

# PHS COACHES & ADVISORS HANDBOOK



**POLSON**  
**HIGH SCHOOL**  
*2024-2025*



# POLSON HIGH SCHOOL

## **Vision:**

*Striving for Excellence -  
Everyone, Every Day!*

## **Mission:**

Our Mission is to be a safe, thriving, and dynamic educational environment that teams with families and the community to inspire self-directed learners in an interconnected world.

## **SCHOOL COLORS**

*Purple & Gold*

## **SCHOOL MASCOT**

*Pirate & Lady Pirate*

## **SCHOOL YEAR THEME**

*"Build Your Future"*

## **CORE VALUES**

*We believe...*

**P**artnerships allow parents, communities, and schools to support one another.

**R**elationships inspire mutual respect and are at the heart of success.

**I**ntegrity builds honesty and trust.

**D**iversity embraces individuality and enriches our community.

**E**xcellence promotes high expectations and academic rigor.

**PURPOSE OF A COACHES & ADVISORS HANDBOOK**

The purpose of this guide is to establish rules, procedures, policies, and philosophy as it pertains to Polson's Activities Program. The fundamental purpose of the athletic/activities program is to facilitate development of:

- Sportsmanship,
- A sense of responsibility to themselves and others,
- A devotion to an athletic and/or activities assignment,
- Pride of accomplishment of a job done to the best of one's ability,
- Sense of belonging to a group,
- Social values derived from contact with students and adults from other communities and
- Healthy behaviors of participants.

**PHILOSOPHY OF EXTRA-CURRICULAR ACTIVITIES**

A balanced activities program is an essential component in the educational goals of Polson High School. The activities programs provide opportunities for youth to further develop interests and talents in areas such as speech & debate, music, and sports. Participation in these activities should provide many students with a lifetime basis for personal values, work, and leisure activities.

The opportunity for participation in a wide variety of activities from which students may select is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, the activity, the student body, teammates and the community. The development of learning skills and emotional patterns enables the student to make maximum use of his or her education. Knowledge and skills gained in classes may be applied and developed further through participation in extracurricular activities.

Young people learn a great deal from their participation in activities. Lessons in sportsmanship, teamwork, cooperation, and how to win and lose gracefully are integral parts of all activities. Activities also play an important part in helping the individual student develop a positive self-concept, alert mind, and a chemical free healthy body. Competition enhances school spirit and helps spectators, as well as participants, develop pride in both themselves and the school.

The School District will support both the boys and the girls activities programs with equal treatment and quality in the areas of staffing, scheduling, facilities, and equipment. Advisors and coaches, through leadership and example, should teach the specific skills necessary for improvement. Advisors and coaches should provide guidance in the development of self-esteem, good sportsmanship, cooperation, leadership, ethical behavior, and an appreciation for the importance of hard work and dedication.

Advisors and coaches will provide the opportunity for each individual to learn through practice and participation. At the high school level, the emphasis shifts to a higher grade of competition requiring selective participation with the concept that "winning" becomes an important aspect of the activities program.

**OBJECTIVES OF THE ACTIVITY PROGRAM**

1. To recognize the purpose of activities is to help develop the physical, social, mental, and emotional well being of each individual.
2. To develop a sense of teamwork and commitment toward common goals.
3. To teach sportsmanship and encourage responsible citizenship in the student who participates.
4. Provide for group cooperation with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
5. Provide directed leadership and supervision stressing self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make for winning and losing graciously.
6. Provide a focus of interests on activity programs for the student body, faculty and community that will generate a feeling of unity.
7. To create a desire to succeed and excel.

**PRIORITY OF OBJECTIVES**

At times coaches/advisors must make decisions and choices regarding the pursuit of winning weighed against the participant's welfare and development. Every choice coaches/advisors make should be based first on what is best for the team and second on what will help the individual. Winning is important but coaches/advisors must see that the participants receive quality experiences in a positive environment. Striving to win is essential to competition. Winning, in and of itself, is not the final product.

## **SPORTSMANSHIP**

Recognizing that participation in extracurricular activities is a privilege, Polson High School requires that the conduct of coaches/advisors and student participants be exemplary at all times. Coaches/advisors and athletes are representatives of the Polson School District and must conduct themselves appropriately both in school and out of school. Student participants who violate this policy are subject to being removed from the activity by the coach, Activities Director, assistant principal or principal. The rules and conduct of students is part of the athletic training policy and failure to abide by them may result in removal from the activity. (Recommendations in accordance with MHSA guidelines.)

