

Meeteetse Public Schools

ACTIVITY HANDBOOK



2013-2014

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Objectives of Participation

The objectives of Park County School District #16 activity participation are:

1. To provide a positive image of school athletics at Meeteetse School.
2. To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
3. To provide opportunities that will allow the program to serve as a laboratory where students will cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - a. Physical, mental, and emotional growth and development.
 - b. Acquisition and development of special skills in activities of each student's choice.
 - c. Team play with the development of such commitments as loyalty, cooperation, fair play 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. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
 - f. Achievement of initial goals as set by the school in general and the student as an individual.
 - g. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
4. To provide a superior program of student activities that includes appropriate activities for every boy and girl.
5. To provide opportunity for a student to experience success in an activity he or she selects.
6. To provide sufficient activities to have an outlet for a wide variety of student interests and activities.
7. To provide those student activities which offer the greatest benefits for the greatest number of students.
8. To create a desire to exceed and excel.
9. To provide for the students' worthy use of leisure time now and in the future.
10. To develop high ideals of fairness in all human relationships.
11. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
12. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
13. To develop an understanding of the values of activities in a balanced educational process.

WHSAA Rules & Regulations

Meeteetse School District # 16 policies, rules and regulations concerning activities and interscholastic competition must be met prior to the involvement of the WHSAA regulations. Mixed gender teams or competition between teams of the opposite gender is prohibited.

Dual participation is prohibited. A pupil may participate in a sport and participate as a cheerleader in another sport.

Participation with the United States Olympic teams is permitted. The Activity Director will give specific details in such cases.

Out of season Practice

1. A sport season is defined as the time between the first day of practice and the stated culminating event.
2. Athletes may use facilities and/or school equipment between seasons, however, this time may not be mandatory for criteria of making the team.
3. School team practice outside the defined season is a violation. Out-of-season training programs must not include team concepts. Individuals may meet with a coach for the purpose of instruction at the request of the student. Team concepts, strategy, and overall involvement will not be included in this time frame.
4. Coaches may coach non-school teams and use school facilities but will not receive support other than the above stated.
5. Students may participate in intramural programs. Programs of this type must not be construed as organized practice.
6. A member school will not provide any type of equipment for a non-school team. A summer weight program is not a violation and is encouraged by the WHSAA.

Sports Camps

1. Specialized sports camps, in all activities, are permitted.
2. A high school student may attend any individual or team camp of his/her choice.
3. No coach or school representative may direct an individual to attend such event as criteria to participation on a high, school team. No student shall participate in a specialized sports camp during which individual skills are taught for a period greater than two calendar weeks during any calendar year in which any of his/her coaches or high school faculty members are involved.
4. There shall be no participation in specialized sports camps the two weeks prior to the beginning of a sports season if the students' coach(es) is a clinician.
5. The activity camp "FEE" shall be paid by the athlete -or his/her parents. No school funds may be used for entry fees, equipment, transportation, or uniforms. Fund raising activities sponsored by a member school to send athletes to camp are ILLEGAL.
6. Students who attend specialized sports camps will not be covered by school insurance.

Open Gym Facilities

Open gym facilities are legal providing they are not limited to team candidates.

Pressure from the coaching staff, to attend open gym, will not be permitted.

A coach may not use the "open gym" philosophy to teach technique of activities provided by the school.

Practice Regulations

Practice is defined as a physical fitness activity designed for the preparation of athletes for the ensuing sports season.

All practices must be under the supervision of a certified head coach.

All participants must participate in the required number of practices.

One day constitutes one practice.

No practice is permitted on Sunday.

Volleyball: Nine practices.

Football: Ten practices, three of which will be without contact.

Age Requirements

A student must be under twenty years of age on August 1st for Fall sports, November 1st for Winter sports, and March 1st for Spring sports.

Transfer Students

A student is eligible under the following conditions:

1. A move from a Junior High or Middle School.
2. A move from parent to parent FOR THE FIRST TIME.
3. A family move by the parents to a school district.
4. An assignment, by the court, to a foster home.
5. Return home from a correctional institution.
6. An approved foreign exchange program.
7. A transfer from a closed or discontinued institution.
8. Undue influence constitutes the ineligibility of a student. When a student, or student's family, is pressured by a coach or school representative to move to a school district for the purpose of participation, the student, or students, will be declared ineligible.
9. Hardship may be defined on an individual basis. The Activity Director may petition the WHSAA commissioner to waive the transfer rules because of uncontrollable situations.

Falsification of Information

1. If by domicile outside Wyoming, a student is or would have been one ineligible, he/she may not become eligible by transferring to Wyoming.
2. If a student is ineligible in a member school he/she may not become eligible by a transfer to a member school.

Semester Requirements

A student is allowed eight consecutive semesters of participation not to exceed four fall and/or four spring semesters.

Enrollment of 20 school days will constitute semester of participation.

A copy of the Wyoming High School Activities Association Hand Book is on file in the Activity Directors office, the Principals office, and the Administrative Secretary. If you should have any questions and/or clarification of our state guidelines please feel free to contact one of the above.

Sportsmanship

Please know that administrators and activity directors have been given “Yellow Cards” from the WHSAA to issue to the public for unacceptable behavior based on the WHSAA theme: Join the RIDE. Our district has little control over what happens at other schools. Please be aware of this new process and know that interpretations of behavior and sportsmanship are subjective to the administrators holding the cards. The definition of sportsmanship provided by the WHSAA is through the acronym of RIDE (see below). Host administrators may be quick at the trigger to issue “Yellow Cards” in response to visiting fans.

