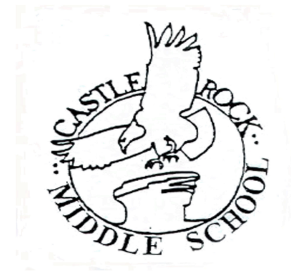
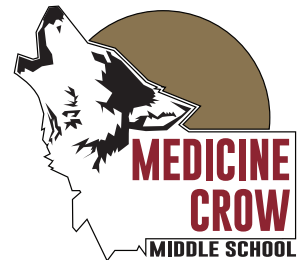


BILLINGS PUBLIC SCHOOLS



HIGH SCHOOL MIDDLE SCHOOL GUIDELINES FOR ACTIVITIES



Updated: June 23, 2017

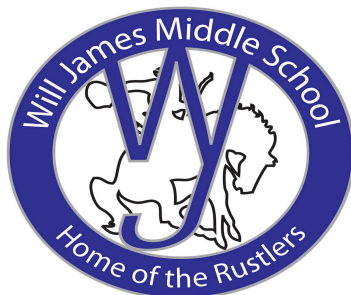


TABLE OF CONTENTS

CORE VALUES	5
DISTRICT POLICIES, MHSA BY-LAWS, RULES AND REGULATIONS	6-26
Age Rule	10
Amateur Rule	13
Association Contest – No Scrimmage Rule	9
Award Rule	12
Coach/Player Ejections	14
Coaching/Practice Regulations	13
Contests Prohibited	13
Deadline for Enrollment	11
Eligibility	9 -10
Equity	14-15
Fundamentals of MHSA Athletic Regulations	16-25
Penalty for a Player Assaulting an Official	11-12
Physical Exam	10
Record of Transfer	11
Recruiting Prohibited	13
Semester Rule	10-11
Specialized Camp Rule, Invitational Tournaments & Other Events	14
Transfer Rule	11
STAFF EXPECTATIONS	26 - 35
Coaching Requirements	30
Evaluation	29
Fourteen Legal Duties of a Coach	27
General, Legal and Contractual	34
Informational	31
Professional Educators of Montana Code of Ethics	28
NCAA Outreach and Education	32-33
Sportsmanship	35
STAFFING PROCEDURES	36-39
Hiring Process	37 - 38
Intramural and Club Stipends	38
MEA-MFT Obligations and Trade	38
Split-Stipend Contract	38
Volunteer Coaches	39
FINANCIAL	40 - 49
BPS Scholarship Fund	45
Booster Clubs	41-42
Change Fund	45
Concessions and Vendors	42
Daylis Stadium Concessions	42
Donations and Gifts	43
Extra Curricular Accounts and Funds	43-45
Fundraising	46
General Purchasing and Spending Guidelines	46
Inventories	46

Outside Vendors	42-43
P-Cards	46-47
Student Fees	48
Supplemental Fund	45
Ticket Prices and Passes	49
Travel Reimbursements	47
Vending Machines	43
GENERAL GUIDELINES	50-65
Checklist for High School Sports Camps	60
Equipment	51
Expectations of Students on Overnight Trips	53
Extra Duty Assignments	51-52
In case of an Accident	63
Lodging	52
Meals	54
Montana Coaches Association	57
Open Gym	54
Open Gym Guidelines	55
Parent Complaint Process	65
Parent/Fan Code of Conduct	64
Participation Conflicts	55
Scheduling of District Facilities	55-56
Scheduling of Practices and Events	56
Staff Development	56-57
Stipend Positions	57
Student Discipline	58
Substitutes	58-59
Summer Programs and Camps	59
Supervision	61
Travel	61-62
GENERAL HIGH SCHOOL PROGRAM GUIDELINES	66-89
Awards and Banquets	68
Basketball	73 - 74
Cheer	75
Club Organization	68 - 69
Cross Country	76
Dance	77
Equipment	69-70
Football	78
Forensics	79
Golf	80
Officials	71
Post-Season or State Tournament Administrative Supervision	71 - 72
Program Structure	67
Soccer	81
Softball	82
Swimming	83
Tennis	84

Billings Public Schools
Department of Athletics and Activities
Core Values

Safety and Well-Being of Students

All School District behavior and medical policies and procedures are followed closely.
All pre-season coach and player certifications and requirements are completed.
Student-athletes want to be a part of the program and enjoy the experience.
Student-athletes are learning and growing.

Role-Modeling

Program promotes a high level of integrity and sportsmanship.
Program promotes high academic standards with winning in the proper perspective.
Program promotes poise and patience in all situations.

Culture

Student-athletes strive to make life-style choices that promote a high level of performance.
Student-athletes demonstrate a commitment to their team and their school.
Student-athletes demonstrate hard work and high achievement.

Team

Team rules and expectations are clearly written, communicated and enforced.
Communication flows easily between coaches, players, parents, and other stakeholders.
Appropriate traditions guide the team.
The team shows consistent improvement.

Player Development

Participants demonstrate skill progression and development.
Participants understand and accept team roles.
Participants are making appropriate academic progress.
Participants have valuable experiences that will guide them later in life.

District Policies for Athletics and Activities

MHSA By-Laws/Rules and Regulations

Listed below are the School District #2 Policies and Procedures that all coaches and activities sponsors should know and follow closely. These policies can be accessed by going to the BPS website, go to School Board Policies and Procedures. The policy numbers are listed in the left column.

Procedure 2310-P3 – Guidelines for Movies, Videos and DVD's on Bus Trips.
Procedure 2320-P1 – Procedure for Co-Curricular and Extracurricular Travel
Procedure 2410-P1 – High School Graduation Requirements
Procedure 3250-P1 – Hazing, Bullying and Cyber-Bullying
Harassment/Intimidation/Bullying Incident Reporting Form
Harassment/Intimidation/Bullying Investigation Form
Procedure 3340-P1 – Chemical Use Procedure
Procedure 4210-P1 – Student Fund-Raising Activities
Procedure 4210-P2 – Food Fund-Raising
Procedure 4210-P3 – Guidelines for Extracurricular Activities (ECA) Funds
Procedure 5019 – School Volunteers
Procedure 7320-P2 – Procedure for the issuing of and use of a District Pcard.

Policy 2320 – Field Trips and Out of State Student Travel
Policy 2332 – Religion and Religious Activities
Policy 3225 – Sexual Harassment/Intimidation of Students
Harassment/Intimidation/Bullying Incident Reporting Form
Harassment/Intimidation/Bullying Investigation Form
Policy 4210 – School Support Organizations – Booster Clubs – Forms
Policy 5021 – Fingerprints and Criminal Background Investigations
Policy 5501 – Evaluations

MHSA By-Laws/Rules and Regulations

Article II – Section 1 – Association Contest – Pages 18 - 19
Section 2 – Eligibility Pages 19 - 20
Section 3 – Physical Exam - Page 20
Section 4 – Graduate Students – Pages 20 - 21
Section 5 – Students Below Ninth Grade – Page 21
Section 6 – Participation Above Secondary System – Page 21
Section 7 – Age Rule – Pages 21 - 22
Section 8 – Semester Rule – Page 22
Section 9 – Deadline for Enrollment – Page 22
Section 10 – Transfer Rule – Pages 22 - 25
Section 11 – Eligible Transfers – Page 25
Section 12 – Record of Transfer – Page 26
Section 13 – Professional Participation – Page 26
Section 14 – Penalty for Player Assaulting an Official – Page 26
Section 15 – Award Rule – Pages 26 - 27
Section 16 – Amateur Rule – Pages 27 - 28
Section 17 – Recruiting Prohibited – Page 28

Article VIII - Section 1 – Participation of Ineligible Student – Pages 33 - 34
Section 2 – General Penalties – 34 - 36

Association and Executive Board Rules and Regulations

Section 1 – Sexual Harassment Policy – Page 39
Section 2 – Drug/Alcohol Policy – Page 39
Section 4 – Concussions/Serious Injury Requirements and Return to Play – Pages 39-40
Section 6 – MHSA Jewelry Policy – Page 40
Section 7 – Coaching/Practice Regulations – Pages 40 – 42
Section 8 – Coaches Education Program – Page 42
Section 9 – Specialized Camp Rule, Invitational Tournaments and Other Events – Page 43
Section 10 – Voluntary Contributions/Raffles – Page 43
Section 12 – Contests Prohibited – Page 44
Section 13 – Forfeitures – Page 44
Section 14 – No Activities Participation on Sunday – Page 44
Section 15 – Sanctioning of Interstate Contests – Pages 45-46
Section 27 – Rules Clinics – Page 49
Section 33 – Sportsmanship Guidelines – Page 53
Section 34 – Crowd Control at MHSA Contests - Coaching Staff – Page 56
Ridgeway Settlement – Pages 61 – 72

Individual Sport/Activity General Rules and Regulations

Basketball – Pages 99 – 120
Cheerleading/Dance – Pages 295 - 298
Cross Country – Pages 121 – 126
Football – Pages 127 – 144
Forensics – Pages 247 - 294
Golf – Pages 145 – 154
Soccer – Pages 155 – 164
Softball – Pages 165 – 174
Swimming – Pages 175 – 178
Tennis – Pages 179 – 188
Track and Field – Pages 189 – 196
Volleyball – Pages 197 – 216
Wrestling – Pages 217 – 228

ASSOCIATION CONTEST – NO SCRIMMAGE RULE

The definition of an “Association Contest” is an athletic contest between teams representing two high schools, which are members of the Association involving any group of students playing under the supervision of the school. All rules and regulations that apply to an Association Contest shall apply to any athletic contest engaged in by a member school.

Any game or part of a game (scrimmage, practice, warm-up, tune-up or similar activity), in which the students participate as a representative team of their school with any other sanctioned or non-sanctioned team, shall be considered an Association contest and shall be counted as a part of the season game limit for the school’s athletic classification.

No Association Contest may be played before the starting date of the first allowable competition in each particular sport.

