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To the Preston School District Community,

Welcome to the 2026–2027 edition of the PACE (Procedures for Advisors, Coaches, and Educators) Guide.

This guide has been developed to provide one comprehensive resource for the procedures and expectations that support our athletic and activity programs. By bringing these procedures together in one place, we hope to create consistency across the district while providing coaches, advisors, and staff with the tools they need to effectively lead our students.

The procedures outlined in this guide are intended to support sound decision-making, clear communication, and positive experiences for our students, families, and community. They reflect Preston School District expectations, Idaho High School Activities Association (IHSAA) regulations, and applicable state and federal laws. While this guide cannot address every situation, it serves as the foundation for operating our programs with professionalism, integrity, and a student-first mindset.

Thank you for your commitment to the students of Preston School District. The time, effort, and leadership you provide both inside and outside the classroom make a lasting impact on our schools and community. I appreciate your dedication and look forward to another outstanding year.

Sincerely,

Dr. Brady Garner, Ed.D.
Assistant Superintendent
District Athletic Director
Preston School District



INTRODUCTION

PACE includes policies and procedures for athletics and other extra-curricular activities in Preston School District. It is the responsibility of the Activities Director to annually educate administrators, athletic supervisors, advisors and coaches on all policies and procedures found in PACE. Coaches and advisors will acknowledge their training/education of PACE through communication with the athletic director.

For questions about PACE contact:

Brady Garner (District Athletic Director) – brady.garner@psd201.org

PSD ATHLETIC/ACTIVITY MISSION STATEMENT

To create an inclusive environment that develops passionate leaders committed to growth and the promotion of change.

ATHLETIC VALUES

We will:

- Unite instead of divide
- Have uncompromising integrity
- Be proud of our effort and discipline
- Commit to a growth mindset
- Exhibit strength and resilience

PSD FOUNDATIONAL RULES FOR SCHOOL LEADERS

1. Promote Academic Excellence
2. Maintain Professional Conduct
3. Enforce Fair Play and Good Sportsmanship
4. Avoid being alone with students
5. Be Financially Responsible. Avoid taking money.
6. Keep your keys on or near you.
7. Develop Athletic Skills and Character
8. Plan and Organize Practices Efficiently
9. Handle Disciplinary Issues Appropriately
10. Encourage Positive Parental Involvement
11. Stay Updated with Coaching Education
12. Evaluate and Reflect on Performance

SPORTSMANSHIP PHILOSOPHY

At Preston School District, we believe athletics and activities are an extension of the classroom and an opportunity to develop character, leadership, teamwork, and respect. Good sportsmanship is expected from everyone involved in our programs, including student-athletes, coaches, advisors, staff, parents, and spectators. We are committed to representing our schools and community with integrity, humility, and class in both victory and defeat.



Through positive behavior, respect for officials and opponents, and pride in our programs, we strive to create an environment that reflects the highest standards of education-based athletics and activities.

STUDENT-ATHLETE SPORTSMANSHIP EXPECTATIONS

Dear Student-Athletes,

On behalf of Preston School District, I would like to thank you for your commitment to our athletic and activity programs. Athletics and activities are an extension of the classroom and play an important role in developing character, teaching responsibility, and preparing students for success beyond graduation.

At Preston School District, we believe sportsmanship is one of the most important aspects of education-based athletics and activities. Our programs are built on the principles of integrity, fairness, respect, and pride in representing our schools and community. We ask all student-athletes, coaches, advisors, staff, parents, and spectators to help create an environment that reflects these values.

As members of the Preston School District community, we encourage every student-athlete to:

- Show dignity and class under all circumstances.
- Respect the rules of the game, officials, coaches, teammates, opponents, and their decisions.
- Refrain from taunting, trash talk, or any form of disrespectful behavior.
- View participation as a learning experience, whether in victory or defeat.
- Promote positive behavior and encourage others to understand the value of good sportsmanship.

As a student-athlete, you represent Preston School District everywhere you go. The way you conduct yourself—in the classroom, on the field of play, while traveling, and in the community—reflects directly on your team, your school, and our district. Together, we can continue to build programs that make our community proud.

Thank you for your commitment to Preston School District athletics and activities. I look forward to another successful year and appreciate the example you set for future generations of student-athletes.

Sincerely,

Dr. Brady Garner, Ed.D.
Assistant Superintendent
District Athletic Director
Preston School District



PARENT AND SPECTATOR SPORTSMANSHIP EXPECTATIONS

Dear Parents and Guardians,

On behalf of Preston School District, thank you for your continued support of our athletic and activity programs. Athletics and activities are an extension of the classroom, providing students with opportunities to develop character, leadership, teamwork, responsibility, and respect. Your support plays a vital role in creating a positive experience for every student.

At Preston School District, we believe sportsmanship is one of the most important aspects of education-based athletics and activities. Our programs are built on the principles of integrity, ethical behavior, fairness, respect, and pride in representing our schools and community. Parents and spectators set the tone for our programs and serve as role models for our students.

As parents and supporters of Preston School District athletics and activities, we encourage you to:

- Recognize that athletics and activities are part of the educational experience and that the lessons learned are more important than the final score.
- Encourage all participants by demonstrating positive behavior and respectful communication.
- Cheer in a positive manner while refraining from taunting, intimidation, profanity, or disrespectful behavior toward opponents, officials, coaches, participants, or spectators.
- Learn, understand, and respect the rules of the activity, as well as the officials and their decisions.
- Support our coaches and advisors as they teach, mentor, and develop our students.
- Respect opponents as fellow students and competitors.
- Demonstrate dignity, class, and self-control under all circumstances.

The example set by parents and spectators has a lasting impact on our students and our school culture. Together, we can create an environment that reflects the highest standards of education-based athletics and activities while making Preston School District a place our students are proud to represent.

Thank you for your continued partnership and support. We look forward to another successful and rewarding year.

Sincerely,

Dr. Brady Garner, Ed.D.
Assistant Superintendent
District Athletic Director
Preston School District



ATHLETE OF THE WEEK

The Preston School District Athlete of the Week Program recognizes student-athletes who demonstrate outstanding sportsmanship, leadership, citizenship, character, and commitment both on and off the field of play. Student-athletes are nominated each week by their head coach for representing their team, school, and community in a positive manner.

From the weekly nominations, the District Athletic Director will select one Athlete of the Week to be recognized for their achievements and example. The selected student-athlete will receive an Athlete of the Week t-shirt and be recognized through district and school communication platforms, with their accomplishments highlighted.

The Athlete of the Week Program celebrates the values of education-based athletics by recognizing students who consistently demonstrate integrity, respect, teamwork, leadership, and pride while representing Preston School District.



—SECTION 1— FINANCES

SCHOOL FEES

PROGRAM FEE TRANSPARENCY REQUIREMENT

TICKET PRICES AND SEASON PASSES

TOURNAMENT ENTRY FEE'S

ATHLETIC BOOSTERS & HALL OF FAME

DONATIONS

FUNDRAISERS





SECTION 1 - FINANCES

Advisors, coaches, and educators may not at any time purchase items for personal use with school funds.

SCHOOL FEES

1. It is the intent of Preston School District to disclose all required fees to parents and students **before** participation in an activity.
2. All money directed toward activity fees collected from parents will go through the finance office. Parents are encouraged to keep receipts as proof of purchase.
3. Advisors, coaches, and educators should not handle money or accept money from participants in any form. This includes Venmo.
4. The coach or advisor is responsible for ensuring that students have paid required fees prior to participation.
5. Advisors will monitor their accounts with the assistance of the school financial secretary and are responsible for ensuring that fees charged are sufficient to cover expenses.

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.



TICKET PRICES AND SEASON PASSES

Adult Tickets: \$7.00

Seniors (65+): \$5.00

Students/Kids (9-12): \$5.00

Students/Kids (K-8): \$4.00

District Employees: Free w/card

20 event, regular season punch pass: \$100

Work 5 Events: \$25 per event and 20 event, regular season punch pass

Family Pass: \$300 (Entrance into all regular season home events for you, your spouse, and children under 18).

