



MILLARD PUBLIC SCHOOLS

ACTIVITIES GUIDELINES FOR

HIGH SCHOOLS

2018-2019

Millard Board of Education

Dave Anderson, Mike Kennedy, Amanda McGill Johnson, Stacy Jolley, Mike Pate, Linda Poole
Jim Sutfin, Ed.D, Superintendent

Notice of Nondiscrimination

The Millard Public Schools does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent of Schools, 5606 South 147th Street, Omaha, NE 68137 (402) 715-8200. The Superintendent may delegate this responsibility as needed.

Table of Contents

(Click on item to jump to page)

TABLE OF CONTENTS - ALPHA ORDER	5
LISTING OF BOARD POLICIES AND RULES	8
PHILOSOPHY AND MISSION	9
EXTRACURRICULAR AND INTERSCHOLASTIC ATHLETICS AND ACTIVITIES	9
ADMINISTRATION OF BUILDING ACTIVITIES AND ATHLETICS	9
ACTIVITIES COMMITTEE	9
EQUAL ACCESS	10
STUDENT ATTENDANCE AT HIGH SCHOOL EVENTS	10
FEES	10
AWARDS FOR ACHIEVEMENT	10
RECOGNITION OF NON-NSAA SANCTIONED ACTIVITIES	10
SPONSORSHIP OF ACTIVITY AND ATHLETIC PROGRAMS	11
VOLUNTEER COACHES AND SPONSORS	11
ACTIVITY CONSULTANTS	11
GUIDELINES/CONSTITUTIONS	11
INTRAMURALS	11
FUNDRAISING	12
PUBLICIZING HIGH SCHOOL EVENTS TARGETED TO FEEDER SCHOOLS	12
PLAY OFF GAMES	13
NATIONAL CONTESTS AND CONVENTIONS	13
LINES OF COMMUNICATION	15
NSAA GUIDELINES	16
STUDENT PHYSICALS AND STUDENT INSURANCE	16
PHYSICAL EXAMINATIONS	16
EXEMPT SCHOOL AND NONPUBLIC SCHOOL STUDENTS	16
ELIGIBILITY OF TRANSFER STUDENTS, ENROLLMENT OPTION STUDENTS, OPEN ENROLLMENT STUDENTS, AND STUDENTS ATTENDING LEARNING CENTERS	17

HOME SCHOOL STUDENTS ELIGIBILITY	17
SCHOOL ATTENDANCE ON GAME OR PERFORMANCE DAYS	17
SCHOOL ACTIVITIES AND ATHLETICS- EVENTS ON HOLIDAYS	17
PRACTICES/REHEARSALS ON SUNDAYS	18
ACTIVITIES ON WEDNESDAYS	18
PRACTICES AND ACTIVITIES ON INCLEMENT WEATHER DAYS	18
HIRING PROCEDURES FOR HIGH SCHOOL COACHES	18
APPROVAL PROCEDURES FOR VOLUNTEER COACHES	20
EVALUATION OF COACHES AND SPONSORS	21
PAYMENT TO COACHES AND SPONSORS	21
HIGH SCHOOL COACHES' ATTENDANCE AT STATE PLAYOFF GAMES	21
REPORTS	21
RESPONSIBILITIES OF MILLARD COACHES / SPONSORS	22
SCHOOL YEAR, OUT OF SEASON CONDITIONING ACTIVITIES	24
SUMMER CONDITIONING ACTIVITIES	24
ACTIVITY/ATHLETIC RECRUITING	25
ILLEGAL RECRUITMENT	25
ATHLETIC TEAM SELECTION AND CUTTING POLICIES	26
ACTIVITY SELECTION AND CUTTING POLICIES	27
TRANSPORTATION REGULATIONS	29
OVERNIGHT TRIPS	29
TRAVEL AND TRIPS WITH STUDENT GROUPS	29
GUIDELINES FOR TRAVEL AND OVERNIGHT TRIPS DURING THE SUMMER	29
MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES	30
DISTRICT TRANSPORTATION GUIDELINES FOR STUDENTS WHO MISS SCHOOL- PROVIDED TRANSPORTATION FOR HIGH SCHOOL ACTIVITIES	34
MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION CHECKLIST	34
DOCTORS' RELEASE	35
EMERGENCY PLANS FOR ATHLETICS	35
Emergency Action Plan Duty List	36

Emergency Procedures	37
Millard High Schools Cross Country and Golf Home Meet Emergency Plan	39
Millard Public Schools	40
Off-Campus Practice Emergency Plan	40
Supervision of Athletic Training Student Aides (ATSA)	41
CONCUSSION MANAGEMENT POLICY	42
Guidelines for Extracurricular Activity During Extreme Heat Weather Conditions	45
RESPONSIBILITIES OF ACTIVITIES AND ATHLETICS ADMINISTRATORS	45
SEASONAL REPORTS	46
FOURTEEN DUTIES RELATED TO NEGLIGENCE LITIGATION	46
DOCUMENTING YOUR RISK MANAGEMENT PROGRAM	49
DISTRICT PROTECTIVE EQUIPMENT DONATION POLICY	49
MINIMUM SUPERVISION COVERAGE OF ATHLETIC CONTESTS	50
RESPONSIBILITIES OF PARENTS/GUARDIANS	51
SPECTATOR AND FAN CODE OF CONDUCT FOR MILLARD PUBLIC SCHOOLS	51
A Letter from the Executive Director of Activities/Athletics & External Affairs	52
BOOSTER CLUBS	54
RESPONSIBILITIES OF PARTICIPANTS	55
HAZING	56
Camps, Clinics, or Leagues Conducted by Millard Public School Employees Within the Scope of their District-Assigned Coaching Duties	58
Camps, Clinics, or Leagues Conducted by Millard Public School Employees as Independent Contractors	60
Competition Cheer and Dance	62
DONATION AGREEMENT	66

TABLE OF CONTENTS - ALPHA ORDER

(Click on item to jump to page)

A

[Activities and Practices on Holidays](#)
[Activities Committee](#)
[Activities on Wednesdays](#)
[Activity / Athletic Recruiting](#)
[Activity Consultants](#)
[Activity Selection and Cutting Policies](#)
[Administration of Building Activities](#)
[Approval Procedures for Volunteer Coaches](#)
[Athletic Selection and Cutting Policies](#)
[Awards for Achievement](#)

B

[Booster Clubs](#)

C

[Communication and Decision Making: Head Injury](#)
[Competition Dance/Cheer and School Dance/Cheer Comparison Chart](#)
[Complete Spectator Code of Conduct](#)
[Concussion Management Policy](#)

D

[Doctor's Release for Treated Injuries](#)
[Documenting Risk Management Related to Negligence Litigation](#)

E

[Eligibility of Home Schooled Students](#)
[Eligibility- Transfer, Option and Open Enrollment, Learning Center Students](#)
[Emergency Procedures for Athletics](#)
[Equal Access](#)
[Evaluation of Coaches and Sponsors](#)
[Exempt and Non-public School Students](#)
[Extracurricular and Interscholastic Athletics and Activities](#)

F

[Fees](#)

[Fourteen Duties Related to Negligence Litigation](#)

[Fundraising](#)

G

[Guidelines / Constitutions](#)

[Guidelines Covering Relationship with Competition Dance/Cheer](#)

[Guidelines for Outdoor Activity During Hot/Humid Conditions](#)

[Guidelines for Students Who Miss School-Provided Transportation](#)

[Guidelines for Travel / Overnight Trips During the Summer](#)

H

[Hazing](#)

[High School Coaches' Attendance at State Playoff Games](#)

[Hiring Procedures for Coaches](#)

I

[Illegal Recruitment](#)

[Intramurals](#)

L

[Letter from the Executive Director of Activities/Athletics & External Affairs](#)

[Listing of Board Policies and Rules](#)

M

[Millard Public Schools Lines of Communication](#)

N

[National Contests and Conventions](#)

[NSAA Guidelines](#)

O

[Overnight Trips](#)

P

[Payment to Coaches](#)

[Philosophy and Mission Statement](#)

[Physical Examinations](#)

[Playoff Games](#)

[Practices and Activities on Inclement Weather Days](#)

[Practices on Sundays](#)

[Protective Equipment Donation Contract](#)

[Protective Equipment Donation Policy](#)

[Publicizing High School Events Targeted to Feeder Schools](#)

R

[Recognition of Non-NSAA Sanctioned Activities at Schools](#)

[Reports](#)

[Responsibilities of Activities Administrators](#)

[Responsibilities of Coaches and Activities Directors to Fourteen Duties Matrix](#)

[Responsibilities of Coaches and Sponsors](#)

[Responsibilities of Parents and Guardians](#)

[Responsibilities of Participants](#)

S

[School Attendance on Game or Performance Days](#)

[School Year, Out of Season Conditioning](#)

[Sponsorship of Activity and Athletic Programs](#)

[Student Attendance at High School Events](#)

[Student Physicals and Student Insurance](#)

[Summer Camp Policies & Forms- Coaches as Independent Contractors](#)

[Summer Camp Policies & Forms- Coaches Within Scope of District Duties](#)

[Summer Conditioning Activities](#)

[Supervision at Athletic Events](#)

[Supervision of Athletic Training Student Aides \(Student Trainers\)](#)

T

[Travel and Trips with Student Groups](#)

[Transportation Regulations](#)

[Transportation Checklist](#)

V

[Volunteer Coaches and Sponsors](#)

LISTING OF BOARD POLICIES AND RULES

All Board Policies and Rules may be found on the [MPS website](#); Therefore, copies of these policies and rules are not included in the guidelines.

- Policy 1115 – Advertising
- Policy 1340 – Use of School Facilities and Equipment
- Policy 1425 – Cooperation with Non-Profit Agencies
- Policy 1430 – Cooperation with Commercial Agencies
- Policy 3150 – Fundraising
- Policy 3815 – Privately Owned Vehicles
- Policy 4153 – Professional Boundaries and Staff Relationships with Students
- Policy 5146 – Student Accident Insurance
- Policy 5400 – Student Discipline
- Policy 5510 – Freedom of Expression
- Policy 5520 – Equal Access: Non-Curriculum Related Secondary School Student Meetings
- Policy 5600 – Student Health
- Policy 6335 – Awards for Achievement
- Policy 6675 – Exempt School Policy Policy 6680 – Nonpublic Schools
- Policy 6700 – Extracurricular School Sponsored Clubs and Activities and Interscholastic Athletics and Activities (NSAA)
- Policy 6750 – Student Fees
- Policy 6910 – Community Volunteers
- Policy 7305 – Web Publishing

PHILOSOPHY AND MISSION

A vital component of the comprehensive educational program offered by Millard Public Schools includes its extracurricular activities and athletic programs. Extracurricular activities and athletics, properly supervised and kept in proper perspective, shall be maintained in the Millard Public Schools in order to provide students extended learning opportunities and experiences outside of the classroom activities. Extracurricular activities and athletics are extensions of or supplements to the curricular offerings and school requirements.

The mission of the extracurricular activities and athletic programs of Millard Public Schools is to strive to provide an environment in which each participant receives an opportunity to learn, develop and demonstrate the knowledge and skills necessary for personal excellence and responsible citizenship. We strive to provide an environment where each participant cultivates his or her worth to self and the group, sets and achieves high expectations, and displays responsible risk-taking within the framework of extracurricular activities and athletics. It is our belief that high expectations lead to high achievement, high achievement leads to healthy self-esteem, healthy self-esteem leads to responsible risk-taking that are necessary to exercise personal excellence and responsible citizenship.

EXTRACURRICULAR AND INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

Extracurricular school sponsored clubs and activities, and interscholastic athletics and activities are an extension of the selected content curriculum and instructional strategies of the Millard Education Program, whether or not they occur in a traditional classroom setting.

As an extension of the Millard Education Program, and as a result of financial, facility, personnel, and interest limitations and constraints, the number and nature of extracurricular school sponsored clubs and activities, and the number of interscholastic athletics and activities will be restricted to those which meet the criteria of and which are approved according to the procedures specified in Millard Public Schools Rules 6700.1 and 6700.2.

Stipends for paid sponsors of clubs may be sought via the program budgeting process. Refer to – Policy 6700, Rule 6700.1 and 6700.2. Each high school makes available an athletic/activities pamphlet upon request.

ADMINISTRATION OF BUILDING ACTIVITIES AND ATHLETICS

The principal or designee has the responsibility for implementing the school building activity and athletic programs within the district guidelines. Buildings will comply with requirements of law and the NSAA (Nebraska State Activities Association) rules and by-laws.

ACTIVITIES COMMITTEE

The District Activities Committee is comprised of the Executive Director Activities, Athletics, & External Affairs and a middle school activities director, each high school Assistant Principal of Activities and Athletics, and members from the community or students. Members may be rotated from year to year.

The Activities Committee will meet to review requests for new activities submitted by buildings. The committee will approve or not approve suggested new activities in accordance with Rule 6700.1. The committee may be convened to make recommendations to the Superintendent in regard to issues that may arise in regard to activities.

EQUAL ACCESS

Policy 5520: The District shall not deny equal access or a fair opportunity to, and shall not discriminate against, and District secondary school students who wish to conduct a non-curriculum related student group meeting on school premises and during non-instructional time, on the basis of the religious, political, philosophical, or other content of the speech at such meeting. Such meetings shall comply with the rules established by the District and the building principal.

Students shall have the right to Freedom of Expression and may be given access to building bulletin boards, distribution of printed materials etc. by following Rules 5510.1 and .2. Refer to – Policy 5520, Rule 5520.1; Policy 5510, Rules 5510.1 and 5510.2

STUDENT ATTENDANCE AT HIGH SCHOOL EVENTS

It is recommended that students have a school ID to attend high school events.

FEES

Policy 6750: The District may require and collect fees or other funds from or on behalf of students or require students to furnish or provide materials, supplies, equipment, or attire consistent with the Public Elementary and Secondary Student Fee Authorization Act. Refer to – Policy 6750, Rule 6750.1

AWARDS FOR ACHIEVEMENT

The principal of each school shall establish standards, criteria and other needed guides for administering student awards unique to his/her school in accord with adopted Board policy. A statement of such standards, criteria and administrative guides for each award or class of awards will be kept on file in the school and will be available for examination. Refer to – Policy 6335, Rule 6335.1

RECOGNITION OF NON-NSAA SANCTIONED ACTIVITIES

The individual high school will not permanently house any trophies, awards, and/or recognition received by non-NSAA sanctioned and/or non-school sanctioned extracurricular activities.

The individual high school(s) have the discretion to display or not display any trophies, awards, and/or recognition received by non-NSAA sanctioned and/or non-school sanctioned extracurricular activities for a maximum of ten (10) school days. The high school(s) are not responsible for any trophies, awards, and/or recognition of non-NSAA sanctioned and/or non-school sanctioned extracurricular activities after the maximum number of days established by the high school(s).

The individual high school(s) have the discretion to include or not include congratulatory recognition received by non-NSAA sanctioned and/or non-school sanctioned extracurricular activities and/or the students involved in the non-NSAA sanctioned and/or non-school sanctioned extracurricular activities in school announcements and/or in school sponsored publications, including but not limited to the school yearbook, school newspaper, and/or school newsletter.

The individual high school(s) have the discretion to include or not include congratulatory recognition received by non-NSAA sanctioned and/or non-school sanctioned extracurricular activities and/or the students involved in the non-NSAA sanctioned and/or non-school sanctioned activities in

school sponsored award ceremonies that take place at the school(s), including but not limited to the school assemblies.

The students who are members of non-NSAA sanctioned and/or non-school sanctioned extracurricular activities are not eligible for any recognition awards sponsored by the individual high school, including but not limited to athletic/activity letters.

This guideline will be consistently enforced throughout the individual high school. Refer to – Policy 6335, Rule 6335.1

SPONSORSHIP OF ACTIVITY AND ATHLETIC PROGRAMS

All school activities and athletics will be sponsored by District employees or community members who meet District requirements. NSAA (as applicable) and District guidelines for qualifications will be followed.

VOLUNTEER COACHES AND SPONSORS

With the exceptions noted in district policy, all those who wish to serve as volunteer coaches, directors, and/or sponsors must be approved by Human Resources if they will have direct contact with students. This approval must be in place prior to the allowance of any volunteer coach having contact with students. Refer to – Policy 6910, Rule 6910.2

ACTIVITY CONSULTANTS

Consultants may be hired to provide special clinics or training to participants in extracurricular activities and athletics if the cost assessed is approved by the sponsor and the principal or designee. The cost should not be prohibitive or excessive. Funds should be provided as part of the activity and/or athletic costs noted in fees if students are expected to pay for the cost(s) of consultants (Rule 6750.1). If further consultation is desired, approved fund raising activities should occur to avoid undue financial hardship or as a screening device for membership. Activity and/or athletic requirements should be equally available to all participants.

