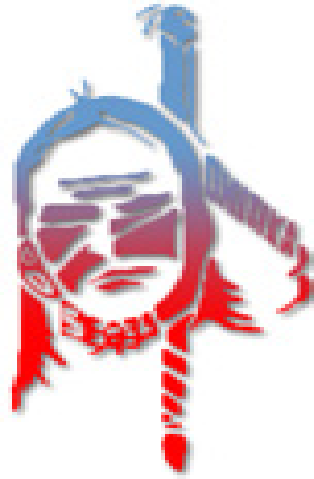


# C-EB BRAVES



## **COACHES/ADVISORS ATHLETIC HANDBOOK 2021-2022**

School Board Approved: August 9 <sup>th</sup> 2021
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# **GUARD YOUR ATHLETIC ELIGIBILITY**

## **YOU ARE ELIGIBLE IF:**

1. You are under the age of 20. Age to be determined by birth date, not hour and minute.
2. You have not attended more than 4 first semesters and 4 second semesters, or 12 trimesters, of school in grades 9 through 12. Enrollment and attendance in school or participation in one or more contests shall constitute a semester/trimester of eligibility. Once a student enrolls as a ninth grader, all semesters/trimesters must be consecutive unless waived as per Article VII, Section 3 (I), page 10 of the constitution.
3. During the preceding semester/trimester you passed a minimum equivalent of four full time subjects for which you earned at least 2.0 units of high school credit that will be used in the issuance of a diploma.
4. During the current semester/trimester you are enrolled in and attend a minimum equivalent of four full time subjects for which you will earn at least 2.0 units of high school credit that will be used in the issuance of a diploma.
5. You have enrolled by the 16th school day of the current semester/trimester. Date of regular entry into classes is considered the date of enrollment.
6. You have on file in the principal's office a signed physical examination, a parent & student consent form, consent for release of medical information form (HIPAA), and a concussion fact sheet for parents/athlete.
7. You have not transferred from one high school to another without a corresponding change in the residence of your parents. (Exception made for students who transfer pursuant to the open enrollment Bylaw.)
8. You have a copy of your transcript on file in the principal's office prior to competition.
9. You have not been absent from school more than ten (10) consecutive school days in a member school which operates a five (5) day school week or more than eight (8) consecutive days in a member school which operates a four (4) day school week. (Illness of the student or death in the immediate family excepted.)
10. During a high school sport season, you do not compete on an unattached basis as an individual or as a member of a non-school team.
11. You have not participated in an athletic contest under an assumed name.
12. You have not participated in athletics in any institution of learning of higher rank than a standard secondary school.
13. You have not violated your amateur standing.
14. You have not graduated from a regular four-year high school or institution of equivalent rank.

**Consult your Coach or Principal for additional information.**  
**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

# FUNDAMENTALS OF SPORTSMANSHIP

Reprinted from the SDHSAA Newsletter

One of the missions of co-curricular school activities is to serve as an extension of the classroom.

There are strong lessons to be learned in athletics, speech and music. One of those lessons is to set and maintain high standards of sportsmanship, ethics and integrity in our society. It is up to each of us to provide the direction under which good sportsmanship can prosper and have a positive impact on our society.

As we begin the school year, please take a few minutes to emphasize to your students, coaches, and fans what is expected of the at an athletic event as a competitor or spectator. After all, such events are an extension of the school day, and we should expect the same type of respectful behavior exhibited in the athletic arena as we do in the classroom. We urge you to ask your community to demonstrate self-control and self-discipline and at the same time, enjoy the games.

Everyone should keep the following fundamentals in mind while attending a high school event.

- **Gain an Understanding and Appreciation for the Rules of the Contest.** The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on the officials, coaches, players or administrative decisions.
- **Exercise Representative Behavior at All Times.** Good sportsmanship requires one to understand personal prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies on everyone exhibiting behavior which is representatives of a sound value system.
- **Recognize and Appreciate Skilled Performance Regardless of Affiliation.** Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship, but also reflects a true awareness of the game by recognizing and acknowledging quality.
- **Exhibit Respect for the Officials.** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by those involved in the contest are part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on the officials.
- **Display Openly a Respect for Opponents.** Opponents are guests and should be treated cordially, and with thoughtfulness. They should be treated the same as a guest in your own home.
- **Display Pride in Your Actions at Every Opportunity.** Never allow your ego to interfere with good judgment. Regardless of whether you are a student, player, coach or official, this value is paramount since it suggest that you care about yourself and how others perceive you.
- **Always Practice the Golden Rule.** Always treat others the way you would expect them to treat you.

**Remember: Sportsmanship Begins With You!**

## INTRODUCTION

### TO THE COACH/ADVISOR:

This handbook is presented to you as a guide to inform you of your duties as an Athletic Coach/Advisor here at Cheyenne-Eagle Butte. For other specific information, please contact the school Activity/Athletic Director or refer to the sports specific sections of the SDHSAA Athletic Handbooks @ [www.sdhsaa.com](http://www.sdhsaa.com)

## **CHEYENNE-EAGLE BUTTE ATHLETIC PHILOSOPHY**

The Cheyenne-Eagle Butte Athletic Department will strive to provide a positive environment dedicated to achieving excellence in athletics, academics, cultural, and spiritual personal development, which will prepare student athletes to become ambassadors of the Lakota way of life to benefit our society in a lasting and meaningful way.