Any member school will not be permitted to participate in any interschool athletic contest with a school, club team or other groups (teams) that are not accredited by the State Board of Public Education in the state of Montana and, hence, not eligible for membership in the MHSAA, if more than two schools would be participating in the event. If a member school does participate in an interschool contest with a non- accredited school, club team or other groups (teams) and more than two schools are involved, the member school or schools will be subject to penalties under Article VIII.

If a member school wishes to invite a non-accredited school or accept an invitation from the school to participate in a two-school contest, this would not be a violation of this section.

ELIGIBILITY

To be eligible to participate in an Association Contest, a student shall meet all of the following criteria:

A student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar). A home school student is not eligible to participate for an MHSAA member school.

A grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of class scheduling format utilized (i.e. block, traditional, trimester etc.).

A student must have received a passing grade and received credit in at least twenty periods of prepared class work or its equivalent in the last previous semester, at the school where the student participates; except that any ninth grade student enrolled and attending any junior high, in the same school system as the senior high school, may be eligible to participate on that senior high school’s athletic teams. If the school prohibits participation by ninth grade students, this action by the local school will not be subject to review by the MHSAA or its Executive Board.

A student must have received a passing grade and received credit in at least twenty periods of prepared work per week or its equivalent during the last preceding semester in which he/she was enrolled.

If a student is assigned an “incomplete” or a “condition” in a subject, he/she has not received a passing grade in this subject. The record at the end of the semester is final.

No student may establish eligibility concurrently at two member schools. Dual enrollment is not recognized for the purpose of eligibility in MHSA activities.

This rule is not applicable to IDEA '04 and Section 504 students when their individual education plans (IEP) under IDEA or their educational accommodation plans under Section 504 certify that the students are not required to meet this minimum academic to have passed 20 hours of prepared work per week. However, all students must be enrolled in twenty hours per week and in regular attendance in ten hours per week. Special education or Section 504 certification that the student is not required to meet the minimum academic requirements may not be enacted retroactively (after grades have been assigned at the end of the previous semester).

The second semester begins on Monday morning following the week in which the first semester ends. A student who becomes eligible the second semester would then become eligible on Monday morning. A student who becomes ineligible the second semester would become ineligible on Monday morning.

PHYSICAL EXAM

A physical examination is required for each student in order to be considered eligible and to be approved for participation in an Association Contest. Physical examinations must be completed prior to the first day of practice. This examination must be certified by a licensed medical professional acting within the scope and limitations of his/her practice. This certification is valid for a period of one school year. A physical examination conducted before May 1st is not valid for participation the following school year. The physical examination form developed by the MHSA Medical Advisory Committee and approved by the MHSA Executive Board must be used. A current form may be obtained from the Montana High School Association.

AGE RULE

No student is eligible to participate in an Association contest who has become nineteen (19) years old on or before midnight, August 31, of a given year. Therefore, a student who becomes nineteen (19) years old after midnight, August 31, of a given year, will be permitted to compete in all Association contests throughout that school year, under the provisions of this section.

SEMESTER RULE

A student will be eligible to participate in Association Contests for four (4) consecutive years [eight (8) consecutive semesters] after entering the ninth grade. Enrollment of twenty (20) pupil instruction days during a ninth grader's first semester in high school constitutes his/her first semester of attendance. A ninth grader who is enrolled fewer than twenty (20) pupil instruction days in his/her first semester of high school does not begin

his/her eight (8) consecutive semesters unless he/she has participated during this time in an Association contest. Such a period of fewer than twenty (20) pupil instruction days is not considered to be “the last previous semester attended” under Section (2).

DEADLINE FOR ENROLLMENT

A student shall have been regularly enrolled in at least twenty hours of prepared class work per week and in attendance for ten hours per week no later than fifteen (15) school days after the beginning of the semester to be eligible during that semester. This rule shall not apply to transfer students who have met the attendance requirements in the school last attended. Regular attendance is defined as actual physical presence in the building (bricks and mortar).

TRANSFER RULE

Any student who transfers from one member high school, home school, or non-member school to a member high school is ineligible to participate in a varsity Association Contest for 90 P.I. days or its equivalent in districts with extended school days/four day weeks from the date of enrollment in the school to which he/she transfers. A student and his/her parents or legal guardians must reside in the attendance area of the school in which he/she is enrolled except for a student enrolling in ninth grade for the first time (see Section (12) Record of Transfer.) This rule applies to a student who transfers after twenty (20) days of enrollment or after he/she participates in an athletic contest while enrolled in grades 9, 10, 11 and 12, **EXCEPT** the following students may be declared eligible:

A student who moves into a new district or school attendance area upon a corresponding change of residence by the parent(s) or legal guardian(s) with whom the student was living during his/her previous school enrollment. The legal guardianship must have been established at least one calendar year before the transfer. If the parent(s) or legal guardian(s) move to a new location a student must follow within a calendar year of the move to be eligible for varsity competition after proper certification by his/her principal.

RECORD OF TRANSFER

A student received by transfer shall not be eligible to participate in an Association Contest until the principal of the school shall have filed with the Executive Director of the Association a record of the transfer on the official MHSA transfer form. This section does not relieve the student from eligibility requirements arising from his/her change of high schools.

PENALTY FOR A PLAYER ASSAULTING AN OFFICIAL

Any athlete who makes physical contact of an insulting or provoking nature with the sports official or causes reasonable apprehension of bodily injury to the sports official in connection with an Association Contest shall immediately become ineligible for further interscholastic competition. It shall be the responsibility of the tournament manager or principal of the school hosting the event to notify as soon as possible the Executive Director or a member of the Executive Board of the incident. The official involved must report the incident in writing to the MHSA office within three days of its occurrence.

The coach of the student involved is responsible for keeping that student from further

interscholastic participation, pending a ruling by the Executive Board of the MHSA. The Executive Board shall have the power to suspend the violating participant from further interscholastic competition for a period not to exceed two semesters from the date of the infraction.

AWARD RULE

No award exceeding one hundred dollars (\$100.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school, by any person or by an organization to a student in recognition of that student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fund raiser or similar function. Cash can not be awarded. A single Association Contest is not considered an "event" for the purpose of this rule.

Awards of \$5.00 or less in value may be provided to individuals based on sportsmanship exhibited in any single Association contest. Awards of \$3.00 or less in value may be provided to individuals based on satisfactory completion of tasks set forth for fundraising activities such as pop hoop shoots, passing accuracy contests etc.

When a student is selected by chance or random drawing, to participate in a halftime or pregame contest involving a sport skill (e.g. throwing, kicking, or shooting a basketball), he or she may receive cash or merchandise prize from the contest, without affecting eligibility under MHSA Awards and Amateur rules.

Random drawing of names or lucky numbers in a program determining the participant would not be a violation. Examples include, but are not limited to, booster club fund-raisers, drawings to shoot a half-court or three point shot, or passing a football to win a prize. During the season of activity, a player from a school team is permitted to participate in such contests, provided the selection occurs randomly.

Individual miniature trophies for first and second place MHSA state championship events may be purchased from the Association's awards provider.

Penalties shall apply when:

- a. The student accepts any award exceeding fifty dollars (\$50.00) in value from a commercial club or other civic organization.
- b. Any type of cash is accepted.

Penalties shall not apply when:

- c. The award is purchased and presented by the student's parents.
- d. The award is purchased by the student with money earned or secured through his/her own individual efforts.

Violation of the award rule will render the student ineligible in the MHSA-sponsored sport or activity for which the student received the award.

AMATEUR RULE

All contestants in the Montana High School Association must be amateurs. An amateur is one who engages in athletics for the educational, physical, mental and social benefits he/she derives therefrom, and to whom athletics are nothing more than an avocation. To remain an amateur, the student may not:

- a. Accept remuneration directly or indirectly for playing on athletic teams.
- b. Play or manage under an assumed name.
- c. Receive donations or gifts for participation outside the MHSA award rule.
- d. Knowingly accept payment for excessive expense allowances. It is not permissible for an athlete to receive money from coaches for unidentified or unspecified expenses.
- e. Sell a prize won in competition.
- f. Bet on a contest in which he/she is to participate.

RECRUITING PROHIBITED

Schools, or any employee, representative, club, or other person or entity associated with that school, are prohibited from engaging in any activity intended to induce a student (either directly or through the parents or guardians of the student) to remain at his/her current school or transfer to another school for reasons relating to athletic participation.

Neither may a school condone, acquiesce to, or otherwise knowingly allow persons not directly associated with the school to engage in the same type of conduct.

COACHING/PRACTICE REGULATIONS

Only students who meet all MHSA eligibility requirements (enrollment, age, semesters, academics, physical examinations etc.) are eligible to practice with and participate on member school teams.

Regular season practice is defined as a potential player(s) reporting to the practice field or court, with or without uniforms, under the supervision of a sport-specific school-approved coach, and receiving coaching in game skills and techniques.

Athletes participating on teams competing in MHSA post season play, which overlaps the beginning of the next MHSA sanctioned activity starting practice date, may be credited for practices during the overlap period toward meeting the minimum practice requirement of the overlapped activity season.

CONTESTS PROHIBITED

The Association prohibits all interscholastic contests by member schools between December 24 and January 1 of any school year, both dates inclusive.

SPECIALIZED CAMP RULE, INVITATIONAL TOURNAMENTS & OTHER EVENTS

Any student enrolled in a school holding membership in the MHSA shall be allowed to participate in specialized camps, invitational tournaments and other events in all sports so long as the program and the student's participation meet the following requirements: (This includes all 9th grade students who are currently enrolled in a junior high school in the same school district as an MHSA member high school.)

No student shall participate in a specialized sports camp, invitational tournament or other sporting events in which any of his/her coaches are involved except from June 1 through July 31 of each calendar year. (This rule does not apply to individual sports.)

If a coach employed by the school or a coach who volunteers in the school's athletic program conducts a specialized camp, invitational tournament or other event independent of the school district and uses school district facility(ies), the coach must follow the district policy on facility use including paying the normal rental fee.

An MHSA member school, its booster club or other school-related group may not sponsor or have any part in any way in financing a specialized camp, invitational tournament or any other event. A school, booster club or other school-related group paying a coach for conducting a specialized camp, invitational tournament or other event would be in violation.

