

## **Bruning-Davenport-Shickley Athletics Coaching Handbook**



The purpose of this handbook is to provide the coaches of the BDS Athletics cooperative a clear set of expectations, as well as a reference guide to the culture and expectations BDS Athletics are trying to cultivate.

Coaches are a key part to the development of this culture of success. In order to ensure all coaches are doing their part to meet and exceed the expectations of the school administration and board, the coach's evaluation tool has been derived directly from the expectations for effective coaching shared below.

Our efforts in creating this handbook is not to create more work for coaches – you already do a tremendous amount of work – it is to ensure our students are receiving the experience they deserve and are being prepared for success in tomorrow's society.

### **BDS ATHLETICS MISSION AND BELIEFS**

It is the mission of BDS Athletics to prepare students for success in tomorrow's society through athletic participation and competition. This will be achieved through the activities sponsored by the BDS Athletics cooperative, the Crossroads Conference and the Nebraska School Activities Association (NSAA).

BDS Athletics, its coaches, and its participants believe:

- Athletics are an extension of the classroom;
- Valuable lessons are learned through participation and competition;
- Sportsmanship can be simplified to giving, showing and acting with respect and fairness;
- Teamwork is the gateway to success, and
- Continual improvement is needed in self, team, program, and cooperative.

Through these beliefs, we will be able to produce programs and opportunities which will most effectively prepare our students for success in tomorrow's society. Each coach and sponsor will have their individual team/program goals and expectations, but the five belief statements are at the core of all our programs and teams.

## **EXPECTATIONS FOR EFFECTIVE COACHING**

### **Personal and Professional Attributes**

The coach/sponsor presents and conducts him/herself and his/her actions as those of a professional. Professionals exhibit a number of personal and professional attributes which are expected by our coaches/sponsors.

- a. The coach/sponsor demonstrates confidence in him/herself and his/her abilities.
- b. The coach/sponsor has and shares an enthusiasm for his/her activity.
- c. The coach/sponsor uses ethical behavior in his/her personal and professional lives.
- d. The coach/sponsor exhibits emotional control under stress.
- e. The coach/sponsor serves as a positive role model for the students he/she is leading and for other students in the school system(s).
- f. The coach/sponsor displays sportsmanship and respect for his/her opponents, the officials/judges, and the facilities being used.
- g. The coach/sponsor uses professional discretion when discussing school, teams, and participants.
- h. The coach/sponsor attends annual rules meeting, conference, and school meetings.
- i. The coach/sponsor follows professional growth and development program as laid out by the coach's/sponsor's handbook.
- j. The coach/sponsor follows professional practices as established by the Nebraska Department of Education's Rule 27  
(<http://www.education.ne.gov/legal/webrulespdf/RULE27FINAL.pdf>).

### **Administrative Procedural Abilities**

The coach/sponsor is responsible for a number of duties beyond those of practice and games/performances. These duties are essential for the continuation of positive relationships with, and protection of, the school, its teachers, its students, their parents, and the community.

- a. The coach/sponsor meets and follows the general administrative expectations and rules set forth in the Coaches/Sponsors Handbook.
- b. The coach/sponsor is responsible for maintaining positive public relations with four groups of stakeholders: the school, the team, the community, and the parents. Each coach/sponsor will:
  - i. Maintain positive public relations with the school. Each coach/sponsor will:
    1. Work to ensure participants are good citizens of the school and community;
    2. Strive to excite the student body about activities/games; and
    3. Support other teams/activities at the school.
  - ii. Maintain positive public relations with his/her team. Each coach/sponsor will:
    1. Support the all-round well-being of the students on and off the court;
    2. Work to get players excited about the team's games/performances; and
    3. Avoid and/or eliminate same day conflicts with other activities.
  - iii. Maintain positive public relations with his/her participant's parents. Each coach/sponsor will:
    1. Hold a parents meeting at the beginning of the season;
    2. Work to maintain good rapport with parents; and
    3. Follow specified communication guidelines as presented in the Coach's/Sponsor's Handbook