Athletics play an important part in the life of students at Cheyenne-Eagle Butte. Our students learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics also play an important part in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit: helping all students and spectators, as well as athletes, develop pride in our school.

### **BELIEF STATEMENTS:**

1. Athletics help develop stronger bodies and healthier lifestyles.
2. Athletes learn sportsmanship and the value of teamwork while practicing and playing sports.
3. Athletics promote self-esteem and self-worth.
4. Interscholastic competition provides a medium for school spirit and school pride for the student body and community.
5. Athletic programs are an important and necessary part of the total school experience. Participation is a privilege that carries responsibilities to the school, to the activity, to the student body, to the community and to the students themselves.
6. Athletics provide wholesome opportunities for students to develop favorable habits and attitudes of social and group interactions.
7. Leadership qualities of many athletes are improved with athletic programs.
8. Student activities are considered a supplement to the school's program of education, which strives to provide experiences that will help to develop boys and girls physically, mentally, socially, and emotionally.
9. Athletics also gives our students an opportunity to compete against non-native students from other schools gaining and earning respect and also giving our students an opportunity to create change through reconciliation.
10. The interscholastic athletic program shall be conducted in accordance with existing NFHS, SDHSAA, and C-EB policies. Rules and regulations. While we take great pride in winning, we will not condone "winning at any cost" and discourage any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

### **CODE OF SPORTS ETHICS FOR COACHES**

High School interscholastic sports are unique in their mission to provide educational opportunities for students through athletic programs sponsored by their schools.

As a coach, you carry the primary responsibility to teach students how to reason, make choices and understand the impact of their decisions on others. These opportunities to teach occur throughout your sport season. The students hear your words as you talk to them and their teammates. They see how you treat their opponents and observe your respect for the letter and spirit of the rules.

The lessons you teach must be compatible with the educational mission of your school district. They must support and ensure fair play and honorable competition, treating people with dignity and respect, ensure equity, fairness and justice and activities, which enhance healthy lifestyles.

As a coach, you are expected to model positive sport ethics based on the moral guides of justice, honesty, responsibility and beneficence/producing good.

## **NFHS-COACHES CODE OF ETHICS**

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 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 NFHS Board of Directors.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep clubs sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**The coach** shall not exert pressure on faculty members to give students special consideration.

**The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

## **RISK MANAGEMENT**

Athletic injuries are inherent to sports participation and athletic personnel who operate in an unprecedented environment of legal exposure. Sports risk can never be eliminated, but it must be minimized. Risk management requires ongoing and proactive planning, and management activities, designed to reduce, minimize or transfer hazards and risks. All coaches assume the expectation of parents and the legal system for implementing the most current and innovative, “best practices” in risk prevention and reduction as specified by 14 legal duties.

Risk management is a responsibility that is shared by the entire athletics department. The 14 legal duties and standards of care also have implications for advisors in other student activities.

Sports risk has two components. The primary concern is any injury or illness that negatively impacts the health of an athlete or the quality of the athletic experience. Secondly is the risk of legal liability to the school district and/or coach whose consequence may be legal, Financial, social, emotional, and professional.

Most athletic personnel are well aware of the risks associated with sports and are concerned about their personal exposure to liability. Unfortunately, some coaches regard risk management as a nuisance responsibility that reduces time for other coaching duties. It is important to note that “keeping the child from harm’s way” must be placed above all other considerations.

Sport liability is usually based upon negligence that can be defined as “a failure to exercise reasonable care, under all the circumstances, in some specific aspect of an interscholastic athletic program which acts as both the actual cause and the proximate cause of an injury.”

Coaches are held to a higher, legal standard than ordinary care when supervising athletes because they are considered to be trained professionals who possess higher knowledge and skill that enables them to foresee the potential for preventable injury. The expectation of “prudent professionalism” in athletics has evolved from four factors.

- Sports injury statistics – approximately 67% of school injuries occur in sports programs and about 67% of those injuries occur during practice.
- Educational sports – certified teachers and administrators are the norm in educational institutions and the same level of professional conduct is now expected of coaches.
- Child advocacy – schools exist to enhance the growth of children in all domains.
- “In Loco Parentis” – the legal principle of school personnel as “parents away from home” Has become a standard that mandates that all educators must do everything possible, at all times, to safeguard the health and safety of children under their supervision.

Negligence in sports is usually linked to the failure to fulfill a specific legal duty. “Negligence by omission” is the failure to act as a “reasonable, prudent person.” “Committing a hazardous act” is also negligence. “Gross negligence,” intentional harm, criminal acts or reckless disregard for human safety - - is an uncommon, but much more serious charge.

Risk Management in sports begins with a thorough understanding of the 14 legal duties that, the courts have determined, are “owed to student-athletes” as well as a paradigm shift from outdated “standards of practice” to more current “standards of care” that will safeguard student-athletes.

## **LEGAL DUTIES OWED TO STUDENT-ATHLETES:**

1. The duty of **proper planning**. This fundamental duty requires comprehensive thought and organization throughout the athletic department. Written plans should precede and direct practices, and kept, reviewed and updated as needed. Negligence can be alleged for injury loss related to either the absence of planning, poor planning or failure to adhere to an established plan. Proper planning calls for printed materials (i.e. handbooks, practice plans, forms and checklists) and established procedures.