Respect to participants, officials, guests, your school, their school, and yourself,

Integrity by treating others as you wish to be treated,

Dedication through understanding that the RIDE takes time; it’s worth it in the end, not just for you but for all, and

Encouragement by promoting good sportsmanship just as much as you discourage bad sportsmanship.

Yellow Card

THIS CARD IS A WARNING THAT YOUR BEHAVIOR IS NOT ACCEPTABLE AT THIS EVENT. PLEASE CEASE AND DESIST YOUR CURRENT BEHAVIOR AND “JOIN THE RIDE” BY FOLLOWING THE CORE VALUES AT THE BOTTOM OF THIS CARD.

This event can be stopped for your removal if necessary. REMOVAL FROM THIS EVENT INCLUDES THE REMAINDER OF ALL EVENTS TODAY. Should you refuse to leave upon request, it may result in your ARREST FOR TRESPASSING.

The WHSAA and the School Administration appreciate GOOD SPORTS. We ask spectators to use your voice to represent yourself, your team, your school and your community in a positive way!

Communication

Players

Player Expectations

Two (2) weeks prior to the first practice: a letter is to be sent home through the office from the coaching staff describing needed equipment and the time and date for the *Player Expectation Meeting*.

Player Progress

Fall & Spring Sports: Individual athlete progress reports (on each participant) will be submitted to the activity director two (2) times per season: at the end of the first three (3) weeks and six (6) weeks of the season.

Winter Sports: Individual athlete progress reports (on each participant) will be submitted to the activity director two (2) times per season: before the Winter Break and the last Friday in January.

All reports will be copied by the activity director and mailed IMMEDIATELY to the players and their parents.

Team Progress

Team progress will be developed by the coach in the form of a narrative using growth indicators and charts that demonstrate progress and posted to the *Meeteetse Activity Blog*. The activity director will assist in this process.

Fall and Spring Sports: Team progress reports will be submitted to the activity director two (2) times: at the end of the first three (3) weeks and six (6) weeks of the season

Winter Sports: Team progress reports will be submitted to the activity director two (2) times: before Winter Break and before the last Friday in January.

All reports will be submitted to the activity director and IMMEDIATELY posted on the *Meeteetse Activity Blog* and school web site.

Parent Communication

Parent Orientation

Two (2) weeks prior to the first practice: a scheduled meeting will take place immediately following the *Player Expectation Meeting*. This meeting will review handbook items and the following parent/coach communication processes:

1. Philosophy of the coach.
2. Expectations of your child as well as the team.
3. Locations and times of all practices.
4. Locations, times, and dates of all contests.
5. Injury procedures.
6. Team rules and consequences for violation of these rules.
7. Discipline that would result in denial of participation.

Media

The coaching staff will provide stats and game analysis to the activity director (information may also be shared directly with the media as well). The activity director will submit information to the media and the superintendent within two days of the contest via email. The activity director will also post information on the *Meeteetse Activity Blog* and submit information to the technology director to be posted on the school web site.

Meeteetse Activity Blog

This site is designed to provide Meeteetse stakeholders more information on the co-curricular and extra-curricular activities at our school. Look for information such as: open gym times and dates, practice times, activity handbook items, game summaries, travel agendas, changes or cancellations of contests, and much, much more. You will see posts from coaches, administrators and teachers. We hope you will be a regular visitor at this site. We think it will help bridge the

communication gap between school activities and the community. Go to the school webpage to visit the blog. Comments are always welcome but may be moderated by the administration.

Meeteetse Web Site

At this time, this site provides all schedules and dates. It has an “Activity” link which opens up to all activities currently hosted and their schedules. Go to: <http://www.park16.k12.wy.us/> to visit this web site.

District Marquee

The Marquee is located at the Northwest corner of the football field along State Highway 290. Posting of events are changed on a weekly bases.

Channel 54

For all TCT West users in the Big Horn Basin, this channel provides information on games and events as well as school lunches. The Channel often broadcasts all home games as well as regional and state competitions.

Parents’ Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

1. Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure.
2. Be the person in their life they can look to for constant positive reinforcement.
3. Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
4. Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
5. Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
6. Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
7. Don’t compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
8. Don’t compare the skill, courage, or attitude of your child with other members of the team.
9. Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
10. Always remember that children tend to exaggerate, both when praised and when criticized.
11. Temper your reaction and investigate before overreacting.

Conflict Resolution

Chain of Command

School Board
Superintendent
Principal
Athletic Director
Head Coach
Assistant Coaches
Players
Junior High School Coaches

If problems arise, it is the responsibility of the coach in charge to communicate with the Athletic Director. A proactive approach instead of a reactive approach should be maintained. The Athletic Director should be informed on a weekly basis of any problems dealing with players, assistant coaches, or community involvement. The information will be passed on to the Principal.

Procedure for Communication

1. Telephone the school to set an appointment with the coach.
2. If the coach cannot be reached call the Activity Director and he/she will set a meeting place and time for you.
3. Please, do not attempt to confront a coach before or after a contest or practice. This type of meeting often ends in a negative experience for all parties concerned.

Communication Coaches Should Expect

1. All concerns of parents and students.
2. Notification of schedule conflicts well in advance.
3. Specific concerns regarding philosophies, procedure or expectations.

Concerns to Discuss With A Coach

1. Treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.
4. Concerns about the coach's behavior.

It is very difficult to accept your child not playing as much as you had anticipated. COACHES ARE PROFESSIONALS. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with the coach; however, other things must be left to the discretion of the coach.