- iv. Maintain positive public relations with the larger community team. Each coach/sponsor will:
  - 1. Communicate with the community to get them excited about activities/games, and
  - 2. Maintain good rapport with the community.
- c. The coach/sponsor communicates transportation needs and expectations to the school administration and teachers at designated times, through designated means. Each coach/sponsor will:
  - i. Use common sense when scheduling transportation;
  - ii. Ensure transportation requirements are taken care of;
  - iii. Communicate travel rosters/lists and departure times to staff and administration at the beginning of the season;
  - iv. Travel to and from contests with the team; and
  - v. Maintain a safe driving record.
- d. The coach/sponsor is responsible for aiding in the professional growth of his/her coaching staff members. Each coach/sponsor will:
  - i. Utilize his/her coaching staff effectively; and
  - ii. Provides opportunities for the improvement of the skills and abilities of members of the coaching staff.
- e. The coach/sponsor will have adequate knowledge of best-practices regarding medical/legal aspects he/she may encounter, or as required by the school. Each coach/sponsor will:
  - i. Submit pre-practice paperwork required by the school and state, including physical forms, practice location schedule, transportation schedule, and rosters;
  - ii. Follow the practice times and procedures as laid out in the Coach's/Sponsor's Handbook;
  - iii. Follow the appropriate heat and exhaustion guidelines as provided by the NSAA;
  - iv. Follow the school facility use policies as laid out by the school and as provided in Board or Administrative policy;
  - v. Provide proper and adequate training and supervision for weight room use;
  - vi. Ensure his/her participants have proper insurance, or have waived liability for injury during participation; and
  - vii. Manage situations in which injuries and /or blood are present to the best of their ability. Each coach will:
    - 1. Exhibits reasonable and prudent conduct in preventing and handling accidents and injuries
    - 2. Follows the advice of the physician/trainer regarding the participation of injured athletes, including:
      - a. Providing safe playing conditions and protective equipment; and
      - b. Ensuring participants have met the necessary requirements for beginning and returning to play according to the school Concussion Awareness Policy.

### **Theory and Techniques of Coaching**

The coach/sponsor is not just a coach, but a teacher of a different subject area. Each coach/sponsor is responsible for ensuring the continued development of his/her team, program and its players, as well as him/herself and his/her assistants. This is done through proper planning and knowledge of the activity, its rules, regulations, and strategies.

- a. The coach/sponsor is responsible for the development of his/her program, including the development of each team and the players within the program. Successful programs are built with an eye towards the future and a plan for long-term success. Each coach will:
  - i. Ensure proper development of the program through continued direction and involvement in the youth, junior high, and high school programs;
  - ii. Direct the proper development of the team through clear communication of team goals, expectations and standards;
  - iii. Schedule his/her team/participants in appropriate team and individual camps and leagues in the summer/offseason; and
  - iv. Strive to help each participant achieve his/her potential through communication with and working with each participant on his/her relative weaknesses and needs.
- b. The coach/sponsor will use and develop appropriate teaching methods and abilities to help ensure participants are being prepared for success in tomorrow's society through athletic participation and competition.
- c. The coach/sponsor is responsible for developing and communicating clear, achievable expectations and goals.
- d. The coach/sponsor enforces team rules in an equitable and consistent manner.
- e. The coach/sponsor is expected to run well organized, productive practice sessions. Each coach will:
  - i. Conduct well-planned practice sessions where coaches and players are utilized to maximize individual and team improvement.
  - ii. Conduct practices which prepare all participants for competitions and other competitive situations.
- f. The coach/sponsor will develop, teach, and apply appropriate and effective pre-game and in-game strategies. Each coach/sponsor will:
  - i. Prepare a game plan players/participants are able to execute;
  - ii. Prepare players/participants to execute the prepared game plan; and
  - iii. Adjusts the game plan as necessary.
- g. The coach/sponsor is required to maintain a current and adequate knowledge of the rules and regulations of his/her activity. Each coach will:
  - i. Acquire proper knowledge of the rules, regulations, and officiating techniques of the sport.
  - ii. Abides by the rules and regulations of the sport and its appropriate governing bodies.