COACH/PLAYER EJECTIONS

Any student or coach who represents a school holding membership in the MHSA who is ejected from an interscholastic athletic competition for unsportsmanlike conduct involving schools which are members of the MHSA will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition. A student cannot be in uniform while suspended. In post season tournament wrestling the next event is defined as the next session or round depending on tournament format for coaches; and for students the appropriate post season NFHS rules will be applied.

EQUITY

- A. True equity is based not on the letter of the law but instead on the spirit of the philosophy. **ALL KIDS, WHETHER MALE OR FEMALE, DESERVE THE SAME TREATMENT.** The fact that they are male or female should make no difference in the type of program we provide for them.
- B. All staff members in the BPS Activities Program are expected to be well acquainted with the expectations of MHSA, Ridgeway, and Title IX. The Billings Public School District is committed to adhering to the spirit, as well as letter of the law in regards to gender equity. To do so is in the best interest of "kids" as well as the "right" thing to do. The spirit of equity, not only with regard to gender but in all areas, is to be established and maintained in the following areas for equivalent programs:
 - 1. Schedule
 - 2. Practice Facilities

3. Uniform Purchase and Replacement
4. Hiring of Coaches
5. Evaluation of Coaches
6. Team Support (Boosters, etc.)
7. Media
8. Transportation
9. Number of Activities
10. Coaches' Pay
11. Meal Arrangements
12. Motel Accommodations
13. Game and Contest Facilities
14. Medical and Training Facilities

- C. In addition to specific equity requirements in athletics, all activities staff members are expected to be knowledgeable of and sensitive to all forms of discrimination, bias, and harassment that may occur on the basis of gender, race, nationality, or other factors. We are dealing with “kids” and they all deserve equal opportunity, treatment, and a chance for success. All of the policies and guidelines contained in this book are intended to apply to all student participants, regardless of personal characteristics.

Billings Public Schools affirms that no person shall, on the basis of gender, be excluded from, be denied the benefits of, or be subjected to discrimination under any education program or activity. Students or employees with questions or complaints concerning the provisions of Title IX may contact their building representative or may contact the District Title IX Coordinator in the District Human Resources Office. Questions regarding the Ridgeway Settlement should be directed to the District Activities Director

FUNDAMENTALS



Of MHSA Athletic Regulations

*A guide for Administrators, Coaches, Parents and
Boosters*

- 1 ----- In-Season and Out-of-Season Regulations
- 2 ----- Coaching Rules, Camps &
Invitationals 3 -----
- Eligibility
- 4 ----- Fundraising
- 5 ----- Gender Equity
- 6 ----- Noteworthy Items

Montana High School
Association 1 South
Dakota Avenue
Helena, MT 59601
(406) 442-6010
www.mhsa.org

*A complete electronic copy of the MHSA Handbook is available at www.mhsa.org.
August 2015*

1 – In-Season and Out-of-Season Regulations

The separation of school programs from out-of-season contests/teams/leagues should be clear and irrefutable. This section provides definitions of what is considered allowable activity within the season and what is allowed out-of-season.

The starting and ending dates for any season for any MHSA athletic activity are determined by the MHSA Executive Board, and those dates for each school year are published in the MHSA Handbook and on the MHSA website at www.mhsa.org.

In-Season Contest/Activities	Out-of-Season Contest/Activities
<u>Involvement</u> Schools have total control of program.	<u>Involvement</u> Schools or school groups (e.g. Booster Clubs) cannot be involved with out-of-season events in any way (which includes interschool contests/scrimmages between June 1-July 31).
<u>Responsibility</u> Schools are responsible for enforcing all MHSA rules and regulations including equity principles and for funding their sanctioned programs.	<u>Responsibility</u> Participants are not affiliated with your school for these events. The school is not (and cannot) be responsible for any aspect of these events including funding, equity principles etc.
<u>Insurance</u> School insurance and MHSA catastrophic insurance cover participants.	<u>Insurance</u> Participants are not covered by school insurance or MHSA catastrophic insurance.
<u>Monies – School Accounts</u> Monies for in-season events are housed in school accounts.	<u>Monies – School Accounts</u> Monies for out-of-season events cannot be housed in school accounts (IRS regulations also apply).
<u>Amateur and Award Rules</u> Participants must follow the MHSA Awards Rule and Amateur Rule.	<u>Amateur and Award Rules</u> Participants must follow the MHSA Awards Rule and Amateur Rule.

Items of note:

- Schools do not have the responsibility or liability for students participating in out-of-season contests or events. Because of this, schools are not responsible to provide funding or to enforce equitable out-of-season events for their student athletes.
- Schools, and coaches for that matter, hopefully are not under pressure to provide for and fund out-of-season events; the responsibility and decision to participate are the parents' and students'.
- These rules and regulations strongly support diversified activity participation and negate the risks for student athletes who specialize. These risks include social isolation, overdependence, burnout, manipulation, injury and compromised growth and maturation. (Source: Early Sports Specialization: Roots, Effectiveness, Risks – Robert M. Malina Department of Kinesiology and Health Education, University of Texas at Austin).

2 – Coaching Rules, Camps, Invitational Tournaments & Other Activities

Coaching rules for all MHSA coaches are defined in the MHSA Rules and Regulations. There are distinct differences between team sport parameters and individual sport parameters.

Team Coaching Rule – Basketball, Football, Soccer, Softball and Volleyball

The team coaching rule is suspended from June 1st through July 31st. This means a coach of a team sport can coach his/her players anytime, anywhere, during this period.

The team coaching rule is in effect from August 1 - May 31. This means that there is to be no coaching of one's team sport out-of-season other than the one on one provision allowed presently.

Students **cannot be required to attend** out-of-season practices, camps or contests.

Individual instruction is acceptable out of season on a one-to-one basis [one athlete per coach(es)] if it is voluntary. *Required* instruction on a one-to-one basis out of season cannot be mandated of any student. The intent of allowing one-on-one instruction is to provide the opportunity for a student to improve his/her skills if he/she requests assistance. Individual instruction cannot occur during open gym/field.

Coaching for Individual Sports – Cross Country, Golf, Swimming, Tennis, Track & Field and Wrestling

Coaches of individual sports are not affected by the team coaching rule. However, *required* instruction outside the high school season as defined by MHSA cannot be mandated of any student.

Students **cannot be required to attend** out-of-season practices, camps or contests.

Open Gym Defined

Open Gym/Field is an arrangement whereby the school's facilities are scheduled for volunteer play for all the student body grades 9-12 from your high school.

Open gyms do not violate MHSA rules if they are conducted according to the following guidelines:

1. The open gym is open to any high school student (grades 9-12) from your high school who is interested in attending.
2. There is NO instruction during the open gym, whether by a coach or anyone else.
3. Coaches may supervise open gyms, but they cannot instruct, organize drills etc., or participate with the students.
4. There is no organized competition, such as established teams participating in round-robin competition etc.

There is no such thing as an open gym during the sport-specific season (i.e. no volleyball open gym during volleyball) or during the allowed coaching window of June 1-July 31. *Other than* during the season or the June 1-July 31 window, open gyms can be held on Sunday if the school district allows.

Specialized Camps, Invitational Tournaments & Other Events

Any student may participate in specialized camps, invitational tournaments and other events in all sports so long as the program and the student's participation meet the following requirements:

- A. No student shall participate in a specialized sports camp, invitational tournament or other sporting events in which any of his/her coaches are involved except from June 1 through July 31 of each calendar year. (This rule does not apply to individual sports.)
- B. If a coach employed by the school or a coach who volunteers in the school's athletic program conducts a specialized camp, invitational tournament or other event independent of the school district and uses school district facility(ies), the coach must follow the district policy on facility use including paying the normal rental fee and providing insurance coverage.
- C. An MHSA member school, its booster club or other school-related group may not sponsor or have any part in any way in financing a specialized camp, invitational tournament or any other event. A school, booster club or other school-related group paying a coach for conducting a specialized camp, invitational tournament or other event would be in violation.
- D. The MHSA Award Rule and the MHSA Amateur Rule must be followed.

The following options are in compliance with the specialized camp rule:

- ◆ A student's parents pay the camp fee and the expenses for the student's travel and room at the camp.
- ◆ A student babysits, mows lawns or holds some other job to earn his/her own money to pay for the camp fee and expenses.
- ◆ A student works at a school fundraising opportunity (such as a concession stand) and is paid by the hour, earning his/her own money to pay for the camp fee and expenses. Records which detail the student's earnings should be kept.
- ◆ A local business or individual donates money to pay the camp fee or other expenses for a student or students to the individual or non-school related fundraising group. NOTE: this is allowable provided the MHSA Amateur Rule is met in its entirety, specifically item d. which states that a student may not knowingly accept payment for excessive expenses. It is not permissible for an athlete to receive money for unidentified or unspecified expenses. Records and documentation should be maintained.
- ◆ A group of parents conducts a fundraiser to offset expenses for students to attend a camp. NOTE: this is allowable provided the MHSA Amateur Rule is met in its entirety, specifically item d. which states that a student may not knowingly accept payment for excessive expenses. It is not permissible for an athlete to receive money for unidentified or unspecified expenses. Records and documentation should be maintained.

The following are **violations** of the specialized camp rule:

- ◆ A booster club pays the camp fee or other expenses for a student or students.

- ◆ A school supplements the expenses for a camp by providing transportation such as buses or bus drivers, and the expenses for the bus/bus drivers are not reimbursed by assessing a fee to the individual students.
- ◆ A school helps sponsor a camp by waiving the rental fees for school facilities or by failing to adhere to district policies regarding use of facilities, equipment, insurance etc. (if there are any).
- ◆ A school houses or administers funds that have been raised by outside groups for the purpose of conducting out-of-season events such as invitational tournaments, specialized camps or other similar events.

