

# ELKO COUNTY SCHOOL DISTRICT



## COACHES MANUAL

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# *HIGH SCHOOL COACHES/ADVISORS HANDBOOK INTRODUCTION*

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This handbook was written in an effort to establish guidelines to serve those people who have responsibilities in connection with the administration of any phase of Elko County School District high school athletic programs.

This should serve as a reference source for coaches and other personnel working with the Elko County School District high school athletics.

The Handbook will probably not cover all circumstances, questions, and concerns, but it may assist in providing information relating to athletics. The rules and regulations of procedure incorporated in this Handbook are:

1. Designed to give a clear understanding of what is expected of each member of the athletic coaching staff in the performance of his/ her duties in keeping with the continued growth and improvement of the total overall program.
2. Not intended to restrain a coach/ staff member in the performance of duties or hold back the Athletic Department in fulfilling its function in the total education program.

**Rules and regulations are designed to be followed. This must be kept in mind in maintaining a quality athletic program. If they are to serve the purpose for which they are intended, there should be no exceptions.**

To avoid giving out information that may be inaccurate or implementing procedure incorrectly, consult an athletic administrator if you have any questions or need clarification of the information, rules or regulations in this manual.

## General Responsibilities

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- A. Coaches will be responsible for following the regulations and procedures of the Elko County School District, and his/ her assigned school. High School Coaches are responsible for following the Nevada Interscholastic Activities Association regulations.
- B. Strict enforcement of eligibility rules and playing regulations will be expected at all times since such application will help promote fair play and eliminate the embarrassment of forfeits and protests.
- C. Coaches will provide all participants, and file with their Athletic Director and vice-principal, a written copy of the standards, procedures, and expectations regarding student behavior, conduct, attitude, compliance with rules, use and care of equipment, discipline, lettering requirements, try-out requirements and any other subject pertinent to participation in the specific athletic program.
- D. Coaches will discuss all codes, standards, procedures, and sports rules with participants at the beginning of the season and then enforce compliance throughout the season.
- E. Coaches are required to conduct a parent meeting prior to the upcoming sports season.
- F. Coaches are expected to attend all District and school athletic meetings.
- G. Head coaches are responsible for assuring that each athlete is cleared before being allowed to try-out and/or participate for any athletic team.
- H. Head coaches are expected to ride busses to and from athletic events.
- I. Coaches are responsible for the direct supervision of student athletes during all athletic events.
- J. Coaches should check all locker rooms, restrooms and facilities used by players at visiting school sites prior to leaving the school to return to their home school.
- K. Coaches are not to leave any event until all athletes are verified to be on the bus or with a parent.
- L. Upon returning from an away contest, coaches must wait at the school for student athletes' rides to arrive.
- M. A paid coach must be at each practice or event.
- N. Supervise all team members. Do not allow athletes to roam the halls of the visiting school, or leave the school campus.
- O. Coaches must monitor the gym, locker room and any other area under their supervision. These areas must be verified clear of all students and are to be locked and secure before leaving the building. Coaches must check locker room before leaving.
- P. Coaches are required to conduct an end-of-season awards banquet.
- Q. Coaches must complete and sign Appendix form on page 54 verifying procedure manual was received from school administration.

## Philosophy of the ECSD Athletic Department

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The major objective of Elko County School District athletic and activities programs is to provide wholesome opportunities for students to develop from their experiences, favorable habits and attitudes of social and group living in a democratic world.

The leadership should be of the highest quality so as to exemplify to the participants the desired type of individual to be developed for the athletic program. Measurement of the success of the leadership should not be in terms of the tangible evidence of the victory and defeat record, but in the intangible personality development factors that are an out-growth of the major objectives of the athletic program.

The athletic program should always be in conformity with the general objectives and policies of the Elko County School District. At no time should the program place the total education curriculum secondary in emphasis; the program should constantly strive for the development of a well-rounded individual, capable of taking their place in modern society.

***Elko County School District and Elko County High Schools*** believe that a balanced program of student activities is vital to the cognitive, social, and physical development of students. Athletics should work as an integral part of the total curriculum for all students. It should offer opportunities for fellowship and service within the school and personal growth. It should be the goal of every school to achieve the following goals:

- To develop character traits such as responsibility, leadership, sportsmanship, teamwork and self-control.
- To stimulate school spirit and pride without compromising respect toward others.
- To prepare our students for advanced levels of athletic participation by developing fundamental skills and knowledge of the rules.

The athletic department and coaches have a responsibility to the student to provide the opportunity to grow through the pursuit of athletics. It will offer as many sports as the school can reasonably support. The Athletic Department will provide proper facilities, equipment, and coaching to see that each student athlete has an opportunity to reach his or her athletic potential. Within the context of a comprehensive educational program, excellence in sports, rather than mere success, is the goal.

## Code of Ethics - Coaches

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The function of a coach is to educate students through participation in interscholastic competition. An inter-scholastic 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 was the coach's own child, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the National Federation Coaches Association (NFCA) Board of Directors.

- **The coach** shall be aware that he or she has a tremendous influence 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.
- **The coach** shall uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- **The coach** shall take an active role in the prevention of drug, alcohol and tobacco use and abuse.
- **The coach** shall avoid the use of alcohol and tobacco products when in contact with players.
- **The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school athletic and academic programs.
- **The coach** shall master the contest rules and shall teach to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- **The coach** shall exert his or her influence to enhance sportsmanship by spectators both directly and by working closely with cheerleaders, the pep club sponsor, booster clubs, and administrators.
- **The coach** shall respect and support the contest officials. The coach shall not indulge in conduct which will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- **Before and after contests**, coaches for competing teams should meet and exchange cordial greetings to set the correct tone for the event.
- **A coach** shall not exert pressure on faculty members to give student athletes special consideration.
- **A coach** shall not scout opponents by any means other than those adopted by league and/or State High School Athletic Associations.
- **The coach** shall promote the care, respect and proper treatment of the equipment and facilities of the "hosting" school's site with his/her players when competing at other school locations.

## Code of Ethics – STUDENT ATHLETES

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**Athletes** are expected to know and follow all Nevada Interscholastic Activities Association (NIAA) and Elko County School district rules. Athletes are responsible for knowing what is expected of them in terms of Sportsmanship by the coaching staff and the school administration. The following are the expectations for student athletes to follow as outlined by the NIAA:

- Accept and understand the seriousness of your responsibility and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the coaching staff and the school administration.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, “trash talking”, or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.
- Avoid excessive celebrating after a play or at the end of a game.
- **Win with humility; lose with grace. Do both with dignity.**

## SPORTSMANSHIP DEFINITIONS

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All students, coaches and advisors are, in fact, representatives of Elko County School District. Our actions, behavior and spoken words are vehicles by which we are judged and perceived.

Team and individual competition contribute significantly to the development of character and school spirit. Sportsmanship and fair play are important parts of this experience. We expect our coaches, players, faculty and students to represent Elko County School District in a manner that is respectful of others on and off the fields of competition. It is our desire and goal that we develop and practice the highest standards of courtesy, discipline, good sportsmanship, and the ability to act as good hosts and guests. We encourage enthusiastic support at all games within the boundaries of accepted good sportsmanship. We expect adult spectators to uphold the same high standards that we demand of our student supporters and players and to set good examples of sportsmanship.

Disciplinary procedures for unsportsmanlike conduct and/or insubordination to a coach or an official will be left to the discretion of the coach advisor. However, NIAA regulation requires that when either a coach or player is ejected from a contest neither will be eligible to coach nor participate in the next game or activity.

The following guidelines have been established to help foster and promote good sportsmanship at Elko.

The Athletes shall:

1. Be courteous to opposing teams and all game officials.
2. Never give up, never cheat, never use inappropriate language or "grandstand."
3. Retain composure at all times and never leave the bench or enter the field or court to engage in any confrontation.
4. Be modest when successful and be gracious in defeat. A true sportsman does not offer excuses for failures.
5. Play for the enjoyment of the game.
6. Understand and observe the rules of the game and the standards of eligibility.
7. Set high standards of personal conduct.
8. Respect the integrity and judgment of officials and accept their decisions without question.
9. Respect the facilities of host schools. Remember, we are their guests.

Student-Athletes who fail to display proper behavior and/or good sportsmanship before, during, and after an athletic contest or practice may be barred from further participation at the discretion of the Athletic Director and/or the Principal. Penalties such as probation or suspension from one or more games may be imposed depending upon the severity of the transgressions. **Students who have been severely reprimanded or dismissed from a team for poor sportsmanlike conduct or improper behavior by the coach, and/or the Athletic Administrator and/or the Principal will not be eligible for end of the season awards.**



# *HIGH SCHOOL ACTIVITIES PROCEDURES*

## **Academic Eligibility**

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I.D.F.A. Eligibility to Represent the School (Adopted 8/11/98) (Rev. 7/8/03)(rev. 7/12/05)(

Participation in the extra-curricular programs for the Elko County School District is to be considered a privilege and not a right. It should not be considered by all that the program is larger than each individual. Participants represent every student, team member, parent and staff member, and always must be aware of community and school pride. Any participant that wants simply to represent himself or herself cannot make the contribution necessary to meet common goals of the program.

Participants in the extra-curricular program choose burdens and make sacrifices that are normally above and beyond those of other student body members. You have chosen to represent the school and community. We require you to do this in such a manner that will provide you with a rewarding experience and establish a reputation for the activity that will bring pride to you, the community and the school.

The following are to be considered eligibility requirements for students who participate in interscholastic activities, co-curricular activities, and clubs at any Elko County School District school.

Students participating in NIAA sanctioned sports and/or activities that have state or national affiliations are subject to the regulations and discipline prescribed by those organizations in addition to this procedure.