### **School Rules and Regulations**

The coach/sponsor is an additional member of the schools teaching staff, and as such is expected to support and enforce the school policies and rules. As staff members, each coach/sponsor is expected to follow the proper chain of command in determining and enforcing the school rules, expectations and procedures.

- a. The coach/sponsor complies with the academic policies and eligibility policies of the school district.
- b. The coach/sponsor enforces school rules in an equitable and consistent manner.
- c. The coach/sponsor abides by the school and NSAA rules regarding practices and inclement weather.

## **GENERAL ADMINISTRATIVE GUIDELINES**

### **Personal and Professional Attributes**

**Coaching Code of Conduct:** 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-athlete should be treated as though he or she were the coach's own, and his or her welfare should be uppermost at all times. The coach shall:

- Be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete, and thus shall never place the value of winning above the value of instilling the highest ideals of character;
- Uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school activities association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct;
- Take an active role in the prevention of drug, alcohol, and tobacco abuse;
- Not use alcohol and tobacco products when in contact with the players;
- Promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program;
- 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;
- Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with booster clubs and administrators;
- 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;
- Meet with the coach from the competing team to exchange cordial greetings before and after contests to set the correct tone for the event;
- Not exert pressure on faculty members to give student-athletes special consideration; and
- Not scout opponents by any means other than those adopted by the conference and/or state high school activities association.

**Annual Rules Meetings:** Annual rules meetings are held online and at the coaches clinic. All head coaches and sponsors are required to attend a rules meeting for their activity. It is encouraged for all coaches/sponsors of an activity to attend the rules meetings. In the event an assistant coach does not attend the rules meeting, it is the responsibility of the head coach to pass the information on to all coaches in the program.

**Other Meetings:** Coaches and sponsors are expected to attend all school meetings, including preseason parent/student/coach, Crossroads Conference activities, and banquets. Coaches must attend all meetings scheduled by the administration, unless prior permission for exclusion is allowed. Dates and times for activity meetings not listed on the calendar (during, pre- and post-season) must be requested in writing through both administrations at least one week in advance.

**Professional Growth and Development:** Coaches will be observed and evaluated at least once a year. New coaches, those who have been coaching for less than three full years, will be observed twice a year, once announced prior to the first contest of the year, and once unannounced prior to the week before district competition, with an evaluation completed at the end of the season. After the completion of the coach's third season, the coach will only be observed once, prior to the first contest. The

evaluation of the coach will be completed by the cooperative AD at the end of the season.

Head coaches are responsible for evaluating and managing the improvement of their assistant coaches, and communicating with the administrations the development of said coaches.

Coaches are expected to attend the NCA Coaches Clinic and the state tournament of their activity each year. These are minimum expectations.

**Coaching Clinics:** Coaches are encouraged to attend clinics for their particular sport or activity. Requests to attend clinics need to be made with the Activities Director and Principal well in advance of the clinic. Clinics that interfere with class time will be strongly discouraged. The Activities Director and Principal will have the final OK in deciding whether coaches may attend a particular clinic. Coaches attending clinics that will interfere with class time must request for a substitute well in advance of the clinic. Expenses which would be covered by the district include registration.

### **Administrative Guidelines**

**Participation in Athletics & Activities:** Students are encouraged to participate in more than one activity each season, provided that just one activity is athletic. If a student chooses to participate in more than one activity per season, the participant, his/her parents, and coaches/sponsors, must all understand and respect the required amount of time necessary to compete in each activity. However, being a member of multiple teams does mean being responsible to many different people. All efforts will be made through proper scheduling, understanding, and cooperation between coaches and/or sponsors involved to be sure the integrity of each team/program is not harmed by a student's participation in multiple activities.

State, district, and conference events take precedence as to where students shall compete. When two scheduled events, or non-priority events, take place on the same day, the two sponsors shall try and work out an agreement. If no mutual agreement can be reached, the administration will determine the events in which the student will participate.

**Communication Guidelines:** Coaches/Sponsors are expected to meet and follow the provided communication guidelines.

**Participants:** Coaches will cover team rules, school policies on attendance and eligibility, and the Drug and Alcohol policy with each member of the team. A dated sheet of participant signatures stating their acknowledgement and understanding of the rules and policies will be submitted to the Administration at the activity's host school.

