

END-OF-SEASON AWARDS PROGRAM

The purpose of the End-of-Season Awards Program is to provide consistent, efficient, and school-wide recognition of all athletic programs while promoting unity across teams and the athletic department.

1. District Scheduled Awards Night

- The district will designate an official awards night at the conclusion of each athletic season (Fall, Winter, Spring).
- All athletic programs are expected to participate in the scheduled event.
- This event will serve as the primary and official end-of-season recognition for all programs.

2. Whole Group Presentation Expectations

- Each head coach is required to address all athletes, parents, and attendees during the main program.
- Presentations should include:
 - A brief summary of the season
 - Notable team and individual accomplishments
 - Recognition of team growth, effort, and success
- Presentations should be limited to approximately 3–4 minutes to ensure the program remains efficient and organized.

3. Team Breakout Awards

- Following the whole group program, teams will be dismissed to designated areas.
- Coaches will conduct their individual team awards during this time.
- Team-specific awards, recognitions, and acknowledgements should occur during this breakout session.

4. Additional End-of-Season Activities

- Coaches are permitted to organize additional team activities (e.g., team dinners, gatherings, etc.).
- These activities are supplemental and do not replace participation in the district awards night.
- It is expected that all formal awards and recognitions take place during the district scheduled event.

5. Program Expectations and Accountability

- Coaches are expected to plan accordingly to ensure full participation.
- Failure to participate in the district awards night may be addressed as part of the coach evaluation process.
- All presentations and interactions should reflect the values, professionalism, and expectations of Preston School District athletics.

PRESTON SCHOOL DISTRICT – COACH EVALUATION

Coach Name: _____

Sport/Program: _____

Evaluator: _____

Date: _____

Rating Scale

1 = Unsatisfactory | 2 = Needs Improvement | 3 = Meets Expectations | 4 = Above Average | 5 = Exemplary

A rating of “3” represents the expected standard for all coaches.

1. Student Development & Culture

Promotes character, accountability, teamwork, and a positive team environment.

Rating: 1 2 3 4 5

Comments: _____

2. Program Management & Organization

Plans effective practices, manages time efficiently, and maintains an organized program.

Rating: 1 2 3 4 5

Comments: _____

3. Communication & Professionalism

Maintains clear, respectful communication with athletes, officials, parents, and administration; follows chain of command.

Rating: 1 2 3 4 5

Comments: _____

4. Compliance & Responsibility

Follows district, school, and IDHSAA policies (eligibility, finances, travel, supervision, etc.).

Rating: 1 2 3 4 5

Comments: _____

5. Athlete Development & Competitiveness

Demonstrates sport knowledge, teaches skills effectively, and develops athletes to compete at an appropriate level.

Rating: 1 2 3 4 5

Comments: _____

6. Safety & Student Well-Being

Prioritizes safety, proper supervision, and sound decision-making for student-athletes.

Rating: 1 2 3 4 5

Comments: _____

7. Program Contribution & Growth

Supports the overall athletic program, contributes positively to the school culture, and works to build and sustain the program.

Rating: 1 2 3 4 5

Comments: _____

Overall Performance Rating: _____ / 5

Strengths:

Areas for Growth:

Goals for Next Season:

Improvement Plan Requirement

Any category scored below a “3” or an overall rating below a “3” will require a written improvement plan.

The improvement plan will:

- Identify specific areas of deficiency
- Outline clear expectations for improvement
- Include measurable goals and timelines
- Be reviewed and approved by administration

Failure to show adequate progress may result in further action, including reassignment or non-renewal.

Evaluator Signature: _____

Coach Signature: _____

STATE TOURNAMENT TRAVEL AND LODGING

This policy outlines the expectations and requirements for student-athletes, participants, and staff related to travel, lodging, meals, and return from high school state-level athletic and activity competitions. The purpose is to ensure safe, consistent, and cost-effective use of district resources.