GUIDELINES/CONSTITUTIONS

Coaches and sponsors must have rules, guidelines or constitutions approved by the building administration before applying these rules, guidelines, and/or constitutions in their programs. Any rules, guidelines, policies, procedures, and/or constitutions that govern student behavior and/or expectations must be provided to the students in writing after that student is selected to the team. Coaches should have on file a record that the student received a copy of these items. PLEASE NOTE THAT BOARD POLICY SUPERCEDES DISTRICT GUIDELINES. DISTRICT GUIDELINES SUPERCEDE INDIVIDUAL SCHOOL RULES. SCHOOL RULES SUPERCEDE INDIVIDUAL ACTIVITY AND/OR ATHLETIC PROGRAM RULES.

INTRAMURALS

Students may participate in the intramural programs at the school in which they are currently enrolled. Program offerings are determined based on student interest, availability of supervisors, and adequate funding. Students participating in intramurals must follow all school rules and sanctions for infractions and will be in compliance with District and building standards.

FUNDRAISING

Schools will be in compliance with Policy and Rule as it applies to fundraising by non-profit agencies. Fundraising may occur for school sponsored curricular and extracurricular athletics or activities according to school guidelines.

Fundraising projects:

- Must be approved by the sponsor/coach of the activity and the building principal prior to any action involving the fundraiser.
- Will not exploit students or staff in any way.
- Will be conducted in accordance with location and time limitations identified by administrators.
- All students will benefit equally or the organization will benefit as specified in advance from fundraising proceeds.
- Donations may be sought as part of fundraising efforts.
- Must follow strict money collection policies and procedures as outlined by each building and district policy.
- A fundraising level may not be prescribed for individual students.
- Door-to-door solicitations are not allowed.
- Students may not be required to participate in fundraising or to provide a donation if raising money is part of a class or curricular project.
- Students cannot sell products or services during the time they are in class.
- Sales of food or beverages cannot occur during the breakfast and/or lunch period of a regular school day.

The above policies and procedures apply to any fundraising effort sponsored by school programs and/or school activities. Non-district entities are not obligated to follow the above procedures; however, non-district entities should be aware of the above policies and procedures before these entities undertake any fundraising in which funds will be donated to the school or school programs. Refer to – Policy 1115, Rule 1115.1; Policy 3150, Rule 3150.1; Policy 1420, Rule 1420.1; Policy 1425, Rule 1425.1; Policy 1430, Rule 1430.1; and Policy 7305, Rule 7305.1.

PUBLICIZING HIGH SCHOOL EVENTS TARGETED TO FEEDER SCHOOLS

Short Articles in Elementary and Middle School Newsletters

High school Assistant Principals of Activities and Athletics, may send short articles about school events* to their feeder elementary and middle schools for inclusion in the school newsletters.

Staff members MAY NOT send articles directly to the schools – they must work through their high school Assistant Principals of Activities and Athletics,.

High school Assistant Principals of Activities and Athletics, may send flyers about school events to middle schools. Middle schools may announce that flyers are available in the office for students to pick up if they choose, because most middle schools do not produce weekly newsletters.**

High school Assistant Principals of Activities and Athletics, may send flyers about school events to elementary schools to be made available to students if they choose to pick them up.

High school Assistant Principals of Activities and Athletics, will restrict articles and flyers to only those school events that provide a benefit to elementary or middle school students.

* School events should be defined as Priority 1 Uses per Rule 1340.1 Facility Use (Building or District-wide school events, activities, and programs)

Activities Express Newspaper

All non-profit events can be publicized by paying for an ad (\$55 for quarter page, \$110 for half page, \$220 for full page).

All non-profit events can be publicized by paying for 9,000 flyers to be inserted into the Activities Express (\$420).

Call or email Deanna Hayes / Communication office for more information.

Promotion of the Activities Express (so parents know to look for it)

The Communications Coordinator will provide a short article for school newsletters occasionally to notify parents that the Activities Express newspaper is the place to look for flyers and/or other information on swim lessons, summer camps and other activities of interest to children.

Elementary school secretaries (or appropriate staff) should insert the Activities Express into the Friday folders when possible (Activities Express must be delivered before the beginning of the next month). It should go home with every elementary school student.

Middle schools should develop the most efficient procedures possible to ensure good distribution.

PLAY OFF GAMES

When two Millard high school teams qualify for playoffs, and the games must be played on the same field, and the Millard teams are designated as home teams and play on the same date, one school shall play in the afternoon and the other during the evening. The afternoon game shall not begin prior to 3:30 p.m. and the evening game shall begin as close to 7:30 p.m. as possible. These times may be adjusted for emergency situations after consultation between building administration and District administration. The Millard team with the highest seed in the playoffs will have first choice as to which game time it wishes to select.

When three Millard high school teams qualify for playoffs, and the games must be played on the same field, and the Millard teams are designated as home teams and play on the same date, the first afternoon game shall not begin prior to 12:30 p.m. and Millard South will be designated to play this game, the second afternoon game shall begin as close to 4:00 p.m. as the circumstances allow, and the evening game shall begin as close to 7:30 p.m. as the circumstances allow. The Millard team with the highest seed- excluding Millard South- in the playoffs will have first choice as to which game time (second game or third game) it wishes to select. These times may be adjusted after consultation between building administration and District administration.

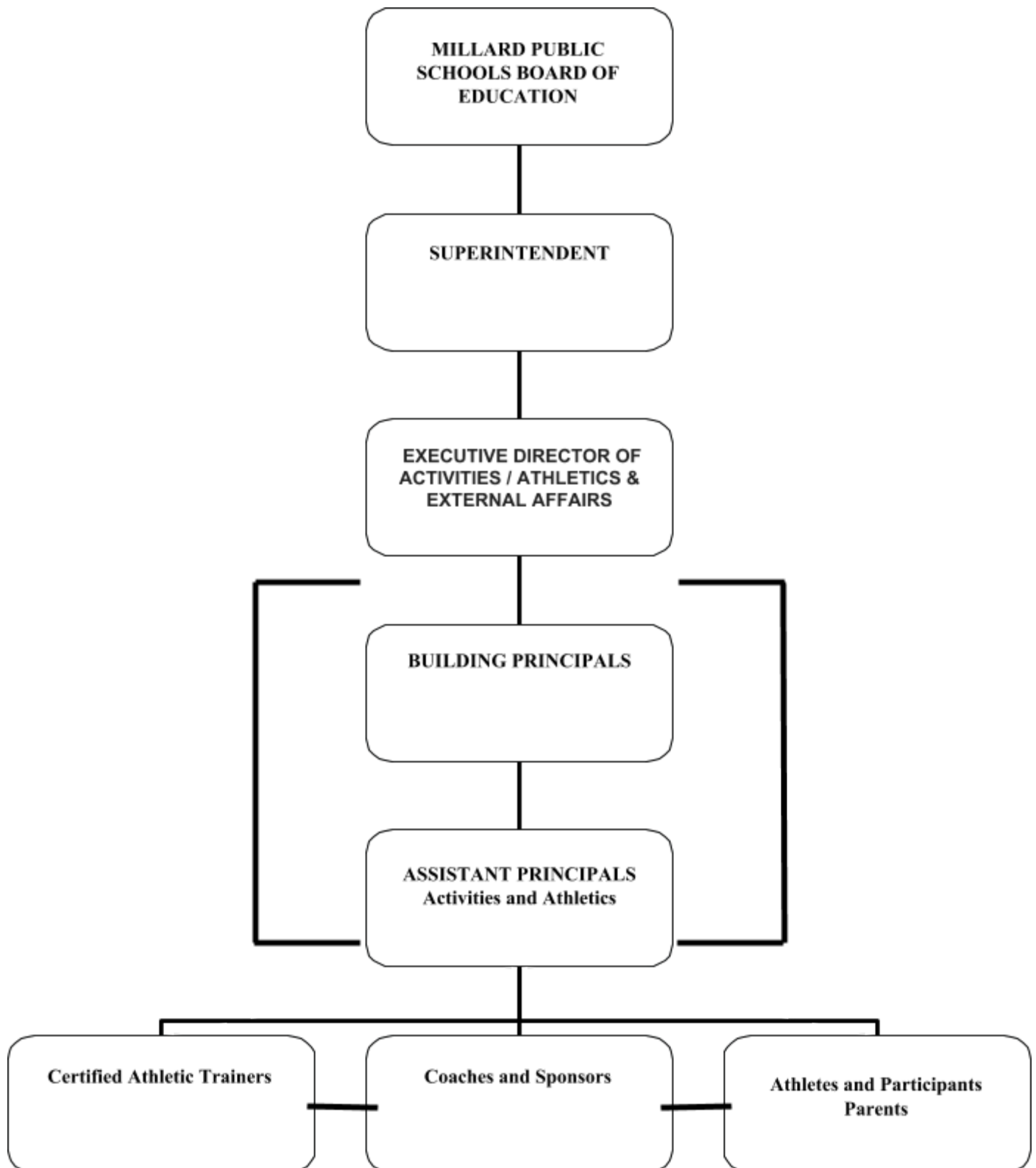
NATIONAL CONTESTS AND CONVENTIONS

The Millard Public Schools may participate only in those national contests which are on the approved list as published annually for the National Association of Secondary School Principals, are sanctioned by the NSAA, or are national or regional annual school events. Exceptions must have the approval of the building's Assistant Principal of Activities and Athletics, and building administration in consultation with District representatives as appropriate.

For curriculum related activities (i.e. Marching Band, DECA, VICA, FCCLA, Debate, Forensics and FCS) the District does not fund competitive activities for students beyond the state level. Fundraising and/or donations must cover the cost of competition beyond the state level and the cost of a substitute teacher for sponsors beyond the state level. The District has no responsibility to fund competitive activities and/or to provide any support for groups that are not sponsored by the

schools or the District. Refer to - Policy 6750, Rule 6750.1

LINES OF COMMUNICATION



NSAA GUIDELINES

The Millard Public Schools will be in compliance with all NSAA rules. NSAA rules apply to grades 9-12. Each high school has a copy of the most recent NSAA constitution, rules and by-laws. Further reference to NSAA rules can be accessed at www.nsaahome.org. Each Assistant Principal of Activities and Athletics is a school representative in the NSAA. Some NSAA rules will be specifically referenced in this handbook.

STUDENT PHYSICALS AND STUDENT INSURANCE

Students participating in extracurricular physical activities such as sports, cheerleading, dance team, etc. shall obtain a physical examination by a physician prior to participation, and shall submit the same to the site Activities Office prior to participation. Refer to – Policy 5600, Rule 5600.3

Students participating in extracurricular physical activities must also be covered by accident insurance prior to any participation in extracurricular physical activities. Students who are not covered by an existing insurance policy may be eligible for Kid’s Connection, which is an insurance program available through the Nebraska Health and Human Services System. Applications for Kid’s Connection can be obtained from Student Services.

Millard Public Schools does not carry an accident insurance policy to cover injuries sustained in the athletic programs offered by District schools. Accident insurance is the responsibility of the parents or guardians of the students. Refer to Board Policy 5146

PHYSICAL EXAMINATIONS

All student athletes, including cheer and dance members, who are participating in the school activities program must have on file with the Assistant Principal for Activities and Athletics a clearance form from a medical professional who performed a physical prior to any participation. This form must state in the opinion of the examining physician that the student is cleared and fully able to compete in the activities listed. See form.

- 1) The physical examination must be performed by medical personnel recognized by the NSAA and Millard Public Schools as those who are approved to perform a physical examination.
- 2) The physical examination is required annually.
- 3) The physical examination must be given prior to participation in the sports activities program (includes tryouts, practice, and participation in a game or contest).
- 4) The physical examination for participation during the following school year shall be given on or after May 1.
- 5) The physical examination form and screening form are desired, but not required, to be submitted to the Assistant Principal for Activities and Athletics.

EXEMPT SCHOOL AND NONPUBLIC SCHOOL STUDENTS

Policy 6675

The Millard Public Schools recognizes the rights of parents and/or guardians to educate their students in an exempt school, in accordance with State laws and regulations. The Superintendent shall establish such guidelines and procedures to work cooperatively with such Exempt Schools and

Exempt School Students as may be required by State and Federal law.

Policy 6680

The Millard Public Schools recognizes the rights of parents and guardians to educate their children and wards in a nonpublic school, in accordance with state law and regulations. The superintendent shall establish such guidelines and procedures to work cooperatively with such nonpublic schools and nonpublic school students as may be required by state and federal law.

Both exempt school and nonpublic school students are eligible to participate in NSAA sanctioned activities if those students meet the guidelines for eligibility established by the NSAA and Millard Public Schools. Students must be enrolled in a minimum of ten credit hours at the school in which he/she wants to participate. Refer to – Policy 6675, Rule 6675.1; Policy 6680, Rule 6680.1

ELIGIBILITY OF TRANSFER STUDENTS, ENROLLMENT OPTION STUDENTS, OPEN ENROLLMENT STUDENTS, AND STUDENTS ATTENDING LEARNING CENTERS

All transfer students and as well as enrollment option students and open enrollment students are subject to NSAA by-laws and interpretations to gain eligibility. Intra-district transfers (a student who transfers from one Millard high school to another Millard high school) also are subject to NSAA by-laws and interpretations to gain eligibility. These students must be cleared by the site Activities Office prior to participation in activities governed by NSAA by-laws.

When a contact made to the school by someone inquiring about a student enrolling into a high school by means other than a bona-fide change of domicile, the site activities director should be informed about that inquiry as soon as possible. Coaches and sponsors are not to engage in discussions with students and/or the parents of students not enrolled in the school without the prior approval of the school's Assistant Principal of Activities and Athletics.

A change of school for academic advantage does not automatically create eligibility, even though the school may be non-accredited and the school to which the student transfers is accredited. The Assistant Principal of Activities and Athletics must verify eligibility before allowing these students to participate.

HOME SCHOOL STUDENTS ELIGIBILITY

Home School students must meet Millard Public Schools and NSAA requirements to participate in programs.

SCHOOL ATTENDANCE ON GAME OR PERFORMANCE DAYS

Classroom attendance on the day of a performance, contest, or game is required. Exceptions to this rule must be approved by site administration. This shall be interpreted to mean that a student will attend all classes unless excused by a site administrator (illness, staying home to rest, or "sleeping in" are examples of unexcused absences for extracurricular participation).

Students not attending classes on a Friday prior to a Saturday performance, contest, or game must be cleared by site administration prior to participation in the Saturday performance, contest, or game.

SCHOOL ACTIVITIES AND ATHLETICS- EVENTS ON HOLIDAYS

All athletic team practices and student activities, including rehearsals and/or meetings, are

not to occur on the following nationally recognized holidays. Exceptions must have prior approval of site administration:

- Thanksgiving Day
- Christmas Day

Participants who are not able to attend practice or activity during the above holidays are not to be punished. Vacation days, conference days, recesses, etc., as stated on the District calendar, are not considered holidays. *Coaches, sponsors, and administrators should be mindful of the religious holidays that occur during the school year and plan appropriately.*

PRACTICES/REHEARSALS ON SUNDAYS

All team practices and student activities on Sundays must receive prior approval from site administration. Students and parents are to receive as much advance notice of Sunday dates and times as possible during the season/year.

ACTIVITIES ON WEDNESDAYS

All student activities on Wednesdays shall not be scheduled after 5:00 p.m. and all student activities must conclude by 6:30 p.m. in accordance with Rule 6700.3. Wednesdays are not to be used for make-up games unless the parameters previously stated can be followed. The only exceptions to this guideline are for district and/or state contest dates determined by the NSAA, as well as contest dates determined by the Metro Conference for its tournament schedules. Refer to - Policy 6700, Rule 6700.3

PRACTICES AND ACTIVITIES ON INCLEMENT WEATHER DAYS

If school is cancelled by the Superintendent or designee due to inclement weather and/or if inclement weather occurs during the school day, as a general rule practices and contests will be postponed. Assistant Principals of Activities and Athletics will verify the allowance of any activities with the Executive Director of Activities/Athletics & External Affairs prior to allowing practices or contests to occur. The Executive Director of Activities/Athletics & External Affairs will determine if practices and/or contests may occur on the day of cancellation, with the approval of the Superintendent or designee. Any extracurricular sport and/or activity scheduled to travel out of the metro Omaha area must be approved by the Superintendent or designee prior to that sport and/or activity leaving the school and/or departure location.

HIRING PROCEDURES FOR HIGH SCHOOL COACHES

- 1. Coaching Vacancy Identified by Site**
 - a. Site Activities Office notifies Executive Director of Activities/Athletics & External Affairs.
 - b. Personnel posting sent to the Human Resources Department by the site.
- 2. Vacancy is advertised by Human Resources**
 - a. Human Resources post the position in the next available posting. Posting must be listed for at least one week. If deemed appropriate by the Executive Director of Activities/Athletics & External Affairs, the position will also be advertised in the Omaha World Herald and/or other publications.
 - b. Site establishes interview date and time.