**Parents:** Coaches will cover team rules, school policies on attendance and eligibility, and the Drug and Alcohol policy with parents at a parents meeting. Parents, when wanting to speak to the coach should do so with the participant in attendance. A parent/coaches meeting will only discuss the participant and his/her abilities and what he/she needs to do to improve. Coaches will not discuss playing time with parents, and will not discuss other participants.

**Formal Chain of Command:**

Athlete/Parent » Coach » Athletic Director » Principal » Superintendent » School Board

**\*\*Athletes** need to initiate any problems or concerns but may include their parents if deemed necessary. All issues shall be addressed in a meeting with the coach first and will follow the chain of command from that point forward (both districts will be represented in any meeting following the meeting with the coach). The time shall be agreed upon by both parties.

**Media:** All coaches and sponsors are expected to work with the media in reporting results from activities. Following contests, each head coach/sponsor or assigned assistant should report scores and other necessary information. It is also the coach's responsibility to provide contest reports to the newspaper as well in the event that they are not present at the contest.

**Game Programs:** Coaches need to provide an updated roster including uniform number, name, height, weight, grade and/or other relevant information for upcoming contests that require programs. This should be submitted at least one week before the first contest. If there are changes that occur during the year, please inform the Activities Director so that these changes can be made before the programs are printed.

**Transportation:** School transportation will be provided to all contests and practices, as well as other required events. Students are expected to ride to and from contests with the team. Students may drive his/her own car to a contest or practice only with the approval of the administration. An athlete may ride home from a contest with a parent/guardian by a written request and personal contact by the parent to the coach in charge before leaving. Students will not be released to anyone else without prior approval by the administration. Emergency situations may be handled by the coaching staff as they occur.

Coaches are responsible for getting transportation requests and departure times to the person in charge of transportation for each school. This is to be done prior to the beginning of the season. Changes in these times are to be made on the shared Google Document well in advance, whenever possible. New requests are to be submitted at least two (2) weeks in advance.

Coaches should instruct athletes to properly dispose of all litter and to check for items left on the vehicle. Athletes are not to wear spikes or cleats in the vehicles.

In order to participate, managers, statisticians, and other student assistants must travel with the team or other approved means of transportation with written notification made to the administration of the student's home district.

Coaches are expected to be at the school fifteen (15) minutes before their scheduled practices, games, or meeting times set for participants, in order to ensure they are supervised upon their arrival. Coaches are expected to ride home with the team, and to stay until all participants have left in order to ensure each player's safety and well-being.

**Safe Driving Record Standard for Drivers:** each person who drives a school vehicle for school activities and who is not required to have a CDL or bus driver's license must have a valid driver's license with the absence of restrictions that would prevent them from transporting students. The following offenses must be reported to BDS superintendents and may preclude an individual from serving as a driver for school activities:

1. Motor vehicle homicide;
2. Driving under the influence of alcoholic liquor or drugs, or refusal to submit to a chemical test, within the immediate prior twelve (12) years;
3. Reckless driving or willful reckless, within the immediate prior twelve (12) years;
4. Accumulation of five (5) or more points under the motor vehicle operator's license point system within the immediate prior four (4) years; or
5. Any other deficiency administration deems necessary.

**Professional Growth of Staff Members:** It is each head coach's responsibility to ensure the growth of his/her staff members by allowing them to have and take on responsibilities within the program. Example responsibilities should include: running drills or small groups at practice, coaching the Junior Varsity or Freshmen/C teams, specific in-game responsibilities beyond stat-keeping, etc. The assistant coach should be viewed as a head coach-in-training, and should be treated as such, unless the assistant coach has indicated no intention or desire to become a head coach.

