must make every attempt to protect students and, thereby, protect themselves, from negligent actions by making sure of the following:

- A. All participants must have a current physical, dated on or after May 1st of current school year. Coaches/sponsors must verify the current physical before the participant is allowed to practice and compete.
- B. All participants' physicals have been reviewed for restrictions and restrictions followed.
- C. All participants have completed and turned in all paperwork, including eligibility and consent requirements, prior to the first contest.
- D. All participants receive adequate instruction in the fundamentals of each skill.
- E. All participants receive good, properly fitted equipment.
- F. All participants are instructed in the proper use of their equipment.
- G. All participants' injuries are given prompt and appropriate attention.
- H. All injured players are not returned to competition unless approved medical personnel clear them for further action.

ATHLETIC INJURIES REQUIRING MEDICAL ATTENTION

- A. The coach shall seek the best immediate care possible for the injured athlete.
- B. The coach/trainer or school personnel shall accompany the injured student to the physician's office or hospital. Provisions for practice supervision must be made before leaving the other students unsupervised.
- C. The coach or trainer shall notify the parents of the injured player as promptly as possible.
- D. The coach or trainer shall not leave the injured student until he/she has informed the parents of the situation of the injury and released the athlete to their care.
- E. The coach shall file an Accident/Injury Report with the trainer or the school nurse within 24 hours of the accident, or the next school day.
- F. The injured student shall not be allowed to return to practice without a written medical release from his/her physician.
- G. If you as a coach, or if the district trainer determines an injury requires medical attention, you will not be over-ruled by parents. Refuse to play or practice the student and contact the building activities director or administration as soon as possible.

COACHING/TEACHING TECHNIQUES

- 1) Use sound and acceptable teaching practices.
- 2) Run well-organized and productive practice sessions.
- 3) Complete all pre-season planning well in advance of the starting date.
- 4) When applicable, adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communication with patient, trainer, doctor, and parents.
- 5) Construct a well-organized and effective contest plan.
- 6) Develop a sound system for equipment/materials accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- 7) Keep assistant coaches/sponsors, student managers and all other help well informed as to what is expected. Cooperate fully with maintenance staff, transportation personnel and others similarly involved in the overall activities program.

STUDENT MANAGERS

- 1) Each manager is to be selected by the coach/sponsor in charge of the activity.
- 2) The manager's job is one of responsibility, dependability, loyalty, and cooperation with the coaches/sponsors and participants.
- 3) The managers who take care of the equipment/materials are to be under the direct supervision and management of the coaches/sponsors.
- 4) All participants' equipment is to be issued by the coach/sponsor. In sports, all players' equipment is to be fitted and issued by a coach.
- 5) The managers are expected to be assigned to certain duties by the coaches/sponsors and be held responsible for such assignments.
- 6) Managers are not to be given free rein with school keys. Keys are never to be given on a long-term basis. The coach/sponsor who gives the keys to the manager is ultimately responsible for the use of those keys.
- 7) Student managers are expected to turn in all required paper work and follow the same guidelines as the student-participants in that activity.

STUDENT TRAINERS

Guidelines to follow when student trainers are with sports teams with or without the licensed athletic trainers.

- 1) If an athlete is injured during a sporting event, have a certified athletic trainer who is at the site determine the plan of care.
- 2) If a certified athletic trainer is unavailable or not present at the site, the coach is responsible for the care of the injured athlete.
- 3) The student trainer present will assist the coach in the care of an athlete, but does not make any decisions regarding treatment or playing status of the athlete.

STORING EQUIPMENT BETWEEN SEASONS

Equipment is important to every coach/sponsor. All practice areas used during the season will be clear of all applicable equipment and supplies properly stored. Proper storing and inventory of equipment after the season makes a coach/sponsor's job easier the following season. Having equipment properly marked and in neat order makes inventory easy.

A check-out sheet and a check-in sheet means better control of one's equipment and are to be used by all coaches/sponsors.

Equipment should be cleaned before final storage between seasons. Equipment no longer usable should be discarded only with the approval of the Director/Associate Director of Activities or Principal. School district procedures for the proper disposal of the equipment will be followed via the recommendation of the building Activities Director or Principals.

INVENTORY SYSTEM

The Head Coach/Sponsor in each activity will make an annual inventory of equipment and supplies and provide the building activity office with a copy. The annual inventory will be used by each head coach/sponsor to maintain better control of equipment/materials for their activity. Each year, one copy of the inventory is to be kept on file with the building Activities Director or Activities Office. The Coach/Sponsor will keep and file a copy of the annual inventory.

FACILITY IMPROVEMENT USING CAPITAL CONSTRUCTION

The Activities Department needs your help in the up-keep and improvement of our activity facilities and in developing a current a five-year progressive capital construction plan for activities. Please communicate with your activity director your activity needs, requests, and ideas. Articulate in writing rationale that identifies how the capital construction will improve your activity program. Turn in Capital Construction request annually to the building Activities Director each year by

LIGHTNING PROCEDURES

As in any situation, Campbell County School District strives to protect its student athletes from potential harm. Lightning is a severe hazard that must be viewed seriously. Everyone should immediately seek shelter any time they believe lightning threatens them.

Practice/Game Settings

<u>Sky-Scan Findings</u>	<u>No Sky-Scan Findings</u>	<u>Recommendation</u>
Lightning at 20-40 Miles	No Count Available	No Action Taken or Needed
Lightning at 8-20 Miles	Count of "Flash-to-Bang" Outside of THIRTY (30) Seconds	No Action Required Recommend Monitor
Lightning at 3-8 Miles	Count of "Flash-to-Bang" Under THIRTY (30) Seconds	Activities Suspended - Coaches Must Move Students to Safety
Lightning at 0-3 Miles	Count of "Flash-to-Bang" Inside TEN (10) Seconds	Activities Suspended

*If the hand-held detector or cell phone app is being used, the activity may resume when the previously established criteria is reversed. If a hand-held detector or cell phone app is not available, it is recommended to wait 30 minutes after the last flash of lightening is witnessed or thunder is heard. Any subsequent lightening or thunder after the beginning of the 30-minute count should restart the clock and another count should begin. The combination of the 30-second flash-to-bang count to suspend activity and the 30-minute delay after the last flash to resume activity is commonly referred to as the "30-30 Rule." **Campbell County School District recognizes the game official's authority for game management. The above guidelines are not intended to supersede the decision of the official, only to provide direction for CCSD personnel.**

Campbell County School District has implemented the Thor Guard Lightning Prediction System to determine when play should be stopped and when it can resume. **You will be warned by one 15 second blast of the horn signaling suspension of activities (if equipped, a strobe light will begin flashing and remain flashing until safe conditions return).** If you remain outdoors after the warning is issued, you do so at your own risk.

REC CENTER FIELD HOUSE USE RULES & EXPECTATIONS

All coaches using the Field House must be familiar with emergency exits, light switches, curtains, storage areas and alarm systems before use.

After school, all secondary schools have busses running to the Rec Center throughout the school year. Students need to be given route numbers for these busses.

Sports based at a particular school will dress at that school and ride a bus to the Field House. Bus requests need to be turned into the Activities Office and students need to ride to and from the Field House as a team.

All athletes and coaches need to enter and exit the Field House from the north team entrances, which are the locker room entrance or the hallway by-pass entrance.

