

**CENTURA
2019-2020
ACTIVITIES**



HANDBOOK

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Notice of Nondiscrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410*
 - (2) Fax: (202) 690-7442; or*
 - (3) Email: program.intake@usda.gov*
- This institution is an equal opportunity provider.*

Section 1: Introduction and Purpose

The assembly of this handbook was designed to delineate policies and procedures that each coach is responsible to carry out, to create some uniformity in dealing with each activity and coach/sponsor, and to demonstrate cohesiveness amongst the activities staff with policies that everyone will acknowledge and operate under.

At the same time, we want to emphasize to student-athletes that each season is an opportunity to compete for the Centura Centurions. Each coach/sponsor will be expected to lead participants in the areas of growth, participation, and success.

Growth is going to take place when practices are planned and developed so that fundamentals and skill levels are improved daily.

Participants all have a role as a part of the team and are given the opportunity to participate to the best of their abilities in the context of that role.

Success is achieved when we combine growth and participation with participants that compete to win because they are prepared and values such as sportsmanship, character, work ethic and leadership are stressed as paramount to that success.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Centura Public School Activities Philosophy

Participation in extra-curricular activities is a privilege, not a right. Team members have fun when they meet their individual and team goal by learning how to play as a team. Winning championships should transpire as an outgrowth of ethical coaching and healthy competition.

Centura Public School coaches and students will project an image of gracious competitors who:

- embrace challenge
- enjoy the process
- win with humility
- handle defeat with dignity
- advocate for their sport
- are positive role models

We believe that the program of interscholastic activities is an integral component of a well-rounded education. Participation in activities is an extension of the school day, during which the learning process continues. While we will strive to make our teams as competitive as possible, our primary objective is to help our students acquire important skills that will help them to be successful in their adult lives. As educators, we recognize that few students will make their livelihoods as athletes or performers, but all students will need to know the values of hard work and joint effort toward a common goal. The efforts of our coaches will be focused on teaching our students how to win, and not just winning. Through positive reinforcement and intentional teaching, we will show our participants how to succeed with humility and persevere through setbacks in a productive manner.

Our program places a high value on the power of participation. Within our educational setting, every reasonable effort will be made to provide activities for as many students as possible. We encourage our students to become involved, to do their absolute best, and to support their coaches' and their teams' efforts to excel. We will strive to offer as many teams as can be adequately coached, managed, and supported.

Our competitive teams will be selected on the basis of need, interest and ability. At the varsity level, our coaches will select players and decide playing/participation time based on their evaluation of students who possess the knowledge, skills and abilities to make the team as competitive as possible. One of the main goals of our varsity program is to put our most committed, responsible, and talented participants of the team in competition to win the contest. At sub-varsity levels there will be more of a focus on player development, although playing time may still not be equal for all participants. We will place student-athletes on teams appropriate to their physical and emotional abilities. Attempts will be made to place students at a performance level to match their skill level.

High School activities:

Varsity – Most competitive and skilled players regardless of age.

Junior Varsity – Juniors, Sophomores, Freshmen. Seniors will generally only play at this level under special circumstances as determined by the coach in consultation with the Activities Director.

Reserve – This will consist of Freshmen, some Sophomores, and lower skilled Juniors that see little playing time in JV or Varsity. In the occasion that a Freshman starts on the varsity level, it is up to the coach whether this participant plays on the Reserve level.

If a parent or student has a question or concern, it is important to follow the chain of command beginning with the Activity Level Coach, Head Coach, Activity Director, Building Principal.

Activities and events generally evoke emotions in coaches/sponsors and parents both positive and negative. This guideline is in place to ensure that any feedback that needs to be shared can be done so, in an environment that is conducive to good listening and discussion. Please refrain from approaching any employee after an activity or event. Take time to make notes, allow time for reflection and contact the school the following day to arrange a meeting with the coach/sponsor.

It is important to know that practices are closed to the public due to the participants becoming distracted during a limited instructional period, unless otherwise determined by the coach. When there is a conflict with instruction or teaching philosophies it is important to remember that this is an emotional time for both the parent and the coach and this period does not support an objective analysis of the situation

High school activities are a source of local pride and a major source of community entertainment, with local students being elevated to the level of local personalities. It is important as a Centura parent to be a positive role model through your own actions to make sure your child has the best experience possible by showing respect for opposing players, coaches, officials, and spectators. One productive way for parents to support their child's teams is to join activity teams through fundraising and volunteer efforts.

Section 2: Administration of the Interscholastic Athletic Program

Any problems that arise within the activities programs should be brought to the attention of the administration by means of the chain of command as detailed below. All student or program concerns should be addressed first through the Head Coach of that activity. Please follow the chain of command when addressing a concern.

1. Head Coach
2. Activities Director
3. Building Principal
4. Superintendent

The administration at Centura has an open-door policy. Any form of retaliation needs to be reported and any form of retaliation by a coach involving any student will be **taken seriously**. If reported, follow-up with the coach or sponsor may differ to determine the severity of the claim. Problems will be presented to the coach to help acknowledge the area that may need correction. The administration bases their decisions on what is best for the students at Centura.

Nebraska School Activities Association

This is the official organization for the state of Nebraska for the regulating and conducting of athletic events, contests, and tournaments among member schools.