1. **Scope:**
This policy applies to all high school athletic teams, activity groups, coaches, advisors, and chaperones attending state-level competitions where district funds are utilized.
2. **Hotel Accommodation During Competition:**
Preston School District will cover the cost of hotel accommodations for each night that a team or activity group is actively competing at a state event. Four kids per room and 1 per stipend coach.
3. **Night Before Lodging Criteria:**
The district will only cover the cost of hotel accommodations the night prior to competition if travel conditions meet the following requirement:
Based on Google Maps travel time, the team would be required to depart before 7:30 a.m. in order to arrive at the competition site at least one (1) hour prior to the first scheduled event.
4. **Booking Procedures:**
All hotel accommodations for state tournaments will be arranged and booked by the district. Coaches are not authorized to independently book hotel rooms for state events. The district will not reimburse lodging that is not pre-approved and booked through district procedures.
5. **Meals and Food Expenses:**
 - The district will provide meals or a per diem for student-athletes and stipend coaches during state competition travel, as determined by the Activities Director.
 - Meal arrangements will be planned in advance and may include team meals, school-paid meals, or a per diem.
 - Coaches are not authorized to independently spend or request reimbursement for food outside of approved procedures.
 - All food purchases must follow district purchasing guidelines.
6. **Return Travel Requirement:**
Upon completion of their scheduled competition (when the team/group is no longer eligible to advance or participate further), programs are required to return home to Preston in a timely manner. No additional lodging will be provided after elimination or completion of the final scheduled event unless approved by administration.
7. **Administrative Approval:**
All lodging, meal, and travel arrangements must follow district procedures and be approved in advance by the Activities Director or designated administrator before anything is booked.
8. **Police Escort Procedures:**
 - Police escorts will only be provided for teams that win a state championship.
 - Escorts are intended to recognize state championship achievement and ensure safe and organized return to the community.

- If an escort is approved, it must be coordinated and requested by the Activities Director, building principal, or designated district personnel.
 - Coaches, parents, or outside groups are not authorized to independently arrange police escorts on behalf of the school or district.
 - All arrangements must follow local law enforcement guidelines and district procedures.
9. Exceptions:
- Any exceptions to this policy must receive prior approval from administration and will be considered on a case-by-case basis.

GENERAL TEAM TRAVEL PROCEDURES

The purpose of this policy is to promote efficient use of district resources, maximize student time in class, and ensure consistency in travel expectations for all athletic programs.

1. Scope:
This policy applies to all in-season and postseason travel, including regular season contests and state competitions.
2. Transportation Guidelines:
 - School buses will not be used when fewer than fourteen (14) student-athletes are traveling and a district van is available.
 - In these situations, teams are expected to utilize district vans or other approved transportation methods.
 - All transportation decisions must align with district transportation procedures and availability.
3. Departure Time Expectations:
 - Teams are expected to remain in school for as much of the academic day as possible.
 - Teams may not be dismissed early unless travel time requires it.
 - Departure times will be determined using Google Maps travel estimates.
 - Teams may depart when necessary to ensure arrival one (1) hour prior to the first scheduled event.
4. Overnight Travel Departure:
 - If traveling the night before a competition, departure time will be determined using Google Maps travel estimates.
 - Teams may depart when necessary to ensure arrival at or after 9:00 p.m. at the destination.
 - Teams may not depart earlier than necessary to meet this arrival time unless approved by the District Athletic Director or designee.
5. Practice Scheduling:
 - All practices should be scheduled outside of the regular school day.
 - Coaches are expected to avoid scheduling practices during instructional time.
 - If scheduling outside the school day is not possible, prior approval must be obtained from the District Athletic Director.
6. Administrative Oversight:
 - All travel plans must be approved through district procedures.
 - Coaches are responsible for adhering to these expectations and ensuring compliance.

7. Exceptions:
 - Any exceptions to this policy must receive prior approval from the District Athletic Director or designated administrator.

SENIOR NIGHT RECOGNITION PROCEDURES

The purpose of this procedure is to provide consistency, equity, and organization in the recognition of senior participants across all programs.