### ACADEMIC ELIGIBILITY

1. A student must:
  - a. Maintain a grade point average of not less than 2.0 for the immediately preceding semester. Students failing to maintain a grade point average of 2.0 for the immediately preceding semester will be ineligible until grades are checked at the next nine-week period; and
  - b. Receive a passing grade in each class in which he or she enrolls during the season for the sanctioned sport and/or activity.
2. Grades are checked every 3 weeks. A student who receives a failing grade in any course at any three week grade check shall be placed on probationary status for one week.
  - o A student on probationary status remains eligible to participate in the sport during the probationary week, but is subject to a mandatory grade check on Monday of the probationary week.
3. If a student on probationary status continues to have a failing grade in the course he/she was failing at the grade check made on Monday following the probationary week, then the student shall be declared ineligible that week, Monday through Saturday.
4. A student who has been declared ineligible following the probationary week shall have grades checked weekly until the student becomes eligible even if this period of time goes beyond the next three-week grade check. Once declared eligible, the student shall be checked again at the regular three-week grade check and would be entitled to another probationary week.
5. **SCHOOLS MAY CHOOSE TO EXCEED BOTH THE NIAA AND ECSD ELIGIBILITY REQUIREMENTS.**

## Physicals/ImPACT

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Students must have a physical at the start of their freshman and junior years. Transfer students must also show proof of a current physical. Athletes who see a doctor for an injury must bring the **written doctors release** to the head coach before they may participate. When a head coach receives the doctor's release he should make two copies of the release. The coach should keep a copy for his files, give a copy to the Athletic Trainer, and give the original to the school nurse to be filed. **Physicals from chiropractors or physical therapists are not accepted for physical clearance as outlined in Nevada Revised Statutes (NRS).** All physicals must be documented on the NIAA approved "Pre-Participation Physical Evaluation" form which is available on Register My Athlete.

Immediate Post-Concussion Assessment and Cognitive Testing (**ImPACT**) is a test that will assist our team physicians, personal physicians, and Athletic Trainers in evaluating and treating head injuries (e.g., concussion). The computerized exam is given to athletes **before** beginning contact sport practices or competition. This non-invasive test is essentially a preseason physical of the brain. This preseason (baseline) test is required during freshman and junior years of the athlete's high school career. If a concussion is suspected, the athlete will be required to take the post-injury test. Both the preseason and post-injury test data will be reviewed to help evaluate the injury. Athletic Departments are **directed to take the following steps before releasing a concussed athlete back into action:**

- Must receive clearance from ImPACT, **and**
- Must have written clearance from their doctor.

When an athlete receives a concussion, or one is suspected, the coach should immediately make contact with the parent and let them know that these two conditions must be met in order for their son/daughter to return to action.

## Concussion Management

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**Definition:** A concussion/head injury is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion/head injury.

**Prevention:** Although all concussion/head injuries cannot be prevented, many can be minimized or avoided. Proper coaching techniques, good officiating or the existing rules and use of properly fitted equipment can minimize the risk of head injury.

**Nature and Risks of Injuries:** Continuing to participate in physical activity after a concussion/head injury can lead to worsening concussion/head injury, increased risk for further injury, and even death.

**Removal from Participation:** If a student sustains or is suspected of sustaining an injury to the head while participating in competitive sports, the student:

- Must be immediately removed from the competitive sport;

- May return to competitive sport if a parent or legal guardian of the student provides a signed statement of a provider of health care indicating that the pupil is medically cleared for participation in the competitive sport and the date on which the pupil may return to the competitive sport; and,
- A "provider of health care" means a physician licensed under chapter 630 or 633 of N.R.S., a physical therapist licensed under chapter 640 of N.R.S. or an athletic trainer licensed under chapter 640B or N.R.S.

To the extent that this procedure is not consistent with any procedure adopted by the NIAA on injuries to the head, including concussions, occurring during a student's participation in interscholastic activities and events, the NIAA procedure shall govern as though such competitive sports were governed by the NIAA.

## **Athlete Registration**

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All athletes must be registered on Register My Athlete (RMA) before participating in any organized practices. The following link will be used: [RegisterMyAthlete.com](https://RegisterMyAthlete.com). Parents and students need to check with individual school sites for necessary information needed.

## Practice Information

### Minimum Practice Rule

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The Nevada Interscholastic Activities Association is Nevada's governing body for athletics and activities. The following are the most critical aspects in regards to the minimum practice rule, the regulation in its entirety can be viewed at [www.niaa.com](http://www.niaa.com). Questions should be directed to school site administration.

#### **NAC 386.813 Minimum amount of practice: Pupil. (NRS 386.430)**

1. Except as otherwise provided in this section and NAC 386.815, a pupil is not eligible to participate in a sanctioned sport at a school unless he completes at least 10 days of practice in the sanctioned sport under the direct supervision of a member of the school's coaching staff for that sanctioned sport.
2. Each calendar day, other than a Sunday, shall be deemed 1 day of practice regardless of whether more than one practice is held during that day.
3. Except as otherwise provided in subsection 4, if a pupil participates individually in a state tournament for a sanctioned sport or as a member of a team that qualifies for a state tournament for a sanctioned sport, and if the season for that sanctioned sport extends beyond the beginning of the season for another sanctioned sport in which the pupil participates, the pupil must complete at least 5 days of practice for the other sanctioned sport before he is eligible to participate in that sanctioned sport. A pupil may not participate in a day of practice for a sanctioned sport and compete in a sanctioned sport during that day.
4. A pupil specified in subsection 3 who participates in baseball is not eligible to pitch during any baseball game unless he completes at least 10 days of practice in baseball.

### Practice Sessions

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The coach should be a great communicator to both student-athlete and parent in regards to practice schedule and length of practices. It is professional to stick as closely to the schedule as possible so parents can arrange for transportation and other scheduling needs for their students. Practice schedules should be in writing with copies given to the Athletic Director, student, and parent. Practices are required and athletes are expected to attend. Communication is the key to success. In the event a practice is going to be missed, the athlete must notify the head coach. If this is not possible, the athlete should leave a message and make personal contact as soon as they return. Remember a missed practice is a missed practice and playing time must be earned. Each coach is expected to communicate this to the athletes and list how athletes earn their spots back. It is recommended that **high school practices should not exceed 3 hours.**

Because of the many school teams (boys and girls) using facilities, most practice sessions will be held after school; however, morning practices and some evening practices will have to be held. All vacation / holiday practices should be cleared through the principal or athletic director. **There is no practice held on Sunday, this would include team meetings, films, etc.** Practice sessions should not conflict with the school day or scheduled faculty meetings. Our professional training and experience should guide us as to the length of practice sessions (again they should not exceed 3 hours), taking into consideration the age and maturity of the individual.

## Finals Week

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No games should be scheduled during finals week. Games scheduled for the Friday of finals week are allowed, provided athletes not miss **any time** from the final schedule. Coaches should also be sensitive in regards to practices during final weeks, it is suggested that varsity practices be 2 hours or less, sub-varsity practices 90 minutes or less. Student academic needs should be taken into consideration and late night and early morning practices should be avoided. No off-season activities are to take place during finals week.

## Practice Availability

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All coaches need to understand that reasonable and prudent use of an athletic facility will be scheduled on a priority system consisting of the following:

- In- Season: Sports will receive first priority in the use of athletic facilities
- Preseason: Sports will be given second priority in the scheduling of athletic facilities.
- Other activities: Will be given priority on a first-come, first-served basis.

Scheduling the use of athletic facilities (fields, gyms, courts, weight room, dance room, etc.) will be coordinated through each school's athletic department. Each school should create an "In House Facilities Use Request Form" or something similarly named to help eliminate scheduling conflicts. To schedule a facility during the off-season, a **Facility Request Form** must be submitted to the athletic director a set amount of time to be determined by each school (one month is suggested prior to the requested date). **It is important to note that the AD must communicate well with the Administrator in charge of Buildings and Grounds to avoid scheduling conflicts between athletic programs and other groups requesting the use of the facilities.**

## Safe and Respectful Work/Learning Environment

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This is from the ECSD Procedure Manual; found on the District website.

### **ECSD Procedure – G.B.B.05**

#### **GBB5. Employee Bullying – Safe and Respectful Working/Learning Environment – All Employees**

The District is committed to a safe and respectful learning environment free from bullying, cyber-bullying, harassment, and intimidation. The District prohibits a member of the board of trustees, any employee of the board of trustees, including, without limitation, an administrator, principal, teacher, or other staff member, or any student from engaging in bullying, cyber-bullying, harassment, or intimidation on the premises of any public school, at an activity sponsored by a public school or on any school bus. The District will promptly investigate allegations of such misconduct in accordance with state law and take disciplinary action when appropriate.

It is the intent of this procedure that all persons in the school district are entitled to maintain their own beliefs and to disagree respectfully without resorting to violence, bullying, cyber-bullying, harassment, and/or intimidation. This procedure does not advocate nor require the acceptance of differing beliefs in a manner that would inhibit the freedom of expression, but does require that all persons with differing beliefs be free from harassment and abuse.

The superintendent shall use all reasonable means to inform students, employees, and parents/guardians that the District will not tolerate bullying, cyber-bullying, harassment, or intimidation. The superintendent will provide for the appropriate training of all administrators, principals, teachers, and all other personnel employed by this District. The superintendent will provide for age-appropriate methods of discussing the meaning and substance of this procedure with students.

The District prohibits retaliation against any employee or student because he or she has made a report of bullying, cyber-bullying, harassment, or intimidation, or because he or she has testified, assisted, or participated in the investigation of such a report. Such retaliation is a violation of this procedure prohibiting bullying, cyber-bullying, harassment, and intimidation, and the District will take disciplinary action when appropriate.

No cause of action may be brought against a pupil or an employee or volunteer of a school who reports a violation of NRS 388.135 unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

## HAZING PROCEDURE

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ECSD Procedure – JLA

### Miscellaneous: Hazing or Initiation

The Board of Trustees will not permit hazing or initiating of students in school or on the way to or from school. Any student found guilty of such activity will be immediately suspended.

### Student / Parent Agreement Concerning Hazing

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The Elko County School District supports only those athletic activities which are constructive, educational, inspirational, and that contribute to the personal development of student/athletes. The Elko County School District unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, or ridicule.

### Definition

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“Hazing” means an activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into, or affiliation with, a student organization, academic association or athletic team at a high school, college or university in this state. The term:

- a. Includes, without limitation, any physical brutality or brutal treatment, including, without limitation, whipping, beating, branding, forced calisthenics, exposure to the elements or forced consumption of food, liquor, drugs, or other substances.
- b. Does not include any athletic, curricular, extracurricular or quasi-military practice, conditioning or competition that is sponsored or approved by the high school, college or university.