Student-Athlete Rules

- Athletes must wear non-marking shoes on the tan mondo surface.
- Only 3/16 pyramid spikes are allowed on the track. Coaches are responsible to check spikes and to hold athletes accountable.
- Athletes must use restrooms in the locker rooms.
- **Athletes must stay in the Field House. No one, including managers, should be on the Rec Center side before, during or after practices.**
- Athletes must leave through the team locker rooms vestibule doors only.
- Athletes and coaches must clean up after practices, including locker rooms.
- The scoreboard and the meet results room windows are not to be hit with any type of balls.

The doors on the northeast side of the field house will be barred open by coaches and/or CCPR staff at 3:00 p.m. and locked at 5:45 p.m. Monday through Friday. CCPR gym monitors will be responsible for making sure the door is locked at 5:45 p.m. Athletes will not be allowed to prop the door open after 5:45 p.m.

Athletes and coaches will be aware that CCPR staff will not go to the team locker rooms for items left there, such as coats, equipment, books, etc.

Equipment use (hurdles, pole vault pit, long jump area) by CCSD staff and CCSD athletes will only be allowed during scheduled practice times. If athletes wish to use the equipment at other times, this must be approved by their coach before the equipment is used.

Practice times during the week are for school use only. If school teams do not practice, those time slots are not to be made available to outside groups (traveling teams, elementary youth groups, etc.)

Campbell County School District Activities

ATHLETIC TRAINING FACILITY EMERGENCY ACTION PLAN

GENERAL INFORMATION

CERTIFIED ATHLETIC TRAINERS:	N/A (CCHS)	687-0369
	Jenna Walker, LAT (TBHS)	687-7733

HOSPITAL:	Campbell County Memorial Hospital 501 South Burma Ave. Gillette, Wyoming 82716	688-1000
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AMBULANCE:	Campbell County:	9-911
	Thunder Basin:	9-911
	Sage Valley:	2-911
	Twin Spruce:	9-911
	Aquatic Center:	9-911

SCHOOL PHONE LOCATIONS:	1. Main Offices
	2. PE/Athletic Offices
	3. Pool Offices
	4. Athletic Training Rooms
	5. Nurses Offices

It is the coach's responsibility to secure communication devices (i.e. phone, cell phone, school radio) for practices and games that are held off campus to insure adequate coverage.

CAMPBELL COUNTY SCHOOL DISTRICT EMERGENCY PLAN

(Evacuations, lockdown, fire, tornado, etc.)

Coaches and sponsors including the Certified Athletic Trainer will comply with the CCHS Emergency procedures outlined in the Faculty Handbook. Because the practice or event occurs after school does not exclude the coach and students from the procedures outlined therein.

DIRECTIONS FOR CALLING PARAMEDICS/AMBULANCE

1. Call paramedics.
 - A. State your name and position.
 - B. State age and gender of injured athlete.
 - C. Describe nature of injury.
 - D. Describe treatment/care given to athlete.
 - E. Describe location of injured athlete.
 - F. Give present phone number.
2. Send responsible person(s) to meet and direct paramedics to injured athlete.
3. Assist paramedics with injury information if needed.

When paramedics are summoned, they should be given specific instructions to use the most efficient entrance of the building or grounds to the injured party. Keys to the gates must be carried by coaches to enable access to emergency vehicles and personnel.

GENERAL EMERGENCY PROCEDURES

ACTIONS TO BE TAKEN

1. Administer first aid/CPR if necessary.
2. Call paramedics if necessary.
3. Be prepared to treat the athlete for shock.
4. Notify parents of the injury as soon as possible and the location of transport.
5. Assist emergency personnel by providing any pertinent information about the athlete's injury and/or medical history.
6. Accompany athlete to hospital, if possible.

ATHLETIC INJURY PROCEDURES

General Guidelines:

REMEMBER - Most Important: The injured athlete takes priority over everything!

1. Keep the athlete still, comfortable, and reassured.
2. When in doubt, do not move an injured athlete.
3. Send someone for the athletic trainer if available.
4. Call paramedics if necessary.
5. Be prepared to treat the athlete for shock.
6. Provide the paramedics with the athlete's emergency contact information.
7. Notify parents of the injury as soon as possible and the location of transport.
8. File accident report with certified athletic trainer or designee (i.e. school nurse).

- 1. When Head Athletic Trainer is present:**
 - A. Notify Head Athletic Trainer.
 - B. If there is a serious injury and it is obvious that an ambulance will be needed, send assistant coach or student athletic trainer to call paramedics.
- 2. When injury occurs on school grounds and the Head Athletic Trainer is not present:**
 - A. Administer first aid/CPR if necessary.
 - B. Call ambulance if necessary.
 - C. Provide paramedics with the athlete's emergency contact information.
 - D. Notify parents of injury as soon as possible and the location of transport.
 - E. See that the athlete has transportation home.
 - F. Notify Licensed Athletic Trainer and Athletic Director as soon as possible.
 - G. File Accident Report with Certified Athletic Trainer within 24 hours of the injury.
- 3. When team is away and injury occurs:**
 - A. Consult the Licensed Athletic Trainer if one is present. It is the coaches' responsibility to specifically assign treatment responsibility. If you consult a Host ATC, you must still provide appropriate treatment, or assign responsibility to the Host ATC.
 - B. Request assistance of host team coach or athletic director if the Certified Athletic Trainer is not available.
 - C. Call ambulance if necessary.
 - D. Be prepared to treat the athlete for shock.
 - E. Send the athlete's emergency information/medical release with him/her to the hospital.
 - F. If at all possible send an assistant coach with the injured athlete.
- 4. Students may not remove injured athletes from the Aquatic Center pool area. Lifeguards must enter the water and provide extrication and initial treatment to injured athletes in a pool.**
- 5. Notify the Licensed Athletic Trainer as soon as possible after an athletic injury occurs.**

DO NOT MOVE ANY INJURED ATHLETE IF YOU ARE IN DOUBT AS TO HIS/HER CONDITION OR WHEN THERE IS A BACK, HEAD OR NECK INJURY. CALL FOR THE PARAMEDICS.

INJURED ATHLETE AND PARTICIPATION

The welfare of the athlete is of the utmost importance. Decisions of the Certified Athletic Trainer must be considered primary. The athletic trainer and coach should communicate regularly with regards to injured athletes.

Following the return to activity protocol, the athlete will be tested for physical readiness. Based upon this testing, student-athletes will be cleared or not for activity. All parties involved (i.e. the athlete, the parent, the team physician, the personal physician and the Certified Athletic Trainer) must agree that a player can resume participation safely. If any one of these people does not feel that the player is ready to return to athletic participation, then the athlete will be withheld from play.

COACHES DUTY TO OBTAIN MEDICAL ATTENTION

The coaching staff must be aware that they have a duty and responsibility to obtain medical attention for those athletes that are injured or who may have an injury. Failure to obtain medical attention for an injured athlete and/or permitting an injured athlete to compete without medical clearance may result in disciplinary action as well as exposing the coach to legal action. If an injured athlete has seen a physician for an injury, coaches must obtain a medical release prior to the athlete returning to participate in practice or competition.

TRAINING ROOM OPERATION

1. Practices

- A. Athletic Trainer coverage of practices will be determined by the Director of Activities and the Licensed Athletic Trainer.
- B. The training room will be open during the school day from 3:00 p.m. until the end of practices and games/events. Mornings and other times must be arranged in advance with the Athletic Trainer.
- C. Special practices or changes in original schedules should be submitted, preferably in writing, 24 hours in advance to the Licensed Athletic Trainer.
- D. During the outdoor seasons, the Licensed Athletic Trainer can be contacted by radio. Coaches are encouraged to take a two-way radio with them to outdoor practices if a Student Athletic Trainer is not present. These radios may be obtained in the Athletic Training Room.