The purpose of the **NSAA** is to promote the best interests of secondary education, to maintain cooperation, professional growth, and good fellowship among members, and to secure uniform regulations and control of interscholastic participation in activities throughout the state as an integral part of the educational program for secondary school students.

All decisions and rulings handed down by the NSAA must be adhered to in all instances.

LouPlatte Conference:

Centura is a member of the LouPlatte Conference. The object of this conference is to promote the interests of the member schools in the conducting of interscholastic athletic activities that are deemed to be beneficial to the physical health and well being of the participants.

Activity Code of Conduct

Activities at Centura Jr./Sr. High are defined as “any organized school function, involving students at which public attendance is encouraged, which involves competition with other schools, which involves students as representatives of the school, or for which the school assumes a sponsor’s role.” Activities at Centura, include but are not necessarily limited to, athletics, music, speech and drama, student council, National Honor Society, and organizations such as FFA and FBLA. Activities also include school-sponsored events such as dances, banquets, and ceremonies for the purposes of the policy.

Students representing Centura in any activity will be expected to conduct themselves in such a manner as to reflect a favorable impression of the school and community. To participate in a school activity at Centura, a student must meet all requirements as set forth by the NSAA. In addition, the Board of Education has adopted the following:

In order to be eligible to participate in activities at Centura a student **shall not**:

1. *Violate any law other than a traffic violation.*
2. Partake in the use of any form of tobacco.
3. *Use, dispense, be under the influence of or possess alcohol.*
4. *Use, dispense, be under the influence of or possess any controlled substance.*
5. Violate any of the areas of prohibited student conduct.
6. Violate the academic requirements of participation ie. Down List.
7. Violate any other reasonable rules or regulations adopted by a coach or sponsor of a co-curricular activity provided that participants shall be notified of such rules or regulations by written handouts or posting on bulletin boards.
8. Be seen in photos or other media in an act depicting a violation of the Student Conduct descriptors.
9. Violate the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.

Violations of the Student Conduct Code that occur during the summer may be subject to consequences including, but not limited to, activity suspensions.

Students violating *state law, school policy or student activity provisions* will be suspended from participation in all school activities using the following guideline. All suspensions are subject to administration discretion.

- **FIRST OFFENSE:** Activity suspension for 20 school days. Student will be suspended from all school activities for 20 school days from the date of completion of the investigation of the offense. If the 20 school days does not include a contest or performance in each event in which the student participates, the student will miss the next event in each activity. In cases where the student self-reports the incident to the coach, sponsor or Principal within 24 hours of the occurrence, the activity suspension shall be mitigated to 10 school days and, if there are no activities during the 10 school days, miss only one event per activity. In the case where the school year ends before the full term of the penalty for the first offense can be served, the penalty will carry over into the next school year.
- **SECOND OFFENSE:** Activity suspension of 45 school days. Suspension from participating in all school activities for 45 school days except in cases where the student self-reports the incident to the coach, sponsor or Principal within 24 hours of the occurrence, in which case the activity suspension shall be for 25 school days and, if there are no activities during the 25 school days, miss only one event per activity. In case the school year ends before the full term of the penalty can be served, the penalty will carry over into the next school year.
- **THIRD OFFENSE:** Activity suspension from all activities for the remainder of the student’s high school career. Students are suspended from all Centura Activities with no opportunity for recourse.

This penalty applies to every activity in which the student participates. In addition, coaches/sponsors reserve the right to remove students from elected/appointed positions and/or any associated duties.

For purposes of the Centura Activity Eligibility policy, a violation of Student Conduct rules or *violation of state law, school policy* shall be deemed to have occurred if the school

1. receives a report from a law office or law official regarding a violation; or

2. if a student or parent self-reports to the coach, sponsor or Principal that a violation occurred; or
3. if a student is visually depicted in an identifiable, validated *violation of state law, school policy or student activity provision*. Anonymous reports will not be investigated.

The school's enforcement of this policy shall not be hindered nor in any way affected by any plea agreement or diversion in lieu of formal charges instituted by the court or County/District Attorney having jurisdiction over any such case.

Violations during or at school activities: Any student who *violates any state law, school policy or student activity provision* while at a school-sponsored event, either at the school or at any other site where Centura is a participant school in an activity, will be liable for a five-day, in-school or out of school suspension from school in addition to the penalties listed above. On a second offense he/she will be liable for a long-term suspension under Nebraska School Law. The suspension from activities will begin on the first day of the in or out of school suspension.

ACTIVITY/Extracurricular Drug Testing Program (BOARD POLICY 508.11)

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

Purpose of Random Drug Testing

1. *The school district has recognized that observed and suspected drug and alcohol use and abuse have increased among the student population, including students participating in extracurricular activities.*
2. *The school district seeks to provide safe, drug-free schools.*
3. *The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.*
4. *The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.*
5. *The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.*

Notice. *Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.*

Drug Testing Coordinator. *The Drug Testing Coordinator shall be the Principal or his or her designee unless otherwise indicated.*

Extracurricular Activities. *This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:*

Basketball	Cheerleading	Band
Cross Country	Dance	FBLA
Yearbook/Journalism	FFA	Football
Golf	Student Manager	Student Council
Jazz Band	One Act Plays	Quiz Bowl
Chamber Choir	Speech	Softball
NHS	Track	Volleyball
Wrestling	Science Olympiad	Centura Vision
Student Help Desk	Principal Advisory Group	Choir

Students Who Are Required to Submit to Drug Testing

Grades. All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.