2. The duty of **qualified supervision**. Omission or incompetence are the major sources of breach of this duty. Typical omissions are leaving students unsupervised in facilities and the failure to control inappropriate behaviors that result in injury. Reasonable care in both the general supervision of all areas and activities which are even peripherally related and the specific supervision of the participants is the standard. Supervision is a

very broad and inclusive duty and probably the most important to the courts. The coach must be physically present, properly instruct direct activities, prevent foreseeable injuries, properly respond to injuries, secure facilities, control reckless behavior, and supervise assistant coaches. The effect of age dictates closer supervision for younger athletes.

3. The duty to **assess conditioning and readiness to participate**. This duty involves the use of reasonable care in determining whether or not an athlete is prepared to perform a specific skill or activity with respect to his/her health, maturation, coordination and physical conditioning, etc. It is mandatory that athletes participating on a high school team have a current SDHSAA physical examination prior to either practice or competition. Once an athlete has received medical attention, clearance must be received before returning to practice or competition. It is also essential that athletic trainers be allowed to perform their professional responsibilities without interference from coaches or parents. Coaches should be careful not to exceed the scope of their training by encouraging players to play with injuries or resume activity prematurely. Medical histories and injury records need to be maintained and medical restrictions to participation must be followed. Coaches are also expected to be knowledgeable in conditioning techniques so workouts progressively increase in frequency, intensity and time. Practice plans should document attention to the maturity and readiness of the athlete's preseason conditioning program and climatic conditions such as temperature and humidity.

4. The duty to provide a **safe playing environment** involves attention to athletic facilities – gymnasiums, fields, courts, weight rooms, and equipment. Issues include the proper use of facilities and equipment, inspection checklists, maintenance schedules and inclement weather protocols. Once again, coaches are expected to identify foreseeable causes of injury due to unsafe facilities, defective equipment and hazardous environments. Providing a safe environment often requires the cooperative efforts of custodians, buildings and ground personal, maintenance staff, parks departments, coaches and administrators.

5. The duty to provide **protective athletic gear and equipment** such as helmets, masks, shoulder pads, mouthpieces and footwear, including mandating their use as a condition of participation. Gear should be appropriate for the age of the participant and the level of competition. NOCSAE and ASGMA standards should be followed when purchasing new equipment. Equipment should be properly issued and fitted by trained coaches and equipment managers. Coaches should require and monitor the proper use and inspect the condition of protective equipment, and ensure that equipment is not altered, resulting in a potential lapse in product liability insurance. AEMA certified personnel should be contracted to inspect and recondition protective equipment during the off-season. Because a school district's liability insurance typically covers only school sponsored programs and staff members, it is not acceptable to loan equipment (e.g. helmets, poles, etc.) to either athletes or other schools. If a catastrophic injury occurs, the involved piece of equipment should be confiscated and secured for potential litigation.

6. The duty of **proper instruction**. Failure to properly instruct has been referred to as "educational malpractice." Appropriate instruction in technique, sport specific skills, contest rules and safety precautions must be provided prior to participation in athletic competitions. Coaches should warn against and discipline unsafe techniques and prohibited practices. Practice plans should document a logical sequence of experiences that result in a progression of player knowledge and skill. Coaches should be certified, qualified, and motivated to continue their professional development.

7. The duty to properly **match and equate participants** minimizes the potential for injury. Although it is often impossible to control mismatches during competition, reasonable efforts must be made to equate participants during practice situations and when the risk of injury is particularly great. (e.g. Football drills and wrestling). Competitions that match different squads (e.g. JV vs Frosh) in certain sports are not advisable. Scrimmages between various levels should be strictly controlled so they are learning experiences (i.e. coaches on the field to officiate, instruct, align, call plays, monitor mismatches, and ensure rest and water breaks, etc.) To emphasize learning, rather than competition, it is advisable not to keep score. The matching or pairing of athletes should consider size, age, strength, speed, skill, experience and incapacitating conditions.



8. The duty to **properly condition** athletes. Practice plans should document a progression of circular-respiratory and muscular-skeletal fitness with attention to proper warm-up and cool down periods. When planning conditioning activities, consideration should be given to the readiness and maturation of the athletes as well as climatic conditions. Plans should also document a sequential progression toward more challenging practices that prepare for competition. The courts have not been sympathetic to coaches that cause injury by coercing or embarrassing athletes in order to motivate them to work harder during conditioning workouts.

9. The duty to provide **adequate warning**. Never assume that athletes and their parents understand the risks of sports participation. There is a duty to give detailed warnings about the risks involved in a specific sport activity. Failure to warn is one of the most prevalent allegations in sports injury litigation. Athletes (and parents) assume only those risks which are inherent and which they fully understand and appreciate. Parents and players must be informed of inherent risks, unsafe practices, and the potential for injury, disability and even death at preseason meetings. Informed consent and acknowledgment of risk forms must be signed by players and parents and should be reinforced with video presentations, warning posters, and verbal warnings during practice, proper instruction and consistent disciplinary measures for unsafe techniques and prohibited practices. It is advisable to “paper trail” with practice plans that document that warnings and instruction were provided. The use of liability waivers for youth sports participation has limited value because neither minors nor their parents can legally waive their rights.

10. The duty to **ensure insurance coverage for injury** for athletes. Athletic personnel should verify that either family or student insurance provides a basic level of health and medical insurance coverage prior to participation. Schools are also encouraged to take advantage of the catastrophic insurance that is offered by state athletic associations. Coaches that conduct sports camps during the out-of-season period should either purchase liability insurance or affiliate the camp with an insured organization such as a city recreation department.