### **DUTIES AND RESPONSIBILITIES OF A HEAD COACH/ADVISOR**

1. Conduct a program for which he/she is responsible within MHSA and Polson High School rules and guidelines.
2. Understand all rules pertaining to the MHSA handbook, NFHS/MHSA rules and Polson High School athletic and school policies.
3. Show self-control and poise in areas relating to coaching.
4. Enforces sportsmanship like behavior in his/her athletes/participants.
5. Displays enthusiasm and shows interest in coaching.
6. Is cooperative with the media, community, parents, etc.
7. Communicates with the parents and players effectively.
8. Keeps the PHS administration informed of unusual and/or controversial events.
9. See that the activity area is in safe and proper condition, which includes keeping the locker room or dressing area, training area and buses clean and presentable.
10. Oversee the proper care of equipment including issue, collection, storage and inventory. At the end of each season, the head coach/advisor is expected to provide the Activities director with a current inventory list and a need/want list for the following year.
11. Organize daily practice schedules.
12. Work to improve background in the coaching area and profession.
13. Organize and direct the staff.
14. Provide seasonal evaluations of each assistant coach.
15. Make sure all pre-season paperwork is complete before a student may practice or compete.
16. Provide supervision of athletes on all out of town trips and overnight trips.
17. Maintain a valid First Aid card and a valid CPR/AED card on record with the district office. In addition, the coach will have a valid certificate of the NFHS coaching course, a valid certificate of completion of the Concussion in Sports course and a valid certificate of the MHSA rules clinic on record with the Activities Director.
18. Attend and organize the pre-season parent meeting. The coach will be responsible for explaining all rules and procedures directly related to his/her program.

### **DUTIES AND RESPONSIBILITIES OF AN ASSISTANT COACH/VOLUNTEER COACH**

1. Follow all rules and regulations of Polson High School, the MHSA and any rules of the head coach of the specific program.
2. Show self-control and poise in areas relating to coaching.
3. Enforces sportsmanship like behavior in his/her athletes/participants.
4. Displays enthusiasm and shows interest in coaching.
5. Provide supervision of athletes on all out of town trips and overnight trips.
6. See that the activity area is in safe and proper condition, which includes keeping the locker room or dressing area, training area and buses clean and presentable.
7. Maintain a valid First Aid card and a valid CPR/AED card on record with the district office. In addition, the coach will have a valid certificate of the NFHS coaching course, a valid certificate of completion of the Concussion in Sports course and a valid certificate of the MHSA rules clinic on record with the Activities Director.
8. Attend a pre-season coaching meeting.

**ACKNOWLEDGMENT OF RISK, ATHLETIC TRAINING POLICY, MEDICAL CONSENT FORMS, PARENT/STUDENT CONCUSSION AND PHYSICAL FORMS**

Participants must have all of these forms properly filled out and all required signatures before they are allowed to participate in a practice or competition. The forms are required by the MHSA and/or PHS. These forms must be turned into the Activities Director before the start of the first practice.

**ATHLETIC TRAINER**

Summary: It is the responsibility of the Head Athletic Trainer to provide care and treatment of athletic injuries as well as promoting optimum health through informative practices and positive examples in nutrition, conditioning etc. It is the responsibility of the trainer to follow the mission of Polson High School, its Activities Program, and the various programs they assist. All trainers are responsible to know injury prevention and uphold the ideals of NATA, MHSA, MCA, and Kalispell Public Schools.

Reports To: Activities Director and Head Coaches (Start Date: First day of Fall Sports) ( Ending Date: End of Spring Sports)

**Job Requirements:**

- Complete and maintain First Aid/CPR Certification.
- Obtain NATA Certification or work in association with a certified trainer (if applicable).
- Complete and maintain MHSA Coaches Certification Program.
- Review Polson High School's Student and Parent Handbooks

**Duties/Responsibilities:**

- Treat athletic injuries for all programs and follow NATA, MHSA, and Polson Public School ideals.
- Cover all varsity athletic events and present in/and around the training room when other sub-varsity events are occurring.
- Provide water and/or sports drinks for athletes during competition.
- Establish and organize the records for an athlete's physical, consent form, and medical release form.
- Maintain an effective system of filing and keep files on record for seven years.
- Implement and manage Impact Testing for concussions.
- Assist head coaches in the organization and care of travel med-kits.
- Communicate with head coaches about the status of injured athletes.
- Guide coaches and athletes in the practice of preventative measures.
- Recognize, evaluate, care, and treat athletic injuries.
- Rehabilitate and condition athletes for their effective return to play.
- Supervise the training room.
- Maintain effective communication and rapport with physicians, coaches, parents and teachers.
- Complete other duties as assigned.

**ATTENDANCE/PARTICIPATION REQUIREMENTS**

Any student absent from school one or more periods of the day of an after-school activity/practice may not participate in the activity/practice without the approval of the principal, assistant principal, or Activities Director. Approval will be granted if the absence in question is a result of a previously scheduled medical/dental appointment, or appointment to satisfy the requirements of the law, or if the absence results from a family emergency.

Activities/practices frequently occur on days that school is not in session. In order to be eligible for participation in these activities, students must attend all scheduled periods during the last scheduled school day. Failure to attend all periods may result in loss of activity/practice participation privileges for that event.

**AWARDS BANQUETS**

All coaches/advisors are responsible for setting the date, time and type of banquet/social for their individual sport. It is the coach/advisors responsibility to give all lettering information, award information and any other information pertinent to the ceremony one week in advance.

## **BOOSTER CLUB**

At Polson High School, we believe in the power of unity and community support. The Polson High School Booster Club, a non-profit organization dedicated to enhancing the experiences of our students in all their activities, is an example of this unity and community support. The Booster Club is committed to providing resources and opportunities that enrich the lives of our students.

As coaches, you play a vital role in shaping the experiences of our students. We encourage and expect all coaches to contribute their time and efforts to support Booster Club events. Your involvement not only strengthens our community bond but also ensures that every student has the chance to thrive and succeed in their endeavors.