Donor's Pass: Price is dependent upon the number of banners purchased and where the banners will be located.

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.

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.

DONATIONS

Donations are defined as a voluntary gift or contribution. These unsolicited contributions are given to and managed through the High School Financial Secretary and dispersed appropriately.

1. Donations given to the school become property of the district and may not be removed without permission.
2. Donations cannot be directed toward an individual student, but may be given to a specific program or purpose. A donor may express the desire for funds to be directed toward a specific purpose and will work with the school to use donations in accordance with the donors' instructions as long as it is in compliance with district regulations. If no instructions are provided, donations are relinquished to the control of the school in partnership with advisors, coaches, and educators.
3. Outside groups or donors cannot purchase items to circumvent District purchasing procedures. Coaches that wish to receive donations must communicate with the District Athletic Director for instructions as to how to receive items. For example, a donor cannot:
 - Pay a vendor directly for items purchased for a program without communication with the program and Activities Director.
 - Purchase equipment from a vendor to avoid receiving bids from competing companies.
 - Fund construction projects or field improvements by paying a vendor directly without communication with school leadership.

FUNDRAISERS

A Fundraiser is defined as a legitimate process of collecting money by soliciting or requesting donations from individuals/businesses. The fundraiser guidelines are as follows:

Approved by the activities director, building principal, and superintendent.
Complete fundraising form at least three (3) weeks prior to the event.

<https://form.jotform.com/222294153056048>



Provide detailed explanation of the purpose of fundraising.

Develop fundraising that is service oriented.

No door-to-door soliciting.

Fundraisers should break even or show a profit.

If merchandise is to be sold, it must be purchased from local vendors, if possible.

Each organization will be limited to two (2) fundraisers per school year. *Events that directly benefit the growth of your program (such as youth camps, tournaments, or leagues) will not be considered a fundraiser.*

All funds must be deposited in school accounts.

All money will be disbursed through school accounts.

**All general financial donations to the school or contributions to a specific program will be given to the front office of Preston High School.*



—SECTION 2—

PURCHASING

GENERAL PURCHASING
CONTRACTS
EMOLUMENTS
PURCHASING ADVISORIES



SECTION 2 - PURCHASING

GENERAL PURCHASING

No purchases may occur without approval from school administration and the Athletic Director. Below are suggested guidelines for purchases:

1. A Purchase Request (PR) must be completed before purchasing anything with District or PHS funds. You are not allowed to go over the amount on the PR without submitting a new PR. Once the PR is submitted, it will go through the approval process.
2. The head advisor or coach of a program is responsible for completing a PR before items are purchased. No other individual associated with a program has permission to make purchases.
3. The only exception to this is special/emergency use of classroom funds. If classroom funds are used without a PR and approval, sales tax will not be reimbursed.
4. If purchasing from a website or an entity that won't take a purchase order, a school credit card will be checked out to you after the PO process is approved. You will also be given the District's Tax Exempt number. You can then use them to make the purchase.
5. If you wish to purchase something from Amazon, a school account must be used. You may work with the front office to purchase items from Amazon. It will require the PO and name as part of the checkout process.
6. Please plan on 48 hours from the time you turn in your purchase request to complete your purchase.
7. If purchases amount to more than \$50,000, multiple bids will be required.

CONTRACTS

Only the Business Manager or Superintendent, in coordination with purchasing and the school supervisor, is authorized to enter in and sign any type of contract involving incentives or rewards based upon past purchases. Do not accept gifts, food, clothing or payments from vendors or potential vendors in excess of \$25 total during a single calendar year.

Contact the Purchasing Department for directions on how to use or enter into contracts for athletic equipment and uniforms.

EMOLUMENTS

It is unlawful for an employee engaging in obtaining a procurement item to ask, receive, offer to receive, accept, or ask for a promise to receive, an emolument, gratuity, contribution, loan, or reward for the employee's own use or benefit.



PURCHASING ADVISORIES

1. A person is guilty of receiving or soliciting a bribe if that understanding or agreement that the purpose or intent is to influence an action, decision, opinion, person asks for, solicits, accepts, or receives, directly or indirectly, any benefit with the recommendation, judgment, vote, nomination, or exercise of discretion, of a public servant, party official, or voter.
2. As per district policy, employees of PSD shall neither offer nor accept gifts which might reasonably be interpreted as an attempt to influence the conduct of district business.
3. Promotional items or advertising items may be accepted provided the item is widely distributed to other individuals, districts, and firms having essentially the same business relationship with those offering.
4. When any reasonable doubt or question exists about the acceptance of a gratuity, speak with the administrator.
5. When a gratuity is offered under circumstances which might reasonably be interpreted as an attempt to influence the conduct of district business, it should immediately be reported to the school administration.
6. A coach/advisor should not accept gifts, food, clothing, services or payments from vendors or potential vendors in excess of \$25 total during a single calendar year.
7. A coach/advisor may receive a gift in any form from a student, team member or their families as long as it does not exceed \$25 in value.
8. District employees may not use the district as a purchasing agent for personal purchases even if the employee intends to reimburse the district.



—SECTION 3—

TRAVEL

DISTRICT TRANSPORTATION SCHEDULING

PSD TRAVEL GUIDELINES

GENERAL TEAM TRAVEL PROCEDURES

SUMMER TRANSPORTATION

TRIP ASSIGNMENTS

STATE TOURNAMENT TRAVEL AND LODGING

BUS DECORATION

SECTION 3 - TRAVEL

School transportation may be used in connection with the operation and support of extracurricular and student activities upon approval of the superintendent or designee. A use charge will be charged against the activity or sponsoring student group requesting the Transportation.

DISTRICT TRANSPORTATION SCHEDULING

To submit a travel request, you must:

1. Submit your request 10 days in advance.
2. Go to the district website and find the transportation request form.
3. Fill out the form for your group. Be as accurate as possible with your departure and arrival times, as bus drivers are prohibited from driving a certain amount of hours

PSD TRAVEL GUIDELINES

Students are expected to ride the bus to and from scheduled activities. (The building administrator can make an exception.) Students on such trips are required to comply with the rules and regulations governing daily school transportation.

1. Transportation will be provided by the school/district for all sponsored activities. Students will not transport themselves to district sponsored activities.
2. Parents may transport their own child to or from an event or activity with the permission of the school/coach. Coaches may require student-athletes to ride with the team.
3. Students are prohibited from transporting themselves to or from sponsored activities.
4. Role will be taken by the supervisor on all trips to make sure students are accounted for.
5. The supervising teacher/coach is to be on the bus to monitor and respond to student misbehavior.
6. Coaches and Advisors have options for transportation besides using a school bus. Details and guidelines for those options may be discussed with school and district administration.
7. Friends and family members of student-athletes and coaches are not approved to travel with the team, unless given approval by the administration and are covered by district insurance.
8. Students are required to return home on the same day as their last competition unless given permission by the administration.
9. Overnight trips within the state of Idaho:
 - *Trips within the state of Idaho are approved by the school principal.*
 - *Students are not to remain overnight if it is practical to return home.*
10. Family Members accompanying coaches/advisors on out of state trips:



- *Accompanying family members should be approved before traveling with a program.*
- *Coaches/Advisors are expected to accompany their group and therefore should not bear the financial burden of paying for their associated trip expense. If you choose to bring a family member on a trip, the advisor/coach must pay for any expense related to that family member.*
- *Coaches/Advisors should not use any money raised by student fundraisers or other means to obtain a partial or entire free trip for a family member.*

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.