2. Contests

- A. Athletic Trainer coverage of contests will be determined by the Director of Activities and the Licensed Athletic Trainer.
- B. Priority coverage by the Certified Athletic Trainer will be given to high school games/events.
- C. Any changes in contest schedules should be submitted preferably in writing to the Licensed Athletic Trainer at least 24 hours in advance.

3. Aquatic Center

Students may not remove injured athletes from the pool area. Lifeguards must enter the water and provide extrication and initial treatment to injured athletes in a pool.

4. Training Room Facilities and Equipment

- A. Athletes are not allowed in the training room without a Licensed Athletic Trainer or Student Athletic Trainer present.
- B. If a coach opens the Athletic Training Room for athletes he/she must directly supervise the athletes:
 - 1. The coach is directly responsible for the neatness and cleanliness of the facility.
 - 2. Never leave the Athletic Training Room unattended if you opened the training room.
 - 3. ONLY THE LICENSED ATHLETIC TRAINER IS ALLOWED TO INITIATE TREATMENT.
 - 4. Physical Education/Wellness injuries are to be treated by the school nurse. Treatment in the Athletic Training Facility is for emergencies only for physical education/wellness injuries.

- C. First Aid kits, water bottles, coolers, and ice containers are available from the athletic training room. Coaches are responsible for the condition and return of this equipment.
- D. Water bottles and coolers should be kept clean and tops should not be removed in order to prevent the spread of disease and illness.

5. Student Athletic Trainers

- A. Student Athletic Trainers are being taught basic injury care; however, the coach must assume all responsibility in case of injury. The student athletic trainer is there to assist you take care of the injury. The student trainer is not to take the lead in dealing with the injury. In the absence of the Certified Athletic Trainer, the coach is in charge.
- B. Head Coaches must designate a coach who will have responsibility to render appropriate first aid. Student Athletic Trainers cannot be designated to fill this position. They can only assist the designated coach with this responsibility.
- C. Student Athletic Trainers are trained to tape and treat minor injuries.
- D. When possible, a student athletic trainer will be assigned to work with your team and possibly travel.
- E. Student athletic trainers are not allowed to initiate treatment without direct supervision, direction, or instruction from the Certified Athletic Trainer or a Physician for each injury situation. This includes but is not limited to:
 - Whirlpools
 - Electrical stimulation
 - Other modalities without permission of the Certified Athletic Trainer and his/her supervision.
 - Ultrasound
 - TENS
- F. Neither coaches, nor student athletic trainers, are to diagnose injuries and request specific treatment from the training room. These are the responsibilities of the team or attending physician and the Certified Athletic Trainer.
- G. Students may not remove injured athletes from the pool area. Lifeguards must enter the water and provide extrication and initial treatment to injured athletes in a pool.

Emergency Action Plan Worksheet - Student Response Team

Coach/Advisor Name: _____

Activity: _____

Level: _____

1

911 TEAM

CALL 911		
	PRACTICE	EVENTS
Closest Phone		
EMS Access Point		
Street Intersection		
Student 1		
Student 2		
MEET AMBULANCE at EMS Access Point. Take to victim.		
	PRACTICE	EVENTS
Entry Door/Gate		
Student 1		
Student 2		
CALL CONTACTS. Provide location and victim's name.		
	NAME	CELL

Athletic Trainer

Athletic AD

Student 1

Student 2

2

CPR/AED TEAM

START CPR	
<ol style="list-style-type: none"> Position person on back. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression. Take turns with other responders as needed 	
Coach	
Student 1	
Student 2	
Student	
WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS	
<ol style="list-style-type: none"> Remove clothing from chest. Attach electrode pads as directed by voice prompts. Stand clear while AED analyzes heart rhythm. Keep area clear if AED advises a shock. Follow device prompts for further action. After EMS takes over, give AED to Athletic Administrator for data download. 	

4

	PRACTICE	EVENTS
Tub Location		
Water Source Location		
Ice Source Location		
Ice Towel Location		
Student 1		
Student 2		

If J

3

AED TEAM

GET THE AED		
	PRACTICE	EVENTS
Closest AED		
Student 1		
Student 2		
Typical location		
Student 1		
Student 2		

CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.

HEAT STROKE TEAM

PREPARE TUB DAILY

	PRACTICE	EVENTS
Student 1		
Student 2		
<ol style="list-style-type: none"> Remove equipment/excess clothing. Move to shade. Immerse athlete into cold ice water tub 1 stir water. *If no tub: cold shower or rotating cold, wet towels over the entire body Monitor vital signs. Cool First, Transport Second. <ol style="list-style-type: none"> Cool until rectal temperature reaches 102°F if ATC or MD is available. If no medical staff, cool until EMS arrives. 		

CONTAGIOUS DISEASE INFORMATION

CCSD has developed an AIDS Policy (CCSD Policy 4330) in order to address concerns about the spread of contagious diseases including the AIDS virus, Hepatitis B Virus, etc. The following WHSAA Policy and Central Michigan University Infection Control Precautions are excellent guidelines to follow. Should you have questions, please contact the CCSD Trainer.

WHSAA CONTAGIOUS DISEASE POLICY (2.4.0)

In order to address concerns about the spread of contagious diseases, (AIDS, hepatitis, etc.) the WHSAA Board of Directors has adopted the following policy:

Before competing in a practice or contest, a student-athlete must cover any open wound on his/her body. This will reduce the risk of transmission of a blood-borne pathogen from his/her open wound to the open wound or mucous membrane of another person or vice versa.

If the bleeding resumes, the practice or contest must be stopped again and any potentially contaminated surfaces cleaned. It is up to the discretion of the official in charge of the competition (i.e. referee in football and basketball, etc.) as to how many times the competition should be stopped due to a student-athlete's bleeding before that student-athlete is disqualified from further participation in that contest.

Whenever a participant suffers a laceration or wound where oozing or bleeding occurs, the practice or game should be stopped at the earliest possible time, and the player should be escorted from the area for the appropriate treatment. The student-athlete should not return to the game/practice until bleeding has been arrested and the open wound properly covered.

The referee should stop the contest as prescribed by the National Federation rules if it is necessary to clean blood-spill and/or provided first aid. The referee must NOT clean up the blood spill.

If the contestant must change uniforms he/she will be allowed to do so without penalty as provided by National Federation rules for that sport.

Whenever possible the individual should give themselves first aid to avoid getting blood into another's mouth, eyes, or open sore. If such exposure occurs, rinse exposed body area thoroughly with water.

1. If the individual has any breaks in the skin, use an antibacterial to cleanse the wound and cover it with a dressing.
2. If the participant's uniform is soaked with blood, the uniform should be changed.

The host school is responsible for cleaning the area in the following manner:

1. A solution made from 1-10 dilution of household bleach or similar commercial product should be used.
2. After pouring disinfectant on the affected area, attendants should wait approximately five (5) minutes before attempting to clean the affected area.
3. While wearing rubber gloves, personnel should wipe the area clean with towels and then dispose of the towels into a plastic bag.
4. While wearing rubber gloves, personnel should then scrub the area with a solution of disinfectant. Rubber gloves should be disposed into a plastic bag. The user should then wash his/her hands immediately.
5. The referee should then re-start the match as prescribed by the National Federation Rules.

These precautions represent prudent practices that apply to preventing transmission of the AIDS virus (human immunodeficiency virus - HIV), Hepatitis B Virus (HBV), and other blood-borne infections, and should be used routinely.