11. The duty to provide **emergency care** implies that coaches administer approved, prioritized, standard first aid procedures in response to a range of traumatic injuries and medical conditions. The courts expect reasonable care in immediate medical assistance until qualified medical personnel arrive. This duty strongly suggests certification and renewal for first aid and CPR. Whenever a team travels, the coach should have consent for medical treatment forms for each athlete to ensure care.

12. The duty to **activate the emergency response plan** that is established for specific sites and situations. Each site should have a plan for who will: get the first aid kit, administer emergency care, call 911 to activate emergency medical services, give accurate direction to the site and entrance, meet the ambulance, supervise other participants, etc.

13. The duty to provide **safe transportation**. Schools have the duty to exercise reasonable care in the selection and supervision of transportation to and from athletic practices and contests. Athletes should never be allowed to drive or ride with other students on trips. In extenuating situations, students may be allowed to ride with their parents or adult relatives if the appropriate form is submitted and visual contact is made with the adult. Coaches and supervisors also have the responsibility for controlling student behavior during transportation.

14. The duty to **select and train coaches**. The duty of “responding superior” is a duty of the athletic director, principal and head coach. It involves expectations for the screening, interviewing, selecting, training, supervising, and evaluating of coaches based upon their specific qualifications, professional credentials, job description and code of ethics.

# COACHES EDUCATION PROGRAM

(All course available on NFHSlearn.com)

## 1. Fundamental of Coaching (All coaches – head and assistant)

- This requirement is “one time only” during your career.
- Fundamentals of Coaching must be the non-sport specific class.

## 2. First Aid, Health, and Safety (All coaches)

- Each coach will need to renew the First Aid course every two years

## 3. Concussion in Sports (All coaches)

- This course is a mandatory requirement to be renewed each year as per SDCL.
- This is to be taken after July 1 for the upcoming school year. Please do not view this course before July 1.

## 4. Heat Illness Prevention (All Fall Coaches)

- Sports Medicine Advisory Committee is recommending all fall coaches complete this class.

## COACHES OFFICE HOURS:

Continuing our efforts to establish and maintain clear lines of communication between the Athletic Department Staff and the parents/guardians of our student athletes, the coaching staff will set up a specific time and day to meet about concerns that arise. **Please Do Not Attempt to Confront a Coach Before, during or After Practice, A Game, Or a Contest including halftime. Those Can Be Emotional Times For Both The Parent And The Coaches.** Meetings of that nature, and at those times, do not promote resolution. The following guidelines will help to ensure the concept of a productive and positive experience.

- Parents/Guardians can use scheduled time to ask questions and obtain information.
- Coach will discuss what the student-athlete needs to work on or improve.
- Coach will talk to a parent/guardian about his/her own child.
- **Playing Time, Team Strategy, Play Calling, and Other Students will not be discussed.**
- If satisfaction is not obtained, the parent/guardian should then contact the school athletic director. Parents/Guardians who verbally abuse a coach may be liable for harassment, slander, and/or defamation of character. This includes using Social Media (Facebook, Texting, Twitter, Etc.). The school administrator in charge of the game/event has the authority to require any parent/guardian/spectator to leave the facility. The school administration also has the right to prohibit any parent/guardian/spectator from attending further games/events on the school campus. The Cheyenne-Eagle Butte School uses the **Yellow Card-Red Card** warning system for fan behavior at athletic events.

## EXPECTATIONS OF COACHES:

The following duties pertaining to the head coach will also apply to assistant coaches. Coaches will:

1. Coaches will ensure they are on all trips from beginning to end during an overnight stay with the students. Further, coaches will create and follow an itinerary to monitor students throughout the trip and overnights for safety reasons.

2. Understand the philosophy and purpose of the athletic program and conduct their program within the framework of this philosophy.
3. Meet with all the coaches in their program before the season to define goals and objectives.
4. Follow the professional code of ethics in relationship to administrators, students, parents/guardians and fellow coaches/volunteers.
5. Be responsible for equipment, uniforms, and facilities pertaining to their sport.
6. Work with the athletic director in setting up practice schedules. Make arrangements for pre-season and holiday workouts.
7. Delegate responsibilities to assistants for specific duties such as locker room supervision, locking dressing rooms/gym, attendance, and attending to injuries, etc.
8. Make recommendations to the athletic director concerning staff assignments, needs and replacements.
9. Assist the athletic director in administering game details for all contests.
10. Work with the athletic director in setting up budget needs, schedules, ordering equipment, inventories, arranging transportation, and meals, etc.
11. After each contest, have information ready to put in the school bulletin and articles to be released to the press on a timely basis.
12. Prior to their season, the head coach should pick up from the athletic director's office a copy of the SDHSAA rules and regulations for their sport.
13. All head coaches are required to take/pass the SDHSAA open book test and view the online rules meeting designated for their sport prior to their season. If head coach fails to meet these requirements he/she will pay the fines the school is assessed. Also, if requirements are not met, this may be grounds for dismissal from their head coaching duties. All assistant coaches are required to audit the open book test and attend the online rules meeting. The test and meeting are all online. Certificates of completion are to be handed in and on file with the athletic director. All coaches are required to have fundamentals of coaching, first aid, concussions and heat illness prevention course for fall coaches and cheer advisors.
14. Work with athletic director to set up a summer off-season program for athletes, which will include sports camps, weight training and conditioning, individual and team clinics, open gyms, etc. Coaches will set up work schedule and are encouraged to become actively involved in the athletic off-season program.
15. In each sport, the head coach will be responsible for holding a pre-season parent/guardian meeting. At this meeting, the rules and regulations governing their sport will be handed out to the parent/guardians and team expectations of their children made apparent.
16. Make every effort to use the most current technology/social media to communicate with athletes, parents/guardians, staff, and community on their program (emails, face book, twitter, blogs, etc.).