NRS 200.605(4)

Actions and activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse the student/athlete regardless of the person’s willingness to participate.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, or publicly indecent, contrary to his/her genuine moral and/or beliefs, e.g. lewd conduct or public profanity.
- Any activity or action that creates a risk to the health, safety, or property of the Elko County School District or any member of its surrounding community.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate in.
- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not in accordance with the ECSD dress code procedure or what is not generally considered to be in good taste.

- Assigning or endorsing “pranks” such as stealing or the harassment of another organization.
- Degrading or humiliating games or activities that make the member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

This procedure/regulation shall be in effect from the time a student athlete first participates in a NIAA sanctioned sport and shall remain in effect until the student graduates from high school.

*If, after an investigation by the school, which would include the ECSD Coordinator of Athletics and Activities, and could include police, it is determined that the student/athlete is in violation of this procedure, then the student/athlete will be subject to disciplinary action by the school. Each individual school site will determine the type and duration of consequences based on the decision of the school’s administrative team.*

## Substance Abuse

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### Drug, Alcohol and Tobacco Possession, Use, Abuse and Penalties

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#### ALCOHOL, TOBACCO AND OTHER DRUG POSSESSION, USE, ABUSE and PENALTIES PROCEDURE

Participation in NIAA sanctioned sports is a privilege and responsibility which requires all participants to adhere to athletic training rules imposed by the school district and member or affiliate school the student attends and represents. Adherence to training rules ensures that all student-athletes are in top physical condition, minimizes potential for injury, and further ensures that all member and affiliate school athletic teams are appropriately represented by their student-athletes. Therefore, the possession or use of any controlled substance, designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e-cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician by a student athlete, whether it occurs on or off of school property, is prohibited and shall result in the penalties set forth herein.

*This regulation shall begin once our son/daughter begins participation as a student athlete in high school athletics. This procedure remains in effect for every calendar school year during the course of his/her high school career and when he/she is directly involved in a school activity occurring at any time (summer leagues / camps, etc.). This procedure remains in effect regardless of whether our son/daughter is currently participating on a high school athletic team.*

a. Definitions The following terms or phrases shall have the meaning ascribed to them for purposes of interpreting this Procedure.

1. Competitive Week – means a seven (7) day period of time beginning with the **first scheduled competition** after a violation occurs in which a student athlete is participating as a member of an athletic team for a member or affiliate school, and in which that team is officially competing in NIAA sanctioned competition.



2. Controlled Substance – includes any mind altering substance or beverage set forth in Schedule I-V of the list of Controlled Substances as identified by the office of the Drug Enforcement Administration or as set forth in 21 U.S.C. §812.
3. Period of Suspension – means a student athlete is prohibited from appearing in any NIAA sanctioned sport or event as a member of an athletic team or in individual competition. A suspension from athletic competition begins with the first scheduled competition after a violation occurs. A student athlete who is suspended under this regulation who does not serve the entire period of suspension during the sport season in which suspension occurs shall serve any remaining period of suspension during the next sport season in which the student athlete appears on a NIAA roster. *If a violation of this regulation occurs during a time when a student athlete does not appear on a NIAA roster, the suspension will only be satisfied the next sport season on a team in which the student athlete has previously appeared on a NIAA roster as a member in good standing.* Attendance in a summer school class shall not apply toward satisfying any period of suspension.
4. Possession means a student / athlete who is in actual physical control of alcohol, tobacco or a controlled substance, **designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e-cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician.**

b. Possession or Use of Tobacco/Alcohol/Controlled Substance/Narcotics. Any student athlete determined to be in possession of, or to have used tobacco, including smoking tobacco, chewing tobacco or snuff, an alcoholic beverage (as defined by NRS 202.020 **and any relevant local ordinances**), controlled substance and/or narcotic **designer or synthetic drug or naturally occurring drug, alcohol or any tobacco products, e-cigarettes or other product that delivers nicotine or mimics the reaction of nicotine without a prescription from a physician** (unless prescribed by the student athlete's physician for medical purposes), is in violation of this procedure. If after an investigation by the school it is determined that the student athlete is in violation of this regulation the student athlete shall immediately be declared ineligible to compete in any NIAA competition beginning with the first scheduled competition after a violation occurs. Additionally, the student athlete shall be subject to the following discipline:

1. First Violation: a six (6) competitive week suspension from participation in interscholastic competition *from a sport in which the student's name has appeared on any NIAA roster*, beginning with the first scheduled competition after the suspension occurs. Four (4) competitive weeks of the suspension of eligibility may be waived if the student successfully completes all components of the appropriate substance abuse intervention program set forth in subparagraphs (d) (1) (A) and (d) (1) (B) below. The student may practice with the team during the period of suspension if approved by the coach and principal.
2. Second Violation: The student shall be suspended from interscholastic competition **from a sport in which the student's name has appeared on any NIAA roster for a minimum of ninety (90) school days** which shall include a minimum of six (6) competitive weeks of competition. The student shall not be allowed to practice with the team, or participate in any out of season activities and must complete the requirements set forth in subparagraphs A and B below, in order to be considered for reinstatement of future athletic eligibility, which shall be determined following **the ninety (90) school day** suspension of athletic eligibility by a group composed of one of the student's parents/legal guardians, the school principal, athletic director, coach and a substance abuse program coordinator.

1. A substance abuse evaluation assessment conducted by a licensed alcohol and drug counselor at the expense of the parent/legal guardian of the student must be completed within ten (10) school days following the suspension and all assessment recommendations must be satisfactorily met before athletic eligibility may be reinstated.
2. The student must successfully participate in all sessions of the appropriate substance abuse intervention program set forth in subparagraphs (d) (1) (a) and (d) (1) (B) below, and successfully complete a minimum of ten (10) tobacco or alcohol/drug related support sessions.
3. Third Violation: The student shall be ineligible to participate in interscholastic athletics for the remainder of the student's high school career.
4. Appeal: A student that serves their third violation and still has more than one year of remaining eligibility can appeal through the NIAA Board of Control. Both the students and his / her parents must attend this meeting of the Board to present their appeal.

c. Cumulative Effect of Suspensions: Multiple suspensions of a student athlete's athletic eligibility based on violations of this Regulation shall be considered as cumulative over the length of each student athlete's high school career, 9<sup>th</sup> through 12<sup>th</sup> grade.

d. Substance Abuse Intervention Program: Any student who has been suspended from athletic eligibility for violation of the provisions of this Regulation and whose future athletic eligibility is contingent on successful completion of a Substance Abuse Intervention Program, or whose suspension of athletic eligibility may be reduced through successful participation in a Substance Abuse Intervention Program, shall complete the Substance Abuse Intervention Program developed by the NIAA.

1. Successful completion of the Substance Abuse Intervention Program shall require, at a minimum:

1. The completion of a web-based video or DVD program approved by the NIAA or school district specific to the nature of the student athlete's offense, by the student athlete, and his/her parent(s) or legal guardian(s), as demonstrated by the successful completion of an assignment on the content of the above mentioned program(s) by the student athlete and his/her parent(s) or legal guardian(s).
2. The completion of a minimum of an eight (8) hour assignment selected from a list of ten (10) possible assignments by school personnel. Successful completion shall be determined through a meeting between the student athlete, his/her parent(s) or legal guardian(s), the head coach of the sport in which the student athlete was participating at the time of offense, and the school counselor or dean of students.

**All investigations and penalty enforcements will be conducted by the school and / or district with support through the NIAA office**

## Transfers

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### **NAC 385B.716 Presumption of ineligibility of pupil who transfers to another school. ([NRS 385B.060](#))**

1. Any pupil who transfers to another school is presumed ineligible to participate in any sanctioned sport at the school to which the pupil transfers for 180 school days.
  2. The presumption set forth in subsection 1 applies to a pupil who transfers from:
    - (a) A school to another school within the same school district that has established zones of attendance for pupils who reside within that school district;
    - (b) A school district to another school district; or
    - (c) A public school to a private school, a private school to a public school or a private school to another private school within the zone of attendance.
  3. Except as otherwise provided in subsection 4, a pupil or a parent or legal guardian of the pupil may rebut the presumption set forth in subsection 1 by filing an appeal pursuant to [NAC 385B.900](#) to [385B.924](#), inclusive.
  4. A pupil or a parent or legal guardian of a pupil may not rebut the presumption set forth in subsection 1 if the pupil transferred to another school within 1 year after the pupil:
    - (a) Participated in an athletic event as a member of a team that is affiliated with the school to which he or she transferred, including, without limitation, an athletic event sponsored or conducted by the Amateur Athletic Union, the American Legion or a similar organization specified by the Executive Director; or
    - (b) Received any athletic instruction from a person who is affiliated with that school.
- (Added to NAC by NIAA by R206-03, eff. 11-2-2004; A by R147-10, 5-5-2011; R040-11, 12-30-2011) — (Substituted in revision for NAC 386.784)

## Transportation

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The following guidelines are to be used when transporting students to an Elko County School District athletic event/activity. These procedures were developed for the protection of the student, coaches, advisors, and athletic directors and activity advisors of our school district. It is the philosophy of the Elko County School District that when at all possible, students be transported both to and from athletic events and activities by the Elko County School District Transportation Department. If there are any questions, or if unusual circumstances occur, please contact either the Student Activities Office or the Transportation Department for procedure clarifications.

## Use of District Transportation

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Transportation arrangements will be made through the site athletic administration office. Head coaches should review the travel requests prior to the beginning of the season to be sure everything is in order. Any requests for school vehicles should be approved and submitted by the site athletic director or athletic administrator.

In addition to the bus driver (coach or district driver) at least one coach must be on every bus. It is the responsibility of the head coach to insure busses are returned to the bus garage clean and in good condition.

There will be no district transportation for summer programs.

Schools should make every effort to coordinate bussing to reduce district transportation costs when traveling to the same location.

Out-of-State trip requests must be submitted to the District office no later than the Monday of the preceding week of the board meeting that precedes the contest.