SUMMER TRANSPORTATION

Ensuring safe and efficient transportation to summer events is a top priority, and we have several options for teams to consider. These are the summer travel options:

1. School Bus:
 - Cost: \$3.00 per mile/ hourly pay for district bus driver
 - Details: Teams opting to travel by school bus will incur a cost of \$3.00 per mile.
 - This option includes a bus driver and can accommodate larger groups of athletes and equipment.
 - Teams should coordinate with the athletic department to schedule bus travel in advance.
2. District Vans/Cars:
 - Cost: \$0.40 per mile
 - Details: For smaller teams or groups, district vans and cars are available at a rate of \$0.40 per mile.
 - This option is more cost-effective for shorter distances or smaller groups.
 - Coaches or approved district personnel must drive these vans.
3. Carpooling:
 - Cost: Varies (determined by families)
 - Details: Teams may choose to carpool using private vehicles. If teams decide to carpool:
 - It is the responsibility of the families to arrange transportation.
 - The school and coaches cannot assist in organizing or planning these rides.
 - Parents must ensure that their children arrive at the event safely and on time.
 - The school is not responsible for any damages that occur.

**Important Notes*

1. Planning: Teams should decide on their preferred mode of travel well in advance to ensure availability and coordination with the athletic department.



2. Responsibility: When using district vehicles, coaches and team managers are responsible for ensuring that all travel arrangements adhere to district policies.
3. Liability: The school district and coaching staff are not liable for any incidents or issues that arise during carpooling. Parents assume full responsibility for their children when arranging private transportation.

TRIP ASSIGNMENTS

1. While assigning trips, the Transportation Supervisor will do so in a manner that ensures all Transportation laws can be followed.
2. The buses and vehicles used to transport students and staff will be assigned by the transportation supervisor based upon sensible rotation, safety, available drivers, equipment needing to be transported, available vehicles in the fleet, and cost.

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.

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.



— SECTION 4 —

CAMPS/CLINICS

SCHOOL-SPONSORED ACTIVITIES
NON-SCHOOL-SPONSORED ACTIVITIES

SECTION 4 - CAMPS AND CLINICS

The purpose of these guidelines is to provide direction and procedures for camps and clinics. These guidelines define when a coach is acting within the scope of employee duties with respect to school district activities (sponsored duties) and when an employee provides or participates in private but public education related (non-sponsored) activities outside of their public education employment. These guidelines also define the employee's responsibility, whether these activities occur on or off school premises, and identifies when an employee does not represent the school district, and provides notice to employees regarding disclosure duties.

SCHOOL SPONSORED ACTIVITIES

School Sponsored Activities include activities, fundraising events, clubs, camps, clinics or other events or activities that are authorized by a specific school which supports the District or an authorized school club, activity, sport, class or program that also satisfies at least one of the following conditions:

1. It is managed or supervised by the District or public school, or District or public school employee.
2. It uses the District or public school's facilities, equipment, or other school resources.
3. It is supported or subsidized by public funds, including the public school's activity funds.
4. Any team camp is school sponsored and must follow school sponsored procedures.

Camps, clinics, and other activities involving school sanctioned groups such as teams, performing arts, or other school employee groups, must be handled as "District Sponsored Events." When an event is sponsored by a coach or instructor at the school, the public believes that the event is sponsored by the school.

1. All district sponsored events must be pre-approved by school administration. Employees must submit planned events well in advance, preferably on an annual basis. Pre-approval must be obtained before any public or parent meetings.
2. Merely having a key does not grant permission to use facilities.
3. The school's financial secretary must collect all fees for camps, clinics, or other activities sponsored by the school district. Teachers or coaches that collect fees must turn them in as soon as possible. All costs associated with camp, clinic or other activity must also be submitted to the financial secretary for payment.
4. Coaches, teachers, and advisors should avoid being alone with money given to them as a protection to their integrity and future with the district.
5. A roll with attendance must be kept for all camps and clinics.
6. Overnight activities must have the approval of the administration. If funds are provided by the district, the Board must approve the event.



7. Any non-district employee must be fingerprinted before performing services for the district if the employee will be working one-on-one with the students and must abide by district guidelines.
8. Coaches, advisors and other school personnel cannot increase vendor fees for camps, clinics, workshops, etc. to help increase personal remuneration.
9. School sponsored activities shall be reasonably equal for boys and girls.

NON-SCHOOL SPONSORED ACTIVITIES

Non-sponsored activities include activities in which a Preston School District employee participates and may/may not receive compensation directly from current or prospective students of the school district. Such activities include but are not limited to:

1. Tutoring
2. Lessons
3. Travel opportunities (club play)
4. Camps and Clinics (non-team camps)



—SECTION 5—

FACILITY USE

PRIORITIES
RESTRICTIONS
FEES
NON-USAGE FEE
FACILITY USE APPLICATION



SECTION 5 - FACILITY USE

PRIORITIES FOR SCHOOL FACILITY USE/RENTAL

1. Students at the school - in season sports and activities
2. Students at the school - out of season sports and activities
3. City and feeder programs
4. Others

Coaches, teachers, and advisors must communicate their desire to utilize school facilities in advance. Practices, games, performances, and other events must be scheduled in advance with the front office.

The Preston Joint School District #201 recognizes the community's capital investment in school buildings and facilities and believes such facilities should be used for legitimate community purposes. This public investment in school facilities and sites and the general community welfare justify using school buildings and grounds by responsible organizations, associations, and civic groups for educational, cultural, civic, and recreational purposes outside school hours. Such use will not conflict with or handicap the school program, be unlawful, or, in the Superintendent's or designee's judgment, present an unreasonable risk to the property of the district employees or students.

The use of school facilities for district purposes has precedence over all other uses. Student and school-related organizations shall be granted the use of school facilities at no cost. The use of district facilities is offered as a service to the community; however, operational costs while the facility is being used should be at the expense of the third party and not at the expense of the district. Fees charged for using facilities are intended for the recovery of operational costs only.

Groups and organizations who are allowed to use district facilities shall be required to indemnify and hold harmless the district, the Board, and all employees of the district against any and all claims, liabilities, damages, losses, actions, or causes of action that may be sustained to persons or property resulting from the occupancy and use of district facilities and/or equipment. They must also provide the district with a copy of sufficient liability insurance as determined by the district for the third-party event.

District employees who desire to use school facilities for uses other than district business are considered community users and must follow the same procedures as others in the community.



RESTRICTIONS

Use of district facilities by a third party will be pursuant to written permission issued by the superintendent or designee. The activity conducted in the building or on the grounds shall not be harmful to people nor present unreasonable risk, cause or threaten to cause undue wear upon district property.

The district reserves the right to refuse permission for building use.

During the term of the license, the Superintendent or designee may enter the facilities occupied by the third party.

FEES

The facility fees will be \$50 an hour for the time the group will be in the building or complex, which includes facility use and custodial fees. A daily rate of \$350 per facility is also available. Facilities can only be rented between 8 am to 8 pm Monday through Saturday. (The building administrator and head custodian can extend the rental time outside those hours if they determine appropriate school supervision, set-up, and clean-up can be secured without creating a hardship to the district) If additional staff is needed, such as but not limited to Technician, Light & Sound Crew, Cook, EMT, or Police, the third-party renting facility is responsible for their wages. Payment for facility use must be made 3 days before the event along with proof of appropriate insurance. Additional hours beyond the facility agreement will be charged double.

A memorandum of understanding and a facility use agreement may be established between Preston City and Preston School District that follows a different rental agreement. Please contact the Activities director or the Assistant Superintendent to determine if one is in place.

NON-USAGE FEE

Local organizations and groups directly affiliated with the public schools, such as school clubs, parent-teacher association groups, and employee associations may be permitted to use the district facilities without charge, depending on the nature of the activity. If the group charges a fee for others to attend their event, the group using the facility may need to pay a rental fee to the district, which would be determined by the superintendent designee at the facility.

PLEASE COMPLETE THE ATTACHED FORM BELOW 14 DAYS BEFORE THE EVENT.

Facility Request Application

The facility rental application can be found online and must be completed for both school-sponsored and non-school-sponsored activities.