17. Implement at a minimum, one community service activity by their program that involves athletes (blood drives, coat drives, food drives, community feeds, clean ups, elderly services, etc.).
18. During large tournaments, Lakota Nation Invitational, State A (not limited to these) coaches will receive an additional expectations list to ensure the safety and security of students, equipment, and facilities. This information will be drafted and approved by the 20-1 Superintendent and BIE School Supervisor for dissemination by the C-EB Athletic Director.
19. All coaches will uphold the C-EB Athletic expectations. In the event expectations are not upheld, the coach may be subject to discipline processes or removal.

## **SPECIFIC COACHES DUTIES AND RESPONSIBILITIES**

1. Make sure that yearly physical, parental consent and concussion forms are signed and turned in before students are to practice or compete in the athletic program.
2. The head coach is responsible for getting a list of the entire squad (varsity, junior varsity, and freshmen) to the athletic director one week before the first contest. The listing should include the athlete's year in school, weight, height, uniform numbers, and positions.
3. All coaches must develop practice plans that include learning progression for their sport. Also, a selection process for choosing varsity/junior varsity and "C" team squads.
4. Written criteria (rubric) for selecting your team must be turned into the athletic director's office.
5. Check transportation schedules with the athletic director. Any request for transportation must be made at least two weeks in advance. This can and should be done prior to the beginning of the season. Use the approved field trip form.
6. Arrangements for out-of-town travel and overnight accommodations should be made with the athletic director. A list of students, chaperones and coaches will be placed in the teachers' boxes at least three days prior to departure.
7. Arrangements for meals from the school cafeteria must be made at least two weeks in advance of the trip. Use the approved food request form. Other meals to be eaten on trips must be discussed with the athletic director. Only trips over 50 miles or in excess of 6-12 hours will be considered for restaurant meals. Post-season contest will be dealt with on an individual basis.
8. The procedure for payment of meals and motels must be done within the guidelines of the government purchasing process. If credit card purchasing is, needed, accurate information needs to be in the athletic director's office at least two weeks in advance of the trip.
  - a. Bus drivers will check credit cards out from the administrative office.
  - b. An accurate list of students' names must be presented to the athletic director prior to the trip.
  - c. Individual meals must be accounted for when a credit card is used. When a credit card is used you will also be given an accounting sheet which will  
Contain the meal eaten, the date and appropriate number of spaces for the signatures to match your roster. Do not substitute names or add names without going through the proper channels.

- d. The original purchase ticket must be signed by the vendor. All originals are to be submitted to the administrative office when you return.
  - e. The motel manager must attach a signed bill to the voucher and sign the voucher. The total bill must be submitted to the administrative office.
  - f. No cost TA's for the coaches will be issued on a blanket basis at the beginning of each season. Cost TA's will be done individually as needed.
9. Athletes/coaches may be absent a maximum of two school days per week for inter-scholastic competition, exclusive of regional tournaments/meets leading to state level competition. Exceptions to the policy must have prior approval of the school administration.
  10. Coaches are responsible for the checking out and checking in of equipment. All athletic teams have school uniforms. These uniforms are to be worn for competition and are to be worn in the proper manner. The athletic department does not approve of issuing the students game uniforms to take home during the season. At the end of the season equipment is to be stored and an inventory given to the athletic director. Uniforms will be replaced on a rotation basis depending on finances.
  11. The head coach must make a final report for the official record book no later than one week after the last contest. This will include team rosters alphabetized by grade, major award winners, lettermen, schedules and results of contests. Also, an end of season summary.
  12. All coaches will make every effort to attend all events connected to their sport; this includes the athletic banquet. The students appreciate your attendance at all school events and we need to promote the idea that athletics is a part of the bigger system.
  13. All coaches under contract are expected to attend all practices and games. If you cannot do so, arrangements need to be made with the head coach and athletic director prior to you being absent or late. All coaches need to be on duty immediately after school is let out and/or a half hour before the start of practice. Coaches are also required to stay until all students have left the gym/building. This is for the safety of the school athlete.
  14. No one will be allowed to coach in more than two sports per school year. Unless there is a shortage of coaches, administration can make the decision.
  15. All coaches will uphold the C-EB Athletic specific coaches' duties and responsibilities. In the event these are not upheld, the coach may be subject to discipline processes or removal.

## **PARENT/GUARDIAN COMPLAINTS OR CONCERNS**

There is a proper uniform system of command that should be followed in parent/guardian submitting complaints and concerns.

- **24-hour rule for parent complaints/concerns.** Do not call or contact the coaching staff on game day or within 24 hours after the completion of the competition. Coaches and advisors have a great number of tasks to prepare and complete before and after events. After the 24-hour waiting period, if there is still a question, concern, or complaint, please contact the athletic director/supervisor to discuss the matter or to arrange for a meeting with the athletic director/supervisor, coach and parent.
- Every effort should be made to resolve a complaint with the coach involved.