**Medical/Legal Knowledge and Practices:** Coaches/sponsors are required to understand and complete the following requirements and policies before beginning practice and throughout the season:

**Pre-Practice Requirements:** All athletes must meet the following requirements **before** they begin practice:

- Return an updated physical and all consent forms, signed by a parent/guardian to the school office;
- Return a completed Emergency Medical Treatment Waiver Form to the school office before competing in interscholastic competitions. A copy must be kept on hand by each program coach for all practices, scrimmages, and contests. A coach must have a copy for each participant, manager, statistician, etc. that would travel with the team on school transportation; and
- Follow and complete any procedures or requirements as directed by their head coaches.

**Heat and Exhaustion:** Coaches must be especially aware of heat and exhaustion during practices. Please refer to the annual NSAA handouts on heat and exhaustion. Allow time in the practice schedule to allow participants the opportunity to hydrate their bodies.

**Facility Use:** Every coach should check, on a daily basis, the aspects of safety on the field, gym, locker rooms, etc. as well as the overall health of participants. Any hazard to safety should be brought to the attention of the administration.

Employees are allowed to use the building without a rental fee. Anyone else who may come in and use the facility must be with an employee, and will be under the employee's supervision. No one is allowed in the building without a coach or faculty sponsor.

**Weight Room Use:** All athletes using the weight room must have supervision at all times. Non-school use is highly discouraged and any exceptions made are the responsibility of the supervisor. Anytime the supervisor will not be in the weight room, there should not be any students in the weight room. When leaving for the day, the door must be locked (if there is a door) and the lights and stereo shut off. Supervisors are to monitor the volume and type of music being played. Keep in mind there may be other activities occurring and that the volume must be kept down as not to interfere with those activities.



**Insurance:** BDS Athletics provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics or waive this right. This information is addressed on the parent consent form.

**Injuries and Blood:** In the event an athlete becomes injured, the coach or trainer will administer emergency first aid as needed. If in doubt, call 911. The parents or guardians will be notified as soon as possible so they may transport the athlete for medical attention, or notified that a rescue squad was called to transport the athlete if a serious injury has occurred. The coach must complete an accident form within two school days of the injury. It is recommended that each coach take with them emergency information for each athlete. All injuries must be reported to the coach or administration at once. The coach or administration will then take necessary actions to ensure the safety of the athlete.

It is recommended that each program have a medical kit at each practice, scrimmage and contest.

Coaches will handle blood and bodily fluids with rubber gloves during practices and games. Proper methods of handling bodily waste fluids need to be reviewed and proper and sufficient amounts of supplies kept on hand.

**Concussions:** Participants will be evaluated using IMPACT baseline testing prior to the beginning of the school year. In the event of a suspected concussion, this baseline data will be made available to the IMPACT testing certified, licensed healthcare professionals. If a participant is suspected to have a concussion, he/she will not return to practice or competition until having been cleared by a doctor and successfully completing the return to play progression as provided by the Nebraska Sports Concussion Network.

**Overnight Trips:** The following guidelines should be followed when teams are traveling on overnight trips:

- Room checks, both announced and unannounced, should be conducted. Students should be informed of this expectation ahead of time.
- Detailed itineraries should be provided for parents – where, when, phone numbers, room assignments, etc.
- No girls sleeping in boy's rooms and vice versa.
- Sponsors shall do walk-throughs upon departing.
- Set curfews.
- Discuss expectations prior to leaving and how breaking rules will be handled.
- Follow the drug, tobacco, alcohol, and behavior guidelines. Students may be sent home at the parent's expense for serious school infractions.
- The district will not pay for extra expenses such as phone calls, movies, etc. incurred by coaches or participants.

**Scheduling of Games:** Schedules are made by the Athletic Director in cooperation with the head coach. Coaches are not to schedule any event without first getting authorization from the Activities Director. Input and ideas will be welcomed before any decisions will be made.

**Hiring of Officials:** The Activities Director will hire all officials with input from the Head Coaches. Concerns about officials shall be directed to the Activities Director.

**Game Day Preparations:** Each coach should check with the activities director to be sure all final arrangements have been made for game day. All coaches are expected to set up for their respective contests according to their needs. The activities director will oversee all preparations and will help whenever possible. Dismissal lists, transportation, and equipment should all be double checked before departing.