## Required Student Rosters

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- Rosters are **required** on all trips. Use the roster on Register My Athlete (RMA) or the example “**Transportation Roster**” provided in the appendix.
- If more than one (1) bus is used, all of the buses need a roster of the students riding each particular bus. Two (2) rosters should be in the coach’s possession on each trip, one going and a separate one for the return trip. The return trip roster should indicate which students have been signed out by their parents and will not be returning on the bus. Please use the “**Transportation Roster**” provided in the appendix.
- A **Transportation Roster** must have each student’s name. If the trip is a drop and return, a different bus may do the return, and it will be necessary to have a roster for both drivers. Again, the coach should update the return roster because some students may have been taken home by their parents. (Use the Transportation Roster provided in the appendix; there is a column for parent sign out.)
- All coaches must have a more detailed roster including student’s name, address, telephone number, age, and insurance information.
- A master team roster could be produced prior to the season starting and then adjusted for each trip.
- Students are not to fill out the rosters themselves.

## Trip Itinerary

- Coaches are required to submit a detailed itinerary to Transportation Department prior to departure.

## Use of multiple passenger vehicles (MPVs)

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If a group is planning on using district MPVs or MPVs obtained through a rental agency, the following guidelines must be followed:

- All drivers **must** be 21 years of age or older and hold a current and valid driver's license.
- All drivers must be cleared to drive by providing a copy of his/her Department of Motor Vehicles driving record. This should be sent to the Elko County School District Transportation Department or the athletic administrator of the school to obtain authorization to transport students. **THIS MUST BE DONE ANNUALLY and should be done well in advance of the trip; plan on three (3) weeks turn around.**
- All drivers must complete the Defensive Drive course.
- A driver will not be allowed to transport students if he/she has been convicted of three (3) moving traffic violations within the past two (2) years. Also, this request will not be approved if the driver has been convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past ten (10) years **or has a violation code 400 or higher.**
- Drivers and passengers shall **wear seat belts at all times** when vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
- **Only school district employees can drive district vehicles or rented vehicles.** Volunteer coaches are allowed to drive district vehicles or rented vehicles as long as they have completed all procedures for district hiring of volunteer coaches.
- **When vehicles are rented, schools should purchase additional insurance for liability and damage to vehicle.**

## Personally Owned Vehicles

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ECSD Procedure – JGDAA

Student Welfare: Student Transportation: Use of Personally-Owned Vehicle to Transport Students: Employees, Volunteers, Parents

1. Before personally owned vehicles may be used to transport students on district sponsored field, activity, athletic trips and practices, a request for the use of district and/or commercial transportation must be made to the administrator of transportation or Superintendent. On approval of the Administrator; employees, volunteers and parents may transport students in personally owned vehicles to these events subject to the conditions described in 2., below. A parent may transport his/her own child(ren) when district or commercial transportation is used if prior written notice has been submitted in person by the parent to the school's principal or principal's designee.

- Transportation contracts: Refer to Section J.G.D., 2-8.

2. Authorization for an employee, volunteer or parent to transport students on any district sponsored field, activity, athletic trip or practice in a personally owned vehicle is subject to:  
(a.) Administrator of transportation and/or principal's approval.

(b.) Current state of Nevada's driver's license.

(c.) Department of Motor Vehicles driving record check.

- An employee, volunteer, or parent will not be allowed to transport students in his/her personally owned vehicle if he/she has been:
  - Cited for three moving violations within the past two years.
  - Convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past five years.

(d.) On file in central office and district's insurance carrier office, copy of his/her auto insurance proof of insurance card issued to them certifying that minimum limits are carried as required by N.R.S. 485.105.

3. Transporting injured students.

Students injured on district premises or district sponsored activities and in need of emergency medical attention should be transported by parent, ambulance, or emergency vehicle to the doctor or hospital. In the event a parent cannot be contacted and ambulance/emergency vehicle transportation is unavailable, an employee (accompanied by another employee when possible) may transport an injured student to the hospital in district owned vehicles.

4. Drivers and passengers shall wear seat belts at all times when vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.

5. Coverage.

When an employee, volunteer, or parent drives his/her personally owned vehicle to transport students on properly authorized school business within the scope of his/her assigned duties, his/her personal insurance would be primary coverage in the event of an accident. The district's insurance would provide secondary coverage.

6. In-state and out-of-state travel.

(a.) In-state:

- Students may be transported in personally owned vehicles to locations in Nevada subject to the conditions described in 1. on preceding page.
- Travel arrangements for all field, activity, athletic trips and practices in which personally owned vehicles are used, must be coordinated through the central office transportation staff.

(b.) Out-of-state:

- Students may not be transported on out-of-state trips in any personally owned vehicle without Superintendent or Board approval.

When an employee drives his/her personal vehicle to transport students on properly authorized school business within the scope of his/her assigned duties, the following guidelines **must** be met. **All drivers must fill out an Elko County School District Transportation Department Annual Request to Transport Students.**

- All drivers must be 21 years of age or older and hold a current and valid driver's license.
- The driver must provide evidence of current automobile insurance with limits equal to or greater than those required by the State of Nevada.
- A driver will not be allowed to transport students if he/she has been convicted of three (3) moving traffic violations within the past two (2) years. Also, this request will not be approved if

the driver has been convicted of driving while intoxicated or under the influence of drugs or reckless driving within the past ten (10) years, ***or has a violation code 400 or higher.***

- Drivers and passengers shall **wear seat belts at all times** when the vehicle is being used for district purposes. The number of passengers will be limited to the number of seat belts in the vehicle.
- **Students may not be transported on out-of-state trips in any personally-owned vehicles.**

## State Travel Accommodations

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### **Out of Town Lodging and Meals**

When team members are required to stay in motels/hotels overnight, the team members may or may not be responsible for paying the cost of the rooms. Team members will be responsible for their own meal money.

A coach or adviser may determine room assignments for away activities. The coach or advisor will designate eating facilities and menus. When personnel suspicion exists regarding violation of school or NIAA rules, a coach or advisor may examine student belongings. Students will, at all times, be under the direct supervision of a coach or advisor. In the event that disciplinary action is warranted, the coach or advisor will administer the discipline on site. Parents will be notified of the circumstances and disciplinary actions taken immediately or once the team has returned home.

It is the coach's/advisors responsibility to check individual room assignments upon checking out of lodging facilities to determine the condition of the rooms. **Student athletes and parents will be responsible for damages in the event it is determined that items are taken or broken from living quarters, such as motels/hotels.**

## Release to parents

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**BARRING EXTENUATING CIRCUMSTANCES, ELKO COUNTY SCHOOL DISTRICT HIGHLY RECOMMENDS MEMBERS OF ATHLETIC TEAMS TO USE SCHOOL PROVIDED TRANSPORTATION TO AND FROM ALL AWAY GAMES.**

Exceptions may be made in the following circumstances:

1. Parents or guardians may transport team members home after away games. Parents or guardians must notify the coach **IN ADVANCE** that the student has a ride home. Submit to the school's athletic administrator/athletic director a completed copy of the **ECSD Request for Release of Student to Parent\***.
2. Requests for exceptions must be made in writing from the parent or guardian before the activity takes place.

3. Under **no** circumstances shall a student athlete ride to away game sites and home from an away game site with another student unless prior authorization is made with the athletic director and/or principal.
4. It should be understood that students are responsible for personal belongings when traveling to away game and activity sites. Students need to be reminded to place their belongings in a secure place.

#### Release to Person Other Than Parent

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Parents may also request **prior to a specific event** that their son/daughter be released to a relative or friend after an event; however, the procedure for doing so is meant to discourage those from using it unless absolutely necessary. Please do the following exactly: Submit to the school's athletic administrator/athletic director a completed copy of the **ECSD Request for Release of Students to Another Adult\***. The coach should not release the student unless they have been directed to by Administration or the Athletic Director. The Athletic Director should verify this form's authenticity with a call to the parent or meeting with the parent. A copy of the form is given to the student athlete (signature of AA/AD required) and the original is kept on file in the Athletic office. **Again, this must be done prior to the event.** The person transporting the student must discuss the release with the coach or administrator at the site of the activity, and present a copy of the form that has been approved by the Athletic Administrator, Athletic Director, or Principal. Without the form the student cannot be released to anyone other than their parent/guardian.

#### Overnight Trips- Regulations for Supervision of Overnight Travel

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No student group in grades 9-12 shall go on any overnight trip, except for regularly scheduled interscholastic sports and annually planned approved co-curricular activities, without first having secured approval of the Board of Trustees and/or the Superintendent.

Overnight travel in grades 7-8 will be limited to co-curricular activities as identified in Elko County School District Procedure IDF and must be approved by the Board of Trustees.

Overnight travel will not be allowed for grades K-6.

For any trip, responsibility and approval will be contingent upon travel by regular school conveyance, or school-contracted conveyance, and parental consent for participating students.

A. Planning:

The primary procedure in planning either of the above mentioned events is to be certain the school administration is made aware of the upcoming event. This is very essential so approval on the district level may be forthcoming, if necessary, and all personnel in administrative capacities shall be apprised of plans as they are finalized.

B. Financial Arrangements and Procedures:

Financial arrangements must be made in advance as a primary part of the upcoming excursion. It is essential that adequate financing is available from various sources before finalizing of plans can be made. Deficit financing is not approved except under certain conditions which must be cleared by the administration. School funds cannot be used for any trip unless said trip is a totally sponsored



school activity or trip. For example, if a certified or noncertified employee is going to take a group of students on a non-school sponsored activity, no school funds may be used.

C. Transportation:

This part of the plan must be cleared well in advance of activity through administration in order that provisions can be made with district officials for making adequate facilities or equipment available for the planned trip.

D. Meals and Lodging:

Arrangements for the above will have to be made to assure accommodations for students, chaperons, and advisors. These arrangements should be made in advance in order to insure adequate facilities for all concerned at the most economical fees.