—SECTION 6— STUDENTS & ATHLETES

CHAIN OF COMMAND COMMUNICATION
CHAIN OF COMMAND GUIDELINES
COACH COMMUNICATION PROCEDURES
ELIGIBILITY AND PARTICIPATION IN ACTIVITIES
UNIFORM AND EQUIPMENT RETURN REQUIREMENT
IDHSAA ELIGIBILITY STANDARDS
PRESTON HIGH SCHOOL ELIGIBILITY STANDARDS
HOME SCHOOL ELIGIBILITY
FRANKLIN COUNTY HIGH SCHOOL ELIGIBILITY
ONLINE SCHOOL ELIGIBILITY
CONSEQUENCES OF PLAYING WHILE INELIGIBLE
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EXCUSING ABSENCES
DRUG TESTING
NCAA ELIGIBILITY BASICS
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SECTION 6 - STUDENTS, PARENTS, AND ATHLETES

CHAIN OF COMMAND COMMUNICATION

There is a clear and organized chain of command for addressing concerns or inquiries related to the high school athletic program. This structured approach ensures efficient communication and resolution while respecting the roles and responsibilities of key individuals within the school community.

1. LEVEL 1/ Coach:

- In the event of concerns related to a specific athletic team or program, students are encouraged to initiate communication with the respective coach first. If the issue isn't resolved between the coach and the athlete, parents are invited to communicate their concerns.
- Coaches are responsible for addressing and resolving team-specific issues, providing information, and maintaining open lines of communication with stakeholders.

2. LEVEL 2/ Athletic Director/ Assistant Superintendent:

- If concerns persist or if the issue is not satisfactorily resolved at the coach level, individuals are encouraged to contact the Athletic Director/Assistant Superintendent.
- The Athletic Supervisor will serve as the next point of contact for matters pertaining to overall athletic program management, compliance, and department-wide issues.

CHAIN OF COMMAND GUIDELINES:

1. Timely Resolution:

- Each level of the chain of command is expected to address concerns promptly and efficiently. Coaches, Athletic Supervisors, the Activities Director, and the Assistant Superintendent are committed to resolving issues in a timely manner.

2. Respectful Communication:

- All communication at each level should be conducted with respect and professionalism. It is expected that individuals express their concerns in a constructive and courteous manner.

3. Documentation:

- Parties involved in the chain of command process may be required to provide relevant documentation to support their concerns or decisions. This may include emails, written statements, or other pertinent information.

4. Confidentiality:

- Information shared during the chain of command process will be treated with confidentiality to the extent permitted by law and district policies.



By adhering to this chain of command policy, the school community aims to foster effective communication, collaboration, and resolution within the framework of the athletic program's organizational structure.

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.

ELIGIBILITY AND PARTICIPATION IN ACTIVITIES

All students at Preston High School are encouraged to participate in some extracurricular activities. All students will be able to find an area of interest whether that is a sport or a club



and will be able to make a contribution and develop their talents. This district will follow all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association (Board Policy 572).

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.

IDHSAA ELIGIBILITY STANDARDS

1. Be enrolled full-time and have received passing grades and earn credits in at least six (6) full credit subjects, or the equivalency, in the previous semester/trimester or grading period for which credit is earned.
2. An approved course is one that is taken for credit toward graduation. Released Time does not count as a class. For example, if 7 classes are available, the student must pass at least 5.
3. If a student receives a "No Credit" or "NC", the student has not received credit and the NC will be considered as a failing grade. If a student does not meet this requirement, he/she automatically will sit out the entire semester.



PRESTON HIGH SCHOOL ELIGIBILITY STANDARDS

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.



HOME SCHOOL ELIGIBILITY IN PSD

The purpose of this procedure is to establish eligibility requirements for home school students participating in Preston School District athletic and activity programs.

1. Full-Time Home School Students:
 - Full-time home school students are eligible to participate in IHSAA activities if they reside within the Preston School District attendance boundaries and meet all applicable IHSAA eligibility requirements.
2. Part-Time Home School Students:
 - Part-time home school students are eligible to participate provided they reside within the Preston School District attendance boundaries and meet all applicable IHSAA eligibility requirements.
3. Academic Eligibility:
 - Home school students must verify grade-level academic performance through a nationally recognized standardized achievement test or a portfolio of student work, as permitted by Idaho Code.
4. Participation Fees:
 - Home school students must pay the activity and/or pay-to-play fee.

FRANKLIN HIGH SCHOOL ELIGIBILITY

1. Franklin high school students are eligible to participate in activities as long as they have passed two consecutive blocks.
2. If a student fails or drops a single block they become ineligible.

ONLINE SCHOOL ELIGIBILITY

1. If a student is enrolled full-time in an online program, they are not a Preston High student; therefore, they are ineligible to compete in athletics programs.
2. Online students may be eligible to participate in athletics upon completion of the IDHSAA dual-enrollment form.

CONSEQUENCE OF PLAYING WHILE INELIGIBLE

It is the responsibility of the coach to ensure that all student-athletes are aware of their eligibility status. Students who are ineligible due to attendance or academics are not permitted to participate. Athletes who fail to sit out while ineligible will result in an automatic one-game suspension for the student and coach.

ATHLETIC LETTERING PROCEDURES

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.

EXCUSING ABSENCES

As previously mentioned, anytime that the student is not in attendance at school their parents/guardians should be aware and excuse the absences through the front office:

1. After 8 school days an unexcused absence (A) will be inexcusable by a parent/guardian.
2. Parents may call or email the Attendance Office to check a student out. We discourage parents from contacting a student directly via cell phone/text, because this will disrupt learning for other students.
3. Leaving campus without parental permission and without going through the proper check-out procedure in the Attendance Office for any reason will be considered an Unexcused Absence (U).
4. When parents are writing a note, please include the date it is written and parent signature. Fraudulent excusing of absences may result in loss of privileges for all involved.
5. Preston School District board policy considers a student habitually truant if attendance drops below 90% (**8 absences per semester**). If a parent excuses a student more than 8 times, they are in violation of State and board code and further absences may not be excused unless approved by administration.

Students are always responsible to make up any work, quizzes and/or tests missed during their absence. Students have the responsibility to arrange for makeup work and due date for the work with their teachers.

DRUG TESTING (District Policy)

A student will be considered to have violated this policy if (1) the student attempts to alter or substitute a testing sample, or (2) if a testing sample is confirmed positive as described in Policy 578P1 – Procedures for Drug and Alcohol Testing of Students Participating in Extracurricular Activities. Students who test positive for any prescription drug must have a prescription in their name for the drug. It is illegal and a violation of this policy for a student to



take a drug prescribed to another person, including a parent or other family member. Verification of prescription drug use must be provided within the time period prescribed in this policy.

1. First Confirmed Positive Test: The first time a student's test results are confirmed positive, the student's parent/guardian will be notified, and the principal will convene a meeting with the student and parent/guardian. At that meeting, the student will be required to choose one of the following options:
 - Suspension from the team and/or other extracurricular activities for a minimum period of one week; participation in a drug assistance program acceptable to the district (with costs to be paid by the student or student's family); and undergo weekly drug testing for a period of time as specified in approved administrative procedures; or
 - Suspension from participation in all athletics and extracurricular activities for a period of one (1) month from the date of the confirmed positive drug test. If the student fails to select an option within seventy-two (72) hours after notification of the test results, he or she will be deemed to have selected option number two (2).
2. Second Confirmed Positive Test: For a second confirmed positive test, the student and his/her parent or guardian shall choose one of the following options:
 - Suspension from participation for a minimum of one (1) month; participation in a substance abuse evaluation and follow any recommendations made by the evaluator, which evaluation must be performed by a state certified chemical dependency counselor (with cost to be paid by the student or student's family); and undergo weekly drug testing for a period of time as may be designated in approved administrative procedures; or
 - Suspension from participation in all athletics and extracurricular activities for a period of one (1) year from the date of the most recent confirmed positive test. The suspension applies to student participants who have tested positive in this school district's drug testing program and to student participants enrolled in this district who have previously tested positive in another district with a similar drug testing program.
3. Third Confirmed Positive Test: For a third offense, the student shall:
 - Be suspended from all high school athletics or extracurricular activities for a period of one (1) year from the date of the most recent confirmed positive test. The suspension applies to student participants who have tested positive in this district's drug testing program and to student participants enrolled in this district who have previously tested positive in another district with a similar drug testing program.