Items of Note:

- School uniforms/equipment may be used, if the school allows.
- Provided a student's coach(es) are not involved and the school/booster club is not, in any way, sponsoring a invitational tournament or other event and provided all general rules are met, a student may attend a invitational tournament or other event at any time during the year.
- It is strongly recommended that the group organizing the event(s) draft a disclaimer reviewing these points, distribute it to the athletes, secure parental permission to participate, and disavow any sponsorship by any participating players' schools.
- Use of district buses by outside groups must be addressed within the local district policy.

3 – Eligibility is a Must!

Students must meet a variety of eligibility requirements in order to participate in MHSA athletic activities. Here is an Eligibility Quick Check for athletics:

- 1) Is the student enrolled in at least 20 hours per week (4 classes, ½ credit each) and in attendance (receiving instruction and/or supervision in the bricks and mortar) for at least 10 hours per week?
- 2) Is the student academically eligible? Did he/she pass 20 hours of prepared class work the preceding semester? (A first-time ninth grade student is exempt.)
- 3) Is the student semester eligible? Eligibility consists of eight consecutive semesters after enrolling in the ninth grade (semesters accrue whether enrolled or not).
- 4) Is the student age eligible? He/she is ineligible if turning 19 before August 31st.
- 5) Has the student graduated or earned his/her GED or HiSET? If so, the student is not eligible for any level of competition.
- 6) If the student meets all the above requirements and he/she is a transfer student will he/she be varsity eligible? Examine each part of the transfer rule.

In addition to the By-Law requirements listed above, other rules and regulations affect participation.

Please note the following:

- Before participation in any practice or contest at any level a physical examination must be performed using the MHSA form.
- Before participation in any practice or contest at any level the concussion acknowledgement form with required student-athlete and parent/guardian signatures must be on file.
- The minimum number of practices for the specific sport must be completed, and the initial required practices for each individual must be completed as a comprehensive, regularly scheduled team practice with the full coaching staff.
- Sunday practices and contests are strictly prohibited.
- Only students who meet all MHSA eligibility requirements (enrollment, age, semesters, academics, physical examinations etc.) are eligible to practice with and participate on member school teams. Exception: students who are eligible in every way except academics may participate in practice if the school allows.
- No award exceeding one hundred dollars (\$100.00) in value shall be given per event in any MHSA sanctioned sport in recognition of that a student's achievement or participation in any interscholastic activity. An event is defined as a sports camp, an invitational tournament/meet, a post season recognition function (i.e. sports banquet), or a fund raiser or similar function. Cash cannot be awarded. A single Association Contest is not considered an "event" for the purpose of this rule. Special awareness functions (i.e. pink week) are included as defined events with the following limitation: merchandise retained by students in conjunction with awareness events is restricted to disposable items such as basic t-shirts, socks, headbands/wristbands and similar items. Violation of the award rule will render the student ineligible in the MHSA- sponsored sport or activity for which the student received the award. See the MHSA Handbook for additional information regarding the **AWARD RULE**.
- All contestants in the Montana High School Association must be amateurs. To remain an amateur, the student may not accept remuneration for participation, receive donations or gifts outside of the MHSA awards rule, or knowingly accept excessive expense allowances. See the MHSA Handbook for additional information regarding the **AMATEUR RULE**.

[4 – Fundraising](#)

Boosters and booster clubs play an important role in high school activities programs. That role continues to expand, and the MHSA encourages the involvement of local communities. Here are some key issues that schools and boosters should address in order to maintain compliance.

Ultimately, it is the individual member schools that must comply with the MHSA By-Laws, Rules and Regulations. Before beginning any function or event that impacts your local activities programs all applicable rules should be evaluated.

Voluntary Contributions

The soliciting of voluntary contributions is prohibited at any Association contest. Unless approved by the MHSA Executive Board, raffles or similar fundraising are prohibited at playoffs, championship games, post-season tournaments, post-season meets, and/or post-season festivals which are under the direct supervision of the Executive Board.

General Fundraising

Some of the more frequently asked questions received by MHSA concern fundraising for equipment, merchandise and other goods or services.

The following scenarios are in compliance:

- Parent/Booster/Donor/School Groups may raise funds to purchase equipment for a team if the school agrees to accept, to inventory and to maintain possession of the equipment purchased.
- Parent/Booster/Donor/School Groups may raise funds to purchase meals while traveling if the school agrees to accept and to manage such funds and meals are part of the district's policy. A district's meal policy may also contain a "cooler clause" which allows parents or others to provide packed meals for the team(s) while traveling. All practices concerning meals while traveling must be addressed in school policy.
- Parent/Booster/Donor/School Groups may conduct fundraisers that allow students to earn money individually, provided that only students who actually work are compensated and the compensation is commensurate with the work completed (i.e. number of cars washed, number of discount cards sold) or with the number of hours worked. The students may choose to utilize the funds for merchandise etc.
- Schools may provide training apparel for practice and/or workouts that will be fully depreciated and have no intrinsic value at the end of the season. These items may be provided by the school and/or its boosters, including general or team fundraisers, provided that the items are school-approved and are supplied on a gender-equitable basis. Allowable items are limited to one of each of the following: practice shirt, practice shorts, spandex, tights and a pair of socks.

Please note: All of the above are permissible contingent upon all gender equity rules and standards being met.

The following scenarios are violations:

- Parent/Booster/Donor/School Groups raise funds to buy travel shirts, jackets, shooting shirts, polo shirts or other merchandise that the individual students keep (other than the training apparel noted above).
- A member school, its booster club or other school-related group sponsors or finances a specialized camp, invitational tournament or any other event.
- Parent/Booster/Donor/School Groups raise funds in order to give *cash in any amount* to students for any reason, including but not limited to supplementing or providing their meals on the road.
- A member school, its booster club or other school-sanctioned group uses fundraised monies for a pre-game team dinner for the players, coaches and/or families.

5 – Gender Equity

Ridgeway Settlement Agreement

The Ridgeway Settlement Agreement, found in the MHSA Handbook, is the result of federal case law involving the MHSA and all its member schools. The RSA addresses significant issues in achieving and maintaining gender equity, including:

- Number of offered sports
- Coaches and coaching salaries
- Publicity and recognition
- Team support, such as assemblies, spirit squads, pep bands, half-time performances, programs etc.
- Scheduling of contests and practices, including assignment of officials
- Uniforms, equipment and supplies
- Transportation
- Trainer and training facilities
- Boosters and outside resources

All schools must comply with the following:

u. Booster Clubs. A school district shall affirmatively encourage booster clubs and similar groups of fans to devote comparable attention to the promotion and encouragement of female and male sports. The district shall not give significant assistance to any private organization which aids, benefits, or services athletes in the district on a sex discriminatory manner, unless for each organization which supports the athletes of only one sex, and to which the school district gives assistance, there is a comparable organization which supports the athletes of the other sex to which the school district gives comparable assistance.

Any outside resources, i.e. booster club donations, fundraisers, donations by local businesses, contributions by community members etc., are considered “booster” funds. A school does not have to receive the donations through an organized “booster club” in order to apply this standard of equity. For the purpose of equity, any outside resource that is donated to the athletic fund is considered “booster” support.

Outside resources must be allocated in a comparable fashion. To be considered comparable, the funds don’t necessarily have to be exactly equal in dollar amounts. “Comparable” means that the impact on the programs is fair and equitable.

Specific interpretations regarding compliance with the Ridgeway Settlement Agreement are available by contacting the MHSA office.

Additional MHSA Policies

SEXUAL HARASSMENT POLICY

The MHSA believes that all individuals should be treated with respect and dignity. Students should be able to participate in MHSA sponsored activities in an environment that is free from sexual harassment and sexual violence. Each member school is responsible for taking such action and enacting such policies as may be necessary to address incidents of sexual harassment and sexual violence and to

ensure that an environment free of such prohibited conduct is maintained. Any member school which sponsors or tolerates such activity is subject to expulsion from the MHSA.

MONTANA OFFICIALS ASSOCIATION POLICY ON SEXUAL HARASSMENT,
INTIMIDATION AND VIOLENCE

The MOA believes that all its members should strive to provide a healthy, safe and appropriate environment for athletic competition. This philosophy dictates that each individual involved with interscholastic competition be treated with respect and dignity. An integral part of a contest official's role is awareness of what behaviors or practices are considered unacceptable. The following information identifies what is considered wrongful conduct, both on and off the contest arena and said conduct is hereby prohibited.

6 – Noteworthy Items

In addition to the previous topics, there are several MHSA regulations to note:

DRUG/ALCOHOL POLICY

The MHSA prohibits any use and/or possession of tobacco, alcohol or other mood altering drugs during competition. Violation will cause the coach or participant to be disqualified from further participation in that event.

RETURN TO PLAY AFTER INJURY

A. Return to Play:

In accordance with the Dylan Steigers Protection of Youth Athletes Act, an athletic trainer, coach, or official shall remove a youth athlete from participation in any organized youth athletic activity at the time the youth exhibits signs, symptoms, or behaviors consistent with a concussion. The youth cannot return to play until he/she is evaluated by a licensed health care professional and receives written clearance to return to play from the licensed health care professional.

In addition, the MHSA also requires that an athletic trainer, coach, or official shall remove a student-athlete from participation in any MHSA activity at the time the student exhibits signs, symptoms, or behaviors consistent with a serious injury. The student cannot return to play until he/she is evaluated by a licensed health care professional and is cleared by a licensed health care professional, although written clearance is not required for serious injury other than concussion unless mandated by the local school district.

B. MHSA Policy in Accordance with State Legislation:

Each (high) school district in this state offering organized youth athletic activities shall adopt policies and procedures to inform athletic trainers, coaches, officials, youth athletes and parents or guardians of the nature and risk of brain injuries, including the effects of continuing to play after a concussion.

C. Coach Education/Athletic Trainer Education and Awareness:

Each MHSA coach (head, assistant and school-approved volunteer and including cheer coaches) and athletic trainer must complete the "NFHS Concussion in Sports" course each year. The course is available at www.nfhslearn.com. The course must be viewed before the coach has contact with student-athletes in his/her respective sport and viewed after May 1st for the subsequent year. The school should restrict any coach from coaching until the course is completed or the school district is in violation of Montana State Law.