Consent. A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

Selection Pool Eligibility. Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool.

Withdrawal. Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the calendar year, or until the student files a *Withdrawal of Student from Activity* form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the calendar year. A student who files a *Withdrawal of Student from Activity* form after selected for a random drug test, but before submitting to the test or after testing positive, shall be ineligible to participate in any extracurricular activities for one calendar year from the date the *Withdrawal of Student from Activity* form is received by the Drug Testing Coordinator.

Drugs. Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 et seq.
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Upon completion of the required consent forms, the school will add the student to the master list for one-calendar year or until a *Withdrawal of Student from Activity* form is completed.
- c. **Type of Test.** The school district reserves the right to utilize urinalysis testing procedures. Urine samples which screen positive will be confirmed by GC/MS.
- d. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens.
- e. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting,

maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.

- f. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, nicotine, and any prescription drug that was obtained without proper authorization.*
- g. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by a MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or her parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.*
- h. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.*

Negative Tests. *Students and their parents will receive verbal or written notice when the student's test result is negative.*

Consequences for Testing Positive. *Whenever the test results indicate the presence of drugs, the Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. **All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12.***

In cases where the student self-reports the incident to the coach, sponsor or Principal within 24 hours of the occurrence, the activity suspension shall be mitigated to 10 school days and, if there are no activities during the 10 school days, miss only one event per activity. The consequences shall be as follows:

First Offense

- i. The student shall be required to attend practice.*
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 20 school days. The day the district receives notice of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 20 school days, the remaining days will carry over to the next activity so the student*

- completes the required number of days.
- iii. Consequence may be reduced to 10 school days, if student enters a pre-approved drug counseling program. Parents bear all costs of the program and the cost of a re-test within 5 school days of the positive test notification.
 - iv. The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 2 months or end upon graduation.

Second Offense

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 45 school days. The day the district receives notice of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 45 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. Consequence may be reduced to 30 school days, if student completes a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. Parents bear all costs of the assessment and the cost of a re-test within 5 school days of the positive test notification. The student shall provide written proof of obtaining the assessment to the Principal or designee. The student is strongly encouraged to comply with the assessment recommendations.
- iv. The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

Third Offense

The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

Refusal to Test

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

Tampering

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the

student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

Appeal

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

Severability

If any portion of this policy is deemed to be contrary to the law of the State of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

Procedures in Conducting the Interscholastic Activities Program

Absence Reports:

At times a coach will need to take his or her team out of school. When this occurs the coach is responsible for setting dismissal time with the AD/Principal and filling out a complete absence report.

Activity Rules/Regulations:

The Activity Rules/Regulations outlines the general rules set down by the NSAA and Centura Public School in regard to the participation in the interscholastic program. This form must be read and signed by both the participant and their parent or guardian before the participant may participate in any activities. This must be done for EACH activity participated in.

Annual Report:

At the end of each season every coach will submit an annual typed report to the Activities Director. The report shall include the following information:

1. Letter winners for Varsity sports.
2. Season record with games won and lost with scores.
3. Team and individual statistics and records.
4. Awards for team and individuals. All-Star selections, etc.
5. Inventory of all equipment and inclusive of condition.
6. Budget requests.
7. Goal sheet for the next season.

This report should be complete and thorough. It is to be turned in to the Activities Director within 2 weeks of the completion of the season.

Budget Procedures:

Activities requisition sheets are supplied to all head coaches in the spring. These will be filled out and submitted to the Activities Director in the spring of each year (one week before the deadline date). If there are any in season purchases needed (i.e. safety equipment, tape room supplies) then the head coach will need to seek approval of order from the Activities Director. ALL requisitions must be approved by the Activities and Superintendent **PRIOR** to ordering.

Coaching Clinics

Coaches are expected to keep up-to-date on the developments within their sports through the regular attendance at coaching clinics. At the end of each school year the Activities Director will collect registration forms for the Nebraska Coaches Multi-Sport Clinic. The fees for the clinic and dues for the NCA will be paid by the school. All coaches/sponsors are encouraged to attend this clinic.

A coach may request professional leave to attend a clinic during the school year. Approval must be sought from the Activities Director/Principal/Superintendent. Each coach shall submit to the Activities Director written verification of each clinic attended. Sports specific clinics will be paid for out of each program's designated account.

Coaches meetings:

General coaches meetings shall be called at the discretion of the Activities Director. ALL coaches/sponsors are expected to be in attendance at these meetings.

Damaged or Broken School Property:

The coach shall report any broken, damaged, or lost equipment immediately to the Activities Director.

Distribution and Return of Equipment:

The coach is responsible for handing out and collecting all equipment. A complete record of all equipment which is issued to an athlete must be kept by the coach. **An athlete will not be allowed to compete in a sport until they have returned or pay for lost equipment issued to them in the previous sport.** In the case of track and golf, the coaches should secure any equipment or uniforms from the athletes before dismissing them from the state competition. Prior to handing out equipment, the coach will give a list of all participants to the Activities Director secretary. School issued equipment shall not be worn for any other purpose than competition. The exception would be all day track meets. Equipment may be worn during school time previous to leaving. Exceptions may be at the Activities Director's approval.