- c. Vacancy is advertised according to Federal, State, and District Policies and Regulations.

3. Applications

- a. Applicants must apply to the Human Resources Department via the on-line application.
- b. After the closing date for application, Human Resources will screen the applications for minimum requirements.
- c. Assistant Principal for Activities and Athletics will review applicants screened by Human Resources.
- d. Interviews are arranged by site and applicants are contacted for interviews by the site.

4. Interview Committee

- a. The interview committee for head coaches shall consist, at a minimum, of the Principal or designee as chair, the Executive Director of Activities/Athletics & External Affairs, and the Assistant Principal of Activities and Athletics (who also may be Principal's designee). The Principal or designee, or the Assistant Principal of Activities and Athletics will chair the committee.
- b. The interview committee for assistant coaches shall consist, at a minimum, of the Principal or designee, the Assistant Principal of Activities and Athletics (who also may be Principal's designee), and the Head Coach for that sport. The Assistant Principal of Activities and Athletics will chair the committee.
- c. The Committee will write the interview questions and design the assessment form. Minimum expectations for interview questions shall include questions based upon, but are not limited, the job description, coaching expectations, and the evaluation instrument.

5. Interviews and Rankings

- a. The Principal or designee schedules and conducts the interviews.
- b. Each question will be asked of each interviewee.
- c. When all applicants have been interviewed, the committee completes the assessment forms and ranks the interviewees.
- d. References are checked by the Assistant Principal for Activities and Athletics for the recommended applicant.
- e. A Hiring Recommendation Sheet and Reference Check Sheet are completed and sent to Human Resources.
- f. Inform the Executive Director of Activities/Athletics & External Affairs of the recommended candidate, who will inform the Superintendent.

6. Recommendation for Hire

- a. The interview committee for head coaches submits a Hiring Recommendation Sheet and Reference Check Sheet to Human Resources.
- b. The interview committee for assistant coaches submits a Hiring Recommendation Sheet and Reference Check Sheet to District Office for Activities and Athletics and Human Resources.
- c. The chair of the interview committee sends to the Executive Director of Activities/Athletics & External Affairs a copy of all assessment forms, ranking of candidates, and a copy of the questions and retains the originals for no less than three (3) years.
- d. The Executive Director of Activities/Athletics & External Affairs forwards the Recommendation for Hire to the Assistant Superintendent of Human Resources or designee for approval and action.

7. Hiring Process

- a. The successful candidate is notified by Human Resources.
- b. Human Resources will advise the successful candidate of any paper work necessary to conclude the hiring process.

- c. The Principal or designee and Executive Director of Activities/Athletics & External Affairs are notified by Human Resources that the successful applicant may begin to work.
- d. Unsuccessful applicants interviewed by site are notified by the Activities and Athletics Director of the school.

APPROVAL PROCEDURES FOR VOLUNTEER COACHES

1. Application

- a. The site Assistant Principal of Activities and Athletics must be informed about the potential volunteer and must approve the submission of an application by the potential volunteer.
- b. The potential volunteer must complete an application and returns the application to the site Assistant Principal of Activities and Athletics,.
- c. The site Assistant Principal of Activities and Athletics reviews the form and sends that application to Human Resources IF THE VOLUNTEER IS BEING RECOMMENDED FOR APPROVAL. The site Assistant Principal of Activities and Athletics is responsible to check references.
- d. A background check of the potential volunteer will be performed by Human Resources.
- e. The potential volunteer is not to work with or have contact with students until the background check is completed and the site is informed that the potential volunteer is cleared to work with students.

2. Approval

- a. Human Resources notifies the site Assistant Principal of Activities and Athletics when the potential volunteer passes the background and is cleared to work with students.
- b. Human Resources notifies the Executive Director of Activities/Athletics & External Affairs if there are issues discovered in the background check.
 - 1. The Executive Director of Activities/Athletics & External Affairs reviews the application and information contained in the background check to determine the appropriateness of the potential volunteer to work with students.
 - 2. The Executive Director of Activities/Athletics & External Affairs and site Assistant Principal of Activities and Athletics discuss the application and information contained in the background check to determine the appropriateness of the potential volunteer to work with students.
 - 3. The Executive Director of Activities/Athletics & External Affairs clears (or does not clear) the potential volunteer to work with students and informs the site of any restrictions placed upon the potential volunteer.
 - 4. The Executive Director of Activities/Athletics & External Affairs informs Human Resources that the potential volunteer is cleared (or not cleared) to work with students.

3. Retention

- a. The site Assistant Principal of Activities and Athletics will send the list of volunteer coaches and sponsors who are continuing their status as volunteers to the Director of Personnel or designee.
- b. The volunteers who are continuing their status as volunteers are not required to submit an application for approval.
- c. Any volunteer who does not continue his/her status as a volunteer (leaves the position for a year) and has a desire to return as a volunteer coach or sponsor is required to go through the application and approval process.

EVALUATION OF COACHES AND SPONSORS

All coaches and sponsors of recognized NSAA activities and athletic programs will be evaluated each year in accordance with guidelines established by the District. The Assistant Principal of Activities and Athletics will evaluate all head coaches as well as the sponsors of recognized NSAA activities. Head coaches and sponsors/directors will evaluate their assistant and volunteer coaches, sponsors/directors.

All coaching assignments shall be for ONE school year. Recommendations for renewal or non-renewal of coaching contracts will be made to the Superintendent or designee. Refer to Board Rule 6700.2.

All coaching assignments are considered “extracurricular” assignments and therefore do not carry any tenure benefits. This means that a coach can be reassigned or relieved from coaching responsibilities, along with its compensation, at the will of the District Administration when such action is deemed to be in the best interest of the Athletic program and/or District. Refer to Board Rule 6700.2.

PAYMENT TO COACHES AND SPONSORS

The source of funds used to pay coaches and sponsors for their assigned duties must be the extra-duty allotment assigned by the District. No other revenue source is permitted for coaching and/or sponsor stipends. Any exception to this guideline must have the prior approval, in writing, of the Executive Director of Activities/Athletics & External Affairs as well as the District Director of Employee Relations before any offer of employment, any offer of payment, and/or any payment is made to a coach or sponsor.

HIGH SCHOOL COACHES’ ATTENDANCE AT STATE PLAYOFF GAMES (employed by Millard Public Schools in assignments other than coaching)

1. Varsity head coaches of our high school programs may attend all days of the state playoffs, regardless if whether or not their team is participating in the state tournament.
2. Any assistant coaches of our high school programs may attend all days of the state tournament in which their team is a state participant.
3. Any assistant coaches of our high school teams may attend one day of state playoff competition if their team is not a state participant. Note that if their team is a state participant and is eliminated before the state championship game, the day(s) in which their team was a state participant counts as the one day of attendance.
4. The above days to attend the state playoffs are at the discretion of the Principal or designee, who must give prior approval for the days requested.

REPORTS

Head coaches shall submit required reports to the Assistant Principal of Activities and Athletics by the date(s) established by the Assistant Principal of Activities and Athletics.

RESPONSIBILITIES OF MILLARD COACHES / SPONSORS

1. Provide for the safety and welfare of all participants.
2. Promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling the characteristics of good sportsmanship and character.
3. Work with participants, teachers, counselors, etc., to ensure the academic progress of the participants.
4. Be an integral part of the school system and its educational program. Encourage and stress to each student the importance of academic achievement.
5. Monitor the classroom behavior, attendance, and performance of all participants. Ensure that all participants are continuing course work in the required number of classes.
6. Be knowledgeable of and enforce school, District, Conference, and NSAA rules, regulations, procedures, and policies. Make decisions of a general nature that are in keeping with the established policies of the school, District, Conference, and NSAA. However, when decisions affect other coaches and other sports, or when the problem is one that clearly falls within the jurisdiction of the Activities Office, decisions should be delayed until the matter has been discussed fully with the Assistant Principal of Activities and Athletics.
7. Report any violations of NSAA by-laws, school and/or district rules, regulations, procedures, and/or policies to the site Assistant Principal of Activities and Athletics.
8. Make every effort to support and communicate with all school administrators.
9. Provide written training rules, team expectations, and award policies to all participants. Enforce these fairly among all participants.
10. Report injuries of participants to the proper school officials, including the certified athletic trainer and Assistant Principal of Activities and Athletics.
11. Ensure that participants have an understanding of all school, District, Conference, and NSAA eligibility rules, regulations, procedures, and policies.
12. Ensure that all participants have met all eligibility requirements prior to participating in any tryouts, practices or games, or before receiving any equipment or awards.
13. Make participants aware of the inherent danger of participating in athletics and activities.
14. Plan and monitor organized practices that will include proper conditioning, warm-ups, and instruction of fundamentals.
15. Ensure that practice and/or game environment and facilities are safe for athletes prior to each practice and/or game.
16. Develop student-athletes and participants to the highest degree of skill possible.
17. Supervise participants in practice areas, locker rooms, busses and vans, at all times during the season. Assign at least one coach to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and all doors locked.
18. Provide Type II Coverage when the certified athletic trainer(s) is not on site.
19. Responsible for modeling respectful behavior and the duty to demand that athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebrations.
20. Responsible for modeling respectful behavior and a duty to not indulge in conduct that would incite players or spectators against officials.
21. Abstain from the use of tobacco, drugs, and alcohol while on campus or any time when representing your school or team.
22. Safeguard the health of participants and the integrity of the sport/activity, prohibit the use of alcohol, tobacco, drugs, and performance enhancing substances, as well as demand compliance with all laws and regulations, including those relating to gambling and the use of

- alcohol, tobacco, drugs, and performance enhancing substances and drugs.
23. Actively support and enforce your school's Activities Office substance abuse program.
 24. Ensure that all participants are dressed neatly on all trips. Enforce District transportation guidelines and trip regulations.
 25. Work cooperatively with parents, officials, and media to promote a positive image of Millard Public Schools activities.
 26. Know and follow rules and regulations governing sports equipment (i.e., certification, reconditioning, etc.).
 27. Provide for the inspection, issuance, care and maintenance of all equipment; to instruct team members that equipment is to be worn only for the purpose for which the equipment was purchased, namely, for practice sessions and game competition for interscholastic athletics as well as to enforce rules regarding the care of equipment.
 28. Head coaches direct the activities of student managers.
 29. Head coaches conduct all staff meetings and are in charge of all tryouts, practices, team meetings and athletic contests when the team is involved.
 30. Prepare and submit accurate, detailed and timely budget information to the site Assistant Principal of Activities and Athletics when requested.
 31. Work with the site administration and district transportation by ensuring that vans or buses are cleaned of any debris before they are returned.
 32. Ensure that all travel money received is accounted for by returning a combination of itemized receipts and/or monies to equal the amount given by the site within five (5) working days.
 33. Provide assistance in seeking qualified assistant and volunteer coaches.
 34. Ensure that all Millard Public Schools transportation guidelines and policies are enforced.
 35. Know that providing false documentation of any kind will be grounds for dismissal of coaching duties (i.e., CPR/First Aid certification, teaching certificate, etc.).
 36. Read and have familiarity with the Activity Guidelines and site coaching handbooks.
 37. Attend District meetings, clinics, workshops when required.
 38. Recommend to the Assistant Principal of Activities and Athletics teams that may be scheduled and officials to be employed.
 39. Read current literature to stay updated on current issues and techniques in the sport(s) coached.
 40. Varsity head coaches must complete a "Coaching Assessment Pre-Season" form prior to their first scheduled practice and must schedule a post-season evaluation meeting to be held within thirty (30) days after their last event of the season.
 41. Head coaches will assign duties to all assistant and volunteer coaches.
 42. Head coaches must evaluate all assistant and volunteer coaches and bring those evaluations, signed by the assistant and volunteer coaches, to their post-season evaluation meeting.
 43. Head coaches are responsible for preparing public information releases regarding their particular sport and submitting such releases to the person(s) designated by the Assistant Principal of Activities and Athletics within the deadlines established by the Assistant Principal of Activities and Athletics.
 44. Head coaches are responsible for maintaining an accurate squad roster at all times, ensuring that the roster is up-to-date and on file with the Activities Office.
 45. Actively support and be loyal to the total site activities program. This includes an expectation to support the entire program and to be an active participant in striving to improve the activities program as well as the total educational program of the schools.
 46. Be responsible for the administration in the overall operation of your program. Varsity

- head coaches are responsible for their entire program.
47. Notify the site administration when release time is needed with site established deadlines.
 48. Head coaches ensure the return and inventory of all uniforms and equipment within four (4) weeks after your last event. Provide an accurate, detailed inventory of uniforms, equipment and season summary to the Assistant Principal of Activities and Athletics prior to the post-season evaluation meeting with the Assistant Principal of Activities and Athletics.
 49. Coordinate all out-of-town trips with the site Activities Office within deadlines specified by the site's Activities Office.
 50. Ensure that all assistant coaches, sponsors, directors maintain current Adult CPR and First Aid certification. Note that internet training on CPR or First Aid will not be accepted by the District.
 51. Ensure that all coaches have completed and returned to Human Relations all forms required by the district before working with students. Do not permit coaches to have contact with students until they have been approved by Human Resources.
 52. Serve as an advisor to the students on your team and to help them, by advice or direction, with problems, as well as to assist students in their pursuit of postsecondary scholarships to continue their participation in athletics/activities.
 53. Help maintain your program through on-site recruiting of participants and through fundraising.
 54. Notify the Assistant Principal of Activities and Athletics of any ejection of coaches or participants.
 55. Be responsible for additional duties as defined by site or district administrators.
 56. Respect the rules of the school, teachers, coaches and administrators.
 57. Review the Fourteen Duties Related to Negligence Litigation prior to your first season of coaching each school year.
 58. Submit to the Assistant Principal of Activities and Athletics a season summary including the following information:
 - Squad members, Letter Winners, Captains and managers
 - Schedules played and results
 - New records (individual or team)
 - Special honors
 - Summary of the season
 - Suggestions for improvement

SCHOOL YEAR, OUT OF SEASON CONDITIONING ACTIVITIES

All coaches are to review school and NSAA guidelines regarding school year, out of season conditioning policies with the site Assistant Principal of Activities and Athletics prior to the commencement of any school year, out of season conditioning activities with the students.

Only students currently enrolled at the high school shall be permitted to participate in athletic workouts of any kind during the school year. This shall be interpreted to mean that students currently enrolled in the middle schools will not be permitted to participate in athletic workouts of any kind at the high schools until the next weekday following the end of the middle school athletic year of the current school year. This guideline also applies to the high school dance and cheer squads. Exceptions to this guideline must have prior approval from the Executive Director of Activities/Athletics & External Affairs.

SUMMER CONDITIONING ACTIVITIES

All coaches are to review school and NSAA guidelines regarding summer conditioning policies with the site Assistant Principal of Activities and Athletics prior to the commencement of any summertime, out of season conditioning activities with the students.

Only students currently enrolled at the high school shall be permitted to participate in high school team athletic workouts of any kind during the summer. This shall be interpreted to mean that students currently enrolled in the middle schools will not be permitted to participate in high school team athletic workouts of any kind during the summer. This guideline also applies to the high school dance and cheer squads. Exceptions to this guideline must have prior approval from the Executive Director of Activities/Athletics & External Affairs.

ACTIVITY/ATHLETIC RECRUITING

Any communication, either written or verbal, initiated by a coach or sponsor to a student and/or parent/guardian, in an effort to persuade them to attend a school offering the same activity/sport, shall be considered undue influence upon the school selection decision-making process of a student or parent/guardian. Undue influence exerted by any Millard Public Schools employee, volunteer sponsor, or volunteer coach shall constitute an attempt to recruit.

ILLEGAL RECRUITMENT

The recruitment of students from other high schools or those middle schools outside of your school's feeder pattern is viewed as a violation of the spirit of the NSAA undue influence regulation. Such a violation is subject to review by the District and can lead to consequences for a coach, including dismissal from coaching assignments.

If any school personnel or coach, including volunteer coaches, is contacted by anyone to inquire about a high-school student enrolling into your school by means other than a bona-fide change of domicile (in which the parents/legal guardians of that student are moving into the attendance zone of your school), that person shall notify the Assistant Principal of Activities and Athletics of your school about the inquiry as soon as possible. If your Assistant Principal of Activities and Athletics is unavailable, then contact is to be made with the office of the Executive Director of Activities/Athletics & External Affairs. Coaches, including volunteer coaches, shall not engage in any discussion about their programs with that student and/or the parents/legal guardians of that student until that student is registered and enrolled into the school.

The Assistant Principal of Activities and Athletics of the high school, upon receiving an inquiry as described above as well as any direct inquiry about a high-school student enrolling into the school by means other than a bona-fide change of domicile, shall contact the Assistant Principal of Activities and Athletics of the school from which the student is potentially leaving as a courtesy to that school. This courtesy contact must occur as soon as possible after the awareness of the inquiry.