Activity Intervention Meeting

Call the Principal or Activity Director and ask for an Activity Intervention Meeting. The meeting will be set up between the coach, parent and administration. These meetings are used to discuss subjective and emotionally charged topics for resolution. The typical issues that an Activity Intervention Meeting:

1. Playing time.

2. Team strategy.
3. Play calling.
4. Player treatment.
5. Student athletes other than your own.

When these conferences are necessary, the procedure outlined should be followed to help promote a resolution to the issue of concern

Superintendent & Board

In the case that resolution cannot be reached through the Activity Intervention Meeting, stakeholders would then call the Superintendent's office to set up a meeting. If after meeting with the Superintendent a satisfactory resolution cannot be reached, the said party would then ask the Superintendent to be put on the board agenda. All personnel matters would be presented in Executive Session. All other matters in regular session.

Practice

Player requirements prior to the first practice:

1. All Meeteetse School and WHSAA semester eligibility requirements have been met.
2. WHSAA Eligibility requirements have received from coach.
3. Completed physical examination form.
4. Completed Emergency Medical Release form.
5. Completed Bus Transportation Form.
6. Signed "Code of Conduct".
7. Completed Parent Permission Form.

Form samples are found in the Appendix. All forms for participation must be turned in to the head coach prior to participation. Upon completion of the "Team File" coaches will turn all forms over to the Activities Director. A student personnel file is kept in the office. The Activities Director will provide, to each coach, a copy of the needed forms for his/her team's travel and practice safety.

The morning after the first practice every coach is to hand, to the Activities Director, a complete roster of team candidates. After the equipment check-out each coach will submit, to the Activities Director, a roster including names, height, year in school, and home and away jersey numbers.

Practice Restrictions

1. There will be no practices scheduled during school breaks or closures. Practices on Thanksgiving Break, Winter Break or Spring Break are NOT permitted. Open Gym opportunities may be available upon approval of the Superintendent to coordinate facility use and instructional practices. Once permission is obtained, all open gym opportunities and schedules must be published on the school website and *Meeteetse Activity Blog* one day before an open gym can take place (See Open Gym for communication details).
2. There will be no practices held on Sundays or holidays.
3. At no time are students to be left unattended in any facility.
4. Keys are not to be given to students for any reason or at any time.

5. Students absent from school may not practice on that day unless:
 - a. An acceptable doctor's excuse is submitted to the activity director.
 - b. Permission is granted by the administration.

Times and Days

All scheduled days and times are to be maintained. ANY ADJUSTMENT to the schedule must be approved IN WRITING by the Activities Director.

Fall & Spring Sports

1. High School

- Days: Monday – Thursday during regular school days.
- Time: 4:00 PM – 6:00 PM All students must be off the field, out of the gym, and locker rooms by 6:30 PM (Coaches will plan practices accordingly).

2. Junior High (Certified teacher must be available at all times during practice).

- Days: Monday – Thursday during regular school days.
- Time: 2:32 PM – 4:02 PM All students must be off the field, out of the locker rooms and ready for dismissal by 4:00 PM (Coaches will plan practices accordingly).

Winter Sports

1. High School

- Days: Monday – Thursday during regular school days
- Times: Practices between girls and boys will alternate by the week. The boys will begin the first week with Early Practice.
 - Early Practice: Full Court 4:00 PM – 5:30 PM; Half Court: 5:30 PM – 6:00 PM. All students must be out of the gym and locker rooms by 6:30 PM (Coaches will plan practices accordingly).
 - Late Practice: Half Court 5:30 PM – 6:00 PM; Full Court 6:00 PM – 7:15 PM. All students must be out of the gym and locker rooms by 7:30 PM (Coaches will plan practices accordingly).
 - NOTE: Late Practice is 15 minutes shorter than Early Practice; however, dressing transition can be compensated in the Late Practice schedule where it cannot be in the Early Practice.

2. Junior High (Certified teacher must be available at all times during practice).

- Days: Monday – Thursday during regular school days.
- Time: 2:32 PM – 4:02 PM All students must be off the field, out of the locker rooms and ready for dismissal by 4:00 PM (Coaches will plan practices accordingly).

Facility, Equipment, Uniform Care & Use

Open Gym

Open gym provides opportunities for individual development of an athlete's skills and fitness. Open gym is not a team practice. The focus is on the individual; therefore the following apply:

1. All Open Gym opportunities must be advertised on the *Meeteetse Activity Blog* one (1) day prior to the facility use and scheduled on the school website. The advertisement/notice must contain the following:
 - a. Date
 - b. Start and end times
 - c. Activity associated (volleyball, football, basketball, etc...)
 - d. Supervising instructor or coach
2. A certified instructor or coach must be present at all times.
3. Open gym is for current Meeteetse students ONLY!

Locker Rooms

Coaches

1. Each coach is responsible for the action of members of his/her squad from the time they report to the gym for practice until they leave the building after practice.
2. It is the coaches' responsibility to be present at the time the athletes are to report for practice, games, meets, home or away, and stay until the last athlete has left.
3. The coach shall see that the lights and showers are turned off, the doors are locked, equipment is locked up and the room is left as neat as possible.
4. Since many coaches will be using the locker room office area (coach's office), each coach must take an effort to keep this area as neat and clean as reasonably as possible. The custodians will clean this area once a week.
5. Each coach shall keep a numerical and alphabetical record of the locks and lockers used his/her squad. This record should include lock combinations. A copy of this record shall be made available to the Activities Director.