Uniforms and athletic equipment checked out for each activity season becomes the responsibility of the student participant. The student who was issued the equipment will pay for equipment that is lost or not accounted for at the end of each season. Reimbursement from the student will be the amount equivalent to the cost of replacement for the missing articles. Participants will not be allowed to participate in the next activity season until reimbursement to the school is made.

NO ONE IS TO WEAR SCHOOL ISSUED UNIFORMS AND EQUIPMENT FOR ANY PURPOSE OTHER THAN DIRECT COMPETITION IN THE SPECIFIC ACTIVITY, UNLESS OTHERWISE APPROVED BY THE AD. SUSPENSION FROM THE ACTIVITY IS POSSIBLE IF NECESSARY.

Doctor's Release:

If an athlete has been unable to participate in athletics as a result of doctor's orders they must obtain a doctor's release before being allowed to practice or play in a game.

Dress:

Coaches shall be appropriately dressed for all games and practices. Coaches are to see that their team members are appropriately dressed before and after each contest. Centura athletes are expected to dress neatly going to and coming from games.

Eligibility Information:

Coaches are to have program and NSAA eligibility information made available to the Activities Director one (1) week prior to the first contest. Eligibility information includes name, grade, and date of birth. Program information should be kept current throughout the season.

For students to be academically eligible to participate in any activity at Centura Public School, certain academic requirements must be met. Students will be determined ineligible for all activities if they are:

- On the down list in the same class for 2 weeks in a row
- or if he/she is down in 2 classes in the same week
- or if he/she is in In-school suspension or Out of school suspension.

Emergencies:

In the event of an emergency administer first aid and if necessary seek medical assistance. If an ambulance is needed, call 911. Once the ambulance has been called, notify the parent or guardian that the participant is being transported to the hospital.

If medical assistance is needed, but an ambulance is not necessary, parents should be notified, and the Centura Trainer will make a determination of procedure to be followed.

Coaches should have phone numbers of parents/guardians available in the event of emergencies.

Facilities:

The Activities Director and head coaches will arrange the time and place for practice sessions. It is important that each coach begin and end their practice on time.

All coaches should assist in the pick up and general appearance of their area. Any problems with the facility should be directed to the Activities Director's office.

Hiring Officials:

The hiring of officials is the responsibility of the Activities Director. As part of the end of the season meeting with the Activities Director desired officials should be made known.

Insurance:

No student may participate in athletic events without health insurance coverage. Students shall have the opportunity to participate in the health and accident insurance plan selected by the School District. The cost of the program shall be borne by the student. Participation in the plan is not a contract with the School District, but rather a contract between the insurance company and the student. Centura Public Schools does not assume financial responsibility for accidents or injuries to students engaged in school related activities.

Length of Season:

The NSAA sets the dates for the start and completion of each sports season. These dates will be placed on the school calendar by the Activities Director.

Lettering:

The Head Coach will determine which members of their varsity squad shall receive a letter based on an establish criteria approved by the Activities Director. All lettering requirements are at the discretion of the head coach.

In all sports a team member who for any reason is removed from the team or quits the team loses his/her eligibility for a letter.

Each student who letters for the first time in any activity will receive a chenille letter, activity pin and certificate. For every additional activity they letter in for the first time they will receive an activity pin, and certificate. Each time a student letters in an activity in which they have previously lettered they will receive a gold bar and certificate.

Specific sport lettering requirements are outlined in each programs Rules/Regulations.

Loyalty:

Support your fellow coaches. If you question something they are doing ask them about it in private. The success of the total program comes from everyone working together.

Negligence and Liability:

All coaches should know the legal aspects involved with negligence and liability. The general rule is to always act in a prudent and reasonable manner. Make sure that the athletes are always supervised. Be sure that the athletes are made aware of any dangers or dangerous phases of the particular sport. Use up-to-date coaching and training techniques. Keep records of all meetings and practice schedules. Each coach will be a member of the Nebraska Coaches Association, which includes \$1,000,000 liability coverage. NCA fees will be paid for by the school.

NSAA Rules Meetings:

The NSAA requires that every Head coach attend and register at a rules meeting prior to the start of each season. Centura strongly encourages Sub-Varsity and Junior High coaches to attend these meetings as well.

Out of State Travel:

Out-of-state trips and trips not involving participation in district or state sponsored activities are not allowed except by special approval of the Board of Education.

Parental Medical Waiver:

At times a student will have a medical condition which makes participation in athletics an additional risk. The coaches should read the physicals as they are submitted. If there is an unusual medical condition present, we will request that an additional waiver be signed by the parent or guardian before allowing the student to compete in activities.

Per Diem for State Activities

The per diem will be 20 dollars a day and then 10 dollars for a half a day *when the leave time is prior to noon. The per diem will be provided to the students and/or coaches listed on the competition roster.* The money will be given to the student in the morning and it is up to that student to ensure that they use the money wisely. *The head coach can, instead of a cash per diem for each active participant, opt to provide a group meal for the competing athletes while attending the state activity as long as the total dollar amount spent is less than the per diem total for the participants.*

Permission Form:

The parental consent form is a part of the physical form through which the parent or guardian give their consent for the student to participate in the athletic program at Centura. The form must be signed in all appropriate places and on file with the office before the participant will be allowed to participate in any activity.