1. Senior Night Timing:
 - Senior Night recognition will be held immediately following the conclusion of the junior varsity (JV) contest or prior to the varsity competition.
 - Coaches are responsible for coordinating with administration to ensure timing aligns with event operations.
2. Recognition Guidelines:
 - Only senior participants involved in the program may be recognized during Senior Night. This includes student-athletes and team managers.
 - No additional recognitions, awards, or presentations will be permitted during this time.
3. Individual Senior Posters:
 - Individual senior posters may be created for Senior Night.
 - Posters may not exceed 18 x 24 inches in size.
 - Posters may only be displayed on the day of Senior Night.
 - Posters must be placed in a designated area approved by school administration.
 - All posters must be removed immediately following the conclusion of the event.
4. Team Banners:
 - Teams are permitted to display one team banner during the season.
 - Team banners must be approved by school administration prior to being displayed.
 - Only full team banners are permitted; individual banners are not allowed outside of Senior Night.
5. Administrative Oversight:
 - All Senior Night activities, displays, and logistics must be approved by school administration.
 - Coaches are responsible for ensuring compliance with these expectations.

UNIFORM AND EQUIPMENT RETURN REQUIREMENT

The purpose of this policy is to ensure accountability for district-issued equipment and maintain the longevity of athletic resources.

1. Requirement for Participation:
 - Student-athletes must return all district-issued uniforms and equipment from a previous sport season before they are eligible to participate in the next sport season.
2. Definition of Return:
 - All items must be returned, cleaned, and in acceptable condition as determined by the

coach.

- Any missing or damaged items must be resolved prior to participation.
- 3. Ineligibility for Non-Compliance:
 - Student-athletes who have not returned issued uniforms or equipment will be considered ineligible for participation, including practices and competitions, until the obligation is met.
- 4. Responsibility:
 - It is the responsibility of the student-athlete to ensure all items are returned on time.
 - Coaches are responsible for verifying that equipment has been returned prior to allowing participation.
- 5. Exceptions:
 - Any exceptions must be approved by the District Athletic Director or designated administrator.

Eligibility Expectations for Any Competitive Team/Club/Activity for Preston High School

1. Grades: 2.0 or higher GPA and no Fs-if you have less than a 2.0 or Fs, work with the teacher where the low grade(s) occurs and contact an administrator when grades go up. This can be in person or through an email. Be prepared to take pictures of your late assignments if the teacher will not have time to grade work before your contest. This can be used as proof of eligibility.
2. Attendance-You will not be permitted to be over 10 hours TOTAL for the week. This includes tardies and absences. Every class period absence will count as 1 hour, and every tardy will count as 15 minutes towards the total 10 hours. This will be enforced strictly in the 26-27 academic year. This means that if you miss one full day of school, it is 7 hours, then if you have 12 total tardies for a total of 3 hours, even if you do NOT have 4 in any one class, you will be ineligible because you are at 10 hours. Please be to class on time, and if you are absent have a parent excuse those hours. (You can only excuse a maximum of 8 days per semester.) You will still be ineligible if absence hours are over 9 OR if you accrue 4 tardies in any ONE class hour. HOURS CARRYOVER FROM SEMESTER 1 to SEMESTER 2

****Parents-Please get in the habit of excusing absences immediately. You can email sarah.curry@psd201.org or call 208-852-0280. Please include those dates and hours your student was absent. Also, get notes for doctor and dentist appointments so they can be coded as Medical.

3. Student-athletes who are on the eligibility list for two (2) consecutive weeks for grades in the same class will be required to sit out of competition for one (1) week, even if eligibility is regained during that time. During this period, the student-athlete may continue to practice if approved by the coach but may not participate in contests or miss school. Following the completion of the one-week sit-out period, the student-athlete may return to competition provided all eligibility requirements are being met. There will be no exceptions to this requirement. There is no limit to the number of times this consequence may be applied within a school year.

KEEP IN MIND: If you end any semester with an F, you will be ineligible for 15% of your next sports season's scheduled dates, and you will be put on an academic contract. If you end with 2 transcript Fs but still pass 5 credits, you will miss 30% of your next season's scheduled dates and be put on an academic contract.