1. When the possibility of exposure to blood or other fluids exists, appropriate barrier precautions to prevent skin and mucous membrane exposure should be followed. GLOVES should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should be changed after contact with each patient and disposed of in a proper waste container.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. Sharp items should be considered as potentially infectious and handled with extraordinary care in order to prevent accidental injuries. The puncture-resistant container (Sharp's box) should be located as close as practical to the use area. Needles or blades should not be purposefully bent, broken, removed, or otherwise manipulated by hand.
4. Although saliva has not been implicated in HIV transmission, to minimize the potential of infection during emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
5. Staff who have exudative lesions or weeping dermatitis should refrain from all direct patient care equipment, until the condition resolves.
6. Pregnant staff should be especially careful to minimize the possible transmission of infectious pathogens to the fetus.

MANAGEMENT OF CONCUSSION IN SPORTS

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. A concussion is caused by a bump, blow, or jolt to the head or body. Basically, any force that is transmitted to the head causes the brain to literally bounce around or twist within the skull, potentially resulting in a concussion. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

The understanding of sports-related concussion has evolved dramatically in recent years. We now know that young athletes are particularly vulnerable to the effects of a concussion. Once considered little more than a “ding” on the head, it is now understood that a concussion has the potential to result in short or long-term changes to brain function or in some cases, death.

The terms “ding” and “bell-ringer” were once used to refer to minor head injuries and thought to be a normal part of sports. There is no such thing as a minor brain injury. All brain injuries are serious. Once a concussion occurs, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers. Therefore, any suspected concussion must be taken seriously.

It used to be believed that a player had to lose consciousness or be “knocked-out” to have a concussion. This is not true, as the vast majority of concussions do not involve a loss of consciousness. In fact, less than 10% of players actually lose consciousness with a concussion.

RECOGNITION AND MANAGEMENT

If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, that athlete must be removed from all physical activity, which includes sports and recreation. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death.

SYMPTOMS REPORTED BY THE ATHLETE OR OBSERVED BY THE COACH	
<ul style="list-style-type: none">• Headaches• “Pressure in head”• Nausea or vomiting• Balance problems or dizziness• Blurred, double, or fuzzy vision• Sensitivity to light or noise• Feeling sluggish or slowed down• Feeling foggy or groggy• Drowsiness• Change in sleep patterns	<ul style="list-style-type: none">• Amnesia• Fatigue or low energy• Sadness• Nervousness or anxiety• Irritability• More emotional• Confusion• Concentration or memory problems (forgetting game plays)• Repeating the same question/comment

Any time the signs or symptoms of a concussion are observed by or reported to school personnel, precautions should immediately be taken. **Even though most concussions are mild to moderate, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.**

Parents and coaches are not expected to be able to “diagnose” a concussion. That is the role of a certified athletic trainer or appropriate health-care professional. However, you must be aware of the signs, symptoms and behaviors of a possible concussion, and if you suspect that an athlete may have a concussion, then he or she must be immediately removed from all physical activity.

SIGNS OBSERVED BY TEAMMATES, PARENTS AND COACHES
<ul style="list-style-type: none">• Appears dazed or stunned• Vacant facial expression• Confused about assignment or what to do• Forgets plays• Is unsure of game, score, or opponent• Moves clumsily or displays in-coordination• Answers questions slowly• Slurred speech• Shows behavior or personality changes• Can't recall events prior to hit• Can't recall events after hit• Seizures or convulsions• Any change in typical behavior or personality• Loses consciousness

WHEN IN DOUBT, SIT THEM OUT!

If a coach suspects that a player has a concussion and no licensed athletic trainer (LAT) is available, follow the “Heads Up” 4-step Action Plan.

1. Remove the athlete from play and do not allow athlete to return to play.
2. Ensure that the athlete is evaluated by the LAT or an appropriate health-care professional as soon as possible.
3. Inform the athlete’s parents or guardians about the possible concussion and give them information on concussion.
4. Keep the athlete out of play the day of the injury and until the LAT or an appropriate health-care professional says he or she is symptom-free and gives the okay/medical release to return to activity.

SIDELINE DECISION-MAKING (LAT PRESENT)

1. No athlete should return to play (RTP) on the same day if it is determined by the LAT that the athlete has a concussion.
2. Any athlete removed from play because of a concussion must have medical clearance from an LAT before he or she can resume practice or competition.
3. Close observation of athlete should continue for a few hours.
4. If the athlete is evaluated by a doctor, a written medical release from a doctor will be needed to return to play.
5. After medical clearance, RTP should follow a step-wise protocol with provisions for delayed RTP based on return of any signs or symptoms.

MEDICAL CLEARANCE RETURN TO PLAY PROTOCOL

1. No exertional activity until asymptomatic.
2. When the athlete appears clear, begin low-impact activity such as walking, stationary bike, etc.
3. Initiate aerobic activity fundamental to specific sport such as skating or running, and may also begin progressive strength training activities.
4. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, etc.
5. Full contact in practice setting.
6. If athlete remains asymptomatic, he or she may return to game/play.

A. ATHLETE MUST REMAIN ASYMPTOMATIC TO PROGRESS TO THE NEXT LEVEL.

B. IF SYMPTOMS RECUR, ATHLETE MUST RETURN TO PREVIOUS LEVEL.

C. MEDICAL CHECK SHOULD OCCUR BEFORE CONTACT.

**Resource: National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)**

GENERAL STUDENT ACTIVITIES RULES

The following Student Activities Policies apply to boys and girls in all CCSD activities. A student may be eligible for participation only when they meet all the following requirements. Wyoming High School Activities Association Rules apply to grade 9-12 only. When Campbell County School District requirements are greater than conference or state requirements, the CCSD requirements must be met.

CCSD PROCESS FOR VERIFICATION OF CURRENT PHYSICALS

A student must have a current physical, signed by a doctor and dated on or after May 1st of the current school year on file at the school of the activity and verified by the coach/sponsor BEFORE they will be allowed to practice in an athletic activity/sport. Students CANNOT practice without a current physical on file at the school of the activity and until it has been verified with the coach/sponsor of that activity.

Coaches will organize a pre-season informational meetings with interested students early enough to notify them of the current physical examination requirement and to allow them time to obtain physicals before the first practice. An up to date list of all current physicals on file will be kept by the designated building personnel (CCHS & TBHS – Athletic Trainer, WJSHS – Office Clerk, SVJH & TSJH – School Nurse). Coaches should request a list of all current physicals on file from their designated building personnel to verify that all students participating have an up to date physical on file before they are allowed to practice.

Coaches/Sponsors are responsible to verify that all of their participants have a current physical either on hand or on file with their designated personnel before they practice.

1. Coaches/Sponsors are responsible to hold the student athlete accountable for a current physical before they let the student athlete practice or compete.
2. The student athlete is responsible to turn in a copy of their current physical to the coach/sponsor before the student athlete will be allowed to practice.
3. Coaches/Sponsors are responsible to know any restrictions identified on the physical.
4. The designated building personnel is responsible to provide an up-dated list of all current physicals on file with any listed restrictions when requested from the coach/sponsor.

The “**Bottom Line**” – the coach/sponsor will make sure that no student participates without a verified current physical examination form on file in Campbell County School District.

PROOF OF INSURANCE FOR INTERSCHOLASTIC ACTIVITIES

- A. CCSD students are required to 1) show proof of medical and/or accident insurance -or- 2) apply for WY “Kids Care” before being allowed to participate in school-sponsored interscholastic activities at any level. Insurance coverage must include practice as well as competition. (Policy 5310)
- B. Catastrophic Insurance - The district participates in a catastrophic insurance program with the WHSAA.