Physical Form:

Every athlete within the Centura athletic program must obtain a physical each year. The physical must be taken after the conclusion of the previous school year and it is good for the entire school year. No athlete will be allowed to participate until they have a current physical on file. Opportunity for physicals will be provided at Centura each spring.

Postponements and Cancellations:

The changing of schedules and the postponement or cancellation of events is the responsibility of the Administrative Team, including the Activities Director, Principal and Superintendent. In rescheduling an event the coaches will be consulted and their opinions or desires will be considered.

Practices:

All practice on the high school level, with the exception of split practices will run no longer than 3 hours. Extended practice times or alternate times must be approved by the Activities Director.

If school is dismissed due to inclement weather, there will be **no practices**. If there was no school for the entire day due to the weather, no practices will be held.

Vacation/Sunday Practices:

Any practices to be held on Sundays or when school is not in session must be cleared by the Activities Director. Sunday practices may be held when a conference tournament game and district or state events are held on Monday. Practices held on Sunday cannot take place before 12:30pm.

Family Night:

Wednesday night is reserved for family activities. There will be no regular season athletic events scheduled on Wednesday night. Practices held on Wednesdays are to be completed with athletes out of the building by 6:30 pm. Any participants that need to leave earlier will be allowed to do so with no disciplinary consequences.

Pre-Season Parent Meetings:

The following are good topics to cover in your pre-season meeting with parents and athletes:

1. Coaching Philosophy
2. Attendance policy.
3. NSAA eligibility.
4. Centura Activities Training Rules
5. Policy for lettering.
6. Sportsmanship and citizenship.
7. Reactions to “Official’s calls”.
8. Transportation policy to and from event.
9. Parent’s Night date and procedures.
10. Basic care of injuries. Explain our use of certified trainer and the free Saturday clinics.
11. Nutrition for the athletes.
12. Uniform and equipment responsibility.
13. Practice schedule.
14. Handouts

Scheduling of Games:

Athletic events are scheduled by the Conference, State and the administration. A coach may express a desire as to whom they would like to play and when, but no coach has the authority to schedule any scrimmage, game, tournament, etc. without the authorization of the administration.

School Attendance by Athletes:

School Activity – Students who wish to participate in school-sponsored activities must attend school for the entire day the day of the activity unless permission has been given by the principal for the student to be absent. All participants must report to school ON TIME by 8:20 AM on the day of an activity and the day FOLLOWING the activity. Students that arrive more than 10 minutes late (after 8:30am) will be considered absent for that period. Exceptions to this are:

- a. pre-determined doctors appointments
- b. unplanned doctors visits accompanied with a doctor’s note
- c. family emergencies
- d. other circumstances approved by the Principal.

If a student is counted ‘Absent’ to first period, they are ineligible to participate in any activity scheduled for that day.

Students absent from school on the Friday before a Saturday event will be NOT be allowed to participate in the Saturday event unless absent due to one of the reasons listed above. The Principal retains the right to grant participation should exceptional circumstances arise.

School Day Contests:

At the beginning of each sport season the coach shall submit to the Activities Director and Principal’s office a list of students participating in each sport. When the athletes are to be

absent from school the list will allow the faculty to plan their classes with these absences in mind.

Scouting:

The head coach may assign sub-varsity coaches to scout. The scout may use a school vehicle if one is available. If a school vehicle is unavailable mileage will be paid at the annually determined rate.

Squad Selection/Cut/ Dismissal Policy:

Centura Public Schools recognizes a NO CUT policy. All students in good standing academically and with the program may attend practices and be part of the team. This does not guarantee the privilege of receiving a uniform or playing time.

The head coach shall work with the assistant coaches in the selection of the squad. The coaching staff shall assign game uniforms to participants. Simply being a senior does not guarantee a varsity uniform, or playing time.

If an athlete is dismissed from a team due to a discipline problem they may not participate in another sport the remainder of that season.

State Tournaments:

Coaches may request professional leave to attend the state tournament of their sport when their team does not qualify.

Storage of Equipment:

Following the completion of the season all equipment for that sport should be properly stored. All equipment shall be stored in the designated areas. Equipment should be stored in condition ready for use the following season. Any problems should be reported to the Activities Director immediately.

Summer Sport Clinics:

All Head Coaches are encouraged to have a short clinic that includes the elementary and Jr. High. These shall be in accordance with the NSAA guidelines. Check with the Activities Director as to the specific guidelines for running a clinic. All coaches within each sport are also encouraged to assist in the running of the clinics.

The dates for the clinic must be approved by the Activities Director/Principal. These dates shall then be listed on the Summer Schedule for athletes and coaches.

Suspension:

In the event that disciplinary action must be taken, the coach should inform the Activities Director as to what took place. The Activities Director and Principal will then proceed with the due process procedure. Any items which will involve discipline or suspension should be a part of the coach's rules which are explained to the participants and parents at the start of the season.

Training Rules/Activities Guidelines:

Prior to the start of the season the coach should meet with their athletes and go over training rules, schedule, practice schedule, length of practice, dress code, and any other pertinent information. Training rules must be in writing and it is very important to explain the consequences if the rules are violated. Coaches should collect and keep on file signed rules forms for each season.