PROGRAM FEE TRANSPARENCY REQUIREMENT

The purpose of this policy is to ensure transparency and accountability for all program fees.

1. Requirement:
 - Any program that charges a participation fee must provide an itemized list detailing how the fee will be used.
2. Approval:
 - The itemized list must be approved by the District Athletic Director or administration prior to collecting any fees.
3. Communication:
 - The approved itemized list must be shared with athletes and parents.
4. Use of Funds:
 - All fees must be used for program-related expenses and follow district financial procedures.
5. Responsibility:
 - Coaches are responsible for ensuring compliance with this requirement.
6. The front office must be notified at least 1 week prior to the collection of any fees.

ATHLETIC BOOSTER CLUB AND HALL OF FAME

The Preston School District supports the efforts of the Athletic Booster Club in enhancing athletic programs and opportunities for student participants.

1. Purpose:
 - The Athletic Booster Club exists to support Preston School District athletic programs through fundraising, community engagement, and program support.
2. Hall of Fame:
 - The Athletic Booster Club will oversee the development and implementation of a Preston High School Hall of Fame to recognize outstanding individuals and contributions to the district's athletic programs.
3. Meetings:
 - Booster Club meetings will be held on the first Monday of each month at 5:30 p.m.
 - Meetings will take place in the Preston Education Foundation Room.
4. Communication and Participation:
 - Individuals interested in participating in or supporting the Booster Club or Hall of Fame are encouraged to contact the District Athletic Director for additional information.

COACH COMMUNICATION PROCEDURES

The purpose of this procedure is to ensure clear, consistent, and appropriate communication between coaches, student-athletes, and parents.

1. Approved Communication Platforms:
 - Coaches are required to use an approved group communication platform for all team communication.
 - Approved platforms include: GroupMe, Remind, Hudl, or Band.
2. Communication Expectations:
 - All team-related communication with student-athletes and parents should take place through one of the approved platforms.
 - Coaches cannot use private messaging outside of these platforms when communicating with student-athletes.
3. Parent and Athlete Access:
 - Coaches are expected to include both student-athletes and parents/guardians in the communication platform to ensure transparency.
4. Administrative Access:
 - Coaches must add the District Athletic Director to their communication group as an admin.
5. 24-Hour Rule:
 - Coaches, parents, and student-athletes are expected to wait a minimum of 24 hours following a contest before addressing concerns related to playing time, strategy, or game decisions.
 - Following the 24-hour period, concerns must first be addressed directly with the coach.
 - This expectation is in place to allow for appropriate reflection and ensure communication remains respectful and productive.
 - Administration will not address concerns related to playing time, strategy, or game decisions, as this is the responsibility and decision of the coach.
6. Professional Responsibility:
 - Coaches are responsible for maintaining appropriate, professional communication at all times and ensuring all communication aligns with district expectations and policies.

Athletic Lettering Procedure

To earn a varsity letter, student-athletes must meet the following minimum criteria:

- Participate in at least 50% of varsity-level scheduled contests/events during the season
- Complete the entire season as a member of the team in good standing
- Meet all team and school expectations

Arrow Award

Head coaches may develop additional program-specific criteria for the Arrow Award with prior administrative approval. The Arrow Award is intended to be a higher level of recognition than a varsity letter and must include participation in varsity athletics and completion of a community

service component. Additional requirements must be communicated to student-athletes prior to the season and approved by the District Athletic Director.

BUS DECORATION PROCEDURES

1. Eligibility:
 - Teams are only permitted to decorate school transportation vehicles when advancing to a state competition.
2. Approval:
 - All decorations must be approved by the Transportation Supervisor prior to decorating the vehicle.
3. Expectations:
 - Decorations must be school appropriate and may not create safety concerns or obstruct visibility.
4. Clean Up:
 - Coaches are responsible for ensuring all decorations are removed and the vehicle is cleaned following the trip.