## **BUDGETING POLICY**

- Activity budgets for supplies will be given to each coach/advisor at or near the beginning of their respective seasons.
- If a head coach/advisor wishes to be considered for a budget increase, they shall submit a request to the AD before August 1 of each school year. Purchasing procedures and purchase orders will follow the budgeting policy.
- Each head coach/advisor is responsible to be fiscally responsible and ensure they spend less than their budget.
- The AD, Coaches, Advisors, and District Clerk will work together to meet funding needs.
- All budgets must meet the requirements of the Title IX and the Ridgeway Agreement. To insure compliance, any funds, allocated or donated, or spent on programs must be approved by the AD.

## **BUDGET: USE OF ACTIVITY CREDIT CARDS/VOUCHERS**

Polson School District allows coaches/advisors to pay for their meals on the school issued credit card. On overnight trips, the school district credit card will be used for the motel bill and meals on the trip. Coaches/Advisors may choose how to break down the meals as long as it does not exceed approved per diem limits.

## **BUILDING/FACILITY SECURITY**

Coaches are reminded that they are responsible for athletes before, during and after practices and games. Coaches should try to be at practice 30 minutes before practice starts. Supervision at the beginning and end of practice is as important as supervision during the practice. **Coaches are responsible for filling out a facility request for any use of the facilities that are not part of their season. The facilities are reserved for Monday – Friday for practices or games. The weekends are only reserved for games.**

**When leaving your practice or contest facility, please follow the checklist below:**

1. Make sure all students have exited the facility and have made arrangements for a ride home.
2. **Turn off all lights and make sure the facility is securely locked. Including locker rooms and all doors leading into the school.**
3. Make sure all equipment is secure. The district facilities are used by outside groups throughout the school year and summer.
4. Make sure uniforms are put away properly or secure in the laundry facilities. Check to make sure the athletes have not left any of their practice gear or uniforms out in the open.
5. Make sure the alarm system has been activated, if needed.

## **CLINIC EXPENSE ALLOWANCE**

Polson High School encourages the professional development of coaches through attendance at workshops and clinics. The school will provide financial support each year to help cover some of the expenses for coaches to attend the MCA coach's clinic in August. If a coaching staff would like to attend a different clinic then the Head Coach must notify the Activities Director in advance of the clinic and have it approved. At the conclusion of any clinic, the coach must turn in proof of attendance to the Activities Director. The coach must be a current member of the PHS activity staff to receive the expense allowance. The Activities Director and Principal must approve other costs that may be reimbursed prior to the clinic.

## **COACHES/ADVISORS WHO DO NOT TEACH IN DISTRICT #23**

Coaches/advisors who are not teachers in the district are expected to be familiar with the PHS policies and procedures and abide by all National Federation, MHSA, District #23 and PHS policies and procedures.

## **COLLEGE RECRUITING**

Coaches are encouraged to promote their athletes for scholarships whenever possible, however the process is different for different college programs and sports. PHS encourages parents to become actively involved in this process where they can develop their students' resume, highlight film, and letters of interest. It is recommended to do this early in the junior year. Students must also be aware of NCAA and NAIA requirements.

## **CONFLICT RESOLUTION-5-STEP COMMUNICATION PROCESS**

Polson High School has a 5-step process of communication to use in resolving conflicts. Communication in this order helps to ensure strong relationships and trust amongst all who are involved in resolving problems. The process is as follows:

1. Student meets with the coach/advisor. (If a student is uncomfortable meeting with the coach/advisor by himself or herself, a varsity captain can assist in starting the dialogue with the coach/advisor. The captain's role in the communication process will end at this step.)
2. Students and parents meet with the coach/advisor.
3. Student, parent, and coach/advisor meet with the activity director.
4. Student, parent, coach/advisor, and activity director meet with the principal.
5. Student, parent, coach/advisor, activity director and principal meet with the superintendent.

## **CUT POLICY**

Each sport at Polson High School where cuts must be made shall have a cut policy on record with the Activities Director. The cut policy must include the time period in which tryouts shall take place. The policy will outline the procedure for students trying out if they are not able to meet the specific dates (conflict with other school activities, injury, new students in the district, etc.). The policy should explain what criteria would be used by the coach in determining the make-up of the team.

## **DISPENSING OF MEDICATION**

Coaches may not issue medicine of any type to students. This does not preclude the coach from using approved first aid items.

## **FAN/SPECTATOR BEHAVIOR**

Spectators and fans at PHS events are expected to exhibit good sportsmanship toward the officials, coaches and athletes on both teams. Spectators and fans who exhibit unsportsmanlike behavior toward officials, coaches and/or athletes to include but not limited to actions during events or practices, Facebook postings, text messaging, or any other social media sources, emails and phone calls may face suspension from attending PHS events and possibly future MHSA events.

## **FIRST AID, CPR/AED, CONCUSSION IN SPORTS AND NFHS COACHING CERTIFICATION**

The Polson School District requires that all personnel coaching interscholastic athletics hold a current First Aid Certificate and a current CPR/AED certification. This certification must be on record at the Polson administration office. Also, coaches, advisors and volunteers must have a copy showing completion of the NFHS online coaching certification, a Concussion in Sports certification and MHSA rules clinic certificate on file with the Activities Director. These must be on file before the coach is allowed to start practice for their specific sport. Failure to comply may result in the district holding your coaching stipend.