4. Fourth Confirmed Positive Test: For a fourth offense, the student shall:
 - be suspended from all high school athletics or extracurricular activities for the remainder of his/her high school career. The suspension applies to student participants who have tested positive in this district's drug testing program and to student participants enrolled in this district who have previously tested positive in another district with a similar drug testing program.

Any student refusing a test or refusing permission is not eligible to participate in athletics or extracurricular activities. Any student who is found to have altered or tampered with a testing sample shall be subject to the same consequences as if the student had a confirmed positive result.

Post-Suspension Eligibility

Students who test positive and are suspended from extracurricular activities must be retested and test negative prior to being allowed to participate in any extracurricular activities. If the suspension terminates during a sports season, or after an enrollment period for any other Drug and Alcohol Testing of Students

NCAA ELIGIBILITY BASICS

National Collegiate Athletic Association- *All high-school athletes desiring to compete in college athletics at Division I or Division II levels must register with the NCAA Eligibility Center. For complete information on eligibility requirements and procedures, refer to the NCAA Eligibility Center website at www.eligibilitycenter.org.

The NCAA recommends that student-athletes register at the beginning of their junior year in high school, but many students register after their junior year. There is no registration deadline, but students must be cleared by the Eligibility Center before they receive athletic scholarships or compete at a Division I or II institution.

1. The following basic requirements must be met in order for a student to be able to practice, play, and receive a scholarship at an NCAA Division I or II college or university:
 - Complete a certain number of high school core courses.
 - Earn a certain minimum grade point average in these core courses.
 - Earn a certain minimum score on the SAT or ACT.
 - Graduate from high school.
 - Complete the amateurism questionnaire and request final amateurism certification.
2. Core Courses:
 - NCAA Divisions I and II require the completion of 16 core courses as per specified type and PHS approved list.
 - 4 years of English
 - 3 years of math (Algebra 1 or higher)

- 2 years of natural or physical science (including one year of lab science if offered by your high school)
 - 1 extra year of English, math, or natural or physical science
 - 2 years of social science
 - 4 years of extra core courses (from any category above, or foreign language, comparative religion or philosophy)
3. Grade-Point Average:
- NCAA Division I requires the following minimum GPA: Earn a minimum core-course grade-point average of 2.300
 - NCAA Division II requires the following minimum GPA: Earn a minimum core-course grade-point average of 2.200
 - Remember, the NCAA grade-point average is calculated using NCAA core courses only.

PARENT INVOLVEMENT IDEAS

Working in unison with school leadership and the coaching staff, high school parent interaction and involvement could include:

1. Communication:
 - Dedicated Coach Email Address: Receive a specific email address for athletic inquiries.
 - Athletics Calendar on Website: Maintain an updated section on the school's website for athletics-related information, including schedules, announcements, and volunteer opportunities.
 - Newsletters/Social Media: Distribute a monthly athletics newsletter via email and on the school website, highlighting upcoming events, achievements, and opportunities for involvement.
2. Meetings and Forums:
 - Seasonal Kickoff Meetings: Hold a meeting at the start of each sports season to introduce coaches, outline expectations, and provide important dates.
 - Parent-Coach Conferences: Schedule periodic conferences for parents to discuss their child's progress, concerns, and suggestions.
 - Feedback Forums: Organize bi-annual forums for parents to share feedback and ideas directly with the athletic director and coaching staff.
3. Volunteer Opportunities:
 - Game Day Volunteers: Recruit parents to assist with tasks such as ticket sales, concessions, and crowd control during home games.
 - Transportation: Organize a carpool system or recruit volunteer drivers for away games.
 - Fundraising: Parents may support their students and teams by participating in fundraisers and helping to generate ideas to build the program financially.

- Donations: Programs are open to donations from parents and/or businesses. Donations must be given to the school front office, not a coach.
4. Parent Education and Training Opportunities:
 - Health and Safety: Conduct workshops on topics like sports nutrition, injury prevention, and mental health.
 - Role of Parents in Athletics: Provide guidance on how parents can best support their student-athletes, emphasizing positive reinforcement and the importance of balancing academics and sports.
 - Basic Coaching Skills: Offer training sessions for parents interested in assisting with coaching or team management.
 - CPR and First Aid Certification: Provide opportunities for parents to get certified in CPR and first aid to enhance safety at events and practices.
 5. Recognition and Appreciation:
 - Parent Recognition: A handshake, a phone call, or an email of appreciation is beneficial.
 - Volunteer of the Month: Acknowledge outstanding parent volunteers in the monthly newsletter and at school assemblies.
 - Annual Appreciation Event: Host an end-of-year banquet or picnic to celebrate and thank all the athletes and parent volunteers.
 - Discounts and Perks: Offer discounts on athletic event tickets or spirit wear for active parent volunteers.
 - Certificates and Awards: Present certificates and small awards to parents who significantly contribute to the athletics program.
 6. Collaborative Decision-Making:
 - Committee Formation: Establish a parent advisory committee that meets quarterly to discuss the athletics program, provide feedback, and assist in decision-making.
 - Diverse Representation: Ensure the committee includes parents from various sports and grade levels to represent a wide range of perspectives.
 - Regular Surveys: Distribute surveys to gather parent opinions on various aspects of the athletics program.
 - Suggestion Box: Create a virtual and physical suggestion box for ongoing parent input.



—SECTION 7— COACHES & ADVISORS

EXPECTATIONS

HIRING AND APPOINTMENT OF COACHES

REQUIRED CERTIFICATIONS

PRESTON PRIDE ATHLETIC CONTRACT

SENIOR NIGHT RECOGNITION PROCEDURES

COACHES EVALUATIONS

POST-SEASON ATHLETIC EQUIPMENT
AND FACILITY MANAGEMENT

OUT OF SEASON FACILITY USE

END OF SEASON AWARDS

SECTION 7 - COACHES AND ADVISORS

EXPECTATIONS

Expectations for high school coaches and advisors should encompass a combination of professional, ethical, and leadership qualities, including:

1. Commitment to Student Development:
 - Demonstrate a commitment to the overall development of students, focusing on academic, athletic, or extracurricular achievements, as well as personal growth and character.
2. Adherence to Policies and Regulations:
 - Abide by all school, district, and relevant association policies, rules, and regulations governing their specific sport or activity.
3. Role Modeling and Sportsmanship:
 - Serve as positive role models for students by exhibiting exemplary sportsmanship, ethical behavior, and respect for all participants, officials, and spectators.
4. Effective Communication:
 - Maintain open and clear communication with students, parents, school administrators, and fellow coaches or advisors to ensure everyone is well-informed about schedules, expectations, and any relevant information.
5. Safety and Well-being:
 - Prioritize the safety and well-being of students, ensuring that practices and activities are conducted in a manner that minimizes risks and adheres to safety protocols.
6. Skill Development:
 - Focus on the continuous improvement of students' skills, providing constructive feedback and designing effective practice sessions or activities.
7. Academic Emphasis:
 - Encourage and support academic achievement by monitoring students' academic progress, promoting the importance of balancing sports or extracurricular activities with academics.
8. Inclusivity and Diversity:
 - Foster an inclusive and diverse environment that welcomes students of all backgrounds, abilities, and skill levels.
9. Team Building:
 - Facilitate team-building activities and promote a positive team culture that emphasizes collaboration, respect, and mutual support among students.
10. Professional Development:



- Stay current with coaching or advising best practices, attend relevant workshops or training sessions, and pursue professional development opportunities to enhance coaching or advising skills.
11. Ethical Conduct:
 - Uphold high ethical standards, displaying integrity and honesty in all interactions with students, parents, colleagues, officials, and finances.
 12. Conflict Resolution:
 - Effectively address conflicts or concerns that may arise among team members, parents, or others involved in the program, seeking resolutions in a fair and timely manner.
 13. Community Engagement:
 - Actively engage with the school community, participating in school events, and collaborating with other educators and stakeholders to enhance the overall school experience.