## **Theory and Techniques of Coaching**

**Philosophy on Participation and Competition:** All eligible students will be given an opportunity to participate in BDS Athletics. Student eligibility, according to BDS and the NSAA, is outlined below. Even though all students are eligible to participate and compete, participation and involvement will look different at the different levels of competition.

**Junior High Activities:** Participation in Junior High Activities is an introduction to interscholastic activities. Skill development, sportsmanship, and the team philosophy are important goals at this level. BDS will attempt to provide the opportunity for all students to participate.

**Freshmen & Junior Varsity Teams:** This is a transitional time between junior high and varsity competition. The level of intensity and practice, as well as in contests, will be increased. The commitment and dedication to the team and activity should be increased at this level. The participant will be given the opportunity to earn his/her opportunities to compete through the demonstration of his/her increased skill and abilities at practice and dedication to the team. Every attempt will be made to give each team member opportunities to compete, but time and opportunities will not be equal for each participant.

**Varsity Teams:** Varsity level teams are the focal point of BDS Athletics. To be a part of the Varsity Team is an honor that must be earned. At this level, there is no guarantee of opportunities to compete. The intensity of competition will determine when the best participants are competing.

**Athletic Opportunities Offered by BDS:** BDS Athletics offers the following athletic opportunities for students: Football and Volleyball in the fall, Girl's and Boy's Basketball in the winter, and Girl's and Boy's Track in the spring. Student Managers are also considered participants in the athletic activity. As such, they are responsible for following the guidelines, expectations, and rules set forth throughout this student handbook. The BDS Athletic Cooperative will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

## **Clear and Achievable Expectations and Goals**

**Lettering Requirements:** In order for athletes to letter, they must meet the following requirements for the individual activity. These requirements should be included in player handbooks.

### **Football:**

- a. Play in one more quarter than regular season games played.
- b. Recommendation of coach.
- c. Finish season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Volleyball:

- a. Play in one more set than regular season games played.
- b. Recommendation of coach.
- c. Finish the season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Basketball:

- a. Play in one more quarter than regular season games played.
- b. Recommendation of coach.
- c. Finish the season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Track:

- a. Place in a major meet (four or more teams).
- b. Recommendation of coach.
- c. Finish the season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

Golf:

- a. Place in a major varsity meet (four or more teams).
- b. Recommendation of coach.
- c. Finish the season in good standing.
- d. Approval by head coach, after seeking input from assistant coaches.

**Team Rules:** A copy of each activity's team rules will be submitted to each administration prior to the season. Team rules should include, at a minimum: expectations for behavior and dress while representing the team and the schools, lettering requirements, and they should refer to the school drug and alcohol policy in the student handbook. Any other team rules which participants are expected to know and follow must be clearly stated and provided to participants.

**Practice Guidelines:** All athletic practices, including film review, will be over by 6:30 p.m. or no longer than 2 ½ hours, whichever occurs earlier. Junior High practice will begin after school, and will be completed by 5:30 p.m. All practice times may be modified through agreement of both administrations in the event of conflicts or needs.

**According to the NSAA, no activity contest may be scheduled on Sunday.** In addition to this, BDS Athletics wishes to work cooperatively with the churches in the community. Wednesday practices will be completed by 6:00 pm for all activities. **Practices, including film review, may be held on Sunday only when a varsity performance or game occurs on a Monday, or if a performance or game occurs on a Monday, Tuesday or Wednesday in the post-season, and will be voluntary, regardless of regular or post-season status. A scrimmage, whether inter-squad or with another school, does not constitute a game, and so no Sunday practices prior to the scrimmage are permitted. Sunday practices are prohibited unless the above requirements are met, and permission is given by the administrations of both Bruning-Davenport and Shickley.** Sunday practices will not begin until 3:00 and will be done by 6:30, not to exceed 2 ½ hours.

**Contests on School Days:** Coaches and athletes are to remain in class as long as logistically possible before being dismissed from classes for out of town contests. Departure times will be monitored to ensure that students are in class as much as possible. Practices are not to be scheduled during class time. Any exceptions to this must be approved by the Principals beforehand.