## **FUNDRAISING**

Programs who wish to fundraise may apply to do so. An application can be obtained from the Activities Director. A coach or advisor will then complete the application and return it to the Activities Director for review. If the Activities Director approves the request, he/she will send it to the principal for final approval.

The purpose of fundraising is to provide items to a program that are deemed necessary for the success of the individual program during the current school year. It is absolutely imperative that coaches follow the fundraising procedures outlined in the application to fundraise. Any student may choose to opt out of the fundraising process without any fear of retribution or other negative consequences.

## **INFORMATIONAL/COMMUNICATION REQUIREMENTS**

It is imperative that all coaches/advisors be good communicators to relay information effectively to various groups and individuals. This task is necessitated not only by legal duties as defined by the courts, but also by the fact that many problems can be eliminated early by ensuring that all persons involved (participants, parents, boosters, etc.) are aware of the expectations of the program. The following items constitute the primary expectations in this area:

- Interest Meeting- A meeting with all interested participants prior to the beginning of the season should take place. Program philosophy and various opportunities should be made available to all interested athletes.
- Parent/Athlete Meeting – A general meeting for all parents during the first week of the season will be held and conducted by the AD. All Head Coaches/advisors are required to attend. Each sport shall have a specific meeting describing your program goals, vision and other pertinent information. The topics covered at the meeting should be presented both orally and in writing. Copies of all program expectations are to be written and distributed to participants. Topics discussed should include the following: program philosophy and expectations, warnings of inherent dangers, lettering requirements, criteria and procedure for cutting participants, schedule, Chemical Use Policy, equipment requirements and all pre-season

expectations, including physical examinations, participation fees, activity cards, etc. Copies of all informational handouts should be given to the AD.

- Pre-season Letters – copies of pre-season letters, if any, must be given to the AD.
- Program Promotion – the coach/advisor is expected to communicate game, contest, or event results to the news media. Coaches/advisors should call the local media immediately following any contest.
- Parent Communication – the coach/advisor is expected to communicate with parents whenever there is a problem with, concern about, or special praise for their son or daughter. This may be done by phone or face-to-face.
- Administrative Communication – the coach/advisor is expected to communicate at all times with the AD, gym coordinator and/or building administration. Whenever a controversial situation arises the coach/advisor should immediately inform the administrator and seek additional input as to how to handle the situation.
- Email/Newsletters/Texting-Communicating through these means is encouraged as the communication between coaches/advisors and parents as only informational. Coaches/advisors are encouraged not to respond via electronic means when there is an issue. Issues should be dealt with via a face-to-face meeting.
- Freshmen Orientation-It is expected that each program has a presence at the freshmen orientation in May of every school year. There will be a table provided by the school and it is up to the coaches to make this a “job fair” type of experience where incoming freshmen can get connected and learn about the various programs PHS has to offer. There should be a coach or a program leader/captain at every booth.

### **INITIATION, HARASSMENT, HAZING, INTIMIDATION**

The Polson High School athletic program will not tolerate any form of initiation, harassment, hazing, or intimidation of any student athletes by other students, parents, coaches, or spectators. This includes, but is not limited to, practices, bus trips, overnight trips, locker rooms and games. Those involved in any form of initiation, harassment, hazing, or intimidation will face disciplinary action in the activity and by the school per school policy. Adults or spectators who violate this rule may face suspension from attending Polson High School Activities. Reference School Board Policy #3226.

### **KEYS TO STUDENTS**

Keys to the facilities should not be given to students unless under the supervision of the coaching staff. The liability of a student being hurt at the facility while not being properly supervised could lead to you as an individual being named in a lawsuit for negligence.

### **LETTERING POLICY**

Each sport at Polson High School shall have a lettering policy on record with the Activities Director. This information should include all possible criteria for a participant to letter. This information should be shared with the participants and their parents at the beginning of the year parent meeting.

### **MONTANA COACHES ASSOCIATION (MCA)**

All coaches are encouraged to become members of the Montana Coaches Association (MCA). This organization provides training each summer at a coach’s clinic in Great Falls. It also provides all state recognition certificates for athletics and academics, liability insurance to members, and other incidentals.

### **OPEN GYM**

**If a coach is going to hold open gym they must fill out a building use permit for that school to avoid any conflicts with ongoing activities.** It is up to the individual head coaches to properly supervise the open gym with a school employee. Coaches should respect the coaches and athletes of the “in-season” sports by not putting unreasonable demands on the athletes in those sports. It is the decision of each head coach whether to allow “in-season” athletes to participate in open gyms. I.e. A football player attending a basketball open gym in the fall.

### **OPEN GYM DEAD PERIOD**

There will be NO open gym for the first two (2) weeks at the beginning of each sport season. This does not preclude an athlete from lifting or participating in plyometrics.

### **ORDERING OF MATERIALS**

No coach/advisor may order materials without approval from the Activities Director. Items purchased without approval may be subject to the coach paying out of pocket for the items ordered. coaches/advisors must fill out a requisition form in order for school funds to be used in the purchasing of the material. If money has been raised by the activity and the money has not been placed in a PHS fund then the coach/sponsor may purchase material without filling out the requisition.