D. Student-Athletes' and Parents' Awareness and Notification:

Schools shall distribute to each student-athlete and his/her parents or legal guardians the information provided to the schools by the MHSA (acknowledgement form with required signatures, parent information, athlete information and available resources) before the student participates in an MHSA sport. The student- athlete and parents/legal guardians must sign the acknowledgement form on the front page after verifying they have read and understand the information regarding concussions. The acknowledgement form must be retained on file by each school. The information with signature sheet cannot be distributed and completed until after May 1st for the next school year. The student and parents/guardians only have to complete the information once per year and it must be completed before the student practices or participates for the first time in a given school year.

MHSA SAFETY PRECAUTIONS

The ignition or the discharge of fireworks, firearms, explosives, incendiary devices, or flammable materials of any kind is strictly prohibited at all MHSA regular season and post season events. Event managers are authorized to restrict the use of any material or device(s) deemed a safety risk to students, fans, officials, or personnel.

The use of drones (UAS), for any purpose, is strictly prohibited at all MHSA events (regular and post season). This prohibition applies to all fields of play, courts, arenas, mats, gym floors, pools, and includes a ban on the entire facility being used as part of the MHSA event, including stands and parking areas.

MHSA JEWELRY POLICY

No jewelry, which includes visible body piercing objects, shall be worn in any sport. This MHSA rule supersedes any NFHS rules that permit jewelry. Any piece of jewelry that is visible at the start of or during a contest is in violation of the MHSA Jewelry Policy. Religious medals must be taped to the body and under the uniform. Medical alerts must be taped to the body so they are visible.

Staff Expectations

Fourteen Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the “Legal Duties of Coaches” by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

1. **Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
2. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
3. **Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
4. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
5. **Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
6. **Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all **categories**.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (follow School District guidelines).
14. **Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes

Professional Educators of Montana Code of Ethics

Professional educators recognize and accept their responsibility to create learning environments to help all students reach their full potential. They understand the trust and confidence placed in them by students, families, colleagues, and the community. To achieve their professional purpose, educators strive to maintain the highest ethical standards. The Professional Educators of Montana Code of Ethics sets out these fundamental principles which guide their behavior.

Principle I. Commitment to Students and Families. The ethical educator:

- A. Makes the well-being of students the foundation of all decisions and actions.
- B. Promotes a spirit of inquiry, creativity, and high expectations.
- C. Assures just and equitable treatment of every student.
- D. Protects students when their learning or well-being is threatened by the unsafe, incompetent, unethical or illegal practice of any person.
- E. Keeps information confidential that has been obtained in the course of professional service, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
- F. Respects the roles, responsibilities and rights, of students, parents and guardians.
- G. Maintains appropriate educator-student relationship boundaries in all respects, including speech, print, and digital communications.

Principle II. Commitment to the Profession. The ethical educator:

- A. Fulfills professional obligations with diligence and integrity.
- B. Demonstrates continued professional growth, collaboration and accountability.
- C. Respects the roles, responsibilities, and rights of colleagues, support personnel, and supervisors.
- D. Contributes to the development of the profession's body of knowledge.
- E. Manages information, including data, with honesty.
- F. Teaches without distortion, bias, or prejudice.
- G. Represents professional qualifications accurately.

Principle III. Commitment to the Community. The ethical educator:

- A. Models the principles of citizenship in a democratic society.
- B. Understands and respects diversity.
- C. Protects the civil and human rights of students and colleagues.
- D. Assumes responsibility for personal actions.
- E. Demonstrates good stewardship of public resources.
- F. Exemplifies a positive, active role in school-community relations.
- G. Adheres to the terms of contracts, district policies and procedures, and relevant statutes and regulations.

Adopted by the Certification Standards and Practices Advisory Council July 13, 2016

Evaluation

- ❖ High school head coaches will be evaluated by the building principal and/or principal designee and district A.D. following completion of the season (fall, winter, or spring). This evaluation will consist of discussion around the core values of the activities program and a signed satisfactory or unsatisfactory evaluation form.
- ❖ High school assistant coaches will be evaluated by the head coach following completion of the season. **If a head coach feels that an assistant should not be retained, the coach must confer with the building principal and the assistant coach, with reasons in writing, within three weeks after the end of the season.** The head coach must follow this process and time line if he/she is requesting that assistants be dismissed.
- ❖ If a reassignment is to be made in the coaching staff (e.g., a non-staff coach is going to be replaced by a newly hired on-staff person), people affected by the reassignment should be notified in writing as soon as possible.
- ❖ Positions to be evaluated are as follows:
 - a. Head Coach/Sponsor – Principal/Principal Designee and District A.D.
 - b. Assistant Coaches – Head Coach and Principal, if necessary
 - c. Activity Coordinator – Principal and District A.D.
 - d. Head Trainer – Principals and District A.D.
 - e. Assistant Activity Coordinator – Principal and Activity Coordinator

Billings Public Schools
Department of Athletics and Activities
Coaching Requirements as of Fall 2017

☐ **NFHS Fundamentals of Coaching**

Go to

<http://www.nfhslearn.com/coreCourseDetail.aspx?CourseID=39000>

\$35.00 – 5 year certificate.

8 Renewal Units with processed renewal units form.

☐ **NFHS Concussion in Sports – What We Need To Know**

Go to <http://nfhslearn.com/electiveDetail.aspx?courseID=38000> Free –

1 year certificate must be renewed by May 1 each year.

1 Renewal Unit with processed renewal units form.

☐ **NFHS First Aid Certification – First Aid, Health and Safety for Coaches**

Go to

<http://www.nfhslearn.com/coreCourseDetail.aspx?courseID33000>

\$35.00 – 2 year certificate.

3 Renewal Units with processed renewal units form

☐ **Sports Specific Rules Clinic – Montana High School Association**

Go to www.mhsa.org - click on clinics in upper tool bar – click on clinics on left column, click on your sport, click on coach link. Free – certificate must be renewed annually. Rules clinics will be opened on a date prior to the start of the season.

☐ **Coach Information Sheet**

Must be completed and turned in to your building activity coordinator prior to the start of the season.

Informational

The following constitute the main expectations in the area of communicating with and informing participants, parents, administrators, etc.:

- Pre-Season Letters and Notices – communicate information regarding open gyms, conditioning, camps, tournaments, tryouts and other program information and schedules.
- Participant Meeting – all head coaches, sponsors and advisors are required to hold a meeting with all interested participants prior to the start of the season. Communicate verbally and in writing all district, school, and program information and expectations.
- Parent Meeting – All head coaches, sponsors and advisors are required to hold a parent meeting at the beginning of the season. This meeting may include a school wide or season wide meeting with the goal being to communicate verbally and in writing all district, school, program information and expectations. Clearly communicate the **Billings Public Schools Parent/Fan Code of Conduct**, the **Parent Complaint Process** and the District Activities **Code of Conduct**.
- In-Season Meetings – All head coaches are expected to attend the in-season meetings as scheduled by the school activity coordinator. The purpose of these meetings is to review schedules, plan for practices and competitions, and to deal with other issues that arise throughout the season.
- Program Promotion – All head coaches are responsible for making sure that the media is informed of game results immediately following contests. The coach, sponsor or advisor is expected to actively promote their program through media interviews, speaking requests and attendance at other meetings as much as possible.
- Administrative Communication – the head coach, advisor, sponsor is expected to keep the lines of communication open with administrators and the activities coordinator. When a controversial situation arises, the coach/advisor should immediately inform the administrator and seek additional input whenever possible.
- NCAA and other College Eligibility Standards – communicate college clearing house requirements and academic eligibility standards required of all athletes who are college bound.
- Player Promotion – communicate with college coaches within reasonable limits of the recruiting process.

NCAA Outreach and Education

The NCAA's outreach and education efforts related to initial-eligibility continue to remain in full swing. These efforts focus on both Division I standards for college-bound student-athletes enrolling on or after August 1, 2016 and Division II college-bound student-athletes enrolling on or after August 1, 2018. The following materials, which have been made available to high school and non-scholastic athletic communities, also may be valuable to your colleagues, as they look to assist students and parents with the initial eligibility, recruiting and college selection processes. Please refer to www.eligibilitycenter.org, or our new outreach site, www.2point3.org for even more information.

- **Guide for the College-Bound Student-Athlete-** The Guide is a highly comprehensive tool, that has been designed to help you understand the NCAA initial-eligibility process and to prepare student-athletes for transitioning from high school to becoming an NCAA Division I or II student-athlete. <http://www.ncaapublications.com/productdownloads/CBSA15.pdf>
- **Initial-Eligibility Brochure-** A quick guide to the standards and steps that it takes to become an NCAA Division I or II student-athlete. <http://www.ncaapublications.com/productdownloads/EB15.pdf>
- **Eligibility Center Quick Reference Guide-** A complete breakdown of the NCAA Divisions I and II initial-eligibility standards. http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf
- **Division I New Academic Requirements Document-** This document discusses the new academic standards for student-athletes enrolling at a Division I college or university on or after August 1, 2016. http://fs.ncaa.org/Docs/eligibility_center/Important_New_Rules/2016_DI_New_Academic_Requirements.pdf
- **Division II New Academic Requirements Document-** This document discusses the new academic standards for student-athletes enrolling at a Division II college or university on or after August 1, 2018. http://fs.ncaa.org/Docs/eligibility_center/Important_New_Rules/2018_DII_New_Academic_Requirements.pdf
- **2012-13 Your Path to the Student-Athlete Experience Presentation (for Students)-** A PowerPoint presentation for students and parents to provide insight into the registration and certification process. http://fs.ncaa.org/Docs/eligibility_center/Your_Path_Presentation_for_Student-Athletes.pdf
- **New Academic Standards PowerPoint-** http://fs.ncaa.org/Docs/eligibility_center/Important_New_Rules/High_School_IE_Standards.pdf

Also, in an effort to continue to spread the word about this important new information, we are pleased to announce that the NCAA's Initial-Eligibility course available through NFHSLearn.com has been updated with the new academic requirements and is being made available **free of charge!** Please visit NFHSLearn.com and take 30-45 minutes to complete the [Initial Eligibility course](#). This course will familiarize you and your colleagues with the new academic requirements, as well as the required NCAA Eligibility Center registration and certification process for college-bound student-athletes.

NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



Eligibility Center

NCAA Division I Initial-Eligibility Requirements

Core Courses: (16)

- **Initial full-time collegiate enrollment *before* August 1, 2016:**
 - **Sixteen (16) core courses** are required (see chart below for subject-area requirements).
- **Initial full-time collegiate enrollment *on or after* August 1, 2016:**
 - **Sixteen (16) core courses** are required (see chart below for subject-area requirements).
 - Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science.
 - These courses/grades are "locked in" at start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).
 - *Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).*

Test Scores: (ACT/SAT)

- Students must present a corresponding test score and core-course GPA on the sliding scale (see Page No. 2).
 - **SAT:** critical reading and math sections.
 - Best subscore from each section is used to determine the SAT *combined* score for initial eligibility.
 - **ACT:** English, math, reading and science sections.
 - Best subscore from each section is used to determine the ACT *sum* score for initial eligibility.
- All ACT and SAT attempts *before* initial full-time collegiate enrollment may be used for initial eligibility.
- **Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. *Test scores on transcripts will not be used.***

Core Grade-Point Average:

- Only *core courses* that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org) will be used to calculate your core-course GPA. Use this list as a guide.
- **Initial full-time collegiate enrollment *before* August 1, 2016:**
 - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see Page No. 2).
 - Core-course GPA is calculated using the **best 16 core courses** that meet subject-area requirements.
- **Initial full-time collegiate enrollment *on or after* August 1, 2016:**
 - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2).
 - Core-course GPA is calculated using the **best 16 core courses** that meet both progression (10 before seventh semester; seven in English, math or science; "locked in") and subject-area requirements.

<p>DIVISION I Core-Course Requirement (16)</p> <ul style="list-style-type: none"> 4 years of English 3 years of math (Algebra I or higher) 2 years of natural/physical science (1 year of lab if offered) 1 year of additional English, math or natural/physical science 2 years of social science 4 years of additional courses (any area above, foreign language or comparative religion/philosophy) 	<p>DIVISION I – 2016 Qualifier Requirements <i>*Athletics aid, practice, and competition</i></p> <ul style="list-style-type: none"> • 16 core courses <ul style="list-style-type: none"> ◦ Ten (10) core courses completed before the start of seventh semester. Seven (7) of the 10 must be in English, math or natural/physical science. <ul style="list-style-type: none"> ▪ "Locked in" for core-course GPA calculation. • Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see Page No. 2). • Graduate from high school. 	<p>DIVISION I – 2016 Academic Redshirt Requirements <i>*Athletics aid and practice (no competition)</i></p> <ul style="list-style-type: none"> • 16 core courses <ul style="list-style-type: none"> ◦ No grades/credits "locked in" (repeated courses after the seventh semester begins may be used for initial eligibility). • Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale B (see Page No. 2). • Graduate from high school.
--	--	---

General, Legal, Contractual

- ❖ Treat all participants with dignity and respect and always work to ensure the emotional and physical well-being of every participant.
- ❖ Be a good role model and represent your school in a positive manner.
- ❖ Exhibit professional behavior at all times. Be appropriate toward officials at all times. Do not get ejected from a contest, physically assault an official, or detain an official during following a contest to argue a call.
- ❖ Adhere closely to the 14 Legal Duties of a Coach
- ❖ Coaches are under a contractual obligation to follow the rules and regulations of the school, district, MHSA and the legal system.
- ❖ Coaches are also under a contractual obligation to report all violations of district policy that they might witness of other coaches and/or student participants.
- ❖ Attend all meetings and workshops on time and ready to participate.
- ❖ Complete all coaches' requirements and any other paper work as requested.
- ❖ Promote the school-wide Pure Performance culture that encourages the healthy life-style choices that promote a high level of performance.
- ❖ Communicate effectively with participants, parents, administrators and other community stakeholders.
- ❖ Know your participants! Encourage them to be multi-sport, multi-activity participants, but support them in whatever they choose to do.

Sportsmanship

Sportsmanship is a priority in the BPS Activities Program. Coaches are expected to set the example for good sportsmanship. Technical fouls and unsportsmanlike conduct penalties are not acceptable as professional behavior. Coaches are expected to follow the MHSA Code of Conduct and apply its spirit and principals to all situations and people with which the coach might work during activity events.

The MHSA Code of Conduct prohibits the following:

1. Making degrading/critical remarks about officials during or after a contest.
2. Arguing with officials or going through motions indicating dislike/disdain for a decision.
3. Detaining the officials following a contest to argue a ruling.
4. Being ejected from a contest.
5. Physically assaulting an official.

Coaches are also expected to have high expectations regarding the behavior of participants. Students who violate sportsmanship expectations should be dealt with swiftly and consistently. These expectations shall encompass their own behavior as well as their treatment of others.

Staffing Procedures

All coaches and sponsors for each activity are approved by the Board of Trustees upon the recommendation of the selection committee and the approval of the superintendent. The following hiring procedures will be utilized:

ANNOUNCEMENT OF OPENING: All coaching positions will be advertised for a minimum of 10 school days.

APPLICATION – On-Line Application – Go to www.billingsschools.org - click on Quick Links and then “Employment Opportunities”. This will take you to the BPS online application process called AppliTrack where you can start an internal or external application.

SCREENING OF APPLICANTS – Principals, principal’s designee and/or the District A.D. will screen all applicants and determine the interview pool for all head coaching positions. For all assistant coaching positions, the principal or principal designee will screen applications and set interview appointments.

INTERVIEW AND SELECTION OF CANDIDATES – The Principal will set up the interview team, times and location. The Principal and District A.D. will be a part of the interview committee for all head coaching positions. A designated administrator, the activity coordinator and the head coach will be part of all interviews for assistant coaches.

FINAL SELECTION – When interviews are completed, the top candidate will be selected and recommended to the principal. The principal will make the final decision on all head coaching hires.

FINAL STEPS – Once the selection process is complete and the required number of references(3) have been checked, the administrator(s) in charge will complete the final steps as listed below:

- 1. DETERMINE IF SPLITTING STIPENDS** – Upon approval from the activity coordinator, stipends may be split to accommodate assistant coaches who might not be able to commit to the duties required of a full-time coach. However, any coaches hired must have been through the interview process. If you are splitting a stipend, a **SPLIT STIPEND CONTRACT** must be signed by the coaches involved and all job requirements must be clearly listed on that contract.
- 2. INTERVIEW PACKET** – The administrator in charge will complete and organize the interview packet. That packet should then be turned in to HR along with the committee’s final recommendation. The administrator in charge, along with HR will make sure all candidates are informed of the committee’s recommendation.
- 3. COACHES EMPLOYMENT PACKET** – The Activities Coordinator will meet with the newly hired coach to review the BPS Coaches Employment Packet. The A.C. will fill out the Coach Information Sheet and forward it to the Activities Office (Julie Glasson at glassonj@billingsschools.org). The following steps should be taken as a part of the coaches employment packet:
 - a.** Review the Professional Educators of Montana Code of Ethics and the Fourteen Legal Duties of a coach.
 - b.** Fill out the coaches information sheet. Send a copy to the Central Activities Office.

- c. Keep track of completion dates and certificates of all district required classes.
 - d. Contact Julie in the Central Activities Office to complete a PAR.
 - e. Sign up on Rank One – user name and password.
 - f. Upon completion of all district requirements and Board approval, a coaching contract will be issued.
 - g. Review the split-stipend contract if applicable.
 - h. Review the district policy for MCA membership and the MCA Clinic.
 - i. Review MEA-MFT obligations if necessary.
 - j. All newly hired coaches must visit HR at the Lincoln Center for background check and to complete all other paper work. Following the visit to HR, all candidates must set up an appointment to meet with District Activities Director at the SD2 Warehouse.
4. **PAR FORM - NOTIFY THE ACTIVITIES OFFICE** – Upon receiving the coach information sheet, the Activities Office (Julie Glasson) will fill out the PAR form and forward it to Payroll.
 5. **STIPEND CONTRACT** – After the Board approves the hiring at their regular Board meeting during the third Monday of each month, a stipend contract will be issued. Both copies of the contract must be signed and returned to the Central Activities Office. Non-district employees will be paid in two increments, one coming at a pay period closest to the halfway point in the season, and coming at a pay period following the end of the season.
 6. **INTRAMURAL AND CLUB STIPENDS** – All intramural and club programs must meet minimum requirements for participation in order for the activity to proceed. For those activities in which participation numbers are not assured, contracts will be withheld until the activities coordinator has determined that an appropriate number of students will participate.
 7. **MONTANA COACHES ASSOCIATION** – As a benefit of employment with the Billings Public Schools, we will pay your yearly MCA membership dues and the registration fee for the MCA clinic each July or early August. Fill out the MCA registration form and turn in to Julie at the Central Activities Office by July 10.
 8. **MEA-MFT OBLIGATIONS AND TRADE** – School District #2's agreement with the Billings Education Association is that when the MEA-MFT Conference is not in Billings, you can complete 12 hours of MEA Trade based on pre-approval of the learning opportunities you choose. When the conference is in Billings, MEA Trade is not allowed. However, if you can't attend the conference in Billings due to your coaching duties, you must complete MEA Trade equivalent to the number of hours you cannot attend, up to 12 hours. You must get pre-approval of those learning opportunities and have all documentation to the District Activities Director by May 15. Failure to complete the MEA Trade hours or to provide documentation will result in a loss of pay. Please turn in the form MEA-MFT Obligations for those Involved in a School Sanctioned Event on (October, date).