COACHING APPOINTMENTS

VARSITY HEAD COACHES

1. Varsity Head Coaches shall be hired through a selection process conducted by a committee determined by the District Athletic Director.
2. All Varsity Head Coaches must meet district hiring requirements, district policies, and applicable state regulations prior to being assigned coaching duties.
3. Varsity Head Coaches are responsible for the overall operation, leadership, supervision, and culture of their athletic program.
4. Varsity Head Coaches shall recommend assistant and lower-level coaches in accordance with district policies and procedures.
5. The retention of Varsity Head Coaches shall be based upon performance evaluations, compliance with district and athletic department expectations, and the needs of the district.
6. Coaching assignments are annual appointments and may be modified, discontinued, or not renewed at the discretion of the district.

ASSISTANT AND LOWER-LEVEL COACHES

1. The Varsity Head Coach shall submit a list of recommended assistant and lower-level coaches to the District Athletic Director for approval.
2. All assistant and lower-level coaches must meet district hiring requirements, district policies, and applicable state regulations prior to being assigned coaching duties.
3. To promote fairness, avoid conflicts of interest, and maintain public confidence in district athletic programs, parents or legal guardians of participating student-athletes shall not serve in a coaching capacity during contests in which their son or daughter is participating unless the individual served in the same coaching position during the school

year immediately preceding the student-athlete's entry into high school or preceding the implementation of this procedure.

4. For purposes of this section, serving in a coaching capacity includes occupying the team bench, dugout, sideline coaching area, coaching box, competition area, field of play, court, mat, track infield, or any other restricted area where coaching instruction, direction, or supervision of student-athletes occurs during a contest.
5. Parents serving in approved non-coaching roles may occupy restricted areas when necessary to perform assigned duties. Approved duties may include filming, operating video equipment, spotting, statistics, timing, scorekeeping, technology support, or other administrative and operational functions approved by the District Athletic Director. Individuals serving in these roles shall not provide coaching instruction, direct student-athletes, communicate strategy, participate in coaching decisions, or otherwise engage in game-day coaching activities.
6. Exceptions to the parent-coach restriction may be approved only by the District Athletic Director when all reasonable efforts to recruit and hire a qualified non-parent candidate have been exhausted.
7. The burden of demonstrating that all reasonable recruitment efforts have been exhausted rests with the Varsity Head Coach.
8. Any exception granted under this section shall be approved for one season only and shall not create an expectation of future approval. The program shall continue efforts to recruit and hire a qualified non-parent candidate for the following season.
9. The retention of assistant and lower-level coaches shall be determined jointly by the Varsity Head Coach and the District Athletic Director, provided the coach continues to meet district employment requirements and coaching certifications.
10. All assistant and lower-level coaching positions, including the proposed stipend for each position, must be submitted and approved by the District Athletic Director prior to the first contest of the season.
11. Coaches not submitted and approved prior to the first contest shall not be eligible for a coaching stipend unless approved by the District Athletic Director due to extenuating circumstances.
12. If an assistant or lower-level coach resigns, is removed, or is replaced during the season, the stipend allocated to that position shall not be transferred, divided, reassigned, or made available to a replacement coach during that season.
13. Coaching assignments are annual appointments and may be modified, discontinued, or not renewed at the discretion of the district.

TOURNAMENT ENTRY FEES

1. The district shall pay entry fees for up to four (4) varsity tournaments and four (4) junior varsity tournaments per sport during the regular season.
2. Tournament participation and associated entry fees must receive prior approval from the District Athletic Director or designee before any commitment is made to attend.
3. The district reserves the right to deny payment for tournaments that are determined to be unreasonable in cost or not aligned with the goals of the athletic program.

4. Any regular-season tournament entry fees beyond the four (4) varsity and four (4) junior varsity tournaments covered by the district shall be paid from the team's activity account or other approved program funds.
5. Postseason competitions, including district, regional, play-in, state qualifying, and state tournaments sponsored or sanctioned by the appropriate governing association, shall be funded by the district and shall not count toward the regular-season tournament limits.
6. Coaches are encouraged to consider travel costs, missed instructional time, competitive value, and overall program budget when selecting tournaments for participation.
7. The district athletic director or designee can grant an exception to these rules. Any exception will only be for a one-year basis.