E. Chaperons:

Probably one of the most important items concerning a successful travel trip is the securing of efficient chaperons. The chaperons must be willing to act as chaperons and not just as onlookers. They should be given a list of their duties beforehand so there is no question as to their responsibilities. Some of these responsibilities are:

1. Be responsible for students on the assigned vehicle when departing for a destination. Check to see they are all on vehicle.
2. Discipline on vehicle.
3. Responsible for student placement according to advance roster in designated motel or hotel rooms, and responsible for behavior of these students in motel or hotel rooms and also in eating places.
4. All chaperons must cooperate in checking students to see they are in their rooms at the predetermined specified hour.
5. All chaperons must help in providing general supervision at all times from departure to return on each scheduled trip.
6. Persons assigned to drive buses or vehicles are also to aid in all chaperoning functions. Another very important aspect of a successful activity trip is having adequate members (men and women) to insure proper supervision at all times:
  - a. two chaperons per bus
  - b. all girls on bus require two female chaperons, one of which may be a driver.
  - c. all males on bus require two male chaperons, one of which may be a driver
  - d. boys and girls on bus require one male and one female chaperon, not to include the driver.

F. Time Schedule:

It is essential that a time schedule be set up and given to the administration and participants so parents/guardians can be notified of departure time, time for various activities, and return time. This is a requirement so if problems arise the schedule can be checked and people needed can be contacted. This makes for better public relations.

G. Permission:

Permission must be received from parents or guardian, in writing, in order that a student can be granted the privilege of taking part in a scheduled trip. Blanket permission can be granted for interscholastic and co-curricular trips which are part of an established extra-curricular activity schedule. All others require permission for each individual event.

H. List of Participants:

The above is essential in case of an emergency. If any student has parental permission to go home with another adult or parent, and is not coming home on school vehicle, this must be noted on the list. This procedure must be followed for each trip.

I. Completion of Activity Trip:

The excursion cannot be checked off as being completed until all financial aspects of trip have been checked out in the office.

Receipts, etc., must accompany returned cash, if any remains. Gas receipts and bus records must be completed and checked in with the director of transportation at the central office administrative building.

J. All adults acting as chaperones for student trips must be given a copy of Administrative Regulation J.H.F. entitled "Information for Chaperones".

K. All out-of-state travel must be approved by the Board of Trustees. For trips out-of-state, in excess of 400 miles one way, schools must submit proof that an opportunity has been provided for a meeting of parents/guardians of students taking the trip in question for the purpose of informing them of trip details and hearing their input. This shall be in addition to the required parental permission slip. It shall be the responsibility of the campus principal to provide to the Superintendent's Office the following prior to the Board meeting at which approval for the trip is to be requested:

1. Out-of-state Travel Request/Worksheet (This sheet should include a section explaining the educational relevance of the trip being requested.).
2. Documentation that a parental meeting as described above has been held

The Superintendent shall have the discretion to modify any student travel in the interest of student safety. The Board shall be informed of any such modification at the earliest opportunity. Appeals of such modifications shall be heard at the Superintendent level first, then to the Board of Trustees, if necessary.

## Emergency Management at Athletic Contest

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- **HAVE A PLAN.** If something occurs on or near your campus, what actions will the game management personnel perform? Insure that each member of your staff have predetermined roles and responsibilities.
- **IMPLEMENT A COMMAND STRUCTURE.** Who is in charge? How many people are reporting to the supervisors? Insure that the span of control does not exceed five individuals. (See FEMA.gov – Incident Command for Schools)
- **KNOW THE THREATS IN AND AROUND YOUR FACILITY.** Perform a Threat Assessment with your police officers and emergency management official. These people will help the school with emergency plans based on the actual known threats in the neighborhood.
- **ESTABLISH PROPER SIGNAGE.** In the event of an incident, it is important to set the staff up for success. Does the school allow backpacks, or re-entry in the gym or fields? Beverages from outside the facility may contain alcohol or other substances. Any patrons under the influence add problems to your event and the complications in emergencies.
- **MAKE AN EMERGENCY KIT FOR EACH VENUE.** Include in your kit at a minimum, a bullhorn, flashlights, first aid kit, paper, tape, extra batteries, pens, markers, and back up communications.
- **CONTROL THE ACCESS POINTS.** Allowing large numbers of spectators uncontrolled access to your events gives rise to the probability that problems will ensue. Post staff persons at each access point, whether admission is charged or not, to be a point of contact for people in the event something is needed as well as being a deterrent to potentially unruly guests.
- **INSURE THAT THE PUBLIC ADDRESS ANNOUNCER IS FAMILIAR WITH EMERGENCY PROCEDURES.** Provide a binder to the P.A. announcer that they can refer to in the event of an emergency. Provide scripts for the person to read. If power and the P.A. are working, this is the most powerful tool to get people into a safe location. The announcer should also make announcements prior to the beginning of play that include the location of police officers, fire exits, restrooms, concessions and where lost children or first aid can be found.
- **HAVE A COMMUNICATIONS PLAN.** In the event of an emergency, cell phones may not work due to the incident itself or cell phone overuse in a particular area, also due to the emergency. Therefore, school staff must have an alternate means of communication in an emergency.
- **BE AWARE.** There may be times when things do not look right. Inform the coaching staff and game management staff to be vigilant. If it looks weird, it probably is. Report it and be on the safe side.
- **EDUCATE THE COACHING STAFF.** Insure that each member of your coaching staff is familiar with all emergency plans for your facilities. Be sure to include bench clearing incidents, inclement weather (including lightning and wind storms), unruly spectators, and fire. You would not send them into a game without a play book. Give them some training to help them do the right things when things aren't right.
- Know where to access the school defibrillator (AED) unit, if needed.

# *COACHES EXPECTATIONS*

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## **General Guidelines**

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### **A. Coaches' Professional and Personal Relationship and Expectations**

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

- 1). **Rapport**  
A coach must be able to develop good rapport with numerous individuals and community groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and demonstrated competency are invaluable for the coach.
- 2). **Cooperation**  
The district expects the highest level of cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school athletic director, administration, other staff, team and parents.
- 3). **Leadership and Public Relations**  
Diligence, enthusiasm, integrity, honesty and a love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition – all should be exemplary. Public demeanor and decorum should always reflect positively on the school, school district, and athletic department.
- 4). **Discipline**  
Every Elko County School District athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation of discipline and the attitude with which it is implemented is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, to win gracefully, to lose with poise and a positive attitude should be emphasized. Staff, players and spectators should be motivated to achieve established goals as a team and as individual players.

- 5). Improvement  
All coaches must constantly take advantage of opportunities presented for self-improvement. Regular attendance of district meetings, rules clinics, special workshops and training opportunities in specific fields is imperative. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

#### B. COACHING TECHNIQUES

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

#### C. COACHES' RESPONSIBILITIES

- 1) To The Players On The Team

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

The coach should be fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances.

Players have a right to expect coaches to possess current knowledge and skill to instruct players competently and to assess their progress. In addition, coaches should be

able to use strategies and conditioning methods appropriate for the level of competition and maturity of players.

The coach's primary responsibility is to ensure maximum growth of each squad member. In this regard, the safety and welfare of players should always be uppermost in the coaches' minds.

2) To The School District

As a coach, you have high level visibility throughout the community and may have an impact on the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and public communications should always reflect confidence and respect for the Elko County School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

3) To The School

A coach owes his/her school maximal effort and loyalty at all times. He/she should constantly strive for excellence in all areas of his/her school.

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

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

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

4) To the Profession

A coach in the Elko County School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should participate in professional growth opportunities whenever possible.

5) To Fellow Coaches

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

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

The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. Assistant Coaches must fulfill responsibility to the

head coach, the athletes, and the sport itself. Conversely, head coaches are obliged to describe expectations for assistant coaches well in advance of a season.

6) To The Other Coaches In Your School

One must always bear in mind that his or her sport is part of the total athletic educational program of the school. Therefore, it is important to support, promote, and cooperate with all the other coaches and activity sponsors for the well-being of the total program. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

7) To Faculty Members

A coach is expected to cooperate with every faculty member. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test or homework on practice time, that respect for the athletic program, coaching staff and the values of athletics will be significantly enhanced.

8) Physical Plant

Each coach is responsible for the following:

- a) Keeping practice areas and locker rooms in order
- b) Storing equipment and using equipment properly – pride in the equipment and facilities is of primary importance to all athletes and coaches.
- c) Keeping storage areas locked.

## Professional Behavior

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Educators are role models in the classroom, on the practice fields, and during activities and events. The position of role model for the youth of the State of Nevada cannot be taken lightly. It is expected, therefore, that all educators assigned to such positions demonstrate ethical and professional conduct at all times, **to include, but not limited to, all out-of-town, overnight trips, camps and tournaments.**

- A. Alcohol, tobacco, and / or drugs are not to be used when supervising students.
- B. Foul and abusive language, taunting or insulting gestures are not to be used or directed towards students, officials, or any other person associated with the activity or contest.
- C. Abusive physical contact with students is prohibited.
- D. Conduct which may result in fighting or which incites individuals to anti-social behavior is prohibited.
- E. The major portion of coaches' time is spent in teaching. The first responsibility is to meet all their teaching obligations. Their attendance at school faculty meetings and department meetings is mandatory. With cooperation of the administration and the department chairman, the coach may be excused occasionally; however, this should be kept to a minimum.
- F. Please be aware of the NIAA regulation "Ejection from contests".

## Public Relations

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### Parents

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Communication is an important factor in the success of any athletic program. **Coaches are required to schedule a meeting with parents prior to a regular sport season.** This is an excellent opportunity to introduce the coaching staff, discuss coaching philosophy, length of practices, award system, training rules, etc.

The coach must understand that when dealing with parents, they may not always share his/ her views. Try to be objective and stress the positive values of their child's contribution. Never put yourself in a position of being accused of favoritism because of parental pressure.

### Teachers

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The teachers are trying as hard as the coach to help students find a place for themselves in this world. The coaches should develop a working relationship with them; they may provide each other with different facets of boy's or girl's character, intelligence, and abilities.

### Sportswriters

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Coaches must never become involved in or emotional with the sports media about a negative game incident. The printed and spoken word can never be completely retracted. Negative comments about anyone; players, officials, or opponents should be avoided at all costs. Coaches should be friendly with the sports media but this friendship should always be on a professional level.

The HOME TEAM Coach is responsible for reporting results to the appropriate entity.