High school coaches, including volunteer coaches, wanting to attend middle school games or events in their roles as high school coaches, may only attend games or events involving the middle schools that feed their high schools as determined by the attendance zones of those schools.

High school coaches, including volunteer coaches, wanting to attend middle school games or events in their roles as high school coaches, may only speak to the teams of those middle schools that feed their high schools and may only speak to the teams of those middle schools that feed their high schools if a staff member of the middle school and/or the activities director of that middle school is present. The high school coaches must have the prior approval of their high school Assistant Principal of Activities and Athletics and the middle school Activities Director to speak with the teams.

High school administrators and coaches may not request booster clubs, players, former players, or alumni from the high school to discuss the merits of their athletic program with prospective athletes or their parents/legal guardians outside of their feeder attendance zones by any means of communication.

A high school may allow all students of any middle school to attend its athletic events without charge. There will be no discrimination made between individual middle school students regarding attending without charge.

A high school coach may conduct an athletic camp or clinic at his or her school or another site in accordance with NSAA by-laws and district policies.

ATHLETIC TEAM SELECTION AND CUTTING POLICIES

1. Choosing the members of activity teams is the sole responsibility of the coaches for those teams.
2. Lower-level coaches must take into consideration the policies established by the head varsity coach in that particular program when selecting final team rosters.
3. A student who is suspended from school during the designated tryout period does not automatically retain the right to resume the tryout upon his/her return to school. Coaches, in consultation with the Assistant Principal of Activities and Athletics, are to clarify their policy regarding the resumption of tryouts for a student suspended during any portion of the designated tryout period. This policy must be included in the information provided to students trying out for the team prior to the first practice and/or prior to the start of the first practice.
4. If a coach anticipates that team selection will include cutting, the coach will provide the following information to all students trying out for the team prior to the first practice and/or prior to the start of the first practice:
 - a. The number of days allotted for the try-out period.
 - b. The team policy regarding resumption of a tryout for students suspended from school during any portion of the tryout period.
 - c. The specific criteria being used to select the team. These criteria must include that attendance at pre-season and/or post-season conditioning is not a requirement to make the team and that attendance at pre-season and/or post-season conditioning does not guarantee a position on the team.
 - d. The number of players that the coach plans to keep. The coach may adjust this number based upon the evaluation of athletes during the try-out period.
 - e. The length of the season if the students make the team. For the varsity team this should include district and state tournaments.
 - f. The practice commitment if the students make the team.

- g. The game commitments if the students make the team.
5. The coach must provide the cutting policies and the absolute last day that an athlete would be accepted on the team to the Assistant Principal of Activities and Athletics prior to the first practice date for the sport. Exceptions to the last day for acceptance on a team require the prior approval of the Assistant Principal of Activities and Athletics.
6. At the discretion of the head varsity coach, individuals may be excluded from team try-outs and membership due to past violations of team policies and expectations as well as past violations of school and/or District policies. Prior to initiating the use of this activities policy, the head varsity coach must meet with the Assistant Principal of Activities and Athletics. Students and parents to whom this policy applies have the right to appeal the application of this policy to the Assistant Principal of Activities and Athletics. If a coach anticipates using this policy, the coach must announce this policy to the parents and students to whom this policy will affect prior to the first day of try-outs.
7. When cutting becomes a necessity, the process used by the coach making the cuts must include at least these three (3) important elements:
 - a. Each student must have competed in a minimum of three (3) practice sessions during the time set aside for try-outs.
 - b. Each student not being selected for a team must be given the opportunity to meet with the head coach of that level for performance feedback.
 - c. Cut lists are not to be posted.

Coaches also should note the following:

1. Coaches should discuss alternative possibilities for participation on the team or other areas of the activities program. Students can be recruited as managers, statisticians, or other duties needed by the team that students could fulfill.
2. If a coach anticipates difficulties arising as a result of squad selection, he or she should discuss the situation with his or her immediate supervisor in the activities department.

In the event an athlete wished to appeal the selection process, the appeal must establish that the policies stated above were not followed by the coach. The appeal is made to the Assistant Principal of Activities and Athletics. The Assistant Principal of Activities and Athletics will decide on the validity of the appeal. Not being selected to a team does not, by itself, establish the validity of an appeal. If the appeal is valid, the Assistant Principal of Activities and Athletics MAY grant up to two additional days of try-out. The Assistant Principal of Activities and Athletics, however, does not determine whether or not the athlete is selected for the team. The Assistant Principal of Activities and Athletics will discuss the decision with the coach involved prior to the additional try-out day.

NOTE: For teams that do not cut, the coach must provide the absolute last day that an athlete would be accepted on the team to the Assistant Principal of Activities and Athletics prior to the first practice date for the sport.

ACTIVITY SELECTION AND CUTTING POLICIES

1. Choosing the members of an activities program is the sole responsibility of the sponsor(s) and/or director(s) for those activities.
2. A student who is suspended from school during the designated tryout period does not automatically retain the right to resume the tryout upon his/her return to school. Sponsors

and/or directors, in consultation with the Assistant Principal of Activities and Athletics, are to clarify their policy regarding the resumption of tryouts for a student suspended during any portion of the designated tryout period. This policy must be included in the information provided to students trying out for the activity prior to the first practice and/or prior to the start of the first practice.

3. If a sponsor/director anticipates that the selection will include non-selection of some students, the sponsor(s) and/or director(s) will provide the following information to all students trying out for the activities program prior to the first day of try-outs and/or prior to the start of the first tryout:
 - a. The number of days allotted for the try-out period.
 - b. The activity's policy regarding resumption of a tryout for students suspended from school during any portion of the tryout period.
 - c. The criteria being used to select the members of the activity. These criteria must include that attendance at pre-selection practices is not a requirement for selection and that attendance at pre-selection practices does not guarantee a position in the activity.
 - d. The number of members that the sponsor(s) and/or director(s) plan to keep. The sponsor(s) and/or director(s) should be as specific as possible. The sponsor(s) and/or director(s) may adjust this number based upon the evaluation of students during the try-out period.
 - e. The length of the commitment if the students are selected for the activity.
 - f. The practice/rehearsal commitments if the students are selected for the activity.
 - g. The performance commitments if the students are selected for the activity.
4. The sponsor(s) and/or director(s) must provide the selection/non-selection policies to the Assistant Principal of Activities and Athletics prior to the first try-out for the activity.
5. At the discretion of the sponsor(s) and/or director(s), individuals may be excluded from try-outs and/or membership due to past violations of group policies and expectations as well as past violations of school and/or District policies. Prior to initiating the use of this activities policy, the sponsor(s) and/or director(s) must meet with the Assistant Principal of Activities and Athletics. Students and parents to whom this policy applies have the right to appeal the application of this policy to the Assistant Principal of Activities and Athletics. If the sponsor(s) and/or director(s) anticipate using this policy, the sponsor(s) and/or director(s) must announce this policy to the parents and students to whom this policy will affect prior to the first day of try-outs.
6. When non-selection becomes a necessity, the process used by the sponsor(s) and/or director(s) making the selection/non-selection decision must include at least these three (3) important elements:
 - a. Each student must have competed in a minimum of one (1) try-out session.
 - b. Each student not being selected for an activity must be given the opportunity to meet with the head coach of that level for performance feedback.
 - c. Non-selection lists are not to be posted.

The sponsor(s) and/or director(s) also should note the following:

1. The sponsor(s) and/or director(s) should discuss alternative possibilities for participation in the activity or other areas of the activities program. Students can be recruited as ushers, stage hands, or other duties needed by the activity that students could fulfill.

2. If a sponsor(s) and/or director(s) anticipate difficulties arising as a result of the selection/non-selection, he or she should discuss the situation with his or her immediate supervisor in the activities department.

In the event a student appeals the selection process, the appeal must establish that the policies stated above were not followed by the sponsor(s) and/or director(s). The appeal is made to the Assistant Principal of Activities and Athletics. The Assistant Principal of Activities and Athletics will decide on the validity of the appeal. Not being selected to an activity does not, by itself, establish the validity of an appeal. If the appeal is valid, the Assistant Principal of Activities and Athletics MAY grant one additional day of try-out. The Assistant Principal of Activities and Athletics, however, does not determine whether or not the student is selected for the activity.

The Assistant Principal of Activities and Athletics will discuss the decision with the sponsor(s) and/or director(s) involved prior to the additional try-out day.

NOTE: For activities that do not cut, the sponsor/director must provide the absolute last day that a student would be accepted in the activity to the Assistant Principal of Activities and Athletics prior to the first practice date or meeting for the activity.

TRANSPORTATION REGULATIONS

TRANSPORTATION

The Assistant Principal of Activities and Athletics of the school will arrange and/or approve transportation for interscholastic and extracurricular activities and athletics. Trips that are scheduled for a length of time beyond sixteen (16) hours, and/or which may require student involvement or transportation prior to 6:00 a.m. and/or beyond 12:00 midnight, and/or which require overnight accommodations, shall not be approved unless the mode of transportation has a properly permitted or licensed driver who complies with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G. Certificated staff who are operating the transportation provided for interscholastic or extracurricular activities or athletics shall also comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91- 005.06G and are expected to comply with all laws regarding the operation of a motor vehicle.

Trips that require student involvement or transportation prior to 6:00 a.m. and/or beyond 12:00 midnight must have the approval of the Executive Director of Activities/Athletics & External Affairs prior to the departure date and time of such trips.

All participants are to use school-provided transportation to and from the site of all away events. The principal or designee may allow the use of alternate transportation by participants. All District policies and rules regarding alternative transportation must be followed. Refer to - Policy 3815 and Policy 6700, Rule 6700.6

OVERNIGHT TRIPS

Any travel involving overnight accommodations must be approved by the principal or designee. The coach or club or activity sponsor will provide the travel and trip plan to the principal or designee within the deadline established by the Principal or designee. The coach or club or activity sponsor will have emergency information on all participating students during the trip. Refer to - Policy 6700, Rule 6700.6 and Rule 6700.8

TRAVEL AND TRIPS WITH STUDENT GROUPS

The coach or club or activity sponsor will have emergency information on all participating students during the trip. Refer to - Policy 6700, Rule 6700.8

GUIDELINES FOR TRAVEL AND OVERNIGHT TRIPS DURING THE SUMMER

Teams and/or school groups that participate in overnight trips during the summer must follow the guidelines established in rules 6700.6 and 6700.8 and will have emergency information on all participating students during the travel and/or trip.

Teams and/or school groups that travel during the summer must follow the guidelines established in rules 6700.6 and 6700.8 and will have emergency information on all participating students during the travel and/or trip.

MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION GUIDELINES

ATHLETICS AND ACTIVITIES: All participants are expected to use school-provided transportation to and from the site of all away events. Exceptions are noted below and all three items must be in place for the approved use of alternative transportation:

- A. Parents/legal guardians may request the use of alternative transportation to and from the site of any or all away events or games by their son/daughter. District forms are available at the schools for these requests.
- B. Such requests shall be in writing and shall acknowledge the voluntary release of the District from the obligation or responsibility of providing transportation. Such requests may be for specific games or events or may be for a specific period of time. Again, District forms are available for these requests.
- C. The use of alternative transportation by any student/participant must be approved by the school administration prior to the day of the game or event. Otherwise, the student must use the transportation provided by the District.

PRACTICE SESSIONS: The District is not responsible for providing transportation to any practice session which may be held on or off District property. Parents/legal guardians shall be responsible for providing any transportation necessary for the attendance by their son/daughter at all practices.

ATHLETICS AND ACTIVITIES: All participants are expected to use school-provided transportation to and from the site of all away events when such transportation is provided. Parents/legal guardians and students may request an exception from the use of school-provided transportation. The proper form(s) must be on file at the school for the affected students to use alternative transportation.

If and/or when the school is not able to provide transportation to an event, the proper form(s) must be on file at the school for the affected students to use alternative transportation. A brief summary of each request form is described below:

Form 3815A (authorizing the use of alternative transportation, with school approval, for the entire school year)

Parents/legal guardians may check any or all of the consent areas dealing with alternative transportation. Parents/legal guardians also may designate that the approved consent areas are for extracurricular activities only, for field trips only, or for both extracurricular activities and field trips.

The consent areas include:

1. **PARENTS/LEGAL GUARDIANS TRANSPORTING THEIR OWN SON/DAUGHTER ONLY**, with prior written approval from the appropriate administrator. Parents/legal guardians who want their child to go to the contest on school provided transportation, but who want the child to leave the event with his/her parents/legal guardians must have written approval from the appropriate school administrator.
2. **STUDENTS TRANSPORTING THEMSELVES ONLY**, with prior written approval from the appropriate administrator and his/her parent(s)/legal guardian(s).
3. **STUDENTS BEING TRANSPORTED BY THE PARENT/ LEGAL GUARDIAN OF ANOTHER STUDENT**, with prior written permission from the appropriate school administrator and his/her parent(s)/legal guardian(s).
4. **STUDENTS BEING TRANSPORTED BY ANOTHER STUDENT**, with prior written permission from the appropriate school administrator and the parents/legal guardians of the students being transported, as well as the parents/legal guardians of the student providing the transportation.
5. **PARENTS/ LEGAL GUARDIANS OF STUDENTS WHO WISH TO TRANSPORT STUDENTS OTHER THAN THEIR OWN CHILDREN AND/OR PARENTS OF STUDENTS WHO WISH TO TRANSPORT OTHER STUDENTS**, with prior written permission from the appropriate school administrator and the parents/legal guardians of the students being transported, as well as the parents/legal guardians of the student providing the transportation (if the student is driving).
6. **STUDENTS MAY BE TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS**, with prior written permission from the appropriate administrator and his/her parent(s)/legal guardian(s).

USE OF FORM 3815A- ALTERNATIVE TRANSPORTATION FORM COVERING THE SCHOOL YEAR

PARENTS TRANSPORTING THEIR CHILD:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the first box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office **AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT**.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS TRANSPORTING THEMSELVES:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the second box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office **AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT**.

5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A PARENT OF ANOTHER STUDENT

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the third box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY ANOTHER STUDENT

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the fourth box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS OR PARENTS OF STUDENTS TRANSPORTING OTHER STUDENTS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the fifth box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED BUSINESS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the sixth box on Form 3815A.
3. Sign Form 3815A, and check the box that lets the school know whether your permission applies to extracurricular events only, field trips only, or both extracurricular events and field trips.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for

alternative transportation. A copy of the form will be retained by the Activities Office.

USE OF FORMS 3815B, 3815C, 3815D, 3815E, and/or 3815H- ALTERNATIVE TRANSPORTATION FORMS FOR A SINGLE EVENT THAT OCCURS ON A SPECIFIC DAY

PARENTS TRANSPORTING THEIR CHILD:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815B.
3. Sign Form 3815B.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS TRANSPORTING THEMSELVES:

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815C.
3. Sign Form 3815C.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY ANOTHER STUDENT OR A PARENT OF ANOTHER STUDENT

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815D.
3. Sign Form 3815D.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS OR PARENTS OF STUDENTS TRANSPORTING OTHER STUDENTS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815E.
3. Sign Form 3815E.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

STUDENTS BEING TRANSPORTED BY A DISTRICT EMPLOYEE FOR SCHOOL-RELATED

BUSINESS

1. Print the name(s) of parents/legal guardians and student in appropriate spaces provided, and indicate gender and grade of student.
2. Check the box on Form 3815H.
3. Sign Form 3815H.
4. Submit completed form to the Activities Office AT LEAST THREE DAYS PRIOR TO THE CONTEST OR EVENT.
5. The coach/sponsor will receive a record of all students who have school permission for alternative transportation. A copy of the form will be retained by the Activities Office.

As a reminder, a parent or student may request the use of alternative transportation--- even when the school is providing transportation to and/or from an event. **However, the school must always approve the use of alternative transportation whenever alternative transportation is requested.** How the sites inform coaches, sponsors, parents and students that alternative transportation has been approved will be determined by the administrative teams at those sites.

DISTRICT TRANSPORTATION GUIDELINES FOR STUDENTS WHO MISS SCHOOL- PROVIDED TRANSPORTATION FOR HIGH SCHOOL ACTIVITIES

1. Coaches/Sponsors/Directors are to ensure that they have approved alternative transportation forms provided by the Activities Office in their possession whenever their groups have contests away from the school If alternate transportation is used.
2. Coaches/Sponsors/Directors and/or schools must establish the following policy when a student misses school-provided transportation and consistently enforce the policy:
 - a. Students will not be able to participate in the event, or
 - b. Students will be able to participate in the event if they can find approved alternative transportation.
 - c. Schools may choose one of the two above policies for the entire activities program.