When students are to be absent from school due to competition or to attend state-sponsored events, coaches must turn in a roster in advance to the office so lists can be distributed to teachers and classes can be planned accordingly. Coaches needing substitutes due to activities should make arrangements as early as possible, preferably at the beginning of the season.

## **School Rules and Regulations**

**Student Eligibility:** Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

However, students who participate in extracurricular activities serve as ambassadors of BDS Athletics throughout the calendar year, whether away from school or at school. Students wanting to participate in school activities must meet the requirements set out by the school for participation in the activity and must conduct themselves in accordance with student conduct policies.

A student shall have credit on the school records for twenty credit hours of school work for the immediate preceding semester. All other eligibility criteria for NSAA governed and sponsored activities are set forth by the Nebraska School Activities Association (NSAA).

**NSAA Student Eligibility:** Eligibility to participate in BDS activities will follow the current NSAA rules under section 2.1 found under the Nebraska Schools Association Activities website:  
<https://nsaa-static.s3.amazonaws.com/textfile/yb/c&b.pdf>

**Academic Eligibility Policy:** Maintenance of high academic standards is very important to BDS Athletics and must be enforced at all times. Students involved in extra-curricular activities are reminded that they are students first and foremost. If they are not meeting the minimum academic standards established for participation in activities, they shall not be permitted to represent the school in activities.

All activities held outside of the regular school curriculum will be treated as extra-curricular activities and thus come under our present eligibility policy. Activities that are an extension of the regular school curriculum will not come under the eligibility policy. Students demonstrating poor self-discipline, poor study habits, and/or failure to do required work may be declared ineligible.

1. The school will implement a one week "in jeopardy" period whenever a student has a cumulative failing average during the nine week period, in any class the student will be verbally notified by the teacher(s) for that subject area(s) on Monday (or the first school day) each week. The teacher(s) will explain to the student the reasons for the failing grade and what the student should do to remedy the problems. It is the student's responsibility to seek additional help (if appropriate) from the teacher to improve the failing grade(s). Grades will begin being checked at the end of the 2<sup>nd</sup> week of each quarter.

2. If the student is still failing in the same class the following week, the student would then be ineligible for a one week period. The student could participate in practice but not in competition. Ineligibility would continue until the student is no longer failing in any one or more classes. Students who fail to pass a class for a quarter or semester will be ineligible until the beginning of the third (3rd) week of the following quarter. If they are not passing the class at that time, they will remain ineligible until the next grade check in which they are passing.
3. The student's parents will be notified by letter or phone from the teachers when their child is placed on the "in jeopardy" list.
4. Teachers, when turning in their list of students "in jeopardy", will note reason(s) for failing grade(s) to the administration.
5. Teachers will list all students who have earned a cumulative grade of 76% or below during the current grading period. If a student is on this "endangered" list (76% or below), he/she will have restricted privileges until they are no longer considered to be in danger of failing, but will be restricted for a minimum of one week.
6. Students demonstrating poor self-discipline in regard to attitude and/or behavior may be declared ineligible for participation in school activities by the principal. A teacher may recommend such, to be determined by the principal. Students that are failing in only one class, during each grading period, may be declared ineligible by the principal, after consultation with the teacher, if the student is not demonstrating the effort necessary to improve the failing grade.

**Participation and Attendance:** In order for any student to participate in an activity or practice, he/she must be in attendance within one hour after the school day begins for the day and continue through the end of the day on the day of the activity or practice unless it is a pre-excused absence.

Students who fail to meet this criterion shall be ineligible to participate in school activities or practice sessions for the day.

Students involved in an activity or practice may not participate in any activities if they are under disciplinary suspension or detention until such time as all suspensions or detentions are made up. A student under disciplinary expulsion shall not participate at any time.

Students are expected to be at all practices scheduled by the sponsor. Should a student not be able to attend a practice, they must contact the coach in advance. Exception: When an athlete is absent from school they do not need to notify the sponsor, however, most sponsors appreciate knowing the reason why the student is absent from school.

As a general rule, **seniors will not participate on junior varsity athletic teams.** Special circumstances/situations (such as foreign exchange students, need to complete a team, etc.) will be dealt with on an individual basis. A decision will be made by the coach, athletic/activities directors, and administrations.