### Officials

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No competitive contest can be satisfactorily played without an acceptable code of rules and impartial officials. Officials must have the respect and support of coaches and players if they are to do their jobs effectively. On and off record criticisms of officials to players or the public shall be considered unethical. On the day of a game, officials should be treated in a courteous manner.

Derogatory post-game comments should be avoided. It should be remembered that criticism once made can never be retracted. Coaches must assume full responsibility for whatever comments they make.

### Crowd Control

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As directed by the Elko County School District Board of Trustees, each school will help coordinate crowd control measures at each activity and athletic event. Each school will work along with local law enforcement in planning and implementing these crowd control measures. Each coach is expected to be professional in every way and should be a role model and in control of his/ her students at all times. It is hoped that, through a joint effort, all athletic events will continue to be safe for both participants and spectators.



## Selecting the Team

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Choosing the members of any particular squad is the sole responsibility of the athletic coach of that team. The coach must choose the squad members in conformity with the philosophy of the athletic program and utilizing a system that justifies the selection of players. Coaches must allow adequate time for the student to try out for the team. When it becomes necessary to eliminate a player during the selection process, the coach should be prepared to discuss and provide evidence for his/ her reasons with the athlete and/ or parent or guardian. Before starting try-outs, the coach should discuss with all students involved the standards for making the team and the responsibilities and details involved with being a team member.

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in athletics, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing procedure with respect to squad selection, please strive to maximize the opportunities for our students without diluting the quality of the program.

## Cutting Policies

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### Responsibility

- R. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- S. Non-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters.
- T. Prior to squad selection, the coach shall provide the following information to all candidates for the team:
  - A. Extent of try-out period
  - B. The criteria used to select the team and a *written* scoring rubric approved by Athletic Administration *is mandatory* to justify cuts
  - C. Number to be selected
  - D. Practice commitment if they make the team
  - E. Game commitments

### Team Selection

- U. Athletes will have multiple opportunities to demonstrate their skills for their specific sport.
- V. Each athlete will be evaluated with a written scoring rubric addressing the needed skills for that specific sport. (See example in Appendix)
- W. Results of try-outs are not to be posted physically or electronically.
- X. Coaches will discuss alternative possibilities for participation in the sport, or other areas of the activities program.
- Y. If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the athletic administrator.

## Discipline

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Athletes perform in public and represent their teams, schools and community. Therefore, they must be expected to conduct themselves at all times in an exemplary manner. A student who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of the program or welfare of their team or school is subject to discipline, suspension, or expulsion from the activity.

A coach has a unique opportunity to help students understand the need for discipline to develop positive standards of conduct and help students learn to develop self-discipline.

In applying discipline the coach:

- should inform the students of all rules, codes and standards expected of them
- is fair, consistent, but firm, in applying discipline
- is honest in dealing with players
- respects individual differences in players but does not play favorites
- provides disciplined athletes with conditions he/she can meet for corrective action or reinstatement to participation if the situation warrants

## Removing a Student from a Team

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After the athletic squad has been selected only the head coach of a sport may request the removal of a student from a team. An assistant coach is never to remove a student from the team.

Notification to the site athletic administrator must be given prior to the removal of a student from a team. The athlete must be apprised of the Grievance/Appeal Process. When the head coach removes a student athlete from his/her team the coach must prepare the necessary written information to present to the administration pertaining to the removal of the athlete from the squad.

It is expected the head coach will exercise mature judgment and give ample time of consideration before removal of a student from an athletic team.

## Suspensions

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ECSD Procedure – JHGA

Student Activities: Student Extra-Curricular Participation: Suspensions

The sponsor, coach, and/or the administrator shall have the authority to suspend any student participating in any activity of the school, or as a member of any school organization, from the activity or organization, should the student's conduct at any time not be considered exemplary or worthy.

The school principal has the primary responsibility to see that all rules and regulations that students are expected to abide by are given to the students in writing and thoroughly explained before participation in any extracurricular activity.

When a student has received an out-of-school suspension, he/she may not attend or participate in an extracurricular activity including practices, meeting, dances, games, etc. on the day or days of the suspension. In addition, a student so suspended may not participate in the next regularly scheduled game or event.

## Minimum Day/Attendance

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Absence from school the day of or immediately prior to a practice or athletic contest without an exempt absence or a pre-arranged excuse shall eliminate the student from practice and/or game(s). Exempt absences are:

- i Doctor verified medical release.
- ii Pre-arranged educational experiences.
- iii Verifiable family emergencies.

## Awards/ Lettering

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### Athletic Award Requirements

It should be understood that honoring our student athletes with athletic awards is an honor and privilege that should not be taken lightly. **All sports teams will conduct an end-of-season awards banquet.** Student athletes should also be reminded that at High School, receiving such an award is an **effort earned** and not an **effort given**.

Participants in athletics must meet certain criteria before receiving athletic certificates, awards, and letters. Criteria will include, but is not limited to, the following guidelines:

The student athlete must end the sporting season in good standing. This includes the following items, but is not limited to:

1. Finishing the sporting season as a team member
2. Adequate citizenship and sportsmanship is adhered to by school procedure; and
3. All school equipment and uniforms must be returned to the satisfaction of the coach and/or athletic director.

Athletes that quit the team for any reason, or are dropped from the team as a disciplinary action, or in any way fail to end the season in good standing forfeit all available awards for that sporting season.

The coaching staff, athletic director, and principal reserve the right to make the final determination on athlete letter status in the interest of preserving the integrity of the letter award.

The head coach is responsible for communicating to athletes and parents the minimum requirements for earning varsity letter award.

Only one Letter will be awarded to any athlete attending a high school in Elko County School District. When a letter is awarded to an athlete, the athlete will also receive a representative pin for that sport. Athletes who have earned more than one letter for one sport will receive a service bar for each letter awarded.

In the event of injury or other legitimate extenuating circumstances, letters will be awarded on the recommendation of the coach to the athletic director and principal.

Participants who are not in good standing at the end of the sporting season **will not** be eligible to receive division and state awards.

## Fundraising

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Coaches are encouraged to sponsor fund-raising activities to help support their programs. Forms requesting a fund raising activity are available in the Athletic administrator's office and must have his/her signed approval before the scheduled date of the activity. All monies generated from any fundraiser must be turned in to the Finance office no later than the day monies are collected.

## Booster Clubs

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It is the responsibility of each individual school to organize and support their own Booster Club. All booster clubs must have the approval of the school site administration.

## Hiring of Coaches

### Hiring Procedures–COACHES (District Allocated Positions)

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**Hiring of Coaches-** *The hiring of quality and qualified coaches is perhaps one of the most important responsibilities that the Athletic Administrator and Athletic Director can make. A quality coach can make a school and athletic department look great. A questionable or under qualified coach can create a substantial amount of problems. The site principal will assign extra duties annually at his/her own discretion. Coaches receive a stipend at the successful completion of the athletic season. The Hiring Procedures are listed below. All questions on hiring procedures should be directed to the Human Resources office*

**Coaches must be 21 years of age or older. If there is no qualified coach that meets the minimum age a written request may be sent to Human Resources for approval of a younger qualified coach.**

- 1) New coaches must fill out all required ECSD forms.

#### **CURRENT DISTRICT EMPLOYEES- NEW TO COACHING**

Coaches already currently employed with the District, i.e., substitute teachers, bus drivers, etc. are required to fill out all required ECSD forms.

**NON-CONTRACTED EMPLOYEES-** These are coaches who coach year after year on an ongoing basis, but hold no other position with ECSD. If there is a break in service of a year or more, **ALL** of these coaches must be fingerprinted again upon re-hire.

### Hiring Procedures – COACHES (VOLUNTEER/STUDENT ACTIVITY Positions)

---

**Hiring of Coaches-** *The hiring of quality and qualified coaches is perhaps one of the most important responsibilities that the Athletic Administrator and Athletic Director can make. A quality coach can make a school and athletic department look great. A questionable or under qualified coach can create a substantial amount of problems. The site principal will assign extra duties annually at his/her own discretion. Coaches receive a stipend at the successful completion of the athletic season. The Hiring Procedures are listed below. All questions on hiring procedures should be directed to the Human Resources office*

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## Coaches Education

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### Coaching Requirements:

NAC 385B.798 / OLD NAC 386.832 - Coaches: Required certification and courses. (NRS 386.430) A person is not eligible to coach for a school unless he or she is certified in cardiopulmonary resuscitation (CPR) and completes the following courses, or the equivalent of those courses, offered by the National Federation of State High School Associations or the American Sport Education Program:

1. Fundamentals of Coaching, offered by the National Federation of State High School Associations or Coaching Principles, offered by the American Sport Education Program;
2. First Aid, Health and Safety for Coaches, offered by the National Federation of State High School Associations or Sport First Aid, offered by the American Sport Education Program: and
3. Concussion in Sports, offered by the National Federation of State High School Associations. (Must be renewed every three (3) years)

**NOTE:** all newly-hired teacher coaches no longer have one year from the date of hire to complete the Nevada Coaching Education Program (NCEP) requirements. NOTE: CPR/AED training does not qualify as an eligible first aid course. You must have one of the first aid courses listed above (or equivalent) to satisfy the NCEP coaching requirements.

**NOTE:** *Equivalent* (as mentioned in NAC 386.832): The SFA (Sports First Aid) class requirement is “waived” (W) if a coach is a registered EMT or has taken one of the following: a) American Red Cross Sports First Aid or Sports Injury class(es); b) PREPARE (National Center for Sports Safety); c) American Heart Association HeartSaver First Aid. Documentation is required. The CP (Coaching Principles / Fundamentals) class requirement is “waived” (W) if a coach has a degree (major or minor) in Coaching or Physical Education from an accredited institution. Transcript must accompany waiver request.

## Off-Season Philosophy

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The philosophy of the Elko County School District (ECSD) is to provide an atmosphere where student-athletes have an opportunity to participate in a broad range of activities. As stated in the NIAA handbook, “A pupil must not be compelled to participate in preseason or postseason programs, and the student-athlete must be permitted to choose his or her activities without the persuasion of any member of the coaching staff.”