VOLUNTEER COACHES

- VOLUNTEER COACHES ARE NOT TO BE PAID.
- NO OUTSIDE MONEY CAN BE USED TO PAY COACHES.
- VOLUNTEER COACHES MUST COMPLETE THE BACKGROUND CHECK AND ALL OTHER PAPERWORK WITH HR.
- VOLUNTEER COACHES MUST SATISFY ALL OF THE COACHING REQUIREMENTS THAT ARE EXPECTED OF A STIPEND COACH.
- VOLUNTEER COACHES CANNOT BE GIVEN SPECIFIC SUPERVISION DUTIES. A STIPEND COACH MUST BE PRESENT AT ALL TIMES.
- VOLUNTEER COACHES HAVE NO OFFICIAL CAPACITY WITH WHICH TO DEAL WITH OFFICIALS, PARENTS, OTHER COACHES, ETC, UNLESS IN AN EMERGENCY SITUATION AS APPROVED BY THE PRINCIPAL OR A.D.
- ALL VOLUNTEER COACHES MUST FILL OUT THE VOLUNTEER APPLICATION FORM AND MEET WITH THE SCHOOL PRINCIPAL AND/OR ACTIVITIES COORDINATOR.
- VOLUNTEER COACHES MUST RECEIVE THE COACH EMPLOYMENT PACKET. THE A.C. WILL FILL OUT THE COACH INFORMATION SHEET AND FORWARD IT TO THE CENTRAL ACTIVITIES OFFICE.
- PROGRAMS ARE ALLOWED TO HAVE 1 VOLUNTEER COACH FOR EVERY 2 STIPENDS ALLOTTED TO THE PROGRAM. FOR EXAMPLE: 4 STIPENDS ARE ALLOTTED TO BASKETBALL, SO THEY CAN HAVE, AT MOST, 2 VOLUNTEER COACHES.
- PROGRAMS ARE NOT REQUIRED TO HAVE VOLUNTEER COACHES.
- VOLUNTEER COACHES WILL ADHERE TO THE PROGRAM PHILOSOPHY AND WILL BE EXPECTED TO COMPLETE ALL DUTIES AS ASSIGNED BY THE HEAD COACH.
- ALL VOLUNTEERS WILL BE EXPECTED TO KNOW AND ADHERE TO THE GUIDELINES FOR ACTIVITIES AS WELL AS ALL DISTRICT AND SCHOOL POLICIES AND PROCEDURES.

FINANCIAL

BOOSTER CLUBS

- Booster Clubs exist as organizations of parents and interested community persons for the purpose of supporting, encouraging, and advancing the activities program through financial and team support. They are responsible for promoting clean, wholesome school spirit, sportsmanship, and high ideals of character.
- Booster Clubs will operate under the structure of the following guidelines:
 - Will operate according to a written constitution and set of bylaws.
 - Will promote projects that directly support the activities of the kids and coaches who are participating in our Activities Programs.
 - Will not seek to influence or direct the technical activities of the school administration or of the school officials who are charged with the responsibility of conducting the district activities program.
 - Will do nothing which violates the rules of the Montana High School Association or in any way jeopardizes the membership of the school, the district, or the eligibility of any participant.
 - Will work closely with the building principal, activities coordinators, and District A.D. in planning appropriate activities and events.
- Financial support provided by the Booster Clubs must follow the following guidelines:
 - All funds spent by Booster Clubs in support of activities are subject to the equity requirements of the MHSA, the Ridgeway Settlement and Title IX. All monies spent must be approved by the building principal and/or the Director of Activities.
 - All funds received and/or used by booster clubs which are for the benefit of the school district or its students must be deposited and maintained in school district accounts.
 - Expenditure of these funds must follow district guidelines for purchasing and must be expended in accordance with the criteria of the Ridgeway Settlement and Title IX. It will be the responsibility of each building principal to monitor these expenditures and insure that the spirit and intent of Ridgeway has been properly administered.
 - These expenditures are to be authorized through the use of district requisitions or vouchers with expenses incurred being paid directly by the Business Office out of the Booster Club funds maintained on deposit.
- Booster Clubs may not have outside accounts for any purpose. Booster Club funds will not be deposited in school ECA accounts. They are to be deposited into the District's endowment fund (#281). Each high school will receive a monthly report of the fund status and interest will be earned on a monthly basis.
- Booster clubs can raise funds to purchase merchandise for a team if the school maintains possession of the merchandise purchased. The school AD and/or school

principal must approve the purchase before funds are raised. Final purchasing can only be executed by the head coach, activity coordinator or another school administrator.

Booster Clubs can raise funds to provide coaches clothing and money for coaches to attend clinics. However, those funds must come from the Booster Club Account and cannot come from a District ECA.

CONCESSIONS AND VENDORS

- A. The sponsor in charge of the club or group who is handling concessions will coordinate with the activities secretary to put together the change fund and cash box.
- B. All items for sale will have prices posted or marked with a price.
- C. Cash box will be kept locked when not in use. It should be placed in the school vault overnight or until cash can be transferred to the school activities secretary.
- D. All food counts are to be reconciled to cash receipts for concession sales.
- E. All inventory will be counted upon receipt and placed in a secure location.
- F. The activity coordinator will make equitable assignments.
- G. Any club, organization or class may request the right to operate the concession stand.
- H. Priority may be given to classes or clubs who are preparing for major school activities such as the prom or winter formal.
- I. Concession stand operator must contact vendors and arrange the food to be sold.
- J. Arrange for students to help in preparation, sale and cleanup.
- K. Final receipts and the change box must be returned to the Activities Office as soon as possible the next school day. The change box should be stored in the school safe until which time it can be turn-in.
- L. Report any malfunctioning concession stand equipment to the Activity Coordinator,

DAYLIS STADIUM CONCESSIONS

- A. Stadium manager will open the concession stand.
- B. Daylis concession stand stock and accounting will be managed by main District Activities Office.
- C. Report malfunctioning equipment to the stadium manager and/or Activities Office.
- D. Leave the concession stand clean and ready for next use.
- E. Work with Activities Office concessions manager to complete pre- and post-inventories
- F. Turn out the lights.
- G. Turn off all concession equipment.
- H. Try to avoid overloading electrical outlets.
- I. Concessions manager will process inventories, charge for inventory used and reimburse club account for the money they have earned.
- J. Please follow all other concession processes as written by the Activities Office.

OUTSIDE VENDORS

- ❖ All outside vendors must be invited by a school organization.
- ❖ All outside vendors must have completed an District Activities Vendor Form.

- ❖ The outside vendor must have a certificate of liability on record in the Business office at the Lincoln Center.
- ❖ The outside vendor must complete the Fundraising Approval form once for the vendor for the year; which stays on record at the school. The principal must sign off on this form.
- ❖ The outside vendor must complete the Fundraising Report form, with an attached check made out to the organization with their share of the money. This should be given to the activities secretary and deposited in the appropriate ECA account.
- ❖ The school and the vendor can agree on when the money transaction will take place, i.e....the night of, the next day, or monthly.

VENDING MACHINES

- All items dispensed through vending machines must follow district, state and federal mandates for nutritional value.
- The club in charge of the vending machine is responsible for making sure the machine is serviced and stocked in a timely manner. They must make sure that all bills related to that machine are paid appropriately.

All receipts from the vending machine must be deposited in the appropriate ECA fund.

DONATIONS AND GIFTS

- A. Gifts and/or donations may be made to the school in accordance with Board Policy, which states that all gifts given to the Billings Public Schools will become property of the District. Those gifts will be added to the inventory of equipment if applicable.
- B. The Superintendent is authorized to accept gifts and donations to the District and to individual schools on behalf of the Board of Trustees. If the Superintendent doubts the appropriateness of the gift or donation, it may be declined or referred to the Board for consideration.
- C. Gifts or donations out of ECA funds must be approved by the principal. All such gifts must be made in accordance with Board Policy.
- D. Gifts to any School District #2 Activities program must follow all Board and MHSA policies and procedures as well as all Title IX mandates.

Scholarships can be set-up as long as written criteria is established, documented and approved by the principal or Superintendent.

EXTRA CURRICULAR ACCOUNTS (ECA) AND FUNDS

- All money generated by any group representing any Billings Public School or organization must be deposited into a Billings Public Schools board approved ECA. An employee is not permitted to hold any cash or checks for their designated club or organization; it must all be deposited with the extracurricular activities secretary as soon as possible after the money is received.

- All funds accepted from outside groups or individuals must be deposited into an approved Billings Public School's ECA in a timely manner.
- No employee may accept cash from an outside group or organization unless that money is deposited into an ECA account before distribution. Any other gifts must be accepted by the Board.
- Any district events which involve cash exchange at the door of the event (ex. dances, concerts or sporting events) must have a cash box checked out from the activities secretary. There must be numbered tickets handed out with each cash exchange and a log kept of beginning/ending ticket numbers.
- Under no circumstance may anyone take a cash box home after an event. All cash must be placed in a school district safe following the event. The cash should be counted by two individuals at the end of the night; they should both sign off that the amount was verified. The cash should be deposited with the activities secretary the next school day.
- If Students are traveling for an event the advisor is to use a Pcard for all meal purchases. The advisor should never give students cash to purchase meals. If the advisor currently does not have a Pcard, the district can issue one or the advisor may check one out for use during the trip.
- All organizations within the district must keep documentation of any fundraising activities that result in ECA deposits. This documentation must include how many items were purchased, sold and remain to reconcile the deposits.
- The use of the Billings Public Schools Federal Tax ID number for individual bank accounts is prohibited. Any outside account that received revenue using the name of the Billings Public Schools or SD2 that exists today must be closed. The money from those accounts must be deposited into an ECA account or distributed to the fund custodian for its intended purpose.
- All employees are able to check out a Pcard or Costco/AmEx card to use on behalf of the district. These cards are not to be used for personal use under any circumstance. The district does not have a Sam's Club membership so these purchases are not approved or reimbursed.
- The district policy no longer allows for personal reimbursement of purchases; any district authorized purchases must be done by purchase order or Pcard.
- Any school district employee in violation of any of these policies or procedures will face disciplinary actions that may include termination.
- All program ECA money raised must be spent in such a manner as to impact kids:
 - To purchase merchandise/equipment for the team – school maintains possession.