Players

1. Rough-housing and throwing towels or other objects are not allowed in the locker room.
2. Hazing of other players is not allowed.
3. All showers must be turned off after showering. The last person to leave the shower is expected to check all showers.
4. No one except coaches and assigned players are allowed in the locker room.
5. No GLASS containers are permitted in the locker rooms.
6. All spiked or cleated shoes must be put on and taken off outside of the gym. No metal or hard-plastic spikes or cleats are ever allowed in part of the school building.
7. Each athlete must furnish their own towel and bath supplies.
8. Towels, shirts and other items must be taken home and washed at the end of each week.
9. Equipment must be removed from all lockers by the end of the first day following the conclusion of each sports season.
10. Absolutely no food is allowed in the locker rooms.

Facility Equipment, Training and Weight Rooms

Coaches

1. Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being used, issued, or received.

2. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the coach when he/she is unavailable. At no time are athletes to use the weight room without authorized supervision.

Players

1. Athletes are not to be in the training room unless they are under the supervision of a coach.
2. All use of the medical or rehabilitation equipment in the training room must be by authorized and qualified personnel of the school district.

Inventory, Equipment and Uniforms

Coaches

1. Uniforms and equipment are to be check out to each participant and documentation is to be filed with the Activity Director.
2. Written care and cleaning instructions are to be given to each participant.
3. All items inventoried and on file will be the responsibility of the Head Coach.
4. An inventory review will take place at the end of the season by the Activity Director. All items must be accounted for. Any item missing will be the responsibility of the Head Coach.
5. An explanation of the items missing, damaged or abused will be submitted to the Activity Director with a memo of explanation. The Activity Director and Principal shall review all explanations to determine the severity of the infraction, and take or recommend any corrective action necessary.

Players

1. Appropriate uniforms and equipment are checked out to each participant.
2. Participants are responsible for the care and cleaning of their uniforms and are encouraged to follow the cleaning instructions provided by the coaching staff.
3. Participants will pay the replacement cost of damaged and lost uniforms before additional equipment or uniforms are issued to the student.
4. An explanation of the items missing, damaged or abused will be submitted to the Head Coach in writing. The Activity Director shall review all explanations to determine the severity of the infraction, and take or recommend any corrective action necessary.

Replacement of Inventory

1. The Activity Director must submit a Purchase Order to the Business Office for the replacement of all lost, stolen, and damaged uniforms or equipment. The Activity Director must indicate the circumstances and individuals responsible for the replaced item on the Purchase Order.
2. The Business Office will make the appropriate inventory corrections and submit the Purchase Order for administrative approval.
3. Upon approval, the Business Office will then provide the Activity Director with the replacement costs.
4. If applicable, the Business Office will then submit a bill to the participant for reimbursement.

Security

Key Control

1. All keys to the building, locker rooms, equipment rooms, etc, will be issued to coaches by the Administration. All coaches will return their keys to the Administrative Secretary on the final day of the school year, unless permission has been granted for summer use of athletic areas.
2. Coaches are not to give athletes their keys at any time. Managers may not use coaches' keys at any time.
3. If keys to the athletic area are lost, the coach should report this to the Activities Director immediately.

Telephone

Athletes may use the phone in the lobby to call home. Normally all athletes should make prior arrangements for transportation home at the end of their scheduled practice time.

Eligibility

Basic Requirements

1. School District No. 16 policies must be followed and the standards must be met prior to participation.
2. WHSAA Standards of semester eligibility must be met. Copies of these standards may be obtained from the Activities Director.
3. Academic eligibility: see section below

Down, Failing & Incomplete

Students in the junior high school and high school whose average falls between 69% and 60% are considered DOWN in a course of study. Students in the junior high school and high school whose grade average falls below a 60% are considered as FAILING. Students in the middle and high school whose grade average is incomplete because of missing work are considered INCOMPLETE.

A Down, Failing & Incomplete (DFI) report will be filed with the assistant principal every week on Thursdays by 4:30pm. A list of students and their grade averages are to be emailed to the assistant principal. Parents will be notified by mail. It is also expected that the individual teacher make an attempt to contact parents by email, phone, memo or in person to address student needs.

Academic Eligibility

Any high school student that is listed on the DFI list in two or more classes will be considered INELIGIBLE for sports, activities, and all other school functions until removal from the DFI list. Any junior high student that is listed on the DFI list in two or more classes will be considered INELIGIBLE for sports, activities, and all other school functions until removal from the DFI list.

Any JH or HS student that is listed on the DFI in any ONE class for three consecutive weeks, or more, will be considered ineligible for sports, activities, and all other school functions until removal from the DFI list.

Student notifications will be made Monday of every week. Students notification will include verbal as well as written communication. In addition, students will be given DFI forms that outline procedures to be removed from the list in order to become ELLIGIBLE. All forms must be signed by the referring teacher and an administrator before Thursday 5:00 pm in order to be removed from the list.

Attendance

1. Every participant must be present, at school, the entire day of competition, however:
2. A doctor's excuse may be given to the Activities Director and participation may be granted.

Administrative exceptions may be granted in special situations.

Student forms

1. All forms may be obtained from the Administrative Secretary or the Activities Director. All forms must be handed in to the head coach prior to participation.
2. Necessary forms for participation:
 - Physical - WHSAA/Meeteetse form signed by a Physician.
 - Activity permit - signed by both parent and student
 - Transportation release - signed by parent and student
 - Permission to seek emergency medical attention. - signed by parent or guardian.
 - Meeteetse School District "Code of Conduct". - signed by parent and student.
3. All forms will be kept on file in the Activities Directors office. Copies of necessary forms will be given to the head coach for his/her use in team situations. Students are not to participate, for any reason, in practice or interscholastic competition until his/her file is complete.
4. If a sport falls in a winter or spring season, it is the responsibility of the coach in season to check the files in the Activities Directors office to see that all participants have a complete file of necessary forms.