This philosophy encompasses working toward group cohesion among each school’s coaching staff with an emphasis on developing working relationships based on respect and loyalty. We wish to establish a coach’s common goal of providing programs that are in the best interest of the student-athlete.

With this goal in mind, we have established guidelines related to non-contact periods between coaches and student-athletes. The purpose of establishing an off-season procedure is as follows:

1. To create definable seasons of competition which allow student-athletes to participate in various activities without coaches feeling the need to “compete” for athletes within each individual school.
2. To discourage “sport specialization” in which students are deprived of the opportunity to participate in a variety of extracurricular experiences which high school exploratory life stage provides.
3. To create a window which protects some personal time for students and coaches between activities.
4. To prevent the exploitation and “burn out” of participant athletes and coaches.
5. To provide the opportunity for families to clearly define times for various family functions.

The ultimate goal of this procedure is to encourage the development of multi-sport athletes within the ECSD.

### Off-Season Guidelines for the Elko County School District

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Below is a list of guidelines all head coaches, assistant coaches, and volunteer coaches within the ECSD will follow in order to meet the above stated purposes and promote the development of the multisport athlete and a cohesive athletic department:

1. Coaches are not to have contact with athletes until the “allowable contact time”- the week before the official start date through the Monday three weeks after the official NIAA starting date for the individual sport season. This does **NOT** include summer time activities. Preseason meetings with student-athletes are allowed.
2. **“NO CONTACT”** means that ECSD head coaches, assistant coaches, and volunteer coaches are only to have contact with the athletes in their sport during the defined “allowable contact time” noted above. This “no contact” period includes any and all off-campus as well as on-campus sport specific activities.
3. Coaches are permitted to participate in intramural activities, which are sport specific, only during the “allowable contact time.”
4. Off-season guidelines and “no contact” policies DO NOT apply to summer activity. Summer activity is defined as “the period of time from the last day of spring sport competition until the officially scheduled NIAA *dead period for fall sports.*” This summer period would be considered “allowable contact time” for off-season training.
5. Athletes currently participating in a NIAA sanctioned sport representing the ECSD are not allowed to be involved with another coach’s off-season program, even during allowable “contact” time.
6. Athletes who quit or who are dropped after cuts have been made (for any reason), from an in season sports team, will not be permitted to participate in an off-season activity until the last scheduled conference game of that current sports season. An appeal can be submitted to each school’s athletic director’s office.
7. Head coaches, assistant coaches, and volunteer coaches are highly encouraged to coach other sports during their sport’s off-season. In doing so, not only are coaches helping to support

another coach's program, but they are also sending a positive message to our student-athletes that they support our philosophy of developing the multi-sport athlete.

8. Coaches are to refrain from coercing athletes to not play another sport so they can specialize and participate in their sport's off-season program. Any coach found promoting such activity will be reprimanded and such actions could be grounds for termination from their coaching responsibilities.
9. Incoming freshmen should not be allowed to participate in any high school off-season sports program until the completion of the middle school track season during their 8<sup>th</sup> grade year. The exception will be a middle school sports camp sponsored by the high school (not to exceed 3 days) and this camp must be held at a time where it does not conflict with any middle school sports. Any meeting/practice must be held at the middle school, or late enough that parents can provide transportation to the high school for their student.

## Disciplinary Consequences for Coaches

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Failure to comply with the established ECSD athletic philosophy and guidelines will result in disciplinary administrative action involving the following steps:

1. A conference held with athletic administrator, athletic director, and building principal. The school can impose an immediate 1 game suspension.
2. A conference held with athletic administrator, athletic director, and building principal to determine possible removal from current coaching position.

## NIAA Guidelines for Participation in off-season activities during the summer

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As the school year draws to a close, each year many schools call and request guidelines regarding off-season participation during the summer. Please review NIAA Regulation (NAC 386.696) Participation in out-of-season activities in the NIAA handbook for more information.

### **Key Issues:**

1. A student can participate in any activity if the following criteria are met:
  - a. It must be voluntary on the student's part and not a prerequisite for tryouts or team selection.
  - b. The activity is conducted to improve his/her ability to participate in the sanctioned sport.
  - c. The activity is not conducted during the week before or the week of tryouts for another sanctioned sport (this is exact NIAA language). The ECSD extends the period an additional 2 weeks to include no contact until the Monday three weeks after the official start date for either fall, winter or spring sports. Each individual school can institute a longer dead week period with the approval of their principal.



### **Legal Out-of-Season Equipment:**

1. Footballs
2. Football Shoes
3. Shorts and sweatshirts
4. **Other Football Equipment for camp purposes only.** The use of a helmet and shoulder, hip and thigh pads, and any other equipment is allowed with the following restrictions: they can be used for a sanctioned camp during the last 2 weeks of June through the first 2 weeks of July and only for 7 consecutive days. This is an NIAA procedure and any questions regarding this **very specific procedure** should be directed to Student Activities.

### **Illegal Out-of-Season Equipment:**

1. Helmets, shoulder, hip and thigh pads, and all other protective equipment other than during a sanctioned camp as described above.
2. Blocking dummies, sleds or similar devices.
3. Proof of adequate insurance coverage should be required before any participation in a non-school activity that involves a school coach and members of an in-school team.

All schools that fall under NIAA membership are required to enforce the rules and policies set forth. Violation of these policies by member schools can and will result in the maximum fines and the school may be placed on probation.

It is not the purpose of the administration of the ECSD to restrict the ability of our coaching staffs or athletes to develop competitive and successful teams. It is however, our philosophy to encourage multisport athletes, the sharing of athletes within the athletic program, and the prevention of “burn out” for both athletes and coaches. It is also our intent to establish cohesive athletic departments based on cooperation, not separation.

**When participating in off-season workouts, the coach should make sure the athlete has on file with the Athletic Office current insurance, physical form and off-season conditioning form, and the coach should always have the Athletic Emergency Contact Form on file for each athlete prior to allowing them to participate.**

## Participation Limits

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The school expects athletes to play only for the school team they attend. Playing for another team or participating in other activities creates conflicts with school practices and/or games. Eligible students may participate in only one NIAA athletic endeavor per season (fall, winter, and spring).

# *APPENDIXES*

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## Pre-Season Head Coaches Checklist

Before the season officially begins all head coaches must complete and turn in the following checklist, accompanied with all materials given to parents and players.

1. Confirm coaching staff (paid or volunteer) including home address, telephone number, email address and social security number. Be sure that the Athletic Director has all of this information. Confirm the completion of required district applications for all assistant/volunteer coaches and has their badge.
2. All coaches must have CPR training and hold a current certification prior to the first practice.
3. Confirm that you have all of your equipment/uniforms for the upcoming season.
4. Review the scrimmage/game schedule and submit corrections to the AD if necessary. AD will make all final game changes.
5. Review the transportation schedule and submit changes to the AD as soon as possible.
6. **BEFORE** any student can participate in any tryout/practice/pre-season workout, make sure he/she is cleared by the office to participate. Check with the Athletic Secretary if you have questions about who has, or has not, been cleared. **Coaches are personally responsible for making sure that athletes DO NOT practice until they are cleared by the office.**
7. Submit tryout/pre-season workout schedule, dates, times, and locations to the AD prior to your first tryout/preseason workout.
8. Submit a roster of athletes (including managers) listed in alphabetical order to the Athletic Secretary by the end of the first week of practice. Also include height, weight, year, jersey/uniform number and position (if applicable) and provide a detailed practice schedule.
9. Prepare a procedure handbook (ex. Team Rules and Disciplinary Procedures) for your sport to be distributed to your teams and their parents. Provide a copy of your procedure handbook to the AD, and the Athletic Administrator.
10. Submit a sportsmanship plan for your program based off the NIAA Standards of Conduct for teams and participants.
11. Submit a working budget for your season, listing all fund-raisers, and expenditures for the year.
12. Obtain medical travel kits from the Athletic Trainer for all squads (if applicable).
13. Arrange for a picture day to be held within the first 4 weeks of your season.
14. Meet with the AD to express needs or concerns about playing surfaces for your sport (i.e. football field, big gym, etc.)
15. Conduct pre-season meeting with the coaching staff to review policies, expectations, and compensation.
16. Review rulebook and casebook for your sport. Familiarize yourself with new rules and points of emphasis.
17. Obtain necessary keys for you and your assistants from the building administrator or AD.
18. Submit any and all other forms required by the school or district. This includes personal transportation forms, building use, substitute teacher requests, etc.
19. Submit all overnight/field trip packets if your schedule has overnight trips. This includes ECSD Activity Overnight Trip Form, itineraries/contact information, and parent notification.
20. Organize managers, statisticians and filmers.
21. Awards night date – set for end of season awards for all levels of the program. Submit all facility use forms if using the school campus for your event.
22. After selection of teams – activity excused lists for each level of your program – submit to athletic secretary or director.