ASSUMPTION OF RISK/MEDICAL/HIPAA CONSENT FORM FROM PARENT

A student must have a signed Assumption of Risk/Medical/HIPAA Consent Form on file before they will be allowed to practice or participate in an activity. This form is available in the Activities Office. Coaches are advised to cover this form in the first team meeting.

- A. Coaches/sponsors are to have these forms taken home and signed by the student's parents.
- B. Coaches/sponsors are to have these readily available for emergencies at practice.
- C. Coaches/sponsors are to have these with them at home contests and on trips.
- D. In case of an emergency, make every attempt to contact the parent before using the Emergency Medical Release Form.

ACTIVITY CODE

A student should be reminded of the District's Activity Code. The in-season Activity Code is in effect upon the start of each activity season. Students need to be reminded they are subject to the code in-season and out of season. The student will sign the Master Eligibility Form agreeing to abide by the Activity Code.

DRESS AND CONDUCT FOR OUT-OF-TOWN ACTIVITIES

All activity participants will dress and behave in a manner or to a standard that brings credit to their school, the school district and our community. Coaches will be expected to set guidelines for appropriate dress and behavior on trips and monitor and correct dress and behavior that does not meet these guidelines.

Individual program dress and behavior guidelines for trips will be included in the coach's expectations and communicated to the participants through the distribution and discussion of student expectations at the beginning of the season.

HAZING OR INITIATION

Hazing or initiation are not acceptable behaviors and are activity code violations. Hazing, by definition is "Any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate." It is of utmost importance on all teams, but especially on those teams with underclassmen, that there be absolutely no hazing or so called initiation rites. Hazing is demeaning to all involved and is a most blatant form of discrimination. Hazing obstructs the development of good citizens, escalates the risks of participation, negates positive contributions, and destroys respect for self, others and the environment.

Ultimately, coaches and sponsors, you are responsible for the safety of students. Take reasonable and prudent steps to assure their safety, including a written team rule or expectation.

HOME SCHOOL

Students (9-12) have a procedure for participating in activities, determined by the Wyoming High School Activities Association. Coaches/sponsors are responsible to work through the building Activities Office to complete the proper paperwork.

IDP

Activity participants assigned to the IDP are suspended from participation in their activity until they have completed the IDP assignment. Practice while in IDP is permitted.

ATTENDANCE

A. Attendance - Day of Activity

A student must be in regular class attendance in order to participate in an activity practice or contest that day. Example: An activity leaving at noon, the student must be in attendance from the start of school until coach's scheduled departure time. If a student is absent the day before a contest, but is in school the day of the contest, it is the coach's/sponsor's discretion to determine the individual's preparedness (physically, mentally and psychologically) to compete in that day's competition. This also applies to individuals absent on Friday who show up for the competition the next day (Saturday). Any exception for doctor appointments or critical family emergency must be cleared with the Director of Activities or Building Activities Director prior to participation.

B. Illness

1. A student will not participate in any student activity practice or contest if they were absent any portion of the day of the activity because of illness or extended time in nurses' care. Students under a doctor's care, due to illness or injury, are not to participate in a student activity without a written doctor's medical release.
2. If a student is ill on Friday, in order to participate on Saturday, the coach/sponsor needs a written note stating that it is okay to participate or if student was under a doctor's care due to illness, then a written note from the doctor stating that it is okay for the student to participate. Important: Coach/sponsor must have the note in hand from either party before student is eligible to compete on Saturday. It is the discretion of the coach/sponsor if the student participates.

COACHES: MAKE SURE STUDENTS AND PARENTS ARE INFORMED

If a student misses any class time the day of the activity, except for the aforementioned medical or family emergency, without prior approval of the Activities Office, the student will not be eligible to participate.

3. Coaches need to establish guidelines for students who miss school and still attend practice. It is the belief of the Activities Office that students missing school and returning to practice without the coaches'/sponsor's knowledge should have consequences imposed. Coaches are encouraged to seek approval of the Activities Director for any sanctions they may wish to impose on students abusing the school's attendance and practice guidelines.
4. Coaches not in attendance due to illness may not hold or attend practice or a contest the same day.

C. Attendance - Day After Activity

Coaches/sponsors and students are expected to be in school and on time on all school days after an activity trip. Late trips on Monday through Thursday will be avoided if at all possible. Illnesses are excused, but being tired is not an excuse to miss the educational opportunity.

SUSPENSION

A student who is suspended from a team for violation of team or activity code rules may not participate on another team during the same season or until suspension is complete. Activity suspension may be up to 175 school days. A meeting or contact involving the parents/guardians, the student, and the Director of Activities will be convened or made to determine the conditions of suspension.

Exceptions: Some offenses carry an automatic activity probation and suspension on the first or second offense.

Activity code violations include:

1. Possession, use, being under the influence, transfer or dispensing of any alcoholic beverage while on school premises or on a school-sponsored activity (suspension);
2. Use of tobacco products while on school premises or on a school-sponsored activity (suspension);
3. Vandalism to school property or vandalism to any property while on a school-sponsored activity (suspension);
4. Stealing while under the supervision of the school (suspension);
5. Possession, use, being under the influence, transfer or dispensing of any substance prohibited by the Controlled Substance Act of 1971, or misuse of any drug, including transfer or dispensing, while on school premises or on a school-sponsored activity (suspension);
6. Harassment (suspension); and
7. WEAPONS - Violation of Policy 5260 Weapons (suspension).

ELIGIBILITY REQUIREMENTS (CCSD Regulation 5300-R)

Students of all grade levels are also governed by building standards as well as this policy and regulation. For the purposes of this regulation, “activities” means any school-sponsored activity which is voluntary on the part of the students.

1. All students in Grades 9-12 must meet at least the minimum requirements of the WHSAA for credits earned and courses enrolled in.
2. If a specific school establishes more stringent standards, student participation will be governed by that building’s requirements.

PARENT NOTIFICATION OF ACTIVITY DISMISSAL/WITHDRAWAL

Coaches/sponsors are responsible to notify parents/guardians of any student that attended a practice and has been dismissed or withdrew from the sport/activity by completing this form and mailing it to the parent/guardian.

LATE NIGHT ACTIVITIES

The general guidelines to follow for student activities is that they should end before 10:00 p.m. on week nights and before midnight on Friday and Saturday. Any exceptions to this should have prior administrative approval. This does not include trips home from away games.

WEDNESDAY NIGHT PRACTICES

Campbell County School District adheres to the expectation that all school activities for students will be dismissed and the students will be showered and out of the building by 6:00 p.m. on Wednesday evening.

HOLIDAY PRACTICES

There will be no practices on a national holiday unless prior approval has been obtained from the Director of Activities or school is in session. On school vacation days and/or on non-school days associated with a national holiday, required practices may be held with prior approval from the Director of Activities.

SUNDAY PRACTICES

Campbell County School District adheres to the expectation that there will be no school related activities on Sunday. There will be no school related Sunday meetings, travel, practices or contests without prior approval obtained from the Director of Activities.

JUNIOR HIGH TEAM PARTICIPATION LEVELS (grades 7-8)

- A. When teams have designated grade levels, students will participate on teams at their grade level.
- B. When teams consist of students from only one grade level, participation will be limited to students at that grade level only.
- C. Gender mixed teams are strongly discouraged. Individuals with extenuating circumstances may petition the Director of Activities for a waiver.

CONFLICTS BETWEEN ACTIVITIES

Conflicts between activity programs and the attendance of a student at one or the other should be handled by the sponsors involved, and the student, well in advance of the conflict with no penalty to the student. If the sponsors and the student cannot satisfactorily solve the problem, then the Activities Office and building administration will become involved.