Code of Conduct

This code is in effect for all athletics, clubs, or organizations. Before participating in an activity, a student must sign the Code of Conduct. The Code of Conduct will be in effect whenever a student is participating in an activity. This commitment will be in effect for all activities occurring during that school year. In the event that an infraction occurs during the final quarter of a school year, the consequences imposed need to be completed before participation in further activities. Each activity may require further and more restrictive standards if prior written approval is obtained from the school administration.

Level I

Tobacco, Alcohol, Illegal Drugs or Inhalants

Use or possession of any tobacco, tobacco products, alcohol, illegal drugs or inhalants (any substance that is inhaled or sniffed, that is not intended for that specific purpose or need), can and will effect performance and portray a negative image of self, classmates, and school. Participation in extracurricular activities sponsored by Meeteetse Schools will be contingent upon not using these substances.

Stealing, Vandalism, and Illegal Activities

Involvement in stealing, vandalism or illegal activities may result in the loss of the privilege to participate in activities.

Violations & Consequences

A written signed statement can report offenses from anyone or a citation from a law enforcement officer. Suspected offenses will be investigated by the coach, activities director, and principal referred to as the committee. If a violation has occurred in the judgment of the coach, activities director, and principal, a meeting will be held with the committee, student and parent. The following schedule of suspensions will be in effect. Appeal of any judgment may be made to the superintendent. An additional appeal is available to The Park County School Board.

1st Offense: Two calendar weeks of suspension from sports/activities. Practice participation will be permitted and the activity sponsor may require attendance at the event with the team, even though they will not participate.

2nd Offense: Four calendar weeks of suspension from sports/activities. Practice participation will be permitted and the activity sponsor may require attendance at the event with the team, even though they will not participate.

3rd Offense: The student will be suspended from all school-sponsored sports/activities for one calendar year.

Students can only be suspended from activities in which participation in that activity is not for a grade requirement. Participation in *any illegal activity can result in prosecution.*

Procedures for Level I Infractions

(To be followed when supervising an activity)

If a coach or sponsor determines there is reasonable cause to believe that a student is breaking the law regarding to the possession or use of alcohol and/or illegal drugs, the coach or sponsor will:

1. Contact the police
2. Designated person will immediately contact the parents/guardians or emergency contact person
3. Designated person will immediately contact the administration.

If the coach or sponsor determines there is reasonable cause to believe that a student is breaking the law regarding the possession or use of tobacco, the coach or sponsor will:

1. Report to the school administration upon return.

If the coach or sponsor determines there is reasonable cause to believe that a student is breaking the law regarding stealing or vandalism, the coach or sponsor will:

2. Contact the owner/manager
3. Designated person will contact the parents/guardian or emergency contact person
4. Designated person will contact the administration

If any violations other than those covered above are encountered, the coach or sponsor will use their judgment for the situation at hand, and contact the administration as time warrants.

LEVEL II

Dress

Students wishing to participate in school any extracurricular activity will wear proper attire for the occasion. The coach or the sponsor will set standards.

Overnight Trips

Students are expected not to be in the rooms of members of the opposite sex unless requested and accompanied by a coach, sponsor, or chaperon.

Manners

Students will be polite and courteous at all times. This includes both on and off the court. Unacceptable or rude behavior, the use of foul language, or the lack of consideration for the property of others will not be tolerated.

Insubordination

The advisors and coaches are to be at all times treated with respect and their instructions followed.

Violations & Consequences

Consequences for all Level II infractions will be determined by each coach, sponsor, and advisor.

Travel

Activity List

The Head Coach must fill out an Activity List form located in the office four (4) school days before any departure/travel and submit the list to the Administrative Secretary.

Leave Requests

All teaching coaches/sponsors must fill out a Leave Request and/or substitute request to Administration four (4) school days prior to departure.

Transportation Requests

1. The Head Coach must fill out a Transportation Request Form that is located in the office four (4) school days before any departure/travel and submit the list to the Administrative Secretary.

2. Head Coaches are encouraged to fill out all Transportation Request Forms prior to the first contest.
3. The day before departure, double-check the Transportation Request Form for time of departure.

Communication and Itinerary

1. Approved travel agendas and/or itineraries need to be published on the *Meeteetse Activity Blog* not less than three (3) days prior to departure.
2. The Activity List and Transportation Request include the telephone numbers where the team may be reached at all times, i.e. Bus, Gym, restaurant, motel. This information is available from the Administrative Secretary and Activity Director in case of emergencies.

Student Conduct

1. School vehicles are to be kept free of interior litter. Coaches are responsible for seeing that students comply.
2. District transportation policies will be enforced on all activities.
3. During out of town trips all students will remain with, or under the direction of their coach authorized sponsor.
4. Students are not allowed to enter any vehicles other than the ones provided by School District No. 16 unless:
 - a. A written request is made to the school administration and the head coach receives a copy.
 - b. A student may be released, by the head coach, to the custody of his/her parents.