## Award Banquets

1. Head Coach
    - a) Thank everyone who helped with your season.
    - b) Keep comments about the season brief and positive.
    - c) Make sure every player is introduced by name.
    - d) Comments about each player should be brief and positive. Keep most comments for seniors.
    - e) Do the talking for your team. Conduct the awards portion of your program.
    - f) Do not announce next year's captains.
  2. Reserve/Freshman Coach
    - a) Thank people special to your season.
    - b) Comments about your season should be brief, positive. Save time for the varsity coach to make most of the comments.
    - c) Introduce each player by name. Save time by calling entire team forward together, then introducing each player.
  3. General Guidelines
    - a) Unexcused absent players - no comments, please.
    - b) Public predictions or announcements of next year's varsity players are unfair to underclassmen. Everyone deserves a chance to make varsity.
    - c) There are parents in the audience who care only about their athletes. Play by play descriptions of a season makes your presentation drag and takes time away from honoring the teams.
    - d) Be positive - no excuses need to be made for anything.
    - e) Double check names, grade level, jersey numbers.
  4. Comments to avoid
    - a) Talking about the past (coaches or players)
    - b) Predictions about the future (they can haunt you)
    - c) Anecdotes not appropriate for a more formal awards ceremony
    - d) Recruiting for next year's team - it makes this year's players feel inadequate
    - e) Talking about other teams or other schools on any level
    - f) We are not inferior to any team we play.
    - g) Season review - keep it short and positive. You have a captive audience.
    - h) If you plan to resign from your coaching position, please do not announce this at the awards night.
  5. Awards
    - a) Coaches should keep the certificates, letters, pins, bars, 4-year, conference, district or state awards. Four-year plaques are for earning four varsity letters in a sport. Most Valuable and Most Improved and other special awards authorized for your sport should be given at the end of your presentation.
    - b) EVERY SEASON IS A SUCCESS!
-

**Elko County School District**  
**Athletic Transportation Bus Roster**

School: \_\_\_\_\_

Sport: \_\_\_\_\_

Coach's Name: \_\_\_\_\_

Student Name	Signed out by parent

# Elko County School District



Superintendent's Office  
Telephone: (775) 738-5196 • Fax: (775) 738-5857  
P.O. Box 1012 • Elko, Nevada 89803

## REQUEST FOR RELEASE OF STUDENT TO PARENT

<b>Student Name:</b>	
<b>Activity:</b>	
<b>Location of Event:</b>	
<b>Date of Activity:</b>	

The student is in the custody of the Elko County School District and its employees ("District") on a trip for a school-sponsored activity. The undersigned parent/legal guardian of the STUDENT requests the District to release the STUDENT into custody of the undersigned personally. From the time of release, the District shall have no further custody, care, responsibility or liability with respect to the Student.

<b>SIGNATURE OF PARENT/LEGAL GUARDIAN</b>	
<b>DATE</b>	

.....

### APPROVAL BY ADMINISTRATOR

<b>Signature:</b>	
<b>Date:</b>	
<b>Notes:</b>	

## REQUEST FOR PERMISSION TO RELEASE STUDENT TO NON-PARENT/GUARDIAN

\_\_\_\_\_ is in the custody of the Elko County  
Student Name

School District and its employees.

We, the parent(s)/guardian(s) of \_\_\_\_\_ request that the  
Student Name

District release him/her into the custody of \_\_\_\_\_.  
Name of Person Student being released to

From the Time of such release, the District shall have no further custody, care,  
responsibility or liability with respect to this student.

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Signature of Parents/Guardian Date

STATE OF NEVADA )

) ss.

COUNTY OF ELKO )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\*\*\*\*\*

### APPROVAL BY ADMINISTRATION

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## COACH EVALUATION

### **Procedure**

- 1) Meet with the Head Coach to go over the evaluation document prior to the beginning of the season; ask them to state their goals for the season.
- 2) At the meeting to go over the evaluation document, tell them you would like them to complete a self-assessment and turn it in during the season (set a due date). At this meeting emphasize that they will be responsible for turning in this same evaluation document for each one of their assistants. Stress that the evaluation process is a great tool to improve performance.
- 3) Conduct formal and informal observations of the coach throughout their season, gathering artifacts.
- 4) When the season concludes set up a meeting time to go over the evaluation. It is a good idea to give them their written evaluation prior to the meeting. Again remind them that their assistant coach evaluations are due at the meeting.
- 5) Use the evaluation signing conference as an opportunity to have an open discussion about what is going right with them, their coaching staff, and also within the entire Athletic Department.
- 6) Make sure to talk about your recommendations for next year, and encourage them to attach to the evaluation any concerns they may have.
- 7) Ensure the written evaluation has signatures of the Athletic Administrator/Director, and the Head Coach. Give a copy to the coach and keep a copy in the Coach's file.

**ELKO COUNTY SCHOOL DISTRICT**  
**COACHES EVALUATION**

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>STANDARD 1 - Professional Responsibilities and Growth</b>	<b>Unsatisfactory</b>	<b>Level 1 Target for Growth</b>	<b>Level 2 Proficient</b>	<b>Level 3 Area of Strength</b>	<b>N/A</b>
Understands, accepts and follows coaching criteria as outlined by athletic department.					
Understands and follows rules and regulations set forth by the NFHS, NIAA and ECSD.					
Attends all required meetings by school and athletic associations, i.e., officials meetings, etc.					
Completes all required certifications prior to start of season and submits required forms to athletic department.					
Ensures that all athletes are cleared through the athletic department prior to participation.					
Insures all off-campus coaches are ECSD cleared prior to interaction with student-athletes.					
Keeps administration informed of injuries, potential issues and/or problems.					
Oversees and is responsible for individual team parent booster groups and follows all athletic department policies relating to these groups.					
Teaches and practices highest standards of sportsmanship and personal conduct at all times.					
<b>STANDARD 2 - Coaching Performance</b>	<b>Unsatisfactory</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>N/A</b>
Performs as a positive role model for other coaches, student-athletes, staff members and game officials.					
Supervises athletes during practice, games, in locker rooms and training room.					
Maintains current knowledge of sports rules and rule changes.					
Develops and adheres to a well-organized published practice schedule. (As a general rule practice should not exceed 3 hours.)					
Recognizes role of athletics in the development of lifelong values.					
Maintains individual and team discipline.					
Uses language correctly and effectively. (Practice and games are an extension of the classroom.)					
<b>STANDARD 3 - Student-Athlete Development and Growth</b>	<b>Unsatisfactory</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>N/A</b>
Works to develop athletic ability and understanding of the game.					
Instills high standards of personal conduct and sportsmanship by teaching the rules and proper techniques of the sport.					
Promotes positive relations with student-athlete and their parents.					
Teaches and practices respect for all individual participants, including opponents and officials.					
Encourages and promotes all sports and student-athletes within the athletic program while continually working with individual athletes.					

<b>STANDARD 4 - Equipment and Facilities Maintenance</b>	<b>Unsatisfactory</b>	<b>Level 1 Target for Growth</b>	<b>Level 2 Proficient</b>	<b>Level 3 Area of Strength</b>	<b>N/A</b>
Stress proper care of equipment and facilities along with collecting uniforms and equipment at the end of season.					
Instills in student-athletes the proper care of uniform and equipment and have procedure in place for replacement for student-athlete.					
Keeps an accurate and ongoing inventory of uniforms, equipment and supplies used by team.					
Works cooperatively with grounds keeper/custodial staff with maintenance of facility.					
Informs athletic department of any safety or maintenance issues regarding facility.					
<b>STANDARD 5 - Related Areas Associated with Coaching</b>	<b>Unsatisfactory</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>N/A</b>
Insures all funds raised for the program are deposited with school bookkeeper.					
Follows proper procedures for purchasing equipment, supplies and payment of assistant coaches within program budget.					
Has in place a program philosophy and development program for lower levels.					
Participates in banquets, parent meetings and additional awards nights.					
Promotes and encourages student-athletes academic progress.					
Completes and returns assistant coaches evaluations to athletic department.					
<b>COMMENDATIONS/RECOMMENDATIONS:</b>					
<b>RECOMMENDATION FOR NEXT YEAR:</b>					
<p>_____ Recommended for continued assignment.</p> <p>_____ Recommended for reassignment provided improvements are made.</p> <p>_____ Not recommended for reassignment.</p>					

Evaluator's Name (please print) \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach's Comments: ☐ Attached ☐ To Follow ☐ None

# Elko County School District



## Central Administrative Office

Telephone: (775) 738-5196 • Fax: (775) 738-0808  
P.O. Box 1012 • Elko, Nevada 89803

DATE:

TO: The Office of Student Services

FR:

RE: Petition for Under-21 Coach

Please accept this letter as a petition for

---

(name and sport/activity)

To coach at our school, even though he/she is less than 21 years old. As such, we understand that this coach can have no stand-alone supervisory role. We have made it clear in a meeting with this individual that there are challenges with coaching others so close to their own age and any social contact with any member of the student body is strictly forbidden.

**SIGNED AND DATED BY COACH, HEAD COACH, ATHLETIC DIRECTOR and/or ATHLETIC ADMINISTRATOR**

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**Coach Signature**

**Date**

---

**Head Coach Signature**

**Date**

---

**Athletic Administrator**

**Date**

## BOYS BASKETBALL TRYOUTS

Name: \_\_\_\_\_ Grade (circle) **9**    **10**    **11**    **12**

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ GPA: \_\_\_\_\_ Cell #: \_\_\_\_\_

Parents: \_\_\_\_\_ All Forms completed: yes    no

TESTS	Score	Total	3 on 3/ 5 on 5 Play
800 Run; 2 laps timed	_____	_____	Movement with Ball    1 2 3 4 5
Pressure Lay-ups Right Hand	_____	_____	Movement w/out ball    1 2 3 4 5
Pressure Lay-ups Left Hand	_____	_____	Transition/Run the floor    1 2 3 4 5
10 Free Throws	_____	_____	Floor Vision    1 2 3 4 5
Hand Reflex Reaction	_____	_____	Communication    1 2 3 4 5
Obstacle Dribbling Course	_____	_____	Intensity    1 2 3 4 5
Pressure Spot Shooting	_____	_____	Aggressiveness    1 2 3 4 5
Right Hand Speed dribble & Lay-up	_____	_____	Unselfishness    1 2 3 4 5
Left hand Speed dribble & Lay-up	_____	_____	Court Awareness    1 2 3 4 5
Passing for Accuracy	_____	_____	Rebounding    1 2 3 4 5
			Blocking Out    1 2 3 4 5
TOTAL POINTS		_____	TOTAL POINTS    _____

Defense	Final Analysis
Stance    1 2 3 4 5	TEST TOTAL _____
On-Ball    1 2 3 4 5	PLAY TOTAL _____
Help    1 2 3 4 5	DEFENSE/
Step/Slide    1 2 3 4 5	OVERALL TOTAL _____
Concept that	
Ball is it!    1 2 3 4 5	FINAL TOTAL _____

OVERALL
Academics    1 2 3 4 5
Attitude    1 2 3 4 5
Coachable    1 2 3 4 5

TOTAL: Defense/Overall \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## COACHES ACKNOWLEDGEMENT

I, \_\_\_\_\_, have received and acknowledge that I am  
(print name)  
responsible for reading, knowing, and adhering to the procedures and  
  
expectations that are laid forth in this Elko County School District Coaches Manual.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
AD/Administrator Signature

\_\_\_\_\_  
Date