MILLARD PUBLIC SCHOOLS ACTIVITIES TRANSPORTATION CHECKLIST

1. The coach/sponsor is responsible for maintaining acceptable behavior from the time students enter the bus to the time the students exit the bus.
2. The coach/sponsor must do head counts on the bus at the start of the trip and before leaving the activity site.
3. All passengers are to remain seated while the bus is in motion.
4. Noise levels on the bus must not be so loud that the driver cannot hear external audio signals (i.e., emergency vehicles).
5. All participants are to use District provided transportation to and from the site of all away events, unless alternate transportation has been approved by site administration and proper forms are on file at the school.
6. Eating or drinking is not permitted on the school bus. Exceptions may be made at the discretion of the driver.
7. Coaches/sponsors have the responsibility of ensuring that the bus is left in clean condition after the trip.
8. Time schedules must be closely followed, as buses are scheduled for many routes during the day and may be needed elsewhere.
9. State law prohibits anyone from riding a school bus other than District employees, eligible students, or people designed as sponsors.
10. Bus drivers check the bus before and after all trips. Any damage/vandalism costs may be billed back to

the school.

11. All passengers must wear seat belts in any vehicle that has factory-installed seat belts while the vehicle is in motion.
12. Vans
 - a. Ten (10) is the maximum number of people to be carried on a van for school functions involving students. This number includes the driver.
 - b. The number of people traveling in vans shall not exceed the number of factory-installed seat belts.
 - c. All passengers must wear seat belts in vans while the vans are in motion.
 - d. Drivers of vans shall comply with the hourly driving limitations of Title 92, Nebraska Administrative Code, Chapter 91-005.06G.
 - e. Drivers of vans for school related business must comply with all laws regarding the operation of a motor vehicle.
13. A coach or club or activity sponsor, in consultation with the principal or designee, may give a student permission to use alternate transportation.
 - a. Students seeking permission to have their parents provide transportation to and/or from an event must have prior written approval from the site administrator. See Form 3815(B) and/or the first box on Form 3815A.
 - b. Students seeking permission to provide their own transportation to and/or from an event must have prior written approval from the site administrator. See Form 3815(C) and/or the second box on Form 3815A.
 - c. Students seeking permission to have another parent or student provide transportation to and/or from an event must have prior written approval from the site administrator. See Form 3815(D) and/or the third or fourth boxes on Form 3815A.
 - d. Students or parents seeking permission to provide transportation for other students to and/or from an event must have prior written approval from the site administrator. See Form 3815(E) and/or the fifth box on Form 3815A.

DOCTORS' RELEASE

When an athlete or cheer/dance member is treated by a medical professional for an injury that occurred during the season, a written release from that medical professional must be received by the school's athletic trainer prior to participation in any practices or games. Note that the concussion management policy has its own protocol for release and that protocol is addressed later in these guidelines.

For this policy (doctor's release) a medical professional is defined as a physician or physician's assistant licensed to practice medicine in Nebraska.

EMERGENCY PLANS FOR ATHLETICS

Each high school and middle school will have written emergency plans on file in the site's Activities Office. These emergency plans are to be reviewed annually by the schools and its programs.

Emergency Action Plan Duty List

In the event of an emergency, the following duty list will be followed in conjunction with the site's emergency procedures. All individuals should be familiar with the entire duty list including the location of the AED on campus.

Type I Coverage

Athletic Trainer (ATC):	Identify and assess severity of injury. Activate call to 911. Call for assistance from support staff if necessary including retrieval of the AED. Provide appropriate treatment according to injury.
Assistant Activity Director:	Assist the ATC in opening necessary gates via contact with site custodians. Notify site staff of medical emergency including the retrieval of the AED if necessary by a designated staff member and the location of emergency. Assist with 911 communications. Assist with positioning of the athlete as determined by ATC. Keep all spectators away from the emergency site.
Head Coach:	Obtain athlete's emergency card and attempt to contact the parents/guardians or locate the parents/guardians in stands. Assist with positioning of the athlete as determined by ATC. Assist the ATC as necessary.
Assistant Principal:	Assist communication with parents/guardians. Assist with positioning of the athlete as determined by ATC. Assist the ATC as necessary.
Student Athletic Trainers:	Assist the ATC as necessary.
Custodians:	Assist with opening all necessary gates and directing the response team to the injury site.
Assistant Coaches:	Supervise the team and keep them on the sideline away from the injury site. Assist the Head Coach with locating the athlete's emergency card and/or parental contact. If the parents are not present, one assistant coach will accompany the athlete in the ambulance if transported. Assist the ATC/Head Coach as necessary.
Security/Custodian:	Retrieve the athlete's physical and emergency information from the Athletic Training room as determined by the ATC.

Assist with directing EMS to emergency site.

Type II Coverage (when certified athletic trainer is not present)

This coverage will follow the Type I Coverage with the following exceptions:

Head Coach will take on the duties of the ATC until the ATC is at the site of the injury or until medical personnel arrive.

Assistant Principal in addition to their normal duties will take on the duties of the Head Coach with the assistance of the Assistant Coaches.

Assistant Activities Director in addition to their normal duties will take on the duties of the Assistant Principal.

Reminders: Possible spinal injuries need to be immobilized immediately. DO NOT REPOSITION THE ATHLETE UNLESS THE AIRWAY IS COMPROMISED.

CATASTROPHIC INJURIES

In the event of a catastrophic injury that occurs during an extracurricular activity, the following information must be sent to the office of the Executive Director of Activities/Athletics & External Affairs as soon as possible:

- Any game/practice film and/or video recording the injury (if available)
- Equipment involved (i.e.: football helmet, bat, etc.)
- Game program (if available)
- Names and addresses of witnesses
- Officials' names and addresses
- Written statement of incident signed and dated
- Written statement of all procedures followed, signed and dated

Often it is several years before any legal action is taken. Therefore, it is important to secure this necessary information as soon as possible after the injury for possible later use.

Note: a catastrophic injury may include, but is not limited to any of the following: any life threatening injury, any head injury requiring immediate transportation to a medical facility, spinal cord injury, neck injury, any injury in which the person loses feeling to arms and/or legs, any injury resulting in the use of an AED, and injuries resulting in multiple fractures.

Emergency Procedures

Always be prepared in the event of an emergency. Proper preparation and communication is vital for smooth execution of the emergency plan.

Review the emergency plan each year prior to the beginning of your sport season and revise the plan according to your specific needs. Each team is to have an emergency plan in place that has been approved by the Assistant Principal of Activities and Athletics. If you have any questions, be sure to get the answers prior to the beginning of your sport season.

Pre-Season and Daily Responsibilities:

1. Identify the location of the AED if available on campus.
2. Identify the location of phones nearest to all possible practice and event venues.
3. Identify the entrances and exits for use by emergency personnel.
4. Identify who is responsible for locking and unlocking all doors and gates.
5. Identify who will direct emergency personnel to the site.
6. Be familiar with Type I and Type II coverage and who is responsible for providing emergency care.
7. Inspect the playing area prior to the season and daily for potential hazards.
8. Keep abreast of weather conditions and how these conditions may affect practice or events i.e., lightning, extreme hot weather...
9. Verify that you have all emergency cards for all individuals under your care including athletes and managers.

Emergency Plan:

1. Identify the emergency situation. If the emergency involves sudden cardiac arrest, the AED should be retrieved immediately
2. Identify who is responsible for administering care and begin appropriate care as determined by the severity of the injury including:
 - a. Administering CPR.
 - b. Controlling bleeding.
 - c. Immobilizing the individual.
3. While the AED is being retrieved, the user will provide basic first aid including CPR until the AED is on site and ready for use. Once the AED is on site ready for use, the caregiver will follow the AED voice prompts.
4. Identify an individual to call 911 and direct them to the nearest phone.
While speaking to emergency personnel have the following information available:
 - a. The athlete's name.
 - b. A brief description of the emergency situation.
 - c. Level of consciousness of the athlete.
 - d. Instruct the emergency personnel where to enter site and someone will be waiting to direct them to the emergency site.
 - e. Answer all questions asked to the best of your ability.
 - f. Do not hang up until instructed to do so by the 911 operator.
5. Identify an individual to get the athlete's emergency card.
6. Inform the administration or custodial staff as to unlocking entrances and doors.
7. Instruct someone to wait at the designated location to direct emergency personnel to the proper location.

8. Assist the emergency personnel to the best of your ability.
9. Notify the administrator on duty, the athletic trainer, and parents.
10. Document everything in writing. Copy all documents to the Certified Athletic Trainer, Assistant Principal of Activities and Athletics, Director of Pupil Services, and Executive Director of Activities/Athletics & External Affairs.

Type II Coverage (when certified athletic trainer is not present)

1. Life Threatening Injury
 - a. Provide initial first aid, CPR, etc.
 - b. Do not move the injured student unless there is an increased risk of injury.
 - c. Be calm and reassure the injured student.
 - d. Call 911 and advise of problem, location, your name, phone number, and directions to the school. Do not hang up until instructed to do so by the 911 operator.
 - e. Have someone meet the emergency medical personnel and lead them to the exact location of the injured student.
 - f. Call the parent/legal guardian and calmly advise them of the situation and what is being done. If parent/legal guardian cannot be reached, call the student's emergency contact person.
 - g. Upon arrival, supply the paramedic/ambulance personnel with the emergency information data of the student for permission to treat.
 - h. An injury of this type will be reported to the following people at the earliest opportunity: certified athletic trainer, site administration, the Director of Student Services, and the Executive Director of Activities/Athletics & External Affairs.
2. Non-Life Threatening Injury
 - a. Provide first aid.
 - b. Except in cases of minor injuries, do not move the injured student unless there is an increased risk of injury.
 - c. Call 911 if in your judgment the injury requires the attention of emergency medical personnel and follow steps listed above in d, e, f, and g.
 - d. Contact parent/legal guardian to inform them as to what happened and to provide proper instructions for care.
 - e. Report injury to certified athletic trainer. Except in cases of minor injuries, a report will be given to the following people: site administration, the Director of Student Services, and the Executive Director of Activities/Athletics & External Affairs.

A minor injury is an injury which does not require the attention of a physician, an advanced practice registered nurse, or physician's assistant; is not life threatening; does not pose a health risk, and can be effectively treated with first aid which can be performed by personnel who have been trained in first aid.

Millard High Schools Cross Country and Golf Home Meet Emergency Plan

Each team is to have an emergency plan in place that has been approved by the Assistant Principal of Activities and Athletics.

Pre-Event Preparation:

1. Identify primary caregivers to all participants. These individuals are those certified in first aid and CPR.
2. Locate the closest phone or identify individuals with cellular phones to use in the event of an emergency.
3. Know the location and names of roads and gates that surround the facility, and whether or not they will need to be opened for access by emergency vehicles and if so who has the keys.
4. Know in advance weather conditions anticipated for the day to prepare the necessary water allowances for all participants.
5. Have course monitors that can contact designated first aid providers to watch the course during the event in case of an emergency.
6. Make sure that you have all emergency cards for all athletes participating.

Injury Management During the Event:

1. Identify that an injury has occurred.
2. Assess the situation to determine the seriousness of the injury by checking the following:
 - A. Level of consciousness
 - B. Breathing/pulse
 - C. Severe bleeding
 - D. Gross deformityDetermine if 911 should be activated. If 911 needs to be activated, designate someone to call and tell them the location of the nearest phone while the first aid provider stays at the emergency site to render care.
3. If 911 is activated, relay the following information:
 - A. The caller's name and position.
 - B. The nature of the emergency including the following:
 1. Level of consciousness
 2. Breathing /pulse
 3. Severe bleeding
 4. Gross deformity
 - C. What care is being given.
 - D. Do not hang up until instructed to do so.
4. Designate someone to meet the emergency vehicle making sure that all gates are unlocked and open.
5. Find the athlete's emergency card.
6. Remain at the emergency site until the first responder vehicle has arrived.
7. Notify the athletic administrator, parents, athletic trainer as soon as circumstances allow.
8. Document in writing all factors present that could affect the injury, all steps taken; all care

administered and any other pertinent information. Upon return to school notify the certified athletic trainer in person or by phone as soon as possible.

Millard Public Schools Off-Campus Practice Emergency Plan

Each team, with the exceptions of the golf and cross country teams that already have defined plans in place, is to have an emergency plan in place for off campus practices that has been approved by the Assistant Principal of Activities and Athletics.

Pre-Event Preparation

1. Inform the athletes of the coach/athletic trainer's responsibility for treating injuries.
2. Be familiar with the practice area, accessibility of water and entrances and exits in the event of an emergency situation, in that this may change from day to day.
3. Locate the nearest phone for each venue or have a cellular phone present for all practices.
4. Make sure that the coach has copies of emergency cards for all athletes cleared to participate.
5. In having 2 coaches, one will monitor the front-runners and the second will monitor the back runners ensuring that no runner gets injured on the course and is left behind without supervision.
6. Monitor the weather conditions and have adequate water for all practices, including pre and post practice breaks.

Carry a first aid kit to all practice sites.

Practice Management

In the event of an emergency outside of school grounds, one coach will stay with the injured athlete at all times and administer care while emergency personnel are contacted by either the coach or other persons. *The same steps will be followed as listed in Injury Management During the Event.*

Upon return to school, the coach will inform the athletic trainer of any injuries and care administered that occurred during practice and have the athlete report to the training room for evaluation and treatment as soon as possible that day or prior to the next practice.

Supervision of Athletic Training Student Aides (ATSA)

- 1) ATSAs must be under the direct supervision of a certified athletic trainer when assisting with any athletic training services.
- 2) When not under the direct supervision of a certified athletic trainer, the responsibilities of the ATSA are limited to
 - a) Hydration management (getting water for athletes, keeping water containers filled, or any

- other hydration issues deemed appropriate by the certified athletic trainer).
 - b) Basic first-aid (bandage of superficial cuts, providing ice packs for athletes)
 - c) Contact of certified athletic trainer for any issue beyond the above areas (a and b).
- 3) ATSA are not permitted to independently
 - a) Treat athletes
 - b) Evaluate injuries
 - c) Assess injuries
 - d) Rehabilitate injuries
 - e) The above areas (a through d) must always be performed under the direct supervision of a certified athletic trainer.
- 4) ATSA are not permitted to make return-to-play decisions for any athlete. Return-to-play decisions are the sole responsibility of the certified athletic trainer or the coach of the athlete if a certified athletic trainer is not on site and available for immediate consultation after injury occurs.
- 5) ATSA are permitted to accompany athletic teams to away contests while not under the direct supervision of the certified athletic trainer; however, the responsibilities of the ATSA are limited to
 - a) Hydration management
 - b) Basic first-aid
 - c) Contact of certified athletic trainer for any issue beyond the above areas (a and b).
 - d) The certified athletic trainer and/or school activities director has the responsibility to perform the following when an ATSA will be accompanying athletic teams to away contests while not under the direct supervision of the school certified athletic trainer
 - 1) Contact the certified athletic trainer and/or school activities director of the opposing school to communicate that an ATSA is accompanying the team.
 - 2) Ascertain from the opposing school that a certified athletic trainer will or will not be available for athletic training services at the game site.
 - 3) Notify the coach of our team that an unsupervised ATSA will be accompanying his/her team to the away game and that the ATSA is only permitted the following responsibilities
 - a) Hydration management
 - b) Basic first-aid
 - c) Contact of certified athletic trainer for any issue beyond the above areas (a and b).
 - d) The coach is not to ask the ATSA to provide any service beyond the above areas (a through c).

The goals of an athletic training student aide program are to provide opportunities for students to observe the professional duties and responsibilities of an athletic trainer as well as to practice these duties and responsibilities under the direct supervision of a certified athletic trainer.

Source: NATA Official Statement on Proper Supervision of High School Athletic Training Student Aides, March 9, 2010

CONCUSSION MANAGEMENT POLICY

When an athlete shows ANY sign or symptom of a concussion:

- 1) The athlete is to be removed from any type of physical activity, practice, and/or game.
- 2) The athlete is not permitted to return to the physical activity, practice, and/or game on the same day.
 - a) The athlete must be under constant supervision of the certified athletic trainer and/or coach.
 - b) The athlete must be regularly monitored for the possibility of a concussion.
- 3) An on-field concussion evaluation is to be performed on the athlete.
- 4) The parent(s) and/or legal guardian(s) of the athlete are to be informed of the injury and possible concussion as soon as possible after the athlete shows ANY sign or symptom of a concussion. The information provided to the parent(s) and/or legal guardian(s) of the athlete must include the following:
 - a) Date, time, and extent of the injury.
 - b) The signs and symptoms of a concussion that were treated.
 - c) Any action taken to treat the athlete.
 - d) Signs and symptoms to observe for possible concussion.
 - 1) The parent should arrange for the constant supervision of their child for the next 24 hours.
 - 2) If any signs or symptoms of concussion occur and/or deteriorate, take athlete to a physician or hospital emergency room immediately.
 - e) Take athlete to a licensed health care professional as soon as possible and/or if any signs or symptoms of concussion are observed or deteriorate.
- 5) The athlete is not permitted to return to any type of physical activity (including return to play protocol), practice, and/or game until that athlete has been evaluated by a licensed healthcare professional, other than a certified athletic trainer, and received written and signed clearance to resume athletic participation from a licensed healthcare professional, other than a certified athletic trainer, and written and signed clearance from the parent/legal guardian of that athlete.
- 6) A licensed health care professional as defined by state law, is either a physician or licensed practitioner under the direct supervision of a physician, a certified athletic trainer, a neuropsychologist, or some other qualified individual who is registered, licensed, certified, or otherwise statutorily recognized by the State of Nebraska to provide health care services AND is trained in the evaluation and management of traumatic brain injuries among a pediatric population.