STAFF TRAVEL

Coaches/sponsors will checkout a CCSD vehicle from the CCSD Transportation Department for travel to and from clinics and meetings. Mileage or gas reimbursement will only be paid with prior approval from the building Activities Director.

PARENT NOTIFICATION OF ACTIVITY DISMISSAL/WITHDRAWAL

Student Name _____ Activity _____

Grade _____ Dismissal/Withdrawal Date _____

☐ Due to limited numbers, your son/daughter did not make the team.

☐ Voluntary Withdrawal

☐ Violation of Team Rules/Expectations

Comments _____

Coach

Director of Activities

This form needs to be sent home immediately after a student quits or is removed from a team. It lets the parent know their child is not at practice.

EXPECTATIONS FOR ACTIVITIES PARTICIPANTS

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principals, Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship (the “Six Pillars of Character”).

TRUSWORTHINESS

1. **Trustworthiness** – Be worthy of trust in all I do.
 - a. **Integrity** – Live up to high ideals of ethics and do what’s right even when it’s unpopular or personally costly.
 - b. **Honesty** – Live and compete honorably, don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
 - c. **Reliability** – Fulfill commitments; do what I say I will do; be on time to practices and games.
 - d. **Loyalty** – Be loyal to my school and team; put the team above personal glory.

RESPECT

2. **Respect** - Treat all people with respect all the time and require the same of other student-athletes.
3. **Class** – Live and play with class, be a good sport, be gracious in victory and accept defeat with dignity, give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post- game rituals.
4. **Disrespectful Conduct** – Don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals of the sport.
5. **Respect Officials** – Treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

6. **Importance of Education** – Be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
7. **Role Modeling** – Remember participation in sports is a privilege, not a right, and that I am expected to represent my school, coaches and teammates with honor, on and off the field. Consistently exhibit good character and conduct myself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.
8. **Self-Control** – Exercise self-control; don’t fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
9. **Health Lifestyle** – Safeguard my health; don’t use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
10. **Integrity of the Game** – Protect the integrity of the game; don’t gamble. Play the game according to the rules.

FAIRNESS

11. **Be Fair** – Live up to high standards of fair play; be open-minded, always be willing to listen and learn.
12. **Concern for Others** – Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to others or me.
13. **Teammates** – Help promote the well being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

14. **Play by the Rules** – Maintain a thorough knowledge of and abide by all applicable game and competition rules.
15. **Spirit of Rules** – Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

CONDUCT EXPECTED OF ACTIVITY PARTICIPANTS

Interscholastic activity competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of students in activities is achieved when participants are committed to pursuing victory with honor with the six character traits such as Trustworthiness, Respect, Responsibility, Fairness, Caring and Good Citizenship. Participants will abide by the sport/activity rules, by the CCSD Activity Code, and the WHSAA rules (9-12).

WHSAA UNSPORTSMANLIKE CONDUCT (3.5.2) (NOTE: WHSAA Rules apply to students in grades 9-12 only.)

Any competitor who has been disqualified from a contest committing an unsportsmanlike act prior, during, or after the contest shall be disqualified for the remainder of the contest/activity. Depending on the sport/activity, the competitor will be disqualified from contest(s) and must successfully complete the WHSAA Good Standing Buyback Program.

CONTRACT OF ACTIVITY CODE

1. I understand that it is my privilege to participate in CCSD school activities.
2. I understand that if I violate the CCSD Activity Code, I will be subject to the consequences in the code.
3. I understand that subsequent violations of the activity code will result in progressively harsher penalties.
4. I understand and agree to comply with the Campbell County School District Activity Code.
5. I will sign the Master Eligibility Form agreeing to abide by the CCSD Activity Code.

SUSPENSION

A student who is suspended from a team/group for violation of activity code rules may not participate on another team during the same season or until suspension is complete. Students may participate in practices during this suspension, but participants will not be allowed to travel or be with the team during contests or events while on suspension. An activity suspension may be up to 175 school days without practice. Communication or contact involving the parents/guardians, the student, and the Director of Activities will be made to inform the student and the parents/guardians of the conditions of suspension.

CCSD Activity Code Guidelines

(Grades 7th – 12th)

Participation in CCSD activity programs is both an honor and a responsibility. Activity participants earn recognition for their achievements as representatives of their school. It is a privilege to participate in CCSD activity programs, and this privilege is extended to all, provided that students are willing to assume certain responsibilities. Therefore, to participate in interscholastic activity programs at CCSD, students will be expected to follow certain established rules.

Important advantages of individual initiative, character, and teamwork can be developed only when there is cooperation with established procedures. No attempt to infringe on a student's individual rights is intended. The Activities Department applies these standards to students participating in activities with the knowledge and recognition that the established goals of team spirit and morale, character development, and team success cannot be achieved by any other alternative.

Activity participants are expected to conduct themselves at all times in such a manner as to be a credit to their parents or guardians, the school and their community. Exemplary conduct is expected throughout the year.

INFRACTIONS

All students, grades 6-12, who participate in any WHSAA or District sanctioned activities are covered under the CCSD Activity Code. The participant will be subject to disciplinary action if he or she commits any of the following infractions while participating in an activity.

1. In attendance at an underage party with alcohol or drugs present.
2. Use or possession of tobacco.
3. Use, possession, selling or distribution of alcohol.
4. Use, possession, selling or distribution of drugs. (An illegal controlled substance as defined by Wyoming State Law.)
5. Theft or vandalism.
6. Harassment/Bullying behaviors (includes hazing).
7. Sexual misconduct.

OFF-SEASON VIOLATIONS

During the off-season, student behaviors or actions that reflect negatively on CCSD will be addressed by each of the coaches'/sponsors' off-season expectations. Off-season violations will not affect the student's opportunity to participate in the established interscholastic activity season.

IN-SEASON VIOLATIONS

In-season violations are from the first date of practice until the conclusion of the last varsity culminating event for each activity and will be addressed by the Activity Code. In addition to the Activity Code, each coach and sponsor has activity-specific expectations. In-season violations may be subject to coaches' and sponsors' consequences that could impact the participant's participation status and include loss of letter, season recognition and/or post-season honors. In-season violations can occur either off school grounds or on school grounds and extensions.

OFF SCHOOL GROUNDS

If a participant is involved with alcohol or drugs, the participant and parents may be required to meet with the Activities Director. All students that violate the Activity Code, in regard to alcohol or drug use, will participate in an approved substance abuse counseling program. A student under a substance abuse counseling plan may be eligible to participate once their suspension has been fulfilled. Any student that fails to follow the assigned counseling plan will become ineligible for activity participation until the counseling plan is complete. Participants involved with drugs may be required to submit to drug screens when in activities.

SCHOOL GROUNDS & EXTENSIONS

Activity Code violations on school grounds or extensions of school grounds (i.e. bus, activity trip, motel) will result in an activity suspension. Possession of weapons, the use, possession, distribution, or selling of drugs, alcohol, or any other severe violation on school grounds or extensions of school grounds will result in immediate suspension from practice and competition.

Pursuant with CCSD policies and regulations, activity participants involved in, but not limited to, the following violations may be subject to school suspension and/or expulsion by the Board of Trustees: possessing, using, distributing or selling alcohol, drugs, or weapons.

CONSEQUENCES

Consequences for violating the Activity Code when off school grounds will be suspension from contests and/or events. Suspensions will vary for various activities. (See "*Steps of Ineligibility*" Table) A step approach will be used to assign suspension periods. For in- season offenses, the penalty will start with the next eligible contest of his or her activity season. In the event the season ends, the participant's consequences will be enforced at the next eligible contest in which the student is a participant.