### **PAC (PIRATE ATHLETIC CONDITIONING)**

PAC is Polson High's strength and conditioning program that is offered during the summer. We believe that this is the foundation to solid programs. During the summer, Polson High School coaches are expected to participate and lead PAC activities for the betterment of our programs. To compensate and support coaches who do fulfill this commitment, we will strive to provide them with Pirate gear that may range from tops to bottoms.

### **SCHOOL REPORT ON OFFICIALS**

A coach/advisor may file a school report on officials regarding incidents, which occurred during a contest. The Activities Director must be informed of the instance immediately. The form can be used to state information about an official's performance during a game/contest. The information must be factual in content and free of personal opinion.

### **SOCIAL MEDIA POLICY**

Everything that is posted on any social media outlet should be considered information that is out of one's control once it is posted. It is understood that third parties including media, faculty, future employers, future schools and coaches could easily access profiles and view all personal information. If postings or messages are inappropriate, this could be detrimental at multiple levels. The use of social media by a student or portrayal of a student in social media considered to be "unbecoming" may result in discipline including suspension or removal from the activity, group, leadership position or team.

### **STAFF EVALUATIONS**

The purpose of an evaluation is to provide feedback to maintain or improve performance, identify goals and/or development, and establish expectations. The following procedures will be used to guide the Activities Director, or designee, in the evaluation process:

- The Activities Director will have a pre-season meeting with each head coach/advisor to review the upcoming season.
- The head coach/advisor will have a pre-season meeting with the team's assistants.
- Each head coach/advisor will receive a written evaluation within 30 days of the completion of the season unless both parties have agreed upon an extension. An evaluation conference will be held for the discussion of the evaluation and the evaluation will be maintained in the Activities department.
- Each head coach/advisor will evaluate the team's assistants using the identified evaluation tool prior to the head coach/advisor's meeting with the AD.
- The head coach/advisor shall provide post-season checklists and assistant evaluations to the AD prior to 30 days after completion of the season.

### **STIPEND COMMITTEE**

There is a standing committee that is made up of Coaches/Advisors, Administrators, and PEA Members to guide policy and Extra-Duty Stipends. This committee may meet annually to review the Stipend Schedule. It is the responsibility of a coach/advisor/advisor to submit a standardized request to the Activities Director prior to the annual meeting to be considered for an adjustment to the board approved agreement.

### **STUDENT SIGN OUT**

Students are not permitted to leave a contest facility in which their coach/advisor is present without specific permission from their coach/advisor in advance of the student's departure. When permission is granted to leave the facility by the coach/advisor, the student(s) must sign out with the coach/advisor when leaving and sign back in upon their return.

### **SUBSTANCE USE AND ABUSE POLICY**

The use/possession of tobacco, vapor products, nicotine alternatives, alcohol or any other controlled substance will result in suspension from interscholastic competition for 21 calendar days from the date of confirmation of the 1<sup>st</sup> offense. Confirmation must be by a school administrator. Violations occurring on the weekend will be dealt with on the next school day unless during a major school vacation. I.e., Christmas break or spring break. To be reinstated, the affected student must participate in all practices during the suspension and finish the season in good standing. If the suspension days are not fulfilled during the affected season, the student must complete the remaining suspension days in the next sport/activity they participate in, prior to competing in any future interscholastic activity competitions. A second offense will result in suspension of 45 calendar days and a third offense will result in removal from athletics for the remainder of the student's high school career, with the chance to appeal in 1 year if the student completes a chemical dependency program.

**SUMMER / OFF-SEASON CAMPS**

It is the expectation of Polson High School that all activity programs facilitate a youth developmental camp or extension opportunity. There is usually a fee associated with each camp and is set by the respective coach. These camps are voluntary in nature and are only intended to assist student athletes in improving their skills prior to the upcoming season. Attendance at camps is not a prerequisite for selection/participation in high school athletics/activities. Camp dates will be established by April 1st of each year. Brochures will be available online, in the activity's office, and from respective coaches. If a financial hardship exists, please consult with the advisor of the camp to be considered for a waiver or working in lieu of payment.

**VOLUNTEER COACHES**

Volunteer coaches will be used at the discretion of the head coach. All volunteer coaches must be approved by the school board. A volunteer coach must complete the NFHS coaching online certification program, hold a current first aid certification card, hold a current CPR/AED card and complete the Concussion in Sports training on the NFHS website. Volunteer coaches may not be used as the primary supervisor on trips. Any transportation of individuals will not be covered by the school district in case of an accident.

## MHSA RULES AND REGULATIONS

All rules and regulations of the Montana High School Association may be found in the MHSA Handbook or at MHSA.org for the current year. Each Polson High School administrator has a current copy of the handbook. The following is a basic synopsis of the rules and regulations high school coaches/advisors deal with each year.

### ENROLLMENT/ATTENDANCE

To be eligible to participate in a MHSA contest, a student must have regular attendance from the date of enrollment, enrolled in and receiving a passing grade in at least 25 periods per week (5 classes per day) of prepared class work at the school where the student participates. 10 periods must be inside of the bricks and mortar of the school building. A student is officially enrolled after 20 days of attendance in that school. This is the Polson School Districts rule for attendance.