Return to Physical Activity, Practice, and/or Game

- 1) The certified athletic trainer has possession of the written and signed clearance to resume athletic participation from a licensed healthcare professional, other than a certified athletic trainer, and the written permission from the parent/legal guardian of the athlete. These clearances permit the athlete to proceed through the return to play protocol established by

the certified athletic trainer of the school.

- 2) The athlete is required to proceed through the return to play protocol established by the certified athletic trainer of the school and to be cleared by the certified athletic trainer of the school for any physical activity, practice, and game participation under the supervision of the coach.
- 3) Return to play protocol:
 - a) Athlete must be asymptomatic of the signs and/or symptoms of concussion for a minimum of 24 hours.
 - b) Athlete permitted to perform light aerobic exercise only; if asymptomatic of the signs and/or symptoms of concussion, proceed to next step.
 - c) Athlete permitted to perform sport specific exercise, with progressive addition of resistance training, head impact activities not permitted during this step; if asymptomatic of the signs and/or symptoms of concussion, proceed to next step.
 - d) Athlete permitted to perform non-contact training drills; if asymptomatic of the signs and/or symptoms of concussion, proceed to next step.
 - e) Athlete permitted to perform full contact training; if asymptomatic of the signs and/or symptoms of concussion, proceed to next step.
 - f) Athlete permitted to resume participation in games.
 - g) NOTE: IF ATHLETE SHOWS SIGNS AND/OR SYMPTOMS OF CONCUSSION AT ANY OF THE ABOVE STEPS, ATHLETE RETURNS TO THE BEGINNING OF THE RETURN TO PLAY PROTOCOL AND WAITS A MINIMUM OF 24 HOURS BEFORE RESUMING THE RETURN TO PLAY PROGRESSION.**

Sources: NSAA Sports Medicine Advisory Committee, December 2009; NSAA Sports Medicine Advisory Committee, March 2009; Nebraska State Legislature, LB 260, introduced January 11, 2011

Return to Learn Procedures

1. Athletic Trainer (or any other individual) notifies school health professional of such symptoms.
2. School Health professional convenes and leads the Concussion Management Team (CMT) consisting of but not limited to:
 - a. School Health Professional
 - b. Athletic Trainer (High School)
 - c. Student Counselor
 - d. Activities Director (High School & Middle School)
 - e. Building Administrator (Elementary)
3. CMT through the school health professional provides the following to students' teachers:
 - a. Notification of student condition
 - b. Information regarding the signs & symptoms of concussion awareness.

- c. Expectations for communication, monitoring, and documenting symptoms and academic progress.
- 4. CMT assesses and addresses the physical, cognitive, behavioral, and emotional symptoms of the concussed student.
- 5. CMT develops an individual plan for schedule adjustments, supports, academic and physical activity as appropriate and share with school personnel, student, and parents.
- 6. CMT meets when needed to adjust accommodations and notify school staff of updates.
- 7. When student is symptom free and CMT certifies there are no academic concerns, written clearance from medical provider and written permission for return to activity from parents is obtained, the student returns to academics with no adjustments or accommodations.
- 8. Student begins Return to Play Process.
- 9. School Health Professional documents concussion as a flagged health condition in Infinite Campus.
- 10. .If symptoms last more than 3-4 weeks, provide follow-up assessment and possible 504 Plan.

Guidelines for Extracurricular Activity During Extreme Heat Weather Conditions

During the periods of the school year, heat and/or humidity and/or wet bulb globe temperature can be a problem. To reduce the risk Millard Public Schools follows the following procedures.

- Appropriate supervision will be available when student-athletes are participating in risky environments
- All student-athletes will be screened during a pre-participation physical for their risk/history of heat illness
- Equipment use will be modified according to the environmental conditions as needed
- Wet Bulb Globe Temperature (WBGT) data will be taken on a daily basis. (digital/analog)
- Wet Bulb, Heat Index Measures and other factors will be considered when determining if contest or practice routines will be altered. If conditions warrant the altering of normal activity the Director of Activities & Athletics will communicate to all buildings the necessary action.

RESPONSIBILITIES OF ACTIVITIES AND ATHLETICS ADMINISTRATORS

1. Actively and positively conduct activity/sports programs. Support the Millard Public Schools interscholastic programs in a manner that enhances the mental, social, and moral development of student participants, and teach positive life styles that will help students become personally successful and socially responsible.
2. Promote good sportsmanship in the coordination of the total interscholastic program and foster good character.
3. Provide the opportunity for and support all activity programs.
4. Provide for the safety and well being of all participants.
5. Provide safe facilities for interscholastic activities.
6. Attend District, Conference, Class, and State meetings and workshops.
7. Actively support the Conference and its activities.

8. Read and have familiarity with the Activity Guidelines and site coaching handbooks.
9. Report any violations of NSAA by-laws to the NSAA and the Executive Director of Activities/Athletics & External Affairs.
10. Report any violations of district guidelines to the Executive Director of Activities/Athletics & External Affairs.
11. Supervise and evaluate the Assistant Activities Director and head varsity coaches.
12. Verify the eligibility of all participants and ensure that all applicable rules are followed.
13. Monitor the classroom behavior and attendance of all participants.
14. Provide supervision for all interscholastic activities.
15. Provide the necessary forms to ensure the safe transportation of all participants.
16. Follow all District guidelines and regulations dealing with student activity eligibility, athletic and activity financial accounts, and transportation.
17. Support, supervise, and evaluate all coaching and sponsor positions in the building.
18. Develop, coordinate, and supervise all school interscholastic budgets.
19. Monitor athletic inventories and the maintenance and reconditioning of athletic equipment.
20. Be knowledgeable of and provide in-service for coaches and sponsors on District, Conference, Class, and NSAA procedures, guidelines, and policies.
21. Follow all District guidelines and regulations dealing with the hiring of coaches and sponsors.
22. During all post season and/or play-off athletic competition held at a neutral site, ensure that an administrator or administrator's designee from the site attends the competition.
23. Be responsible for additional duties as defined by the site principal or District.
24. Be knowledgeable of the emergency plans for the athletic programs. To annually review and approve the emergency plans submitted by coaches prior to the first practice for those teams.
25. Be knowledgeable of the Fourteen Duties Related to Negligence Litigation and review these duties with the coaching staffs each year.

SEASONAL REPORTS

The Assistant Principal of Activities and Athletics shall submit the seasonal reports to the Executive Director of Activities/Athletics & External Affairs no later than forty-five (45) days after the conclusion of the fall and winter seasons. The Assistant Principal of Activities and Athletics shall submit the Year-End Report of Activities and Athletics to the Executive Director of Activities/Athletics & External Affairs no later than June 10 of each year. Head coaches shall submit required reports to the Assistant Principal of Activities and Athletics by the date(s) established by the Assistant Principal of Activities and Athletics.

FOURTEEN DUTIES RELATED TO NEGLIGENCE LITIGATION

Several obligations or duties have been identified as absolute requirements for coaches and athletics programs administrators. *These standards have the weight of moral obligation for coaches and athletics administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.*

1. **DUTY TO PLAN** - This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and

to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response; warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). *Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.*

2. **DUTY TO SUPERVISE-** A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise coaching staff members competently. In addition, athletics administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.

3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION-** Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American With Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.

4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS-** Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Courts have held athletics supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Athletes should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.

5. **DUTY TO PROVIDE PROPER EQUIPMENT-** Coaches and athletics administrators must

ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer's specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes must wear protective equipment any time they are exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.

6. **DUTY TO INSTRUCT PROPERLY-** Athletics practices must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor- coaches must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.

7. **DUTY TO MATCH ATHLETES-** Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.

8. **DUTY TO CONDITION PROPERLY-** Practices must account for a progression of cardiovascular and muscular-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.

9. **DUTY TO WARN-** Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension. Videotapes of safety instruction and warnings to players and parents are recommended.

10. **DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE-** Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. Athletes should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents and athletes. Certain schools may need to publish this information in several languages. Comprehensions should be required of parents and athletes.

11. **DUTY TO PROVIDE EMERGENCY CARE-** Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries - especially those that are potentially life-threatening.

12. **DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN –** Athletics administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete. In addition, plans must be in place to: ensure access to a telephone, a stocked first aid kit, spine board and other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by EMS to the injured athlete by stationing coaches or team members at driveways, parking lots, entry doors and remote hallways.

13. **DUTY TO PROVIDE PROPER TRANSPORTATION-** In general, bonded, commercial

carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Athletes should be prohibited from driving to an out of town competition, scrimmages or practices

14. **DUTY TO SELECT, TRAIN AND SUPERVISE COACHES** - Athletics administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

DOCUMENTING YOUR RISK MANAGEMENT PROGRAM

The following items are recommendations from several sports management groups regarding methods to ensure that safety and health of the athletes and spectators have received attention.

1. Sports Participation Agreements Parent permission authorizing participation should be certified in writing.
2. Student & Parent Information /Emergency Contact Information and Medical Treatment Consent Form/Information and Release should be immediately available to the trainer or coaches.
3. Sport Specific Warnings should be issued and comprehension statements executed by parents and athletes.
4. Medical History Questionnaires should be executed at the time of the required physical examination by the attending physician.
5. Athletics Injury Reports should be maintained for a period reflective of the state statute of limitations.
6. Comprehensive Facilities and Equipment Inspection Plans should be documented. In this regard, Facilities Inspection Safety Checklists should be issued to all activities supervisors.
7. Documentation of the Manufacturer Equipment Fitting and Wearing Recommendations and NOCSAE / NATA Recommendations was implemented. Some schools videotape the fitting procedures.
8. Maintenance Request & Response Forms should be maintained and facilities closed or made inaccessible if hazardous.

DISTRICT PROTECTIVE EQUIPMENT DONATION POLICY

1. A parent may request to donate money to the school so that the school will purchase protective equipment for his or her child that the school normally provides for participation.
2. The school may consider the request from the parent, but is under no obligation to accept the donation. The school retains the authority to say "no."
3. The school is not obligated to purchase replacement parts for the protective equipment

purchased under the agreement, nor is the school obligated to purchase a replacement for the protective equipment purchased under the agreement if that equipment cannot be safely worn and/or used during participation.

4. The protective equipment purchased and donated under the agreement is the property of the school and will be treated as school property if that equipment is not returned to the school upon conclusion of the season.
5. The parent and school must sign the Donation Agreement (found in these guidelines after memos, pp. 85-88).

MINIMUM SUPERVISION COVERAGE OF ATHLETIC CONTESTS

SPORT	HOME EVENTS	AWAY EVENTS
Baseball	One Administrator	Coach
Basketball Varsity Other Levels	One Administrator, Security* One Administrator	One Administrator Coach
Cross Country	Coach	Coach
Football Varsity Other Levels	Four Administrators, Security* One Administrator	Two Administrators Coach
Golf	Coach	Coach
Soccer	One Administrator	Coach
Softball	One Administrator	Coach
Swimming	One Administrator	Coach
Tennis	Coach	Coach
Track	One Administrator	Coach
Volleyball	One Administrator	Coach
Wrestling	One Administrator	Coach
Tournaments	One Administrator, Tournament Director	Coach

* As determined by site administration

ADMINISTRATOR For purposes of supervision at athletic events, administrators may be defined as site administration, the site Assistant Principal of Activities and Athletics, or certified staff designated by site administration as the site supervisor for the event.

SUPERVISION: All supervisors, including coaches at home and away events, have the responsibility as part of their supervision duties at events to expect and enforce respectful behavior by all in attendance as well as to model respectful behavior so that their behavior and the behavior of their team members does

not incite disrespectful conduct by spectators at the events.

Visiting Administrators or Designees are asked to please contact home site administrator or designee upon arrival.

During post season and/or play-off competition held at a neutral site, at least one site administrator or administrator's designee will be in attendance.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Participation in the athletics programs of Millard Public Schools by your children is a privilege, not a right. When your child makes the commitment to participate, your child is agreeing to abide by the policies and procedures established by the NSAA, District, your school, and your coaches.

1. Provide positive support, care, and encouragement to your child and his/her team, coaches, and school.
2. Provide positive support and encouragement to the visiting team, their coaches, and school.
3. Maintain positive behavior and attitude at all athletic contests.
4. Respect the position and professionalism of the game official.
5. Refrain from the use of foul or inappropriate language.
6. Refrain from yelling criticism at your child and his/her coaches or team during athletic events.
7. Refrain from interfering with the coach.
8. Allow the coach to be responsible for your child during practices, games, and team related activities.
9. Refrain from making derogatory comments to players, other parents, game officials, or school administrators during athletic events.
10. Follow all District guidelines and regulations dealing with transportation to athletic activities.
11. Sign and submit, with accurate information, all required participation forms to the activities office.
12. Follow the chain of communication guidelines when concerns arise.
13. Will not circumvent any rules or guidelines of the school, District, and/or NSAA.
14. Refrain from interfering with practices or games.
15. Respect and accept with dignity the final decision of officials.

SPECTATOR AND FAN CODE OF CONDUCT FOR MILLARD PUBLIC SCHOOLS

As a spectator attending a Millard Public Schools athletic event:

- I recognize that the goal of this event is to provide young people with the opportunity for healthy competition in the spirit of sportsmanship and camaraderie.
- I recognize that I have a role to project a positive and supportive attitude and to show respect toward all of the participants, including the officials, coaches, and student- athletes as well as other spectators and game management staff.

- I recognize that my words and behavior have a powerful impact on those around me and that I have a role to behave in a mature and dignified manner. I will not say, make, or promote profane comments, obscene gestures, offensive remarks, trash-talking, or taunting of any participant or spectator during the event. I should support and cheer for my team and not cheer against the other team or game officials.
- I recognize that I should exhibit good character and provide a positive role model for all spectators and participants.
- I recognize that attendance at an athletic event is a privilege, not a right, and that I am expected to represent my child, my team, my community, and myself with honor.
- I recognize that for the orderly management of this event, I have a role to follow the directions of school officials and the game management staff.
- I recognize that if my conduct during an event is not conducive to a positive environment (as determined by site administration and staff) for any of the participants, spectators, school officials, or game management staff, I may be asked to leave the event and I may be barred from attending future events.

Welcome to this MPS event. We hope you have an enjoyable time and thank you for your attendance and support!

A banner to emphasize the above statements should be available for public viewing in the main gymnasium of each high school.

A Letter from the Executive Director of Activities/Athletics & External Affairs

Welcome to the Millard Public Schools activities program. I would like to take a moment to explain a small part of how the athletic and activities programs are conducted at our high schools.

In each program, coaches and sponsors are responsible for team and/or program selection. The coaches and sponsors establish conditions for selection. This may be a very subjective process and anyone of us might select different students for the team or program if we had the responsibility for selection. *We believe, however, that it is the responsibility and right of the coaches and sponsors to select the members of the team or program with whom they will work for the season and/or event.*

A key goal of any team or program is to use the best combination of students available, in the judgment of the coach or sponsor, to win the contest and/or have a successful event. Starting positions, playing time, and roles for a game or event are not guaranteed to any student. Some students may play a great amount of time in a game or receive a big role for an event while other students may not receive what you and/or they consider to be “significant” playing or performance time. *We believe it is the responsibility and right of the coaches and sponsors to determine the time and/or role earned by each student during each game or event.*

Every team and program wants to win or have a successful event and each coach or sponsor wants to

win or have a successful event. In the attempt to win or have a successful event, coaches and sponsors will use different strategies at appropriate times. These strategies might differ with the decisions you might have made if you were the coach or sponsor. The coaches and sponsors do the best that they can to make the proper decisions at the proper time so that our groups perform well and win the game or have a successful event. We believe it is the responsibility and right of the coaches and sponsors to determine the strategies used during a game or event.