- If the concern is not resolved with the coach, it should be submitted to the school athletic director in letter form. Then a conference will be held.
- If the concern is not resolved with school athletic director, it should be submitted by letter to the principal. The principal will contact the superintendent if the problem is not resolved. Then a conference will be held.
- Last resort is the school board.
- Use a school board form to document that you have completed each step in the chain of command.

It is the intent of the athletic department to provide an avenue for meaningful dialogue and communication between coaches and parents/guardians.

## **TEAM STRUCTURE**

Junior high students will be allowed to participate at the high school level if all SDHSAA requirements are met. Junior high students “playing up” to the high school level must be approved through the athletic director, Jr high principal, Jr high counselor, and athletic coaches involved with that sport. The “C” team will consist of students in grades 7-10. Junior varsity teams will be comprised of students in grades 7-11. No senior will be allowed to participate at the sub-varsity level. Each sport will be allowed one manager per 15 athletes with a maximum of 3 per sport. All student managers must be approved by the administration. Time, space, facilities, equipment, and other factors will or may place limitations on the most effective squad size for any particular activity. Choosing the members of athletic squads is the responsibility of the coach of those squads. Playing time and specific assignments and positions of participants are the professional judgement of the coach.

## **WINTER / SUMMER MORATORIUM OF ACTIVITY**

No contact may take place between student-athletes and coaches

Winter Moratorium – December 23 – 26 / Summer Moratorium – July 1-7

## **FUNDRAISING**

All fundraising activities must have prior approval through the Athletic Directors and Principals office. Proper forms must be submitted.

## **SUPERVISION – (Refer to Legal Duty #2 the Duty of Qualified Supervision)**

All athletic coaches are required to ride on the bus to and from a contest. No Exceptions!

All coaches are required to supervise student-athletes in the locker room area before practice and until all students-athletes have left the gymnasium, locker room areas, no students are to be left alone in the school building.

Supervision after getting home from an away contest is also required until all student-athletes have been picked up. Do not leave student-athletes in the gym alone or do not let them walk in cold weather. Supervision at away contest, remind student-athlete they are not to leave the gymnasium alone, all student-athletes must remain in the gymnasium when a game is under way. No students left unattended in the locker room area, this includes student managers.

Supervision on the bus, all student-athletes must remain seated for the entire trip, cheerleaders will seat at the front of the bus with their advisor. All coaches must monitor student-athletes at all times. **Only student-athletes that are listed on the trip list are allowed to ride on the bus.**

## **VOLUNTEER COACHES**

In regards to volunteers helping with any C-EB school activity/athletics, they must follow the following protocol:

- Non C-EB employees must have and pass a recent background check through the 20-1 school.
- Any and all volunteers must be approved by the co-operative school board. A letter from whomever is heading up the activity (head coach for athletics) will need to be given to the activities director to present to the school board only after the volunteer has completed their background check and if a volunteer coach, they must have completed their required courses (see below)
- The SDHSAA requires that all coaches and volunteers at the high school level must complete the following NFHS courses: “fundamentals of coaching,” “first aid, health, and safety,” “concussions in sports” and “heat illness prevention” course.
- Once approved by the school board, the volunteer will be able to assist with the activity under the head coach/activity-head, and travel with the team as well but not before meeting all criteria.

## **CHEERLEADING**

Cheerleaders will be chosen through tryouts. **There will be a maximum of six cheerleaders per sport with no alternate selected.** Cheerleading is open to all students. Cheerleaders will follow the same rules as the athletes.

1. On trips, cheerleaders will sit to the front of the bus with the chaperone.
2. There must be at least three cheerleaders for a squad to exist.
3. A cheerleader may not be in two full time extra-curricular activities at the same time, unless two coaches/sponsors agree to the students competing in both activities and priorities are set to settle conflicts before the season.
4. Unless four or more boys qualify for state, the state-wrestling tournament, cheerleaders will not attend.
5. Cheerleaders will cheer for both junior varsity and varsity contests when they are played back to back.
6. If cheerleaders opt to raise money to purchase new uniforms, uniforms will become school property and will be turned in at the end of the season unless other arrangements are made and approved by the administration.
7. Cheerleaders will organize all pep rallies and parent’s/guardian nights for their specific sport. Activities will be planned and organized with the cooperation of the cheer coach, building principal and athletic director.

## **CHEER COACH SPECIFIC DUTIES**

1. Complete all Coaches Education requirements through the SDHSAA and NFHSLearn.com
2. Have written criteria (rubric) on how Cheer squad selections are determined.
3. Develop daily practice plans.

## **OPEN GYM/WEIGHT ROOM RULES**

Open gyms will be allowed under the following rules:

- a.) A teacher/staff member must be responsible and, in the buildings, while it/they are being used by students (Athletic coaches may supervise while following guidelines set by the SDHSAA.
- b.) The open gym must comply with SDHSAA rules.
- c.) Open gyms may not be limited to a certain grade or grades or by male or female/ All C- EB students are welcome at open gyms.
- d.) No open gyms are permitted on nights of home activities.
- e.) Open gym/weight room are designated for C-EB Students and Coach/Supervisors ONLY. Individuals not associated with the school system will be not allowed.

## **LETTER AWARDS:**

Definite policies for earning major letter awards will be established by the coaches for each sport. These should be made available to all squad members in writing at the start of the season. Letter award certificates may be presented to all members of any team at both the junior and senior high levels. Each varsity sport will be allowed four individual plaque awards per sport for outstanding achievements.