Athletes must have in and have passed (in the previous semester) at least two brick-and-mortar classes, and the following three passed classes can be online to total five classes.

### ACADEMIC ELIGIBILITY

In order for a student to participate in activities, the student must have passed 5 solid subjects the preceding semester. A solid class meets five days per week and generates .5 credits toward graduation per semester. Freshman are automatically academically eligible their first semester of their freshman year. Summer school and correspondence courses may not count toward an athlete's eligibility. Any student found ineligible may not compete at any level of an association contest until five classes have been passed during the preceding semester.

### TRANSFER RULE

Any student who transfers from one high school or junior high to another high school is **ineligible to participate in a varsity contest** for 90 pupil instruction days from the date of enrollment in the school to which he/she transfers. This rule applies to a student who transfers after twenty days of attendance or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11, 12 EXCEPT the following students may be declared eligible if:

1. There is a corresponding change of residence by the parent or guardian.
2. A student who is a ward of the court or state is placed in a district or school attendance area by court order.
3. The student is a member of an accredited MHSA approved foreign exchange program.
4. The student applies for and receives a hardship ruling from the MHSA Director.
5. A homeschool student may enroll in the Polson School District one time and become eligible upon enrollment, assuming they have not participated in high school activities in another school district.

Transfer rules apply only to athletic participation. Students who are ineligible due to the transfer rule may compete at the non-varsity level, against non-varsity competition but not in any MHSA varsity level events.

### ATHLETIC PHYSICAL RULE

A physical examination is required for each student, each year, in order to be considered eligible to be approved for participation in a MHSA contest. The physical must be completed on the MHSA approved form and must be after May 31 of the previous school year. The physical must be completed and on record before the student is allowed to practice.

### MINIMUM PRACTICE PRIOR TO COMPETITION RULE

No individual shall play in any Association contest until he/she has a minimum of 8 days of practice with at least one practice session per day on 8 different days (no practice on Sunday is permitted) prior to the date of the first allowable game. The 8 days is for all sports except football requires 10 days and Golf requires 3 days. If a student begins his/her eight days of required practices and that period of days is interrupted by sickness, injury or academic ineligibility for a period of two weeks, then the student shall be required to practice an additional 5 days and to produce a doctor's release.

### SUNDAY PRACTICE/TEAM MEETING RULE

The MHSA prohibits participation in any interscholastic activity practice or contest on Sunday. This includes team meetings of any nature.

## COACHING/PRACTICE REGULATIONS

1. Only students who meet all MHSA eligibility requirements (enrollment, age, semesters, academics, physical examinations etc.) are eligible to practice with and participate on member school teams. Exception: students who are eligible in every way except academics may participate in practice if the school allows.
2. Regular season practice is defined as a potential player(s) reporting to the practice field or court, with or without uniforms, under the supervision of a sport-specific school-approved coach, and receiving coaching in game skills and techniques.

### The following are recommended pre-season and regular season practice guidelines:

- a. If a practice lasts two hours or less the athlete must have two hours of rest between practices.
  - b. If a practice is more than two hours the athlete must have three hours of rest between practices.
  - c. Practices should last a maximum of 2 1/2 hours in length, but if a team chooses to have one practice per day that practice shall be no longer than three hours in length.
  - d. There should be no more than five hours of practice per day.
3. Athletes participating on teams competing in MHSA post season play, which overlaps the beginning of the next MHSA sanctioned activity starting practice date, may be credited for practices during the overlap period toward meeting the minimum practice requirement of the overlapped activity season.
4. **Open gym/field** is an arrangement whereby the school's facilities are scheduled for volunteer play for all the student body. Only athletes enrolled at PHS in grades 9 – 12 may participate in open gym. **There is no such thing as an open gym during your season. Any contact with your current athletes is considered a practice.**
  5. **Individual instruction** is acceptable out of season on a one to one basis, i.e. one athlete per coach (es). This means that one or more coaches could instruct one athlete but two or more coaches could not coach two or more athletes. This rule does **not** provide the coach, or any coach on that school's high school coaching staff, the opportunity to coach his/her athletes in any post-season competition.
  6. **Coaching rules: The team-coaching rule is in effect from August 1<sup>st</sup> – May 31<sup>st</sup>.** This means there is to be no coaching of one's team sport (team sports being football, basketball, volleyball, softball and soccer) out of season other than the one on one provision allowed presently. Coaches of individual sports (individual sports being cross country, wrestling, track and field, golf and tennis) are not affected by this rule. Students cannot be required to attend out-of-season practice, camps or contests. **The team-coaching rule is suspended from June 1<sup>st</sup> – July 31<sup>st</sup>.**

## AWARDS RULE

No award exceeding fifty dollars (\$50.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a postseason recognition function (i.e. sports banquet) or a fundraiser or similar function. An award is defined as any symbolic item. **Cash cannot be awarded.** Violation of this rule will render the student ineligible in the MHSA sponsored sport or activity for which the student received the award.