By setting and adhering to these expectations, high school coaches and advisors contribute not only to the success of their specific programs but also to the holistic development of the students they serve.

HIRING AND APPOINTING OF COACHES

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.



REQUIRED CERTIFICATIONS:

1. First Aid/CPR Certification (MUST BE CURRENT)
2. Concussion, Sudden Cardiac Arrest, Mental Health - All of these courses are free and can be found online. First time coaches are required the first year and then every two years after on even numbered fall years.
3. Teaching and Modeling Behavior (Course for those who do not have a certified teaching license)
4. Head Coaches Only (are required to take the fundamentals of Coaching course) (1 time)
5. Preston School district also requires additional training. Please get link to complete
6. Head and Assistant Coaches are required to attend coaches meetings throughout the year. Updates in policy and further training will be provided to continue to develop our athletics programs.

PRESTON PRIDE ATHLETIC CONTRACT

I understand that a fulfilling educational sport experience requires the exercise of responsibilities on the part of both personnel associated with the athletics program and student-athletes. As a student-athlete, I understand my responsibility to commit to the values of PHS athletics: To unite instead of divide, have uncompromising integrity, be proud of my effort, commit to a growth mindset, and exhibit strength and resilience.

Academic/Attendance Standards

I understand that PHS athletes are students first and foremost and that all student-athletes must exhibit behaviors that demonstrate a commitment to maximizing academic success as their first priority. I understand that the athletics department has created the following standards, strategies, and policies to maximize the possibility of student-athletes meeting their academic goals. I understand that I am obligated to comply with these standards:

- Student-athletes must adhere to all academic requirements.
- Upon receiving semester grades, student-athletes with a single F will be excluded from practice and competition the first week of the new semester. Students that fail two classes or more are ineligible for the entirety of the sports season.
- Student-athletes' academic progress is monitored by the coach and the school front office staff. If at any time, the school receives academic information that a student-athlete is not meeting his or her responsibilities, the administration will inform the head coach and the student's competition and/or practice privileges will be restricted, suspended, or terminated.
- If a student-athlete's grade point average drops below a 2.0 or the student has a current F in PowerSchool, he or she will become automatically ineligible to participate until the grade point average returns to the 2.0 minimum or the grade is corrected. Coaches may hold students to more rigorous academic standards if desired.

- Student-athletes are expected to meet all deadline dates for class assignments and are required to make pre-arrangements with instructors when quizzes, tests or special assignments conflict with contest dates.
- Sports schedules are designed to minimize missed class time. While classes missed for regular- or post-season contests are school approved, the expectation is that student-athletes will make every effort not to miss any additional classes and will only do so under extenuating circumstances such as illness or family emergency. Excessive absences will result in restriction of a student-athlete's participation in practice or competition.
- Student-athletes with absences on the day of an event are unable to participate.
- Student-athletes are not permitted to miss more than 10 regularly scheduled hours of academic time. An unexcused absence will accrue 1 hour and each tardy is 15 minutes. Students that surpass the 10 hours will be required to make up their time with their regularly scheduled teachers or attend attendance school.
- Upon receiving a 4th tardy in a single class, the student will be considered ineligible for athletics until an hour of tutoring has been completed with the coinciding teacher. Coaches are not permitted to clear a student's hours unless given administrative permission.

Behavioral Expectations

I understand that student-athletes and their families are visible representatives of the institution both on campus and off-campus whose behaviors are often closely scrutinized by the media and general public. Student-athlete behavior affects public perception of institutional ethos, athletics department standards, and the character of the student body. Therefore, it is expected that student-athletes will demonstrate consistent role model behavior, sportsmanship and self-control. More specifically:

- Student-athletes must be committed to fair play. Intentional acts of unsportsmanlike behavior or cheating will not be tolerated.
- When representing their teams during competition, student-athletes will exercise self-control, resist the use of profanity, avoid unnecessary aggression or hostility towards others, refrain from making inappropriate physical gestures, taunting or excessively celebrating, and never disrespect coaches, officials, teammates or opponents.
- Student-athletes are prohibited from interacting in any negative way with fans.
- Student-athletes and their families are expected to remain positive and to not use social media as a platform to share personal frustrations about the team, coaches, athletics department, the institution, opponents, or officials.
- All post-competition concerns or complaints should be communicated to the coach 24 hours after the game has occurred to prevent emotional outburst and/or public conflict.
- Families will follow the communication "chain of command." Frustrations should first be communicated to the coach. Upon failure to reach an agreement, the athletic director may be notified of the grievance. If further assistance is needed, the athletic director will communicate with school administration. Resolutions to conflict are matters that



require collaborative effort between the coach, student-athlete, parents, and (if necessary) school personnel.

- Violations of these standards may result in a variety of sanctions by the athletics department including, but not limited to restriction, suspension from, or termination of participation in practices, games, and/or the athletics program.

Physical Conditioning and Training

I understand that conditioning and training programs in preparation for athletics performance requires intense physical activities, constant feedback, and creating benchmarks to maximize each athlete's potential and team success. Participation in training and instruction is an educational process that requires collaboration between athletics staff and student-athletes. Therefore, I understand the need for and accept the following participation responsibilities:

- Student-athletes will report to the coach or an athletics trainer any change in physical, mental or emotional well-being that may affect their ability to participate safely.
- Student-athletes will commit to completing conditioning activities and practice sessions asked to perform to ready them for the physical, mental, and emotional stress associated with their sport.
- Student-athletes will refrain from activities that enhance risk of unsafe participation and poor lifestyle such as alcohol consumption, vaping/smoking, and other performance enhancing or illegal drugs. Doing so will influence the student-athlete's eligibility status as follows: *First offense/ A 2-week suspension from competition and enrollment in a substance abuse prevention course. Second offense/ A 6-week suspension from competition. Third offense: Immediate removal from PHS athletics programs.*
- Students will follow the guidelines given to by coaches and trainers regarding hydration, sleep, and nutrition.
- Student-athletes will communicate with the coach or trainer any abnormal or labored physical response to exercise or the incapacity to continue to participate due to any physical, mental, or emotional distress.
- Recognize that participation decisions must be made by athletics staff members. Parents may not override these decisions, but may engage in respectful conversation about participation.
- Students, parents, and coaches may not override decisions made by medical personnel but can be involved in the return-to-play protocol.

Teamwork and Team Expectations

I understand that team unity and team chemistry are key variables for a positive and successful athletics experience. Commitment to team goals is essential which, at times, may take precedence over individual goals. However, I understand that the athletics department does not subscribe to a team culture based on intimidation or mandatory allegiance to questionable practices and requires that all student-athletes be treated fairly by coaches, support staff, and teammates. Under these conditions, I understand that student-athletes are expected to exhibit a level of selflessness that promotes team goals. More specifically:



- Student-athletes are expected to abide by team rules that have been constructed by the team, approved by the coaches and administrator, and attached to this agreement.
- Student-athletes are expected to abide by all athletics department policies that are contained in the Student Handbook; including, but not limited to the policies that prohibit sexual harassment, bullying, drug use, gambling, and tobacco use and is expected to honor and contribute to a culture of respect of self and others.
- Student-athletes are expected to report hazing, initiations, and/or bullying to their coach immediately.

Agreement

As a parent/guardian and/or student-athlete, I agree to accept the participation standards and policies listed above. I knowingly accept that violations of these standards may result in a variety of sanctions developed and implemented by each individual program and their associated coaching staffs and the athletics department. This includes, but is not limited to team action, restriction, suspension from, or termination of participation in the athletics program.