## **ATHLETIC INJURY:**

If a student is injured while on a road trip, the coach will be responsible to see that proper medical attention is given to the athlete. IHS will be notified of the injury immediately, as well as parents / guardian and a school administrator. Injuries at home, whether during games or practice, are to be dealt with by the coach and athletic trainer. An incident form must be completed and filed with the Athletic Director and High School Principal.

## **TRAINING RULE REGULATIONS:**

Every athlete will be given a copy of the school system training rules. The statement, signed by both student and parent/guardian, will be kept on file in the athletic director's office. This is very important and no one should be allowed to compete without this signed statement. In addition, the head coach of each sport will spell out that sport's specific training rules in a meeting with parents/guardians. A copy of this will also be filed in the athletic director's office within the first week of practice.

## **GENERAL RULES:**

There are infractions of a lesser degree, which fall under the discretion of the sponsor. Each sponsor will post the rules for the specific activity and the consequences for noncompliance during the first week of the activity.



A copy of the rules will be submitted to the athletic director and administrator within the first week of practice. The following will be addressed as general rules and the coach's discretion is limited to these six areas only.

1. Tardy to practice.
2. Missing games or practices.
3. Lack of sportsmanlike attitude at practice or games.
4. Unacceptable language.
5. Curfew violations.
6. Team members will be required to adhere to game day/travel attire standards as follows:
  - a) Dress slacks-no blue jeans or sweats.
  - b) Dress shirts-button up with tie, sweater, long-sleeve polo. No jerseys or t-shirts.
  - c) No caps or hats-winter weather head gear can be worn as necessary, but must be removed and not worn indoors.
  - d) All clothing must fit properly-no sagging.
  - e) Game day attire must also be worn after the game.
  - f) Team issued travel gear approved by the athletic director.

### **Details for implementation:**

1. The rule is for the entire school year or season if the season begins before or extends beyond the school calendar.
2. Violations accumulate throughout the school year.
3. If the penalty for a violation is not completed in one activity, it will be completed in the next activity in which the students participates. It is not the intent of this policy to allow students to serve their penalty in a new activity.
4. All penalties not served will carry over from one school year to the next. When the student has served the penalty, the student will start over with a clean state.
5. Before a penalty will be considered served, the athlete must complete the season in which the penalty occurred. The only exception will be because of a serious injury in which a doctor's statement is provided.
6. At the beginning of each sport season, the coach will hand out a copy of the training regulations, explain them and ask the student to sign a form stating that the student has been informed of the rules and regulations.
7. **Include Covid-19 guidelines/protocols in your team rules.**

### **END OF SEASON RESPONSIBILITIES:**

Head Coach is responsible for the following

- Keep all coaches education requirements up to date.
- Submitting a list of athletes names that will be receiving end of season awards, each head coach is limited to 5 individual varsity awards and each assist coach is limited to 3 individual awards.
- Complete inventory of entire sports equipment including uniforms, etc. All equipment must be properly stored. Your end of season inventory should match the initial start inventory regarding uniforms. Any replacement uniforms are your responsibility.
- Submit to athletic director any equipment supplies need for the next season. Uniforms are ordered on a rotating basis.
- Complete all information in the SDHSAA yearly record book within a week after your season has completed. Complete an end of season summary, with season highlights. This includes end of season

rosters for varsity, JV and C teams, awards, letter winners and a record of games played with won loss information.

- Turn in all record/ score books to AD's Office after season has ended.
- Vouchers for payment will be signed once all end of season duties have been completed.

# HEAD COACHES EVALUATION

## CHEYENNE – EAGLE BUTTE ATHLETICS

### HEAD COACHES EVALUATION

Coach \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_

(Coach will mark the evaluation with a O and the AD with an X.)

#### **KEY TO EVALUATION:**

- |                       |                    |
|-----------------------|--------------------|
| 1 – Serious Problem   | 4 – Above Average  |
| 2 – Needs Improvement | 5 – Very Good      |
| 3 – Average           | 6 – Does Not Apply |

#### **I. PROFESSIONAL AND PERSONAL RELATIONSHIPS:**

- |   |             |
|---|-------------|
| 1.1 Cooperation with AD in regards to submitting forms, physicals, rosters, inventories, reports, and correspondence.       | 1 2 3 4 5 6 |
| 1.2 Works cooperatively with AD in budget requests, officials/game contracts and game preparation                           | 1 2 3 4 5 6 |
| 1.3 Rapport with AD and administration  | 1 2 3 4 5 6 |
| 1.4 Rapport with athletes and students.   | 1 2 3 4 5 6 |
| 1.5 Rapport with coaching and teaching staff.   | 1 2 3 4 5 6 |
| 1.6 Appropriate dress at practice and games.  | 1 2 3 4 5 6 |
| 1.7 Public relations: cooperates with local and area news media, parents and fans.  | 1 2 3 4 5 6 |
| 1.8 Participation in professional local and state meetings. Including attending state coaches' conferences/clinics.         | 1 2 3 4 5 6 |
| 1.9 Is a member of their professional organization, State and Nationally.   | 1 2 3 4 5 6 |
| 1.10 Establishes individual and team training rules/goals for your sport season and evaluates if those goals have been met. | 1 2 3 4 5 6 |
| 1.11 Develops an evaluation process when selecting players/athletes for varsity level sports.                               | 1 2 3 4 5 6 |
| 1.12 Understands the philosophy and purpose of athletic programs.   | 1 2 3 4 5 6 |
| 1.13 Adheres to a professional code of ethics in relationship to  | 1 2 3 4 5 6 |

duties as the head coach.