There may be times when you have a concern about your student's participation on our teams and/or in our programs. When these concerns arise, we ask that you use the following chain of communication to deal with the concerns:

- ***First:** ask your student to talk with the coach or sponsor about the concerns.
- ***Second:** if the issues have not been resolved by the coach or sponsor and student, then the parent/legal guardian should request a meeting with the coach or sponsor outside of class time, practice time, and event time. The coach or sponsor may request that the student attend this meeting. Please take the time to talk directly with the coach or sponsor so that you get the coach's or sponsor's point of view directly.
- ***Third:** if these two steps have not succeeded, then the parent/legal guardian may request a meeting with the Assistant Principal of Activities and Athletics at the school. The student, coach or sponsor will be included in this meeting.
- ***Fourth:** if resolution has not been achieved, the parent/legal guardian and student may request a meeting with the Principal, in which the coach or sponsor, parent, student and assistant principal will attend. We hope that the concerns can be addressed at the site level.
- ***Fifth:** if questions continue to exist, the parent/legal guardian may request a review by the Executive Director of Activities/Athletics & External Affairs. The District Director will review the steps taken and may hold a meeting in which the parent/guardian, student, coach, assistant principal and/or principal may be asked to attend.
- ***Sixth:** we would request that you initiate this chain of communication when you first believe a concern warrants communication with the school. The sooner that we are aware of the concern, the sooner we can attempt to address the concern.

Topics that will not be addressed by administrators in these meetings include playing time, game strategies, playing level, starters, student selection on teams, and comparison of students' skills. These are decisions properly made by and discussed with our coaches and sponsors, and we support the freedom of coaches or sponsors to make these types of decisions. We believe that by using this approach, most of the concerns can be addressed and resolved at the most appropriate level.

We want our parents to be active participants in the activities that your children choose to participate. Schools and programs may certainly ask for your financial support as well as your attendance at the activities. We want our parents to vocally support our teams and activities and all of the participants on our teams and in our activities. You play a crucial role, perhaps the crucial role, in the reputation of our schools' athletics and activities. We request that you welcome the coaches, student participants of the schools that visit our schools to participate in athletic and activity events. These events are not possible without these people. We request that you welcome and yes, even support, the officials for the events in which the students and coaches will participate. The officials are just as important to the events as are the student participants and coaches. We request that you welcome the fans of the schools that visit our schools for a game or event. The activities and the venues in which the activities occur should be enjoyable events and welcoming places so that all of the participants will want to return to our schools in order to participate and will welcome us when we visit their schools. We also request that you cheer for our teams and players rather to cheer against the opposing schools, their participants, and the officials. Again, you can choose to establish a positive example that will be the envy of other schools in Nebraska.

We want and need our parents to be active participants by attending parent meetings that our schools and coaches host. By attending these meetings, many of the questions that you may have about the school's activity program will be addressed, the coaching philosophies and team expectations of our coaches will be addressed, and you have an opportunity to directly ask questions to the leaders of our activities programs. You

need to be comfortable with the programs in which your children will participate and attendance at these meetings often helps you develop and enhance that comfort level.

As mentioned earlier in this letter, we hope that if you have a concern about your child's participation in an activity, you will follow the chain of communication to voice the concern. At this time let's address a somewhat touchy subject--- the anonymous letter, e-mail, and/or voice mail to voice a concern. Activity directors often receive anonymous letters from parents and community members to address a concern about a coach and/or about an activity program. What we will attempt to explain is the view that often accompanies these messages from those who receive the messages. In many professional settings, anonymous messages are often viewed as lacking credence; in other words, these messages are often taken with a huge grain of salt. Anonymous messages give the administrator the power to determine the accuracy and validity of the complaint. The anonymous messenger often believes that the administrator will, without hesitation, agree with complaints; however, that messenger cannot be sure about this agreement. We hope that if you have a concern, any concern, that you will demonstrate the courage to identify yourself as well as the concern. This allows the following to occur: 1) to determine the validity of the complaint and to ensure that we understand the concerns expressed by communicating with you, 2) to determine whether or not there is already a solution, policy, or procedure that covers the concern and to have an opportunity to explain this to the person seeking an answer, 3) to seek additional information in order to determine what action may or may not be appropriate, and perhaps most importantly, 4) to directly communicate what actions will or will not take place to address the expressed concern. While you may not agree with the opinions and/or actions that are taken, you will have the opportunity to know what those actions and/or opinions are. We hope that if you have a concern, you will provide us with the opportunity to address the concern and communicate with you what actions we did or did not take. We welcome the opportunity to communicate with you.

By being a parent/legal guardian and student in an activity, regardless of the time spent in the game or event, you can learn many valuable lessons. These lessons include, but are not limited to, accepting the role you are assigned, demonstrating good sportsmanship, appreciating good effort by any of the participants, respecting all participants, working for a greater role, practicing self-control, working cooperatively to accomplish a common goal, and accepting the responsibility for our actions.

We hope this information helps you to understand some of the beliefs of our athletic and activities programs. We wish our students and parents/legal guardians the best of luck with all of their pursuits, both in academics and activities. We thank you for the opportunity to work with your children.

Nolan Beyer, Executive Director of Activities/Athletics & External Affairs

BOOSTER CLUBS

Booster clubs may be established in order to contribute to school programs and activities. Booster clubs are separate and distinct organizations, and as such, are not governed by school or district policies. It is strongly suggested; however, that booster clubs regularly communicate and consult with the Principal or designee and the coach, sponsor or director of the programs they support and that booster clubs follow district policies regarding fundraising. The roles of booster clubs are to support, encourage, and advance the activity or athletic program at the school and to promote projects necessary to provide an adequate activity and athletic program at the school.

Booster clubs established to support the activity or athletic program at the school are strongly advised to follow the guidelines established in the activities guidelines. Booster clubs shall do nothing that violates the rules of the NSAA or in any way jeopardizes the membership of the school and school district in said association.

Booster clubs should note that schools and school programs are not obligated to accept donations and/or support from any booster club.

Booster clubs may contribute to school programs with the approval of the school's administration. Booster clubs may be formed to help support school activities.

Booster clubs are separate and distinct organizations, and as such, are not governed by

school or district policies. It is strongly suggested; however, that booster clubs regularly communicate and consult with the Principal or designee and the coach, sponsor or director of the programs they support and that booster clubs follow district policies regarding fundraising.

Booster clubs shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the activity and athletic program of the schools and of the district.

Funds raised by booster clubs should be adequately accounted for and must be kept in accounts other than the school accounts because booster clubs are separate and distinct organizations. Financial records should be maintained by all booster clubs and should be open to perusal by school or District officials upon request if such funds are collected in the name of schools and/or school programs in the District. Between May 15 and May 29 of each school year the Assistant Principal of Activities and Athletics may request a financial spreadsheet from each booster club associated with the school and/or school program that includes the following:

- 1) Each fundraising activity and the amount of money raised by each fundraising activity in which money raised was donated to the school and/or school programs.
- 2) The total amount of money donated and/or given to the athletic or activity program during the school year.
- 3) If money was donated and/or given to multiple school athletic and/or activity programs, the amount of money donated and/or given to each school athletic and/or activity program.

The Assistant Principal of Activities and Athletics shall inform each booster club associated with the school and/or school program of these guidelines at the beginning of each school year.

Any and all fundraising activities of the booster club should be communicated to the Assistant Principal of Activities and Athletics prior to the initiation of the fundraising activities if the fundraising activity will use the name of the school and/or school program. Schools and school programs are not obligated to accept any money raised through booster club activities to which the school and/or school programs object. It is strongly recommended that booster clubs communicate its fundraising efforts with the Assistant Principal of Activities and Athletics prior to the beginning of those fundraising efforts.

Millard Public Schools does not control the existence of booster clubs, for booster clubs are separate and distinct organizations; however, Millard Public Schools does control the choice to associate or not associate with booster clubs. Therefore, the Superintendent, Executive Director of Activities/Athletics & External Affairs, and/or Principal may end the school's association with any booster club at any time without cause.

The Principal, Principal's designee, Executive Director of Activities/Athletics & External Affairs, Superintendent, or Board of Education may end a school's and/or school program's association with any booster club for any violation of the policies of the NSAA that would jeopardize the membership of the school and school district in the NSAA as well as any violation of local, state, and/or federal laws and/or policies by the booster club.

RESPONSIBILITIES OF PARTICIPANTS

Participation in the athletics programs of Millard Public Schools is a privilege, not a right. When you make the commitment to participate, you are agreeing to abide by the policies and procedures established by the NSAA, District, your school, and your coaches.

1. Respect the rules of the school, teachers, coaches, and administrators.
2. Respect and follow all school rules.

3. Follow all training rules, Millard eligibility requirements, and NSAA eligibility rules. Students are responsible for maintaining their own eligibility.
4. Strive to perform to your best ability in the classroom. Understand the importance of an education. Students will think of themselves as students first and participants second.
5. Support all school activities to the best of your ability.
6. Promote good sportsmanship and character.
7. Responsible for modeling respectful behavior and the duty to ensure that their teammates refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane or belligerent trash talking, taunting, and inappropriate celebrations.
8. Exemplify good behavior, appearance, and conduct at all times. Respect others and their property. Theft and destruction of any school's property and/or any individual's equipment or property will not be tolerated.
9. Follow the expectation to dress neatly on all trips, follow trip guidelines established by the coach/sponsor, and to ride the transportation provided by the school to and from the site of the event unless prior arrangements have been made and approved by site administration and all appropriate forms are signed and returned to the school.
10. Honor the traditions of the sport.
11. Abide by and respect the decisions of event officials.
12. Attend all classes the day of any contests or activities.
13. Condition properly so that you can safely and adequately meet the physical demands of the activity.
14. Prior to participating in any tryouts, practices or games, or receiving any equipment or awards participants must have all eligibility paperwork on file at the site Activities Office.
15. Responsible for payment of participation fees.
16. Acknowledge that substance abuse in any form while participating in high school activities may result in forfeiture of eligibility.
17. Responsible for returning all equipment and uniforms issued to the participant after the completion of any activity or after dropping out of that activity. Students shall pay for all items not returned.
18. Follow all District and school transportation guidelines.

HAZING

Hazing – Hazing shall be defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any group or activity operating under the sanction of the Millard Public Schools. Such hazing activity shall include, but not be limited to the following: whipping; beating; branding; forced and prolonged calisthenics; prolonged exposure to the elements; forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption; prolonged sleep deprivation; harassing by exacting unnecessary or disagreeable work, banter, ridicule, or criticism; or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person. Consent to the hazing by the student(s) shall not be a defense to hazing. Hazing will not be tolerated in any Millard Public Schools activity or athletic program.

All incidents of hazing shall be reported to the Director for Student Services. If the incidents of hazing involve clubs or extracurricular activities and athletics, those incidents also shall be reported to the Executive Director of Activities/Athletics & External Affairs. Refer to – Policy 5400, Rule 5400.6, Section II, Letter K.

Site Assistant Principals of Activities and Athletics and/or site administration must annually review hazing procedures with all coaches and activity sponsors.

Site Assistant Principals of Activities and Athletics are to ensure that hazing is annually reviewed with all student participants in co-curricular and extracurricular programs. Items to be addressed with student participants must include, but are not limited to, the following:

1. The definition of hazing.
2. The state of Nebraska defines hazing as a criminal offense.
3. Hazing is not tolerated in any form.
4. The maximum consequence for any student guilty of hazing is expulsion.
5. Students are not permitted to participate in co-curricular and/or extracurricular activities during the time of expulsion.
6. Positive alternatives to actions that may constitute hazing.
7. Students and parents have a responsibility to help the District prevent hazing. Students and parents who believe that they, or their children, have been subjected to or have witnessed any conduct which constitutes hazing should immediately report the hazing incident to their coach, Assistant Principal of Activities and Athletics, and/or Principal.

All students and parents have a responsibility to help the District prevent hazing. Students and parents who believe that they, or their children, have been subjected to or have witnessed any conduct which constitutes hazing should immediately report the hazing incident to their coach, activities and athletics director, and/or principal.

When a student or parent reports hazing to a coach, teacher or counselor, the coach, teacher or counselor shall:

- a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the building principal.
- b. If the alleged offending person is a student, depending on the seriousness of the alleged conduct, the coach, teacher or counselor shall:
 1. Immediately report the matter to an assistant principal or the building principal, the Director of Student Services, and the Director of Activities and Athletics.
 2. The assistant principal or the building principal, the Director of Pupil Services, and the Director of Activities and Athletics shall immediately report the matter to the Title IX Coordinator.
 3. The assistant principal or the building principal shall immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose discipline sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.

When an assistant principal or building principal receives such a report of hazing, they shall:

- a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the District's Assistant Superintendent of Human Resources.
- b. If the alleged offending person is a student, the assistant principal or building principal shall immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose discipline sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.

When the Assistant Superintendent receives such a report of hazing, he or she shall:

- a. If the alleged offending person is a District staff member, immediately investigate the matter in accordance with the District's personnel procedures and implement appropriate disciplinary action against the staff member.
- b. If the alleged offending person is an adult, but not a District staff member, immediately investigate the matter in cooperation with other involved District administrators and implement appropriate corrective actions.

When any other District personnel receive such a report of discrimination or sexual harassment, they shall immediately report the matter to an assistant principal or the building principal.

Camps, Clinics, or Leagues Conducted by Millard Public School Employees Within the Scope of their District-Assigned Coaching Duties

Please contact the Building High School Activity Director for the appropriate forms.

District Guidelines:

- Must inform the Activities Director at the site where the employee is employed as a coach of intent to conduct camp/clinic/league within deadline established by that Activities Director.
 - The camp/clinic and the coaches conducting the camp/clinic are covered by the District's liability insurance.
 - Leagues are not covered by the District's liability insurance; therefore, league coordinators will need to provide MPS with a copy of its certificate of liability insurance.
 - The District does not provide medical insurance for any of the camp/clinic/league participants. Participants are responsible for any and all medical coverage and this information must be properly communicated to the participants and parents in the camp/clinic/league.
- Method of participant sign-up for camp/clinic/league must be approved by the Executive Director Activities, Athletics, & External Affairs.
 - Once approved, changes to the method of participant sign-up cannot occur without written approval from the Executive Director Activities, Athletics, & External Affairs.
 - A copy of the method for participant sign-up must be on file in the office of the Executive Director Activities, Athletics, & External Affairs before that camp/clinic/league is approved by the District.
- Any fees charged to camp/clinic/league participants as well as any exceptions to fees for participants must be approved by the Executive Director Activities, Athletics, & External Affairs.
 - Once your fee structure has been approved by the Executive Director Activities, Athletics, & External Affairs, changes in that fee structure cannot occur without written approval from the Executive Director Activities, Athletics, & External Affairs.
 - Please note that at least thirty (30) percent of the profit from the camp must be deposited into the activity fund of your school, to be used by your program.
 - All checks from camp participants must be made payable to the school.
 - The coach and/or program conducting the camp/clinic/league must verify with the

Executive Director Activities, Athletics, & External Affairs that all money generated from the camp will be deposited into a school and/or District account.

- The coach and/or program conducting the camp/clinic/league may use the name of the District or any District site in any information about the camp/clinic/league once the camp has been approved. All District policies and rules about advertisement apply to that coach and camp/clinic/league. When the camp is approved by the District Activities Office, schools may begin to advertise the camp to the community.

Pre-Camp Process:

To be completed no later than one (1) week prior to the first day of the camp

(All forms must be completed before the camp/clinic/league is approved by the district)

1. Pre-Camp form #1 must be completed by the coach serving as the camp/clinic/league director with all boxes checked.
2. Pre-Camp form #2- A roster of all camp/clinic/league employees, whether paid or unpaid. This roster must clearly delineate which employees will be paid and how much each employee will be paid or if they will not be paid. It is understood by the camp director and paid camp employees that the paid camp employees are being paid solely for their work as camp employees. They will be paid through Millard Payroll and are subject to the District's Payments to Individuals for Services regulation.
3. Copy of the participant sign-up process. Including fees associated with the camp/clinic/ league.

Upon approval, the District Activities Office will send a copy of the signed Camp Form to the camp director.

Post-Camp Process

Records to be submitted to the Executive Director Activities, Athletics, & External Affairs within one (1) week after the conclusion of that camp/clinic/league

1. Post Camp Form - Roster of camp/clinic/league employees and how much money each paid employee received to work that camp/clinic/league. Gross amount of money collected for that camp/clinic/league. Expenses, listed by item, for that camp/clinic/league. Profit or Loss garnered for that camp/clinic/league. The amount of money designated for the activity fund account.
2. Roster of all participants who attended the camp/clinic/league and how much each participant paid to attend that camp/clinic/league.
3. The above information must be retained by the camp director for one (1) calendar year after the conclusion of the camp/clinic/league. The District and/or site where the employee is employed as a coach may request to view these sign-ups at any time within the one (1) year period.

By operating the camp or clinic within the scope of the district assigned duties as a District coach, the coach and/or program acknowledges and ensures that at least 30 percent of the net revenue earned from the camp or clinic is deposited into the school/program's activity account at the school.

Guidelines for Athletic Camps and Clinics at Millard Public Schools' Facilities

A. Camps, Clinics, or Leagues Conducted by Millard Public School Employees as Independent Contractors

Please contact the Building High School Activity Director for the appropriate forms.