Transportation:

Each coach will fill out bus requests for each event. **Dismissal times and leave times are to be submitted to the Activities Director prior to the start of the season and are subject to approval by the Activities Director.** Athletes are expected to ride to and from the athletic contest with the team. An athlete may receive permission to ride home with their parent, but this must be a special situation and is not encouraged. A signed release form must be submitted by the parent.

Coaches must have load sheets submitted to the office before leaving for any activity.

Uniform Purchase:

Uniform life is designed to last 5 full years of competition.

Track sweats, *softball* and football pants can be bought yearly on a need basis. Parents purchasing uniforms for memorabilia purposes shall not be encouraged as this causes a strain on uniform inventory; many of which cannot be re-ordered in future years.

Section 3: Responsibility in Administering the Athletic Program

Duties of the Activities Director

1. Plan, oversee, implement and provide guidance for all 7-12 activities programs.
2. Handle all correspondence and other liaison necessary to arrange, schedule, and contracts for all interscholastic contests grades 7-12. This shall include, but not be limited to:
 - Contracts in the scheduling of contests.
 - Contracts for officials.
 - Information sheets (schedules, roster, etc.) to opposing teams.
 - Eligibility lists to NSAA office.
 - Entry forms to contests.
3. Schedule bi-yearly meetings with the coaching/activities staff and serve as the facilitator for these meetings.
4. Represent Centura Public School at conference, area, and state meetings involving interscholastic activities.
5. Be responsible for collecting inventories for each sport from coaches and keep these lists on file.
6. Oversee procedures for care, maintenance, and storage of all athletic equipment and supplies.
7. Organize ongoing procedures for closing down gym, field, etc., following a home athletic event.
8. Help secure medical aid and facilities for all school sponsored athletic events.
9. Ensure a file on athlete physical forms, consent forms, etc is present in main office.
10. Help supervise the management and control of students and adults in the audience and spectator situations at athletic events.
11. Attend the pre-season and post-season meetings for each sport when appropriate.
12. Secure timers, scorers, public address announcers, and any other personnel necessary to conduct the specific event to be held.
13. Coordinate with coaches and custodial personnel prior to each scheduled home event for field, court, or track readiness.
14. Supervise Head Coaches/Sponsors in the arrangement and promotion of publicity and press releases concerning all activity programs.
15. Attend scheduled meetings with the Superintendent and Principals to formulate plans for supervision at home and away activities events for the upcoming month.
16. Coordinate all 7-12 school athletics clinics/camps on school calendar.
17. Keep updated on all NSAA regulations and by-laws. Provide coaches with information of these regulations.
18. Facilitate the payment of officials for activities contests.
19. Serve as tournament director for any conference or district activities events scheduled at Centura Public School.
20. Coordinate/Approve winter activities program practice/building use schedule.
21. Complete coaching evaluation forms at the conclusion of their respective seasons and complete a follow-up conference with that coach if needed. Informal meetings with coaches may occur during the season as needed.
22. Ensure Head coaches are reviewing ineligibility lists making sure ineligible students are not participating in extra curricular activities.
23. Coordinate the setup of playing fields/courts for home activity contests. To include playing/singing of the National Anthem; flag for Boy Scouts at home football events; announcing starting line-ups; etc.

24. Maintain an accurate Activities Budget
25. Maintain an accurate Extra Duty Assignments listing by providing input regarding the assignments.
26. Maintain weight room waivers for students and patrons.
27. Monitor concussion testing and maintain concussion records.
28. Create and maintain on-line facility use calendar.
29. Monitor and trouble shoot, when necessary, student transportation for activities.

Duties of the Head Coach/Sponsor

The Head Coach, while staying within our guidelines and philosophy, will be responsible to:

1. Formulate, develop, and direct the program grades 7-12 in a positive direction.
2. Assign duties to assistant coaches and student managers as provided for in their respective job descriptions. They will keep the Activities Director informed of these assignments.
3. Develop practice schedules.
4. Submit new purchase orders in the spring. All purchase orders must be approved by the Activities Director and/or Superintendent prior to ordering. **Requisitions must be submitted and approved BEFORE ordering any supplies for your program.**
5. Make certain that no student is allowed to participate or practice before they have submitted an approved physical and a parent/participant signed activities form.
6. Check on the eligibility of the athletes weekly to make sure those participants do not compete in scheduled events. Participants are expected to attend practices as normal.
 - a. File an accurate roster with the Activities Director and keep it current throughout the season.
 - b. Be sure that all athletes are properly supervised at all times. This would include the practice areas, weight room, training room, locker room, and transportation vehicles.
7. Attend the NSAA rules meeting, keeping aware of the rules and regulations that apply to the sport.
8. Positively promote the program through the media. This will include submission of results by event.
9. Prepare and submit any reports requested by the Activities Director. This would include, but not be limited to, the end of the year report, requisitions, assistant coach evaluations, etc.
10. Recommend to the Activities Director possible teams to be scheduled and officials to be hired.
11. It is encouraged that coaches conduct at least one clinics/camps each for elementary, Junior High, and Senior High level students within the Centura school district.
12. Attend at least one activity specific clinic per year.
13. Be responsible for maintaining an up-to-date record of the inventory within the program and be responsible for all equipment in your charge.
14. Help secure the buildings by locking up and turning off lights following practices.
15. Attend the Activities Banquet. In the event the coach is unable to attend, prior permission must be requested from the Activities Director.
16. Help promote and show interest in the total program by attending as many Junior High, freshmen, and Junior Varsity games as possible.
17. Set practice times for the teams in grades 7-12 in accordance with school policy. Adhere strictly to those times. Deviation from those times must be approved by the Activities Director.
18. Keep the Activities Director informed as to problems or unusual circumstances that arise with parents, players, and fellow staff members.
19. Be loyal to and supportive of all coaches/programs working within the athletic program. Help positively promote and recognize all Centurion programs.