1.14 Has completed all SDHSAA Coaching requirements and Certificates are on file in AD's office.	1	2	3	4	5	6
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## **II. COACHING PERFORMANCE:**

2.1 Develops respect by example, in appearance, manners, behavior, language and interest.	1	2	3	4	5	6
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2.2 Supervision and administration of locker and training rooms, during practice and games.	1	2	3	4	5	6
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2.3 Has individual and team discipline.	1	2	3	4	5	6
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2.4 Develops lesson plans for each days practice, which includes preparing for individual and group instruction.	1	2	3	4	5	6
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2.5 Prepares for contest with staff and support personal.	1	2	3	4	5	6
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2.6 Is fair, understanding, tolerant, sympathetic and patient	1	2	3	4	5	6
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2.7 Is innovative in using new coaching ideas and techniques as well as sound already proven methods of coaching.	1	2	3	4	5	6
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2.8 Encourages athletes to participate in other activities.	1	2	3	4	5	6
---	---	---	---	---	---	---

2.9 Is prompt in meeting team at practices and games.	1	2	3	4	5	6
---	---	---	---	---	---	---

2.10 Shows an interest in athletes during off season activities, classroom efforts and attends practice games of lower level Teams.	1	2	3	4	5	6
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2.11 Provides leadership and attitudes that produce maximum efforts by athletes and positive attitudes by athletes and assistant coaches.	1	2	3	4	5	6
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2.12 Sideline conduct at games toward athletes, opponents, officials and other workers is positive.	1	2	3	4	5	6
--	---	---	---	---	---	---

2.13 Openly communicates with parents in regards to their child's successes and areas needing improvement.	1	2	3	4	5	6
---	---	---	---	---	---	---

## **III. RELATED COACHING RESPONSIBILITIES:**

3.1 Care of equipment, issues, collection and inventory and proper storage.	1	2	3	4	5	6
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3.2 Cooperative in assisting with scheduling.	1	2	3	4	5	6
3.3 Cooperative in sharing facilities.	1	2	3	4	5	6
3.4 Cooperative in preparing facilities for games or practices.	1	2	3	4	5	6
3.5 Shows self-control and poise in all areas related to coaching responsibilities.	1	2	3	4	5	6
3.6 Displays enthusiasm and vitality.	1	2	3	4	5	6
3.7 Keeps AD advised of all unusual events within the activity.	1	2	3	4	5	6
3.8 Is prompt in completing the end of the season procedures.	1	2	3	4	5	6

**RECOMMENDATION:**

\_\_\_\_\_ Satisfactory – to be recommended for continued assignment

\_\_\_\_\_ Unsatisfactory – NOT to be recommended for re-assignment

\_\_\_\_\_ Probationary – to be recommend for re-assignment, provided an understanding can be reached in areas where improvement is needed.

\_\_\_\_\_  
Athletic / Activities Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Coach

\_\_\_\_\_  
Date

## **ASSISTANT COACHES EVALUATION**

### **CHEYENNE-EAGLE BUTTE ATHLETICS: ASSISTANT COACHES EVALUATION**

Coach \_\_\_\_\_ Date \_\_\_\_\_

Sport \_\_\_\_\_ Level \_\_\_\_\_

	Acceptable	Suggested Recommendation
1. Loyalty to head coach	_____	_____
2. Care of equipment (Issuing, collection, storage and inventory)	_____	_____
3. Knowledge of sport	_____	_____
4. Teaching ability	_____	_____
5. Ability to work with athletes'	_____	_____
6. Intensity of interest in coaching	_____	_____
7. Supervision of players and locker room	_____	_____
8. Rapport with other coaches on staff	_____	_____
9. Willingness to accept extra duties	_____	_____
10. Professional advancement (Attends staff meeting, state meeting)	_____	_____
11. General knowledge of first aid and safety procedures.	_____	_____
12. Has completed all coaching requirements	_____	_____

Through the SDHSAA. (Updated and on file in AD's Office)

#### RECOMMENDATION:

\_\_\_\_\_ Satisfactory – to be recommended for continued assignment

\_\_\_\_\_ Unsatisfactory – NOT to be recommended for re-assignment

\_\_\_\_\_ Probationary – to be recommended for re-assignment, provided an understanding  
can be reached in areas where improvement is needed.

\_\_\_\_\_  
Assistant Coaches

Date

\_\_\_\_\_  
Head Coach

Date

\_\_\_\_\_  
Athletic Director

Date



## **Cheyenne-Eagle Butte Schools Athletic Department Coaches/Advisor Handbook Sign-Off Form**

**(A signed copy of this form must be kept on file in the Athletic Directors Office)**

**You have been hired as a coach/advisor in the Cheyenne-Eagle Butte School system. One of your obligations for coaches/advisors who wish to continue to coach/advise at C-EB is to read, understand and adhere to all of the philosophies. Policies and procedures stated in the Cheyenne-Eagle Butte School Athletic Department Coaches/Advisors handbook:**

**Coach's signature of Acknowledgment:**

**I have read the Cheyenne-Eagle Butte School Athletic Department Coaches Handbook and agree to abide by the provisions contained therein.**

**Coach**\_\_\_\_\_ **Date**\_\_\_\_\_

**Athletic Director**\_\_\_\_\_ **Date**\_\_\_\_\_