Over-night Trips

1. Rooms will be checked upon arrival. If there appears to be a disorder within the facility notify the motel management prior to accepting the room.
2. All items in each room is the responsibility of the students assigned to that room, destruction of such, for any reason, is the responsibility of the student or students assigned to that room.
3. The coaching staff will make room assignments. A copy of such will be given to the motel clerk and the coach for future reference will keep a copy.
4. Long distance calls will not be connected from student rooms. All long distant calls must be made from a pay phone. In case of emergency, students may use the telephone in a room assigned to a member of the coaching staff.
5. No room visitations by a member of the opposite sex will be allowed unless a sponsor is present. Only Meeteetse students, parents, and Meeteetse school personnel will be allowed in the rooms unless otherwise authorized by the sponsor.
6. All WHSAA policies, all School District No. 16 policies, all team rules, and all activity regulations will be enforced for the duration of any out-of-town activity.

Meals and student expenditures

Meeteetse School will pay for every necessary meal after the first.

EXAMPLE:

Bus leaves at 6:00 A.M.

Bus returns at 10:00 P.M.

Student will furnish breakfast, School will provide lunch AND dinner.

Bus leaves at 3:00 P.M.
Bus returns at 9:00 P.M.
Student will buy his/her dinner

Meeteetse School District will pay all costs of meals. Gratuities are in addition to the meal allowance and will not exceed 15%.

Meals will not exceed the following guidelines:

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$12.00

Managers, Statisticians and Supplementary Participants

1. All forms, other than a physical, are needed for these students,
2. Managers of high school activities will be of high school age.
3. Managers of middle school activities will be of middle school age.
4. Two (2) managers will be allowed at the high school level.
5. Two (2) managers will be allowed at the middle school level.
6. A "Team" will be defined as a varsity/junior varsity combination.

The above are only guidelines. We are in hope that each coach and/or sponsor will act in a reasonable and prudent manner in the administration of all Meeteetse School Activities.

State Tournaments & Culminating Events

Only students or teams who qualify for the events will be excused from school and be allowed to travel to team or individual events. Seniors or other participants who do not qualify will not be allowed to travel as a school representative.

A team consists of the following:

- Contracted Coaches or Sponsors
- Participating players
- Two (2) managers

Athletic Injuries

Responsibilities

1. The HEAD COACH will have the responsibility of administering first aid to all injured athletes and making the proper recommendations and/or decisions.
2. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. In addition to knowing what to do all coaches should know what not to do.
3. It is the responsibility of the HEAD COACH TO HAVE A COMPLETE FIRST AID KIT, in sanitary condition, at every practice and contest.

Emergency Procedures

1. Administer proper first aid to ALL injuries.
2. When there is any question as to the seriousness or nature of an injury, seek professional medical help immediately.

3. Notify the parents immediately.
4. Parents should assume responsibility for contacting the family physician for any injury.
5. For less serious injuries parents may provide transportation for the athlete.
6. For more serious injuries the EMS should be called.
7. In all EMS transports a member of the coaching staff will travel with the student, in the event the parents are at the sight, they may accompany the student.
8. The coaching staff, upon arrival of the EMS, will present a copy of the students Emergency Medical Release Form.

Accident/Injury Report Procedures

1. The Head Coach will complete an "Accident Report" form immediately following all athletic injuries or accidents that involves any student under their control during a practice, contest, or while traveling to or from a contest.
2. The form shall be turned into the Administrative Secretary the following morning. A copy will be given to the Activities Director to be placed in the personnel file and a copy will be kept by the coach for his/her personal file.
3. Coaches should follow-up on all injuries by personally contacting the parents.

Return to participation

All athletes that have been under treatment by the Meeteetse Coaching Staff, a professional trainer or family physician must have written statement allowing the return to competition.

Coaching

Job Description

Head Coach Qualifications

Valid Wyoming State Department of Education Certification for HEAD COACH (high school only).

Assistant Coach Qualifications

Valid Wyoming State Department of Education Certification for coaching (high school only)

Reports to: Activities Director - Principal - Superintendent

Head Coach Supervises

1. Assistant Coaches as assigned
2. Student athletes enrolled as participants
4. Student managers and/or statisticians
5. Other students and/or adults assigned to any position related to the program.

Job Goal

To instruct athletes in fundamental skills, strategy, and physical training necessary for them to realize a degree of individual and team success. At the same time the student will receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self discipline and self confidence.

Duties to Staff

1. Establishes fundamental philosophy, skills, and techniques to be taught by the Junior High and High School staff.
2. Trains and informs staff, encourages professional growth through clinic attendance according to administrative policy.
3. Perform other duties as assigned by the Activities Director, Principal, or Superintendent of Schools.

Duties to Administration

1. Classroom environment
2. Daily Practice Plans REQUIRED
 - a. These are to be turned in every Monday before practice to the Activities Director for the upcoming week.
 - b. Objectives are to be identified
 - c. Activities/Drills to support objectives must identified
 - d. Vague Practice Plans are not acceptable.
3. Provides input to the Activities Director concerning:
 - a. Scheduling
 - b. Inventory
 - c. Assignment of Officials
 - d. Budgeting Items for up-coming season
 - e. Travel Arrangements and meal reservations
4. Assists in necessary preparations for contests, events, practices, and meets.
5. Provides, to the Activities Director, proper documentation to balance the file of all student athletes.
6. Provides Activities Director with current roster of team members. Roster will include names, numbers, height, and class in school of all team members. Initial roster will be presented on the first morning after the first practice.
7. Advises Activities Director with method or procedural changes.
8. Provides local and state news media with up to date information concerning the progress of the team. RE: Weekly game reports.
9. Is accountable for all equipment in relationship to his/her sport. Arranges for check-in, checkout, and reconditioning procedures.
10. Submits, to the Activities Director, an annual inventory of all equipment and supplies.
11. Monitors locker rooms, equipment room, and supplementary facilities during all practices, games, and team events.
12. Secures all doors and windows and turns off all lights prior to leaving the facility after a team event.