## MANDATORY RULES CLINIC AND CONCUSSION TRAINING

The MHSA requires that the administrator of each member school assure each coach, including volunteer coaches in that sport, of the annual rules clinic for each sport, including cheerleading, in which a clinic is conducted and sponsored by the MHSA. **Fines assessed for failure to attend the above clinics may result in the coach or sponsor required to pay the fine.** The MHSA currently imposes a fine of \$50 per activity plus public reprimand for failure to attend the above rules clinics.

### **BUS TRIPS**

Students who attend school-sponsored activities via school transportation are considered to be representing the school. The following rules apply for bus trips:

1. Use of tobacco is prohibited.
2. No student shall be under the influence of, or have in his/her possession, any form of drugs or alcohol on a bus or on a school trip.
3. Students participating in any out-of-town activity must travel to and from that activity on school provided transportation. Any exception to this policy must be made in advance between the student, parent/guardian, coach/sponsor and administration.
4. Students going on the bus are required to return on the bus unless written arrangements were made by the parent/guardian prior to leaving. Only the parent/guardian, in person, can request the student to be released once the trip is underway. Any other situations must be pre approved by the administration.
5. The coach/sponsor and bus driver are in charge and must be obeyed. If there are problems, report them to school authorities following the trip. The coach/sponsor is expected to enforce all rules and regulations.
6. Students shall be required to limit noise to that acceptable for the safe operation of the bus. Profanity, abusive language, misconduct and acts of vandalism will not be allowed.
7. Students will remain seated while the bus is moving.
8. Buses are to be left in clean, good condition following all trips. coaches/advisors and supervisors are to hold students responsible for the condition of the bus to ensure that no damage occurs and that students are held accountable for any such damage. Bus drivers will be responsible to clean the buses following the trip.
9. Students under the influence of drugs and/or alcohol or are flagrantly disobedient may be removed from the bus and turned over to local law authorities. This shall be done only after contact with the administration. Administrators will then contact the parents of the student to notify them of the problem and advise them to make arrangements to pick up their child. Under no circumstances will the child be left alone with the local authorities. A coach/sponsor must stay with the student until his/her parents have made arrangements for their return.

### **OVERNIGHT TRIPS**

Coaches/advisors will provide an agenda and tentative time schedule for student and parent information. Students will be responsible for seeing that their parents receive this information. Appropriate behavior is expected by the team and the individual when at motels, restaurants and schools. No student shall remove, damage or deface property of any motel, restaurant, school, etc. Riding in vehicles other than school provided or sponsored will not be permitted.

### **DRESS FOR TRAVEL ACTIVITIES**

Coaches/advisors are expected to set and exemplify the standards for good and acceptable grooming and dress for the out-of-town trip. Students are representatives of Polson High School and are expected to follow the dress code outlined in the student handbook.

### **RETURN TIMES FOR ACTIVITIES**

There are designated times students may have a school related absence from weekday events, and what periods they can miss. Students can be excused from the following classes following a late trip; however, students have the option to attend those classes regardless.

#### **Bus Return to PHS**

After 12 am

After 1 am

After 2 am

#### **Following Day School Arrival Expectation**

School Related Excuse: Early Bird

School Related Excuse: Early Bird & 1st Period

School Related Excuse: Early Bird, 1st, and 2nd Period

**Mission Statement:** To honor and recognize those men and women student-athletes who made outstanding contributions to Polson High School in Montana High School Association sanctioned programs.

**Wall-of-Fame Criteria:**

***In order to qualify for placement as a member of the PHS Wall of Fame, a student must receive at least one of the following:***

- Individual State Champion
  - Golf, Cross Country, Wrestling, Swimming, Tennis, Speech & Debate, Track & Field
- Multiple First Team All-State Recognition
  - Football, Volleyball, Soccer, Basketball, Softball, Baseball
- Letter 12-Times in Activities/Athletics
- Multiple All Northwest Recognition in Music
- First Team All-State on a State Championship Team

***Additionally, a student must meet at least one or more of the following criteria to be eligible for the PHS Wall-of-Fame:***

- Academic All-State (3.5 GPA and higher for a quarter in at least 1 activity)
- Serve as an active participant for a minimum of one school year in a PHS leadership position or organization (B.O.G., Link Leader, Key Club, Native American Club, National Honors Society, DECA, FCCLA, Etc.)
- Letter in multiple activities/athletics in their PHS career
- Member of a PHS State Championship Team.

***Note:*** All-State Recognition in Golf, Cross Country, Wrestling, Swimming, Tennis, Speech & Debate, and Track & Field does not count towards the Multiple First Team All-State Recognition Criteria:

***Updated: August 2022***

**POLSON HIGH SCHOOL EXTRA DUTY STIPENDS**

Level		\$44,508	Position	
I	0.13	\$5,786	HS HD FOOTBALL	{1}
			HS HD BASKETBALL GIRLS	{1}
			HS HD BASKETBALL BOYS	{1}
			HS HD WRESTLING	{1}
			HS HD VOLLEYBALL	{1}
			HS BAND	{1}
			HS HD SPEECH / DEBATE	{1}
II	0.12	\$5,341	HS HD SOFTBALL	{1}
			HS HD BASEBALL	{1}
			HS HD TENNIS	{1}
			HS HD TRACK	{1}
III	0.105	\$4,673	HS HD CROSS COUNTRY	{1}
			HS HD GOLF	{1}
			HS HD SOCCER GIRLS	{1}
			HS HD SOCCER BOYS	{1}
			HS HD SWIM	{1}
IV	0.089	\$3,961	HS ASST SPEECH & DEBATE	{1}
			HS ASST FOOTBALL	{5}
			HS ASST BASKETBALL GIRLS	{2}
			HS ASST BASKETBALL BOYS	{2}
			HS ASST WRESTLING	{2}
			HS ASST VOLLEYBALL	{2}
			HS DRAMA	{1}
			HS CHEERLEADING FALL	{1}
			HS CHEERLEADING WINTER	{1}
V	0.077	\$3,427	HS CHORAL	{1}
			HS ASST TRACK	{4}
			HS ASST SOFTBALL	{2}
			HS ASST TENNIS	{2}
			HS ASST CROSS COUNTRY	{1}
			HS ASST SOCCER GIRLS	{1}
			HS ASST SOCCER BOYS	{1}
			HS ASST BASEBALL	{2}
			HS ASST GOLF	{1}
VI	0.065	\$2,893	MS HD WRESTLING	{1}
			MS HD TRACK GIRLS	{1}
			MS HD TRACK BOYS	{1}
			MS HD FOOTBALL	{1}
			MS HD CROSS COUNTRY	{1}
VII	0.063	\$2,804	MS BASKETBALL GIRLS (7-8)	{4}
			MS BASKETBALL BOYS (7-8)	{4}
			MS VOLLEYBALL (7-8)	{4}
VIII	0.057	\$2,537	MS ASST CROSS COUNTRY	{1}
			MS ASST TRACK	{3}
			MS ASST FOOTBALL	{3}
			MS ASST WRESTLING	{2}
IX	0.048	\$2,136	HS ASST CHEERLEADING FALL	{1}
			HS ASST CHEERLEADING WINTER	{1}
X	0.04	\$1,780	MS YEARBOOK	{1}
XI	0.027	\$1,202	DISTRICT WEBMASTER	{1}
XII	0.013	\$579	SPECIAL OLYMPICS COACH	{1}

Experience Formula		
<b>Base Salary:</b>	<b>\$44,508.00</b>	
1-4 Yrs	\$0.00	0.00%
5-7 Yrs	\$89.02	0.20%
8-10 Yrs	\$178.03	0.40%
11-13 Yrs	\$267.05	0.60%
14-16 Yrs	\$356.06	0.80%
17-19 Yrs	\$445.08	1.00%
20-22 Yrs	\$534.10	1.20%
23-25 Yrs	\$623.11	1.40%
26+ Yrs	\$712.13	1.60%

Extra Duty Stipend Notes:

- HS Band Stipend Expectations:
  - MHSA Requirements (All State, District, State Music Festival, All Northwest)
  - Pep Band (Fall/Winter, 16 Performances - Not Including Postseason, 50/50 Boys Girls Events)
- HS Drama Stipend Expectations
  - HS DRAMA
- HS Choral Stipend Expectations
  - MHSA Requirements (All State, District, State Music Festival, All Northwest)
  - Auxiliary Choirs
- MS Assistant Cross Country
  - Add if more than 15 participate

**POLSON HIGH SCHOOL HEAD COACH LISTING**

**Administration**

<b>Activities Director</b>	<b>Sean Dellwo</b>
<b>Principal</b>	<b>Andy Fors</b>
<b>Assistant Principal</b>	<b>Jay Sampson</b>
<b>Superintendent</b>	<b>Mike Cutler</b>

**Multiple Season Activities**

<b>Band</b>	<b>Rich Sawyer</b>
<b>Cheerleading</b>	<b>Alysha Valentine</b>
<b>Choir</b>	<b>Hannah Fischer</b>
<b>Speech &amp; Debate</b>	<b>Mel Butler</b>

**Fall Activities**

<b>Cross Country</b>	<b>Matt Seeley</b>
<b>Football</b>	<b>Carson Oakland</b>
<b>Golf</b>	<b>Cameron Milton</b>
<b>Soccer (Boys)</b>	<b>Josie Lies</b>
<b>Soccer (Girls)</b>	<b>Heather Howell</b>
<b>Volleyball</b>	<b>Lizzy Cox</b>

**Winter Activities**

<b>Basketball (Boys)</b>	<b>Randy Kelley</b>
<b>Basketball (Girls)</b>	<b>Brandie Buckless</b>
<b>Swimming</b>	<b>Morgan Zimmer</b>
<b>Wrestling</b>	<b>Eric Huffine</b>

**Spring Activities**

<b>Baseball</b>	<b>Brad Fisher</b>
<b>Softball</b>	<b>Jami Hanson</b>
<b>Tennis</b>	<b>Bob Hislop</b>
<b>Track &amp; Field</b>	<b>Matt Seeley</b>

**POLSON HIGH SCHOOL  
COACHES & ADVISORS HANDBOOK**

**Handbook Acknowledgement**

Coach/Advisor Name: \_\_\_\_\_  
(Please Print)

I have read the PHS *Coaches & Advisors Handbook* and understand the procedures and rules therein.

I have read the PHS *Student and Parent Handbook* and understand the procedures and rules therein.

Coach/Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_