20. Meet with the Strength and Conditioning Coordinator to establish an appropriate lifting routine for each season. Participants are encouraged/advised to participate in a weights class during the school day. Strength and conditioning opportunities before school are available throughout the school year.
21. Each Head Coach is expected to assist in the facilitation of the Summer Strength and Conditioning Program. Head coaches will be compensated for each session they sponsor. Assistant coaches are encouraged to assist when needed as well.

Duties of the High School Assistant Coach

1. Support the head coach in conducting the program.
2. Be loyal to the head coach and to the team. An assistant coach will have to sacrifice some of their own thoughts regarding team strategy, etc. to fit into the overall program being developed by the head coach.
3. Are encouraged to attend the NSAA rules meeting.
4. Conduct daily practice sessions, incorporating the techniques and drills as directed by the head coach.
5. Assist the head coach in the development of practice schedules.
6. Attend all meetings and clinics set up by the head coach or Activities Director.
7. Be in attendance at all games and practices. Any exceptions must be approved by the Head Coach, while informing the Activities Director.
8. Attend the Athletic Banquet. In the event the coach is unable to attend, prior permission must be requested from the Head Coach and Activities Director.
9. Help in the supervision of the locker rooms, weight room, training room, practice area, and transportation vehicles.
10. Assume duties assigned by the head coach. These would include, but not be limited to:
 - a. Conducting portions of practice
 - b. Checking equipment in and out
 - c. Inventory of equipment
 - d. Statistics/Game results to media
 - e. Scouting and/or Charting film
 - f. Determining eligibility
 - g. Working with student managers
 - h. Training room
 - i. Other delegated duties
11. Assist in conducting the summer camps and clinics.
12. The duties and responsibilities of the assistant coaches at Varsity, JV, and 9th grade games will be assigned by the head coach.
13. It is encouraged to attend at least one sport specific clinic each year.
14. Follow all procedures for conducting the interscholastic athletic program.

Duties of the Junior High Coach

1. Support the head coach in conducting the program.
2. Be loyal to the head coach and to the team. A coach at this level will have to sacrifice some of their own thought regarding team strategy, etc. to fit into the overall program being developed by the head coach.
3. Conduct daily practice sessions, incorporating the techniques and drills as directed by the head coach in the pre-season meeting.
4. Develop practice schedules. The varsity head coach may request copies of schedules or summaries of what has been covered.

5. Attend all meetings and clinics set up by the head coach or AD. At the request of the head coach assist with clinics held at Centura.
6. It is encouraged to attend at least one sport specific clinic each year.
7. Make certain no student is allowed to practice until an approved physical and signed athletic code has been submitted.
8. Assist in the care of all Jr. High equipment.
9. Be loyal to and supportive of all coaches and programs working within the athletic program.
10. Inventory all equipment and give a copy to the Activities Director.

Duties of All Coaches

The coaches are official representatives of the school in interscholastic athletic activities. The head coaches and their assistants have the entire responsibility of the guidance for their respective squads. It is the personal obligation of each coach to have a thorough knowledge of the policies and procedures of the Activities Department of the Centura School as well as all Conference, State, and Federal rules which pertain to their particular activity.

From a safety and legal position, all participants involved in an athletic program must be under constant supervision. All coaches, regardless of the sport and / or level, are expected to supervise their athletes in a manner that creates a safe and positive environment. The following areas demand a diligent effort on the part of each coach to provide such an environment.

Locker Room Areas:

It is the responsibility of every coach to actively supervise, or to set up a system of supervision for all squad members when the locker room is in use. Abuse and destruction of property, stealing, and horseplay shall not be tolerated. The coaches are responsible until the last athlete is out of the locker room and on the activity bus with bus driver present. The coaches are also responsible to see that items are picked up off the floor, responsible to see that all doors and windows are closed and locked, and all lights are turned off.

Gymnasium, Fields, Weight Room, and Track:

Athletes must be supervised during all phases of every practice session. It is the responsibility of the Head Coach to either be present, or to make sure that an assistant coach is present at all times. All athletes should be made aware of this, and the rules of conduct should be made clear. Remember, the Head Coach is responsible for the practice session from beginning to end.

Transportation:

Coaches are responsible for the safe and proper behavior of their squads on all trips. No horseplay of any type is to be tolerated. See that all trash is picked up before leaving the vehicle and visiting locker rooms. If a van is used for an activity is under one half of a tank following the activity, it is that coach/sponsor's responsibility to fill the van up, using established procedures. If you have questions, ask the AD.

Evaluation of the Coaching Staff:

Purpose:

1. Create a climate for individual improvement.
2. Identify strengths and weaknesses of each coach.
3. Provide information to support the coach.