Duties to Students

1. Maintain appropriate relationships Adult/Coach to Child/Player
2. Provide each participant the proper forms to balance their personnel file. RE: Physical, Transportation, Parent permission, Permission to seek emergency Medical help and Code of Conduct.
3. Provide progress reports on all students.
4. Gives constant attention to student conduct and grades.

5. Delineates procedure concerning due process when the enforcement of discipline is necessary following district and/or team policy.
6. Contact Activities Director, Administrative Secretary, and Parents when a student athlete is dropped from the roster for any reason.

Additional Coaching Expectations

The success of our athletic program has strong influence on the community's image of the entire system. The public exposure is a considerable responsibility. Community pressure must not override the objectives of good sportsmanship, good mental health and fair decision-making. It is the expressed intent of the following, and the aforementioned, to give sufficient guidance to function as head coach. In cases not specifically covered it shall be assumed that the professional coach will exercise good judgment in a reasonable and prudent manner.

Off season

1. Offer a minimum of two camp opportunities
2. Participate in open gym activities
3. Encourage player to take part in off season activities
4. Develop two (2) local opportunities for team play

Teaming Concept

1. Focus on the whole (team & school) through the development of its parts (students & players)
2. Provide structure & discipline
3. Coach all athletes/participants
4. Set goals & expectations

Training

1. Development of athletes (proper conditioning)
2. Development of basic skills
3. Hold athletes accountable for training rules and policies in the handbook

Knowledge

1. Has thorough knowledge of all activity policy approved by Park County School District #16 Board of Education and is responsible for implementation of such.
2. Has knowledge of existing systems to include Meeteetse School District #16, WHSAA, Five Rivers Conference, and Big Horn Basin Middle School Athletic Conference.
3. Understands the proper chain of command and refers all requests and/or grievances through the proper channels.
4. Recognize and understand player limitations
 - a. Assignments
 - b. Timeouts
 - c. Player rotations
5. Recognizes team needs in order to win
 - a. Timeouts
 - b. Player rotations

6. Understands and utilizes appropriate offensive and defensive systems at appropriate times.
7. Develop and utilize a varsity bench
8. Develop athletes' understanding of their roles in respect to rotations and team play
9. Hold referees, coaches and players accountable

General

1. Coach to win and not to keep a job
2. Make decisions in respect to winning and what is best for the team
3. Measure growth (both team & individual)

Leadership

1. Motivate & Inspire
 - a. Develop students' sense of value
 - b. Develop a sense of belonging without compromising rules and expectations
2. Work Ethic
 - a. Model, develop & maintain
3. Commitment
 - a. Model, develop & maintain (example: see off season expectations)
4. Integrity
 - a. Model personally & professionally
 - b. Maintain mutual respect
5. Dignity
 - a. Discipline/teach respecting student dignity
6. Leader/Learner
 - a. Humble enough to learn as well as lead

Code of Ethics

The coach must:

1. Be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character;
2. Constantly uphold the honor and dignity of the profession; in all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct (THE USE OF PROFANITY IS IN DIRECT CONFLICT WITH THIS CONCEPT AND WILL NOT BE TOLERATED);
3. Take an active role in the prevention of alcohol, drug, and tobacco use and under no circumstances tolerate their use
4. Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program;
5. Be thoroughly acquainted with the contest rules and be responsible for their interpretation to team members (the spirit and letter of rules should be regarded as absolute values and the coach shall not try to seek an advantage by circumventing the spirit or letter of the rules);

6. Actively enhance sportsmanship among spectators by working closely with cheerleaders, M-Club, booster clubs, and administrators;
7. Respect and support contest officials; coaches shall not indulge in conduct which will incite players or spectators against opponents or officials;
8. Not exert pressure on faculty members to give student athletes special consideration;
9. Educate athletes about the negative consequences of performance enhancing drugs and supplements.

Coaching Evaluations

Process

The following process is based on collected Coaching Expectations from the Activities Director. Head coaches for both junior high and high school athletics will be evaluated.

Progress Report

Each Head Coach will receive a Progress Reports from the Activities Director: one (1) time during their respective season.

Time and Dates of Report

FALL & SPRING: High School: end of week four (4) in the season; Junior High: end of week three (3)

WINTER: High School: end of week six (6); Junior High: end of week three (3)

Summative Evaluation

Each Head Coach will receive a Summative Evaluation from the Activities Director. This will include a post-season conference.

Follow Up

If the above expectations are not met and the Activity Handbook is not followed, it is recommended that the administration seek an explanation for consideration in renewing future contractual agreements with the coach.

Financial

Procurement

Park County School District #16 provides a centralized system for the acquisition of goods, services and construction and ensures that all goods and services are of the right quality, acquired at the right time and in a cost effective manner for the school district. Procurement activities and procedures are regulated by, and must comply with, the Board Policy.

Purchase Requisitions

When a need occurs to make a purchase and funds are available, the Head Coach will develop a hand-written requisition, which will be completed and submitted to the Athletic Director for approval. The Athletic Director will then fill out a purchase order. Once approved by the Athletic Director, the requisition will be submitted for approval to the district Superintendent and then to the school's Business Office for processing.