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.

COACH EVALUATIONS

Coaches will be subject to a variety of assessments throughout the year and season. The Activities Director will frequent practices and provide feedback through verbal and written communication as often as is necessary and may solicit feedback from local stakeholders.

Upon the conclusion of the season, each coach will undergo a summative evaluation, performed by the Activities Director, the Athletics Supervisor, and the Principal. Head coaches will be responsible for completing evaluations for assistant coaches to compliment information collected by school leadership.

The current summative evaluation forms are below:

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 the administration

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

Evaluator Signature: _____

Coach Signature: _____

POST-SEASON ATHLETIC EQUIPMENT & FACILITY MANAGEMENT

This policy outlines the responsibilities of coaches to properly collect, clean, store, and secure athletic equipment and facilities at the conclusion of their respective seasons. Adherence to this policy ensures the longevity of district assets, maintains organized and safe environments, and promotes fiscal responsibility by preventing unnecessary replacement costs.

1. Equipment Collection and Storage:

- Timely Collection:
 - All district-issued athletic equipment, uniforms, and supplies must be collected from student-athletes and team members following the team's final competition or practice of the season, whichever occurs later.
 - Coaches are responsible for communicating equipment return deadlines clearly to their athletes and parents/guardians well in advance.
- Cleaning and Preparation for Storage:
 - Prior to storage, all equipment must be thoroughly cleaned, dried, and properly maintained (e.g., deflated balls, wiped down surfaces) to prevent mold, mildew, rust, and other forms of deterioration.
 - Uniforms and other washable items must be laundered and completely dry before being put into storage.
- Organized Storage:
 - Equipment must be stored in its designated athletic storage areas (e.g., equipment rooms, closets, cages).
 - Coaches are responsible for organizing equipment logically within these areas to maximize space and prevent damage.
- Protection of Equipment:
 - All equipment must be stored in a manner that protects it from environmental damage (e.g., dust, moisture, pests) and physical damage (e.g., crushing, bending).
 - Utilize tarps, covers, or appropriate containers where necessary to safeguard items.

2. Facility Security and Organization:

- Locker Rooms and Athletic Areas:
 - Upon completion of the season, all team locker rooms, training rooms, and other athletic areas utilized by the team must be thoroughly cleaned, cleared of personal belongings, and organized.
 - All windows and doors in these areas must be securely closed and locked by the coach before leaving.
- Equipment Closets and Storage Rooms:
 - All designated equipment closets, storage rooms, and cages must be locked securely after equipment has been put away.

- Coaches are responsible for ensuring that all entry points to these storage areas are properly secured.
3. Damage Documentation and Reporting:
- Inventory and Assessment:
 - Coaches must conduct a comprehensive inventory of all district-issued equipment at the end of the season.
 - During this process, all damaged, broken, or missing equipment must be identified.
 - Documentation:
 - A detailed report of all damaged or missing equipment must be submitted to the Athletic Director upon the season's conclusion.
 - The report should include: * Item description (e.g., "Basketball, size 7") * Quantity damaged/missing * Nature of damage (e.g., "ripped seam," "flat valve," "missing") * Estimated replacement cost (if known) * Any relevant notes regarding the cause of damage or loss.
 - Disposal of Damaged Equipment:
 - Damaged equipment should be segregated from usable equipment and, where feasible, clearly marked "damaged."
 - Disposal of damaged equipment must be approved by the Athletic Director and follow district procedures for asset disposal. Do not discard district property without explicit authorization.
4. Key Accountability:
- Key Return:
 - All district keys issued to coaches for athletic facilities, locker rooms, equipment closets, and storage rooms must be returned to the Athletic Director or designated administrator within upon the season's conclusion if you are not returning as head coach.
 - Coaches are responsible for all keys issued to them and for ensuring their security throughout the year.
 - Lost Keys:
 - Any lost keys must be reported immediately to the Athletic Director. The coach may be held financially responsible for rekeying expenses if negligence is determined.

OUT OF SEASON FACILITY USE

- Priority will be given to in-season sports. After that, priority will be given on a first-come, first-served basis. An approved coach must be in attendance.

END OF SEASON AWARDS

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.



—SECTION 8—

TRAINERS

DUTIES

TRAINING ROOM HOURS

SPORT COVERAGE

SUMMER EXPECTATIONS

TRAVEL

SECTION 8 - ATHLETIC TRAINERS



DUTIES

Preston High School in connection with Franklin County Medical Center provides a Certified Athletic Trainer free of charge to the athletes of Preston High School. Services provided include:

1. Injury recognition and evaluation
2. Rehabilitation and treatment of sports injuries
3. Injury prevention and sports training
4. Education for coaches (CPR, etc)

TRAINING ROOM HOURS:

Training room hours are from 3:00 PM until approximately 30 minutes after the conclusion of the last athletic competition or varsity practice on school days. During none school days, training room hours are 30 minutes pre and post varsity practices.

*During fall and spring Athletic Trainer may be at athletic competitions and not always in training room.

SPORT COVERAGE:

Athletic Trainer will be present at practices held after school and on Friday; additional coverage for morning practices will be on an individual basis subject to availability. Coverage is provided for 8 fall, 5 winter, and 3 spring sports/activities as listed in table below.

Fall:

Football (3 levels), Boys Soccer (2 levels), Girls Soccer (2 levels), Volleyball (3 levels), Cross Country (B/G), Golf (B/G), Cheer, Dance

Winter:

Boys Basketball (3 levels), Girls Basketball (3 levels), Wrestling (2 levels), Cheer, Dance

Spring:

Track (2 levels), Baseball (2 levels), Softball (2 levels)

In addition, athletic training coverage will prioritize coverage in the following order: varsity competitions, junior varsity competitions, freshman competition, and then practice. In the event there are multiple competitions at the same time, coverage will be based on risk of injury (see following table). However, if there is an injury at a different event then where coverage is being provided, the coach can still contact the athletic trainer.



SUMMER EXPECTATIONS

Athletic Trainer will provide coverage for home summer tournaments if proper advanced notice is given. Injury evaluation and rehabilitation during the summer will be made on an individual basis.

TRAVEL

Athletic Trainer will travel to all Varsity Football games district and state competition for all sports unless there is a home competition that requires coverage. In addition, Athletic Trainer will travel with other sports on an individual basis subject to availability and within an approximate 60 mile radius.



—SECTION 9—

MISCELLANEOUS

ACTIVITIES & ATHLETIC DIRECTOR
TITLE IX
CANCELLATIONS
EMERGENCY EVACUATION PROCEDURES
TIPS FOR ALL VENUES

SECTION 9 - MISCELLANEOUS

ACTIVITIES DIRECTOR & ATHLETICS SUPERVISOR RESPONSIBILITIES

An Activities Director and Athletics Supervisor play crucial roles in overseeing and managing the athletic programs within a school. Paired with school administration, the following responsibilities are completed in support of school programs. Their responsibilities extend beyond the realm of sports to encompass various administrative, organizational, and leadership duties. Here is a comprehensive description of the duties and expectations associated with the roles of Activities Director:

1. Program Management:
 - Develop, implement, and evaluate the overall athletic program in alignment with the school's mission and goals.
 - Coordinate and schedule athletic events, ensuring compliance with league regulations and school policies.
 - Collaborate with coaches, staff, and administrators to create a comprehensive and balanced sports program that meets the needs and interests of students.
2. Budgeting and Financial Oversight:
 - Manage the athletic department budget, allocating resources efficiently to support various sports and activities.
 - Assist programs in seeking and securing funding through fundraising initiatives to enhance the financial stability of the athletic program.
3. Compliance and Regulations:
 - Stay informed about and ensure compliance with local, state, and national athletic association rules and regulations.
 - Oversee the eligibility of student-athletes, ensuring adherence to academic and athletic standards.
4. Facilities Management:
 - Maintain and manage athletic facilities, ensuring they are safe, well-equipped, and accessible for practices and events.
 - Coordinate facility usage with athletics programs.
5. Personnel Management:
 - Hire, train, and evaluate coaches, athletic trainers, and support staff.
 - Foster a positive and collaborative working environment among coaches and staff members.
6. Student-Athlete Development:
 - Prioritize the holistic development of student-athletes, emphasizing character, sportsmanship, and academic success.
 - Implement programs to support the physical and mental well-being of student-athletes.
7. Communication and Community Engagement:



- Maintain open and transparent communication with parents, students, coaches, and the broader school community.
 - Promote and market athletic events to boost attendance and community support.
8. Event Management:
- Coordinate logistics for athletic events, including transportation, officials, medical support, and security.
 - Attend and oversee major athletic competitions, ensuring a positive and safe environment for participants and spectators.
9. Fundraising and Sponsorship:
- Develop and execute fundraising initiatives to support the financial needs of the athletic program.
 - Cultivate relationships with local businesses and community members to secure sponsorships and donations.
10. Professional Development:
- Stay current with trends, best practices, and innovations in athletic administration.
 - Attend workshops, conferences, and training sessions to enhance professional knowledge and skills.

A high school Activities Director is a multifaceted leader who must balance administrative responsibilities, financial management, personnel development, and community engagement to create a thriving and successful athletic program within the school.

TITLE IX

Equal Opportunity in Education

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

It is the policy in Preston School District that school activities must be in compliance with Title IX in allowing equal opportunities for male and female students. Title IX specifically requires the following:

1. Funds should be available on a substantially proportional basis to the number of male and female participants in the school's athletic program.
2. Boys and girls shall have reasonably equal access to facilities, fields and equipment, scheduling of games and practice time, travel and per diem allowances, assignment and compensation of coaches, provision of locker rooms, awards and recognition, provision of medical and training facilities, provision of dining facilities and publicity.
3. School sponsored activities shall be reasonably equal for boys and girls. Schools must provide both the opportunity for individuals of each sex to participate in interscholastic



competition, and for athletes of each sex to have competitive team schedules which equally reflect their abilities.

Compliance with Title IX may be demonstrated by meeting any one of the following three things:

1. Providing athletic participation opportunities that are substantially proportionate to the student enrollment.
2. Demonstrating a continual expansion of athletic opportunities for the underrepresented sex. This is satisfied when a school has a history and continuing practice of program expansion that is responsive to the developing interests and abilities of the underrepresented sex.
3. Accommodating the interest and ability of underrepresented sex. This is satisfied when an institution is meeting the interests and abilities of its female students even where there are disproportionately fewer females than males participating in sports.

CANCELLATIONS

High school athletic events can be canceled for various reasons, and while each situation is unique, some common reasons for event cancellations include:

1. Inclement Weather:
 - Adverse weather conditions, such as heavy rain, thunderstorms, lightning, snowstorms, or extreme heat, can pose safety risks for athletes and spectators, leading to the cancellation of outdoor events.
2. Lightning: *The Guidelines on Handling Contests During Lightning Disturbances which appears in all NFHS Rules Books:*
 - When thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
3. Poor Field Conditions
 - Inadequate playing surfaces, such as waterlogged fields, unsafe ice patches, or other field maintenance issues, may necessitate event cancellations to ensure the safety of participants.

4. Facility Issues:

- Unforeseen problems with the venue, such as power outages, facility damage, or other infrastructure issues, may lead to event cancellations.

5. Transportation Problems:

- Issues related to transportation, such as bus breakdowns, driver unavailability, or other logistical challenges, may lead to the cancellation of away games or competitions.

6. League or Association Decisions:

- Decisions made by sports leagues, governing bodies, or school districts, such as suspensions, sanctions, or other administrative actions, may result in the cancellation of events.

7. Protests or Disruptions:

- Protests, disputes, or other disruptions that compromise the integrity of the competition or the safety of participants may lead to event cancellations.

8. Forced Events:

- Unforeseen circumstances beyond human control, such as natural disasters, pandemics, or other emergencies, may necessitate event cancellations to ensure the well-being of everyone involved.

It's essential for schools and athletic programs to have contingency plans in place, communicate effectively with stakeholders, and prioritize the safety and well-being of participants when making decisions about event cancellations.

EMERGENCY EVACUATION PROCEDURES

Football Field

1. Initial Alert:

- Signal the emergency using a loud, recognizable sound such as a siren or horn.
- Announce the evacuation over the public address (PA) system, clearly stating the nature of the emergency and the need to evacuate.

2. Evacuation Routes:

- Direct spectators to use the nearest exit gates.
- Players, coaches, and officials should use the designated team exits, avoiding main spectator routes to prevent congestion.
- Ensure all exits are clearly marked and unobstructed.

3. Assembly Points:

- Designate safe assembly points away from the stadium, such as parking lots or open fields.
- Announce the location of assembly points over the PA system.

4. Assistance and Special Needs:

- Station staff members at exits to assist and direct spectators.
- Provide assistance to individuals with disabilities or special needs, ensuring they have a safe and accessible route out.

5. Communication:
 - Maintain communication with emergency services and follow their instructions.
 - Use radios or mobile phones to keep staff informed and coordinated.
6. Post-Evacuation:
 - Conduct a headcount to ensure all players, staff, and officials have evacuated.
 - Await further instructions from emergency services before allowing re-entry.

Basketball Gym

1. Initial Alert:
 - Use the fire alarm system or PA system to signal the emergency.
 - Clearly announce the need to evacuate and the location of the nearest exits.
2. Evacuation Routes:
 - Direct spectators to the nearest exits, typically located at the corners of the gym.
 - Players, coaches, and officials should exit through designated team exits to avoid crowding.
3. Assembly Points:
 - Identify assembly points outside the gym, such as the parking lot or adjacent outdoor areas.
 - Ensure these points are communicated to everyone during the evacuation announcement.
4. Assistance and Special Needs:
 - Have staff members at each exit to guide and assist individuals.
 - Ensure accessible routes are available for individuals with disabilities or special needs.
5. Communication:
 - Maintain communication with emergency responders and follow their directives.
 - Use radios or phones to keep staff updated on the evacuation status.
6. Post-Evacuation:
 - Conduct a headcount of all players, staff, and officials.
 - Wait for clearance from emergency services before re-entering the gym.

Soccer Field

1. Initial Alert:
 - Signal the emergency with a siren or horn and make an announcement over the PA system.
 - Clearly communicate the need to evacuate and the nature of the emergency.
2. Evacuation Routes:
 - Direct spectators to the nearest exit gates around the field.
 - Players, coaches, and officials should use the designated exits to avoid crowd congestion.

3. Assembly Points:
 - Establish assembly points away from the field, such as nearby open spaces or parking lots.
 - Announce these locations over the PA system.
4. Assistance and Special Needs:
 - Position staff at each exit to guide and assist with the evacuation.
 - Ensure accessible routes are available for individuals with disabilities or special needs.
5. Communication:
 - Stay in contact with emergency services and follow their instructions.
 - Use radios or mobile phones to keep all staff informed.
6. Post-Evacuation:
 - Perform a headcount to ensure all players, staff, and officials have safely evacuated.
 - Wait for emergency services to give the all-clear before allowing anyone to re-enter the area.

GENERAL TIPS FOR ALL VENUES

1. Pre-Emergency Preparation:
 - Conduct regular drills and training for staff to ensure everyone knows their roles.
 - Clearly mark all exits and ensure they are free of obstructions.
 - Have emergency contact numbers readily available.
2. During the Emergency:
 - Stay calm and provide clear, concise instructions.
 - Assist those who need help and ensure no one is left behind.
 - Do not re-enter the venue until it has been declared safe by emergency services.
3. Post-Emergency Actions:
 - Review the evacuation process to identify any areas for improvement.
 - Provide support and assistance to anyone affected by the emergency.