4. Provide for the continuing interchange of ideas between the coach and the Activities Director.
5. Provide the School Board and the community with the assurance that quality coaching is the responsibility and goal shared by the entire coaching staff and that the individual members of the coaching staff are willing to be accountable for their performance.
6. Provide a means for emphasizing a particular aspect of desirable or undesirable coaching performance

Procedure:

1. Each fall the Activities Director will review the evaluation procedure with all Head coaches of each activity.
2. The Activities Director will distribute copies of the evaluation instrument to the members of the coaching staff upon request.
3. Coaches will be formally observed at least twice during the season.
4. Informal evaluation will be a constant, on-going process.
5. The evaluation procedure will be a cooperative effort on the part of the Activities Director and the Superintendent. At times the Principal may be requested to contribute.
6. There will be a post-evaluation conference, if needed. The coach will have the opportunity to submit a written rebuttal to any items in the evaluation. Rebuttals must be submitted within 1 week of the evaluation conference.
7. Head coaches are asked to evaluate assistants, reporting results to the Activities Director. Head varsity coaches may be asked to assist in the evaluation of JH coaches as well.

Instrument:

The Coach's Evaluation Form will be used as a means for evaluating each member of the coaching staff. **All evaluations will take place at the end of each sport season.**

The objective of each evaluation is to:

1. Improve the opportunity for student athletes to receive the best quality of instruction, safety, and treatment possible.
2. Afford an opportunity to identify, recognize, and praise quality coaching and instruction.
3. Provide an opportunity to identify potential leadership within our system.
4. Provide information necessary to make an objective assessment of the coach's performance within the guidelines of the coaching job description.
5. Identify those factors which interfere with the coach's contributions to the overall athletic program.
6. Assure that quality coaching is a responsibility shared by the entire coaching staff and the Activities Director.
7. Provide evidence of learning, teaching and proper conduct.

Coaches Evaluation Form

Coaches Name: _____

Date: _____

Assignment: _____

Clinics Attended: _____

Key: 1. Satisfactory

2. Developing

3. Unsatisfactory

4. Not Observed

PERSONAL CHARACTERISTICS:

1. Grooming and professional dress	1	2	3	4
2. Emotional control and poise	1	2	3	4
3. Enthusiasm/Positive Leadership	1	2	3	4
4. Professional Language	1	2	3	4
5. Positive Role Model	1	2	3	4

PROFESSIONAL QUALITIES:

1. Cooperation with admin. (clerical duties)	1	2	3	4
2. Rapport with coaching staff, teachers and admin.	1	2	3	4
3. Respect and support of other school programs	1	2	3	4
4. Professional growth (clinics/rules meetings)	1	2	3	4
5. Public relations cooperates with media and public	1	2	3	4
6. Conduct during athletic contests	1	2	3	4
7. Loyalty/Guidance to assistants	1	2	3	4
8. Effective communication throughout program	1	2	3	4
9. Involvement in all levels of program	1	2	3	4
10. Promotion and emphasis on strength and conditioning	1	2	3	4

COACHING PERFORMANCE:

1. Organization/ Practice, utilization of staff	1	2	3	4
2. Knowledge of activity	1	2	3	4
3. Exhibits responsibility in routine/procedural duties	1	2	3	4
4. Demonstrate commitment to improving coaching techniques	1	2	3	4
4. Supervision of team members/facilities	1	2	3	4
5. Knowledge of rules	1	2	3	4
6. Display of individual and team discipline and control	1	2	3	4
7. Summer Skills/Camps	1	2	3	4
8. Goal setting	1	2	3	4
9. Care/Storage of equipment	1	2	3	4
10. Effective delegation of responsibilities	1	2	3	4
11. Annual evaluation of coaching staff	1	2	3	4

Comments:

Section 4: Miscellaneous Activities Information

Conduct at Activities

When you are attending an activity, whether at Centura or an opposing community, you are representing Centura Public School. All students who are spectators or participants will conduct their actions in a manner that is positive and sportsmanlike. All cheering will be directed at our players and team. Negative outbursts will not be tolerated. Standing at any sporting event will be tolerated **only if it DOES NOT IMPEDE** the view of other spectators. A student and/or spectator may be suspended from attendance at extra-curricular activities for defiance of authority, fighting, use of profanity, or other acts of poor sportsmanship. Students who are serving an out of school suspension WILL NOT be allowed to attend Centura extra-curricular activities.

Summer Weight Program/Use of Weight Room by Non-Students

All weight programs that are under the instruction of a Centura Public Schools employees are for Centura students only. This includes the Summer Weights program. Centura Public Schools allow non-students/adults to lift at Centura during times when students are NOT participating in a weights program. Non-students, who are adults, are allowed to lift in the weight room only while the school is open and must sign a liability waiver form that is provided in the office during business hours.

Surveillance Cameras

Surveillance cameras are in use at all times in areas *around school property and on school buses* to exclude restrooms and locker rooms. The conduct of surveillance monitoring or recording, and the use of surveillance cameras at Centura Public Schools are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws including federal and state laws prohibiting wiretapping and electronic surveillance of aural communications.

Only authorized personnel will be involved in, or have access to, surveillance monitoring. Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplicating of recorded information.