Purchase Orders

A purchase order is the legal contract between Park County School District #16 and the vendor that obligates the vendor to provide the merchandise/service in return for Park County School District #16's payment upon receipt of same. The purchase order authorizes the purchase of goods and/or services and requires signatures of authorized individuals as regulated by procurement regulations. No purchase is to be made without prior issuance of a valid purchase order.

Receiving

Athletic Directors shall ensure that all invoices, shipping documents, packing slips, or other receiving documents for purchases are forwarded to the Business Office with the items actually received indicated. Bookkeepers are responsible for processing receiving documents and forwarding them as required to Accounts Payable for processing.

Receiving Reports

Some form of manual document is required for all orders, including, but not limited to, invoice or sales slip, shipping or packing slip, printed order confirmation, or a copy of the approved purchase order with each item checked off and signed by the individual.

Receiving Discrepancies

Any discrepancies in quantities or pricing must be communicated to the Business Office for corrective action.

Unauthorized Purchases

Employees of Park County School District #16 must secure a valid purchase order or purchasing card authorization prior to obligation of the district to any purchase. If an Athletic Director receives merchandise or services that are not previously authorized, it is the responsibility of the Director requesting the merchandise or services to return same to the vendor. If return is not feasible or economically desirable, the Director shall find an alternate source of payment for the merchandise or services, which may include personal payment by the employee requesting the merchandise or services without appropriate authorization.

Corrective Action

If an employee makes a purchase and obligates funds for the school district without an approved purchase order, the Principal or his/her designee will investigate the circumstances surrounding the purchase. If the purchase was a violation of Handbook guidelines, some form of corrective action may be taken. Based upon the severity, frequency, and other circumstances surrounding the violation and previous violations, the Superintendent may revoke the offender's procurement authority, transfer the offender to a different position in the district, and/or terminate the offender's employment with the district.

Unauthorized purchases that are clearly due to an unintentional oversight, clerical error, or lack of understanding of the district's procurement procedures but which fall within the scope of needs or requirements of the Athletic Director, may be submitted to Principal with a memo of explanation and appropriate charge code number. The Superintendent shall review all such requests, determine the severity of the infraction, and take or recommend any corrective action necessary.

Annual Budget

Head coaches are responsible for making the budget requests for their entire program. Assistant coaches in each program will make their budget requests through the head coach.

Coaches should use the following factors for developing their budgets:

1. Current inventory of uniforms and equipment
2. Condition and age of existing equipment
3. Uniform rotation plan in force
4. Number of teams and athletes in the program
5. Equipment rule changes
6. Projected long-range needs of the program
7. Projected assistance from the booster club/fund raisers

Head coaches will submit the budget request for their sport programs in the spring of the year. Budget requests must be presented on the appropriate form and must be presented in order of priority. The annual budget will be prepared by the Athletic Director and presented with the school's budget package during the second semester according to the schedule established by the District's Office.

Student Accolades and Awards

The coaching staff at the respective Awards Celebration must present the following awards:

1. Most Improved Athlete
2. Most Valuable Athlete
3. Sport Letter winners
4. Other awards based upon measurable data/statistics are encouraged

Athlete of the Month

This award is hosted by the Wyoming National Guard Athlete Award. The coaching staff chooses recipients. An athlete may not receive this award more than once in each sporting season: Fall, Winter and Spring. Therefore an athlete is eligible to receive the award in each sport he or she participates.

An athlete must be present at the designated monthly board meeting to receive the award. Recipients will have their photographs on display in the front hallway throughout the school year. They will be recognized at the monthly assembly. Recipients will also be recognized on the *Meeteetse Activity Blog* and by the local newspaper.

Criteria for this award:

1. Sportsmanship
2. Athletic Achievement
3. Academic Suitability
4. Leadership

Letter Requirements

Volleyball

An athlete must participate in 75% of all varsity sets played during the year. During times of injury, sets will not be counted.

Football

An athlete must participate in 75% of all varsity quarters played during the year. During times of injury, quarters will not be counted.

Basketball

An athlete must participate in 75% of all varsity quarters played during the year. During times of injury, quarters will not be counted.

Track

An athlete must earn 10 pts for his or her team during the year. State qualification permits automatic eligibility for a letter. Athletes who suffer injury can be considered for a letter based on the recommendation of the coach for approval from the athletic director. NOTE: because of Wyoming weather, this point system can be adjusted do to track meet cancelations.

Award Celebrations

The following awards celebrations are to be held annually:

1. Fall Activity Awards (following the conclusion of all fall sporting activities)
2. Winter Activity Awards (following the conclusion of all winter sporting activities)

It is the Activity Director's responsibility to work with the M-Club and coaches to see that these celebrations are organized and follow the Activity Handbook rules and regulations.

M-Club

The letterwinners' club is known as the M-Club. Every fall, during the first two weeks of school past letterwinners and current students will select the following officers via a nomination and vote:

1. President
2. Vice-President
3. Treasure
4. Secretary

This process will be done under the supervision of the Principal and Activity Director.

The M-Club is responsible for the following:

1. Preparing and hosting all athletic awards celebrations.
2. Paying for all the athlete's letters and pins. In addition, the Club is encouraged to raise Decorating and paying for the extravagancies of the awards celebrations and annual dance sponsored by the organization. The dance is held at the end of Winter Homecoming.

Parent & Student Acknowledgements and Verification

By signing this page, you are acknowledging and verifying that you have received and take the responsibility to review with your child the documents referenced which are found in this handbook.

This form must be returned to the Activity Director within 10 days.

Parent Name (printed): _____

Student Name: _____

Student's Grade: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____