Students may be required to participate in all practices during this suspension, but participants will not be allowed to travel or be with the team during contests or events while on suspension. Participants must realize that an activity suspension may jeopardize the participant's future playing position or status. This is especially true when coaches and sponsors need to build team unity. In addition to the on school grounds or an extension of school grounds (i.e. busses, activity trips, motels) Activity Code consequences, violations of CCSD policies by activity participants may result in other disciplinary actions, to include school suspension or expulsion by the CCSD Board of Trustees.

PARTY RULE

Participants are expected to avoid parties/gatherings where alcohol or drugs are available to underage youth. Participants need to take positive action to avoid situations where alcohol or drugs are present. An action plan should include information about the party/gathering prior to attending and immediate transportation to leave the party if alcohol or drugs are present. Failure to take appropriate steps to avoid these types of situations will be considered an Activity Code violation.

VOLUNTARY ADMISSION – Alcohol

Participants that, through their own actions, find themselves in an alcohol related violation of the Activity Code may, in certain situations, seek a reduction in suspension as long as a citation was not issued.

1. Voluntary admission of the violation must be within 24 hours of the next possible contact with the coach or sponsor.
2. Must be participant's first offense.

VOLUNTARY ADMISSION - Drug Use (non-alcohol)

Before the start of an activity season, students that notify the Activities Director of a personal drug violation will be considered for suspension reduction. This reduction is subject to a completed drug counseling plan and periodic student voluntary drug screenings throughout the activity season.

Refusal to participate in the drug-testing program will be considered by the Activities Department as a positive drug test, and the Activity Code consequences will be enforced.

STEPS OF INELIGIBILITY

STEPS	Regular Season Contests/Games/Matches = 6 - 12	Regular Season Contests/Games/Matches = 13 - 18
	CC, CHEER (FALL), FB, GO, TN, TRK	BB, CHEER (Winter), SOC, SFB, SW, VB, WR
1	1 Contest	2 Contests
2	2 Contests	4 Contests
3	4 Contests	8 Contests
4	All Contests	All Contests
5	Ineligible for 1 year	Ineligible for 1 year

Non-athletic activities - according to number of events.

INFRACTION / VIOLATION CHART PER SCHOOL YEAR

Infraction	1st Violation	2nd Violation	3rd Violation
Party Rule	Step 1	Step 2	Step 3
Tobacco (use or possession) Including Vaporizers/E-cigarettes	Step 1	Step 2	Step 3
Alcohol (use or possession) Off School Grounds	Step 2	Step 3	Minimum Step 4*
Alcohol (use or possession) On School Grounds & Extensions	Step 4	Step 5	Step 5
Alcohol (selling or distribution)	Minimum Step 4*	Minimum Step 5*	Step 5
Drugs/Controlled Substances (use or possession)	Minimum Step 4*	Minimum Step 5*	Step 5
Drugs (selling or distribution)	Step 5	Step 5	Step 5
Theft or Vandalism	Minimum Step 2*	Minimum Step 3*	Minimum Step 4*
Harassment/Bullying Behavior/Hazing/ Physical Assault/Fighting	Minimum Step 2*	Minimum Step 3*	Minimum Step 4*
Sexual Misconduct/Assault	Minimum Step 3*	Minimum Step 4*	Step 5

*A Conference with the Activities Director will determine eligibility status.

This code is in effect upon the student's enrollment in Campbell County School District grades 6 – 12. Any appeals to this code should be presented in writing to the Activities Director. These consequences apply to all students who are members of the activity at the time of the violation. This code will be reviewed at the start of each activity season, by the respective coach/sponsor, with all participants involved.

SOCIAL MEDIA GUIDELINES

The Campbell County School District activities programs want to make sure parents and students are aware of social networking responsibilities. We recognize and support the student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student-athlete must remember that playing and competing for Campbell County School District is a privilege. As a student-athlete, you represent the school district and you are expected to portray yourself, your team, your school and the school district in a positive manner at all times.

Below are social networking guidelines which provide direction for social networking site usage:

1. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
2. What you post may affect your future. Many employers, college admissions officers, and athletic recruiters review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments and posts).
3. Similar to comments made in person, Campbell County School District Activities Department will not tolerate disrespectful comments and behavior online, such as:
 - a) Derogatory language or remarks that may harm teammates or coaches; other Campbell County student athletes, teachers or coaches; and student athletes, coaches or representatives of other schools, including comments that may be disrespectful to opposing teams.
 - b) Incriminating photos or statements depicting violence, hazing; sexual harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behavior (including the use of profanity).
 - c) Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
 - d) Indicating knowledge of an unreported school or team violation – regardless if the violation was unintentional or intentional.

Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Think about who you represent: yourself, your family, your teammates and coaches, and your school. Like it or not, people are going to associate everything you post with you and what you represent. Protect yourself by maintaining a self-image of which you can be proud for years to come.

CAPTAIN'S PLEDGE

I, _____, realize the honor that goes along with the many responsibilities involved in serving as a Captain for my activity/sport, _____. I need to be a leader both in and out of the competitive setting (on and off the field), before the season starts, during the season and even after the season has been completed. Unless I am dismissed from this role, I will always be known as a captain for the _____ team. I am very proud that I have been selected to serve in this capacity. I realize that I must be mature, take initiative, may need to make some unpopular decisions, keep the interest of the team first and always demonstrate good sportsmanship. I must remain drug and alcohol free and do my best to ensure that all of my teammates are doing the same. This includes refraining from smoking. I realize that I need to work closely with the coaching staff to make our season successful. I will treat my teammates with respect and give them extra help when they need it. My integrity will never be questioned, since I realize that people will remember me more as the type of person I was and the reputation of my team much longer than any of my personal accolades.

I, _____, agree to all of the above and pledge to uphold this philosophy and live by these guidelines. I know that I must resign as captain if I fail to live up to these expectations.

Captain's Signature__

Date_____

Parent(s) Signature_____

Date_____

CAMPBELL COUNTY SCHOOL DISTRICT
ASSUMPTION OF RISK/MEDICAL/HIPAA CONSENT

Student Name_____Activity_____Age_____Grade_____

I/We hereby acknowledge that we have been properly advised, cautioned and warned by the proper administrative and coaching personnel of Campbell County School District, that by participating in a sport, I am exposing myself to the risk of serious injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial or complete, impairment in the use of my limbs; brain damage; paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in the sport, and should I choose to participate in the sport, I hereby further acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself by participating.

I/We give authorization to the athletic trainer or physician to evaluate and treat any injuries that occur while participating in activities at Campbell County School District. (This includes immediate first aid and treatment, X-ray, physical exam, follow-care, and rehabilitation.)

As with any injuries, there could be financial obligations. Campbell County School District requires, as protection for the student as well as the parents/guardians, that each participant be insured during their activity season(s). This responsibility is solely up to the parents/guardians, and failure to maintain insurance coverage does not remove the financial responsibility from the parent. Nor does it encumber Campbell County School District for medical costs related to activity injuries.

The Health Insurance Portability and Accountability Act (HIPAA) contains regulations that establish standards to protect security of health information, specifically oral and written health information collected or maintained by health providers.

I/We hereby authorize the athletic trainers to release information regarding any injury or illness during the student-athlete=s training for and participation in athletics in Campbell County School District. This authorization/consent will allow athletic trainers to disclose medical information to coaches, school officials, and athletic directors on a need to know@ basis. This will ensure the safety of the athlete while participating in school sports, as well as establish a communication channel for school officials to stay abreast of an athlete=s playing status and condition.