1. Must inform the Activities Director at the site where the employee is employed as a coach and must request the use of the Millard facility at least two months prior to the first day of the camp/clinic/league. An appropriate and valid facility use request, completed by the employee as an independent contractor and camp/clinic/league director, must be submitted to the Administrator or Activities Director at the site where the camp or clinic is to be held. All Millard Public School policies and rules regarding facility use by non-district users apply to the employee as an independent contractor and camp/clinic/league.
2. An original, completed, and signed Assumption of Responsibility Form (Camp Form #3) must be on file at the District Activities Office prior to approval of the camp/clinic/league. The Assumption of Responsibility Form indicates that 1) the employee is operating the camp/clinic/league as an independent contractor and that 2) the employee as an independent contractor, the camp/clinic/league, the camp/clinic/league employees and its participants hold the District harmless from any and all liability, actions, causes of action, debts, claims or demands of any kind that may arise from the camp, clinic, and/or league.
 - a. As an independent contractor, the employee and camp/clinic/league are subject to all fees associated with the use of a District facility.
 - b. As an independent contractor, the employee and camp/clinic/league are required to have a current certificate of liability insurance with a minimum of one million dollars (\$1,000,000) liability coverage and listing Millard Public Schools as additional insured on file at the District Activities Office.
 - c. Please note that the District does not provide medical insurance for any of the camp/clinic/league participants. Camp/clinic/league participants are responsible for any and all medical coverage and this information must be properly communicated to the participants as well as the parents/legal guardians of the camp/clinic/league participants.
3. As an independent contractor, the employee understands that his or her use of District facilities are subject to all of the policies and rules of Millard Public Schools including, but not limited to, facility use by non-district users, advertising through the District and its schools, and the fee rate schedule assigned to non-district users.
4. As an independent contractor, the employee must return a signed Camp Form #2, with all boxes checked.
5. The District Activities Office, upon approval of the camp, will send a signed Camp Form #5 with all boxes checked.

FOLLOWING SECTION(S) FOR ADMINISTRATORS ONLY GUIDELINES THAT COVER RELATIONSHIP BETWEEN HIGH SCHOOLS AND COMPETITION (NON-SCHOOL) DANCE AND/OR CHEER SQUADS

- ✓ Students may join the school team(s), competition (non-school) team(s), or both teams, provided that the students who are members of the school and competition (non-school) teams, as well as the coaches/sponsors of the competition (non-school) team understand and acknowledge that the school team events take precedence over competition (non-school) events when conflicts occur.
- ✓ The school has sole authority to determine when and where the school team(s) and/or competition (non-school) team(s) will perform at school-sponsored events and activities.
- ✓ The school and/or District are not responsible for the purchase of uniforms for the school team(s) and/or competition (non-school) teams. The school does reserve the authority to determine and/or approve what the school team(s) and/or competition (non-school) team(s) may wear when these teams are performing at school-sponsored events and activities, as well as when these teams are practicing in district facilities.
- ✓ The school employs the coach/sponsor of the school team(s) and approves any volunteers and/or consultants who work with the school team(s). The responsibilities of the school coach(es)/sponsor(s), volunteers and/or consultants of the school team(s), including compensation and benefits, do not extend to competition (non-school) teams. The school coach(es)/sponsor(s), volunteers and/or consultants of the school team(s) are subject to school and District regulations and procedures.
- ✓ The school may employ the coach(es)/sponsor(s) of the competition (non-school) team(s) to coach/sponsor the school team(s). However, the role(s) of the school position(s) are separate and distinct from the role(s) of the competition (non-school) teams. The coach(es)/sponsor(s) who work with both the school team(s) and competition (non-school) team(s) must acknowledge and confirm the separation and distinction of the role(s) with the Assistant Principal of Activities and Athletics of the school prior to working with school and competition (non-school) team(s).
- ✓ The competition team(s), acting as a separate and distinct entity from the school team(s), makes all decisions relating to the competition team(s). This includes, but is not limited to, the following:
 - The selection of coach(es)/sponsor(s), volunteers, and/or consultants who work with the competition (non-school) teams,
 - The selection of the events and/or activities in which the competition team(s) may want to perform,
 - The selection and purchase of uniforms,
 - The fundraising to support the competition (non-school) team(s),
 - The rules that govern the competition (non-school) team(s).
- ✓ The competition (non-school) team(s) must have prior approval of the school administration for any fundraising activity that occurs at and/or during school-sponsored events and activities and/or within school or District facilities.
- ✓ The competition (non-school) team(s) must clearly establish that any fundraising activity of the competition (non-school) team(s) is not related to and/or connected with the school and/or school team(s).
- ✓ The competition (non-school) team(s) may use the terms “Millard North,” “Millard South,” or

“Millard West” when competing and/or fundraising. However, the competition (non- school) team(s) may never use the terms “Millard North High School,” “Millard South High School,” or “Millard West High School” for any activity of the competition (non- school) team(s).

- ✓ The school and/or District may certify that the members of the competition team(s) are currently enrolled in our high schools if a competitive event of the competition (non- school) team(s) requires such certification.
 - ✓ The District will not provide and is not obligated to provide the competition (non-school) team(s) with transportation, insurance coverage, hold-harmless agreements or any other action to support the competition (non-school) team(s).
 - ✓ The use of district facilities by the competition (non-school) team(s) will be classified as a Category 3 use. The competition (non-school) team(s) must follow all school and District procedures for the use of District facilities, including any and all insurance requirements to use District facilities.
 - ✓ The competition (non-school) team(s) is subject to the same rules and regulations for fundraising during school-sponsored events and/or in District facilities as is any other non-District group. This includes, but is not limited to, having prior approval from school administration for any fundraising activity of the competition (non-school) team(s) that occurs at school-sponsored events or activities and/or within school facilities.
 - ✓ Any awards or recognition received by the competition (non-school) team(s) is subject to the guidelines for the recognition of Non-NSAA sanctioned activities established by the school and District.
 - ✓ Advertisement of competition (non-school) team events and/or fundraising activities during and/or at school-sponsored activities and/or in District facilities is subject to school and District policies and procedures.
 - ✓ In the advertisement of competition (non-school) team events and/or fundraising activities, the competition (non-school) team(s) – including its coaches/sponsors, team members, volunteers, consultants, and parents – must include a clear statement that the school and District are not associated with the competition (non-school) team events and/or fundraising.
 - ✓ Schools have the authority to review and approve or reject, prior to use, any music used by the competition (non-school) team(s) for performances at school-sponsored and/or district-sponsored activities as well as to review, prior to use, any music used in a District facility. This includes music to be used at practices and/or rehearsals occurring in District facilities.
 - ✓ As students attending our schools, members of the competition (non-school) teams are subject to the school and/or District consequences of any violation of school and/or District policies.
 - ✓ The school shall not send the competition (non-school) team to represent the school to any event determined to be meant for the school team. This shall be interpreted to mean that the competition (non-school) team will not be sponsored or sent by the school in the “state” championship sponsored by the Nebraska State Interscholastic Athletic Administrators Association and Nebraska Coaches Association OR any event determined by the school and/or the District in which the school is to be represented by the school team.

NOTE: The Assistant Principal of Activities and Athletics of the high schools and the coach(es)/sponsor(s) of the competition (non-school) teams are obligated to meet and review these guidelines on an annual basis.

Competition Cheer and Dance

Prior Condition	Condition As It Now Stands for Non-School Competition Teams As It Now Stands	School Cheer and Dance Teams Condition As It Now Stands
Students can join the competition group or school team or both.	Students can join the competition group or school team or both (until and/or unless Cheer and Dance becomes an NSAA-sanctioned activity).	Students can join the competition group or school team or both (until and/or unless Cheer and Dance becomes an NSAA-sanctioned activity).
Participation at school events (not covered by current policy).	Participation at school events subject to school permission and district rules about what outside groups may do.	School determines when and where the teams will participate.
Competition team may wear school team uniforms at competition events (because team members purchase their own uniforms; the school does not purchase the uniforms).	Competition team may wear school team uniforms at competition events (because team members purchase their own uniforms; the school does not purchase the uniforms). They may not wear any item purchased by the school.	School teams will wear uniforms purchased by the schools. Additional clothing purchased and worn by the teams are subject to school and district rules.
School employs the coach/sponsor for the school team only. School does not employ competition team's coach/sponsor or give any district benefits to the competition team's coach/sponsor.	School employs the coach/sponsor for the school team only. School does not employ competition team's coach/sponsor or give any district benefits to the competition team's coach/sponsor.	School employs the coach/sponsor and volunteers are subject to school and district procedures.
Parents of the competition team makes all decisions for the competition group, including <ol style="list-style-type: none"> 1. selection of the coach and any salary for the coach 2. events in which the team will perform 3. the purchase of any additional uniforms 4. any fundraising to support the competition team 5. rules for the competition team 	Parents of the competition team makes all decisions for the competition group, including <ol style="list-style-type: none"> 1. selection of the coach and any salary for the coach 2. events in which the team will perform 3. the purchase of any additional uniforms 4. any fundraising to support the competition team 5. rules for the competition team 	School makes and/or approves all decisions for the school teams.

The competition team is allowed to use the names Millard North, Millard South, and Millard West (without adding High School to the name).	The competition team cannot use any reference that associates their team with the schools (non-use of “High School” in the name may qualify).	School teams may use the school name.
The district will certify that members of the competition team attend our high schools.	The district will not certify that members of the competition team attend our high schools, as we do not “certify” membership for other outside organizations.	The district will certify that members of the school teams attend our high schools if an event requires such certification.
The district will not provide the competition team with transportation, insurance coverage, hold-harmless agreements or anything to support the competition team.	The district will not provide the competition team with transportation, insurance coverage, hold-harmless agreements or anything to support the competition team.	The school will provide the school teams with transportation, insurance coverage, and other support. This support is subject to school and district rules.
The competition team will be permitted to use school facilities as a Priority 2 user.	The competition team will be permitted to use school facilities as a Priority 3 or 4 user.	The school teams, as school sponsored organizations, will be permitted to use school facilities as Priority 1 users.
Prior Condition	Condition As It Now Stands for Non-School Competition Teams As It Now Stands	School Cheer and Dance Teams Condition As It Now Stands
Fundraising policies and rules for the competition team are the same as for other booster groups.	District fundraising policies as applied to outside groups apply to the competition team.	District fundraising policies are applied to school teams.
Display of awards at the school (not covered by current policy).	Schools will not display awards of outside groups in school owned display cases.	Schools may display awards of school teams.
Advertisement of events (not covered by current policy).	Advertisement of events must meet district policy regarding outside users.	Advertisement of events to school and district rules regarding school clubs/teams.
Not subject to school or district academic eligibility standards.	Not subject to school or district academic eligibility standards.	Subject to school and district academic eligibility standards.
Not specified in current policy (although school may deny performances at any school or district event).	School would have authority to review any routine scheduled to be performed at a school or district event and may deny permission to perform a routine at a school or district event. School would not have the authority to review or deny a routine performed at a non-school or non-district event. Note: while school does not have authority to review or deny a routine performed at a non-school or non-district event, the school would have this authority if school certification is sought by the	School would have authority to review any routine scheduled to be performed at any event and may deny permission to perform routines at any event. If the school teams perform routines denied by the school, the coach/sponsor and/or students are subject to discipline by the school and/or district.

	competition team for an event.	
Not specified in current policy.	As students attending our schools, they are subject to the consequences of any violation specified in school and district policy. The school is not in charge of enforcing consequences of violations of team regulations unless these also are violations of school and/or district policy.	As students attending our schools, they are subject to the consequences of any violation specified in school and district policy and/or team regulations. Team regulations are subject to school approval.

DONATION AGREEMENT

This Donation Agreement is made on the last date written below, by and between the undersigned Donor and Douglas County School District No. 17, which is also commonly known as the Millard School District.

WITNESSETH :

WHEREAS, the District provides the NOCSAE certified athletic protective equipment including but not limited to football helmets, and baseball and softball helmets, for its students who participate in such athletics and does not allow students and/or their parents to provide their own such NOCSAE certified athletic protective equipment; and

WHEREAS, the Donor desires for their child to use, while participating in such athletics with the District, NOCSAE certified athletic protective equipment other than the NOCSAE certified athletic protective equipment provided by the District; and

WHEREAS, the District and the Donor are now entering into this Donation Agreement so as to accomplish the matters hereinafter set forth, subject to the terms, restrictions, and requirements also hereinafter set forth.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. The Donor hereby donates and delivers in conjunction with the execution of this Donation Agreement, to the District, via the below designated District middle or high school, the sum of \$__ , for the purposes hereinafter set forth, and subject to the terms and restrictions hereinafter set forth.
2. The District hereby receives and accepts the Donor’s donation and shall use it to purchase NOCSAE certified athletic protective equipment consisting of __

The cost to prepare the subject NOCSAE certified athletic protective equipment (including, but not limited to the painting of helmets in approved/official colors) must be included and is included in the sum stated in Section 1. If such NOCSAE certified athletic protective equipment is not readily available for purchase by the District, then the Donor’s donation will be returned to the Donor and this Donation Agreement will be automatically voided. Any portion of the Donor’s donation which may remain after

the District's purchase of such NOCSAE certified athletic protective equipment, shall be deposited in the subject school's student activities fund.

Except only pursuant to a signed written amendment as provided in Section 10 of this Donation Agreement, the Donor's donation is irrevocable and not refundable and the Donor may not in any manner revoke, rescind, withdraw, modify, alter, amend, or change the donation.

3. The subject NOCSAE certified athletic protective equipment shall be and shall remain the sole property of the District, and the Donor shall not have any property interests or ownership interests therein.
4. The subject NOCSAE certified athletic protective equipment shall be made available for use by the Donor's child while participating in the involved athletics at the subject school, provided that in the sole judgment and discretion of District personnel, the subject NOCSAE certified athletic protective equipment fits the Donor's child and the present condition thereof makes it safe and proper for the Donor's child to use and wear it.
5. The subject NOCSAE certified athletic protective equipment shall be maintained and repaired by the District, only in the ordinary and customary manner which the District maintains and repairs similar District issued NOCSAE certified athletic protective equipment. Other than such ordinary and customary maintenance and repairs, the District shall not in any manner be required to purchase or obtain any special, unique, or individualized maintenance, repair, or replacement parts or services. If in the sole discretion and judgment of District personnel the subject NOCSAE certified athletic protective equipment is not safe or proper to be used, or does not meet NOCSAE certification requirements, then the use thereof shall be discontinued and the Donor's child shall be provided other District issued NOCSAE certified athletic protective equipment which is the same as that provided for other participating students at the subject school, and the District shall not be required to purchase new NOCSAE certified athletic protective equipment of the same kind as the subject NOCSAE certified athletic protective equipment, nor required to replace or provide NOCSAE certified athletic protective equipment of the same kind as the subject NOCSAE certified athletic protective equipment.

6. The subject NOCSAE certified athletic protective equipment shall remain at the subject school and it shall not be transferred or moved to another District school to which the Donor's child either transfers to, or advances to.
7. The Donor shall not have any rights to designate other students who may use the subject NOCSAE certified athletic protective equipment.
8. The District provides its students with NOCSAE certified athletic protective equipment which is proper for the involved athletics and meets applicable industry standards and requirements and nationally recognized standards. The District enters into this Donation Agreement and accepts the Donor's donation not because the District issued NOCSAE certified athletic protective equipment is in any manner inferior or inadequate, or because the subject NOCSAE certified athletic protective equipment is of better quality or superior. Instead, the District enters into this Donation Agreement and accepts the Donor's donation so as to accommodate the Donor's personal preference. Nothing in this Donation Agreement constitutes, or shall be construed to constitute, an admission or inference that the District issued NOCSAE certified athletic protective equipment is not appropriate, is inadequate or of lesser quality, or is not proper and safe to be used by District students.
9. The Donor, on his/her own behalf and on behalf of his/her child, waives and releases the District and its officers, officials, personnel, employees, and agents, from any and all claims, causes, actions, liabilities, damages, injuries, obligations, costs, and expenses which may arise in conjunction with the use of the subject NOCSAE certified athletic protective equipment by the Donor's child, and shall indemnify and hold the District and its officers, officials, personnel, employees, and agents harmless from and against any and all claims, causes, actions, liabilities, damages, injuries, obligations, costs, and expenses which may arise in conjunction with the use of the subject NOCSAE certified athletic protective equipment by the Donor's child.
10. This Donation Agreement may only be amended by mutual consent of both the Donor and the District, via a written and signed addendum. This Donation Agreement is not assignable and it contains the entire agreement and understanding of the parties, and it supersedes all other previous communications, agreements, and understandings between the parties.

DATED: _____

DONOR

DOUGLAS COUNTY SCHOOL DISTRICT NO.
17, which is also commonly known as the
MILLARD SCHOOL DISTRICT

DATED: _____

By _____, of

the _____

_____ School