**Athletics Code of Conduct:** BDS Athletics is dedicated to the concept of extra-curricular activities being an important and vital educational component of a total education. These activities will be a positive learning experience for our students if they can recognize that they may achieve their highest personal potential only by embracing a lifestyle dedicated to competition, integrity, and self-discipline. In addition, selection to a team, organization or club is both an honor and a privilege, and as visible representatives of BDS Athletics these students have the obligation to conduct

themselves in an exemplary manner at all times. That is the reason for establishing the Athletics Code of Conduct.

Training rules are a matter of self and team discipline. The best performance that the individual is capable of producing comes only after the body and mind have been conditioned through a regular training program. This code is to be followed by all students and is to be in effect for the school year and related school functions. When a student participates in extra-curricular activities his/her responsibilities go beyond the school grounds, facilities, and school related functions. Policies on tobacco, alcohol and other drugs are in effect for athletes and participants at all times in all places.

A **Class I Violation** for Alcohol/Drugs/Tobacco is defined as the possession of, the use of, or having under his/her control any chemical substance with the intention of selling, giving away or otherwise distributing the same on school grounds, or while in or at any school function or activity.

A **Class II Violation** for Drugs/Alcohol/Tobacco is defined as the physical presence and participation in a situation in which drugs or alcohol were being used in a violating manner or illegally possessed.

The following penalties for Class I and Class II violations will apply:

### **First Violation**

**Option A:** Suspension for 33% of the scheduled varsity contests beginning with the day of the first scheduled interscholastic contest the student is scheduled to participate in following the infraction. If the violation occurs between seasons or when a student is not involved in athletics, the disciplinary action will not start until the day of the first inter-school competition in which the athlete could participate. If a student's suspension is not completed by the end of the sport season, the count will be discontinued until the day of the next scheduled interscholastic contest in which the athlete participates in. He/She will be expected to practice during the suspension. If a student is not a member of the varsity team, he/she will miss the same percentage of scheduled junior varsity games, as well as any varsity games during the same time.

**Option B:** Same as Option A **except** students agreeing to be evaluated, educated, and treated will be suspended for 22% of the scheduled varsity contests instead of the 33% of the scheduled varsity contests. If a student is not a member of the varsity team, he/she will miss the same percentage of scheduled junior varsity games, as well as any varsity games during the same time.

The suspension will be lowered from 22% of the scheduled varsity contests to 11% of the scheduled varsity contests under the following conditions:

- a. The student and/or the parent report the violation within 48 hours of the infraction, violation or citation.
- b. The report **MUST** be made to the Superintendent or Secondary Principal. Reporting to a coach, teacher, guidance counselor or any other school employee will **NOT** satisfy this requirement.

### **Second Violation: Athletics**

A second violation of this code of conduct will result in the suspension from all athletics for one year from violation date.

Student activities are an extension of the educational program of our school and possess significant educational value for participants. An activity is classified as any event, competition, or performance, which takes place outside of the normal school routine or schedule. This also includes any club, organization, or sport added in the school year.

### **Subsequent Violations**

Subsequent violations of the activities code of conduct will result in the suspension from all extra-curricular programs for one year from violation date.

\*A student serving a suspension for a first violation must successfully complete the season of the sport/activity that the suspension is served in. The failure to do so will result in the suspension being served during the next sport/activity that the student participates in.

**Inclement Weather Policy:** If school must be canceled or dismissed early because of inclement weather, practices and contests will not be held as a rule. Occasionally, weather and road conditions clear by early afternoon, and, if it is determined that athletes can travel safely, a practice or contest may be held only after approval by both administrations.

Coaches are directly responsible for all students under their supervision at any school sponsored activity. When severe weather strikes, staff members will determine in their best judgment, what action will be in the best interest for the safety of the students. With lightning, if you cannot count to 30 from the time lightning is sighted and the bang, it is time to seek shelter.

Coaches will make every effort to keep school officials and parents informed of any changes from the normal routine if weather becomes an issue.