PARTICIPANT'S SIGNATURE _	DATE _
PARENT/GUARDIAN'S SIGNATURE _	DATE _____
FATHER'S NAME _	PHONE (Hm) _____ (Wk) _____
MOTHER'S NAME _	PHONE (Hm) _____ (Wk) _____
ADDRESS _____	PARENT(S) CELL #(s) _____
_____	SCHOOL ATTENDING _____

IF PARENT CANNOT BE REACHED, WHO SHOULD CLAIM RESPONSIBILITY OF THE STUDENT?

NAME _____ RELATIONSHIP _____ TELEPHONE _____

FAMILY PHYSICIAN _____ TELEPHONE _____

INSURANCE CO. _____ POLICY # _____

PLEASE LIST ANY MEDICATIONS, KNOWN ALLERGIES TO MEDICATIONS, OR OTHER MEDICAL CONDITIONS.

[illegible]

COACH'S SIGNATURE_____

PRINCIPAL/ACTIVITIES DIRECTOR'S SIGNATURE_____

Select Topics from
WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION POLICIES
of which coaches should be aware

The WHSAA Rules Handbook is available on-line at: <http://www.whsaa.org/handbook/handbook.asp>.

SCHOLARSHIP REQUIREMENTS (6.2.0)

In order to be eligible for any level of interscholastic competition, a student must be currently enrolled and must have been enrolled in school the immediate preceding semester and received passing grades during that semester in subjects that earn a minimum of 5.0 credits or the equivalent, per year toward graduation.

A pupil must be enrolled in not less than 20 class hours of work per week.

A pupil will become ineligible if under suspension from school by the principal or superintendent for any reason.

DUAL PARTICIPATION (5.1.1)

A pupil may not participate in two school sports at the same time. However, during a season when one sport is over, a student may switch to another sport which runs concurrently. A sports season ends after elimination from the sport=s culminating event.

***CCSD requires agreement of both sports' coaches for a student to join a sport mid-season if he/she has quit another sport during that same season.

GRADES AND CREDITS (6.2.3)

A pupil must be passing in five solid subjects at the time of a contest. A passing grade is considered to be the passing grade of the individual school. As defined, a solid subject meets five days a week or its equivalent for the entire semester and for which on-half Carnegie units are granted.

TRANSFER OR CHANGE OF SCHOOLS (6.4.0)

The purpose of the Transfer Rule (Rule 6.4.0 thru Rule 6.4.93) is to protect, not inhibit students who participate in athletic competition. The Transfer Rule is preventative in nature and is devised to eliminate the incentive to transfer schools when a motivation is for athletic purposes and after a student has initially chosen the school of his/her choice. The Transfer Rule protects students who have previously participated in athletic competition at a member school from being replaced by students who transfer for athletic purposes and further protects students at other member schools from the affects of "school shopping" by students (Rule 4.1.2) and "recruiting" by member schools and their agents (Rule 4.1.1 and Rule 4.1.2). The Transfer Rule encourages fair play, discourages the excesses and abuses of over enthusiastic promotion and protects the integrity of interscholastic athletic programs for the member schools and their students. The eligibility of a transfer student must be established by school records or verification from the sending school. The responsibility for establishing eligibility rests with the receiving school. A student's residence is the home in which the parent(s) or legal guardian actually, physically live. Residence can be changed only by the union of "act and intent." The residence of a person is where his habitation is fixed and to which, whenever he is

absent, he has the intention of returning. A change of residence can only be made by the act of removal joined with the intent to remain in another place. There can be only one residence. The only legal guardianship that is recognized by the WHSAA for transfer rule purposes is that legal guardianship which has been established at least 12 months prior to the student's moving to a new school and the fact that the student has been living with that legal guardian in their previous school setting.

SEMESTER REQUIREMENTS (6.5.0)

A pupil shall not be eligible for more than four fall and four spring semesters, for a total of eight semesters. These semesters will be counted consecutively after the student enters the ninth grade. NOTE: If a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible.

AGE LIMIT (6.3.0)

A student must be under twenty years of age on August 1 for fall sports, November 1 for winter sports, and March 1 for spring sports.

AMATEUR STANDING (5.7.0)

A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social, and pleasure benefits derived from such participation.

UNDUE INFLUENCE (4.1.0)

The use of undue influence, by any person or persons to secure or to retain one or both parents, or guardians of a pupil as residents, may cause the pupil to be ineligible for high school participation in activities for a period subject to the determination of the Commissioner. The school shall also be subject to disciplinary action.

ALL-STAR COMPETITION (5.9.0)

Member school facilities or equipment shall not be used for any all-star team, contests, or exhibitions involving undergraduate students in any sport unless approved by the Wyoming High School Activities Association Board of Directors.

OUTSIDE COMPETITION (INDEPENDENT TEAMS) (5.8.0)

A student who is a member of a school athletic squad may not participate as a member of an outside team or as an independent competitor in the same sport during the same season.

SCHOLASTIC DEFICIENCY (6.2.60)

Students ineligible because of scholastic deficiencies shall not be eligible until all grades have been verified by a school official on or after the last day of the current semester provided they have met requirements.

SPECIALIZED (INDIVIDUALIZED TECHNIQUE) SPORTS CAMPS (5.4.0)

Specialized sports camps for all athletic activities are permitted with no stipulation concerning the number of participants from any single school.

No coach or school representative may directly or by implication direct a student to attend camps/clinics as a condition to practicing, participating, or otherwise influencing a student's opportunity to participate in any school interscholastic athletic program.

No student shall participate in a specialized sports camp/clinic during which individual skills are taught for a period greater than two calendar weeks (fourteen days) during any calendar year in which any of his/her coaches or high school faculty members are involved.

There shall be no participation in a specialized sports camp/clinic the two weeks prior to the beginning of a sport season if the student's coach(es) is a clinician.

COACHES EJECTION POLICY (3.5.35)

Any coach who has been disqualified from a contest for committing an unsportsmanlike act shall be disqualified for the remainder of that contest, activity or tournament. In addition, for football, soccer, gymnastics, track, cross country, tennis, golf, skiing, and swimming, the coach shall be disqualified from the next contest at the level of play from which the coach was ejected. The basketball, volleyball, or wrestling coach shall be disqualified from the next two contests. In all sports, this disqualification shall include all contests at any level until the coach has served the suspension of the level of play from which the coach was ejected. Unsportsmanlike acts either prior to or following a contest will result in similar penalties. A contest shall be defined by the criteria developed by the national governing body whose rules are utilized for that sport. The coach shall be prohibited from attendance at any contests during the disqualification period.

HEAD CHEER COACH TEST (Rule 8.0.53) – Head cheer coaches will take the NFHS open book Spirit Rules Test each year in order for their squad to be eligible for the State Spirit Competition. (Head coaches are encouraged to get their assistants involved in taking the test).

HEAD COACH OF SPORTS TEST (Rule 4.5.4) – Head coaches of the sports that we currently have rules clinics for will take an open book exam and pass at 80%. (Head coaches are encouraged to get their assistants involved in taking the test).

UNCONSCIOUS ATHLETE (Rule 2.4.5) – Any student who loses consciousness during an event will not be allowed to participate for the remainder of that day. In order to return to practice or play in the future, the student must have medical clearance by an appropriate health care professional.

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION RULES INTERPRETATION CLINICS

All officials are required to view a WHSAA sponsored rules interpretation clinic to be eligible to officiate varsity contests.

Head coaches are required to view their sport-specific rules interpretation clinic.

The WHSAA is creating the Rules Clinics offline and posting them to You Tube. All Rules clinics and instructions will be available once they are created by clicking the link posted on the WHSAA web site (www.whsaa.org).