- To purchase meals while traveling
- To pay for other team related activities, i.e. taking the team bowling.
- To pay for alternate travel opportunities that allow more kids to take the bus, i.e. paying for an extra bus, paying for assistant coaches to drive themselves.
- To pay for general professional development opportunities for coaches, i.e. clinic expenses, educational materials. These professional development
- expenses should never be incurred at the expense of the direct needs of the program.
- ECA money cannot be spent on non-district events such as summer camps or tournaments.

➤ Program ECA money can never be spent to purchase clothing for coaches.

CHANGE FUND

Each school may establish a change fund to be used for ticket sales, concession stands or student activities. The amount of change needed will be established by the school activities office. One person will be assigned responsibility of the change fund and that person should make arrangements for check out and check in of the change box.

SUPPLEMENTAL FUND

A supplemental fund was created in order to purchase major items that might be difficult for individuals schools to purchase. Each school will deposit \$10,000 into this account each year. The district AD and the individual school activity coordinators will prioritize the major needs of each school and make purchases accordingly.

BPS SCHOLARSHIP FUND

- A District activities account has been set up to support students who do not have the financial capability of paying their participation or activity fees. This account is funded through mass physical fees as donated by the Billings Clinic and St. Vincent's Hospital. It is also funded by a portion of the activities fee.
- In most circumstances, students should be on the free and reduced lunch plan to qualify for a scholarship. However, special situations will be considered.
- Coaches or advisors who identify a need should contact their building activity coordinator who will then fill out the BPS Scholarship form and forward it to the District activities office.
- The school's activity ECA fund will be reimbursed the fee from the BPS Scholarship Account.

FUNDRAISING

- All fundraisers must be approved by the school principal using the Fund Raising Approval Request Form located in the forms section of this handbook.
- All organizations with the district must keep documentation of any fundraising activities that result in ECA deposits. This documentation must include how many items were purchased, sold, and remain to reconcile the deposits.
- Cannot solicit voluntary contributions at any MHSA Contest.
- Collections should never be taken home by the sponsor or his/her representative.

GENERAL PURCHASING AND SPENDING GUIDELINES

- All spending must be pre-approved by the school and/or district AD and/or school principal in accordance with Title IX and Ridgeway equity requirements.
- The district policy no longer allows for personal reimbursement of purchases; any District authorized purchases must be done by purchase order or Pcard.
- Coaches cannot mix camp and district funds.
- Petty cash is no longer allowed. Use the Pcard whenever possible. Remember, no reimbursements will be allowed.

INVENTORIES

- Inventories will be maintained and updated on a yearly basis.
- The activities coordinator will keep all inventories up to date and on file at all times..
- Careful inventories should be kept of all concession items as well as other resale items.

The inventory should contain the following items: date inventory was taken, location of the inventory, a list of all major equipment and uniforms and a general description of the item if necessary, the number of each item, the general condition of each item, and the signature of the person taking the inventory.

PCARDS

- READ AND FOLLOW ALL PCARD POLICIES AND PROCEDURES 7320-P2.
- All users of the Pcard must read and fill out the BPS User Agreement. The original copy of this User Agreement must be signed and sent to the Procurement Manager in room 209 of the Lincoln Center.

- All Pcards should be locked in a secure location.
- All Activity Coordinators will be distributed a district Pcard in their name. They should have this card with them and available for daily and emergency use.
- A Pcard will be made available for checkout by all head coaches either prior to the season or prior to each trip during the season.
- General cards must be checked out from your building activity secretary.
- Keep all receipts and return to the activity secretary as soon as possible.
- If students are traveling for an event the advisor is to use a Pcard for all meal purchases. The advisor should never give students cash to purchase meals. If the advisor currently does not have a Pcard, the District can issue one or the advisor may check one out for use during the trip.
- All employees are able to check out a Pcard or Costco/AmEx card to use on behalf of the District. These cards are not to be used for personal use under any circumstance. The District does not have a Sam's Club membership so these purchases are not approved or reimbursed.
- Pcards can be checked out to parents or others who are representing a district activity. However, all spending must be pre-approved by the head coach before the Pcard can be given out.

TRAVEL REIMBURSEMENTS

- ✓ All authorized members of BPS Activities staff who travel out of district, other than during scheduled events, are eligible to receive reimbursement for expenses.
- ✓ All travel must be approved by the school principal.
- ✓ Submit an official Leave Request Form
- ✓ Turn-in all receipts.

For travel during scheduled events(games), all coaches meals will be paid for by the ECA in the same manner in which meals are paid for the students.

STUDENT FEES

HIGH SCHOOL

PARTICIPATION FEE - \$50.00 per activity per year – athletics, forensics, cheerleading, dance. (\$5.00 to school, \$30.00 to construction account, \$15.00 to Activities ECA)

ACTIVITY TICKET - \$30.00 per year - (\$5.00 to BPS Scholarship Fund, \$25.00 to the school)

MUSIC FEE - \$10.00 per District or State music festival.

MAINTENANCE FEE - \$1.00 per admission ticket to all Daylis Stadium events. \$5.00 per family and individual passes sold.

MIDDLE SCHOOL

PARTICIPATION FEE - \$45.00 per activity per year.

TICKETS PRICES AND PASSES

Ticket Prices: All regular season ticket prices will be set in accordance with Board Policy.

A. SINGLE GAME OR EVENT

Daylis Stadium:	General Admission:	Adult	\$6.00	
		Student	\$4.00	
		Pre-School	Free	
Other Venues:	General Admission:	Adult	\$5.00	
		Student	\$3.00	
		Pre-School	Free	

B. SEASON

Individual Person, All-Season/All-School	\$75.00
Family Pass, All-Season/All-School	\$150.00

** There will be a \$5.00 charge to replace all lost or stolen passes.

C. COMPLIMENTARY PASSES

- 1. BPS DISTRICT PASS** – All District employees may use their employee ID to gain admittance for him/her and one other person to all regular season games. The employee's ID will not gain admittance to MHSA sponsored tournaments or other post-season contests.
- 2. BPS SERVICE APPRECIATION PASS** – Complimentary all season pass given to those persons who make significant contributions to the district. These passes will be issued by the District Activities Director and will be good for one person all-season, all-school.
- 3. GOLDEN AGE PASS** - Complimentary all-season, all-school pass given to senior citizens who are age 62 or older and who are residents of Yellowstone County. This pass will also be given to all retired BPS employees receiving benefits from TRS or PERS, regardless of age.
- 4. MCA PASS** – Issued by the Montana Coaches Association, admits one to all regular season events.
- 5. CONFERENCE PASS** – Issued by the AA, A, B, and C conferences and admits one user to all regular season events.

PRESS PASSES – All members of the media will be given a BPS Service Appreciation Pass.

GENERAL GUIDELINES

EQUIPMENT

- Equipment inventories must be completed at the end of each season and submitted to the building principals or activities coordinator.
- Equipment and supplies requests must be completed at the end of each season, submitted to your building principal or activities coordinator for approval and then sent to the district activities office. All purchases will be handled through the district activities office or the high school activities office.
- All equipment and supplies for each activity are purchased out of building ECA funds as approved by the building principal or activities coordinator.
- Students are responsible for all equipment checked out to them. Lost or damaged equipment will result in a replacement charge. The student is responsible for that equipment regardless of the cause of the loss or damage.
- **EQUITY MUST BE MAINTAINED AMONG THE VARIOUS ACTIVITIES AND BUILDINGS REGARDING QUALITY AND QUANTITY OF EQUIPMENT, ESPECIALLY IN THE AREA OF SAFETY AND PROTECTIVE EQUIPMENT.**
- Uniform replacement will always be dependent upon funding. However, we will try to follow the rotation schedule as listed below. All uniforms will be purchased for varsity programs and handed down to the non-varsity teams based on this rotation: **YEAR 1 – HOME UNIFORMS, YEAR 2 – AWAY UNIFORMS, YEAR 3 – NO NEW UNIFORMS, YEAR 4 – START ROTATION OVER AGAIN. IT IS IMPORTANT THAT ALL PROGRAMS ARE TREATED EQUITABLY IN THE AREA OF UNIFORM REPLACEMENT.**
- Various activities may have specific equipment requirements that require participants to purchase equipment such as jerseys, etc.

Equipment provisions for each activity will be determine between the head coach and the activities coordinator.

EXTRA DUTY ASSIGNMENTS

Extra duty assignments such as ticket takers, ticket sellers, scorers and timers will first be made through the current contractual process (two assigned duties) and then offered for pay per master agreement. In the case of some specialized skill assignments, specific persons may be required. Extra duty assignments for pay will be offered to certified staff first. Non-certified staff will be used when certified staff is not interested or they have completed their assignments.

Extra duty personnel are expected to act professionally at all times. They are officials of the event and must conduct themselves accordingly.

When teaching staff are not able to work, other non-BEA members may work the duty at the BEA approved wage.

LODGING

All lodging will be arranged by the Central Activities Office.

Rooming lists should be turned in to the Central Activities Office no later than five days prior to the trip.

Coaches and sponsors are responsible for the conduct of the group at all times.

Rooms should be inspected by the coach or sponsor prior to departure. All garbage should be cleaned up and there should be no damage. Students will be billed for any damage done to a room or any missing equipment(pillows, etc.)

Coaches and sponsors should inform all students of the rules to follow in the motel (e.g., hours, phone usage, condition of rooms, etc.).

It is recommended that coaches have phones in student rooms turned off or removed. Payment of all phone calls charged to the room will be the responsibility of the person making the call.

EXPECTATIONS OF STUDENTS ON OVERNIGHT TRIPS

All students representing School District #2 are required to adhere to the following when student trips require overnight lodging:

1. Students will be given a curfew to be in assigned rooms by the coach/sponsor. Failure to be present in your room at that time will result in an immediate suspension from the activity for the remainder of the trip or competition.
2. Any student who leaves an assigned room after curfew will be suspended from the activity for the remainder of the trip and will remain suspended indefinitely until a review by the appropriate administrator(s).
3. Any student who enters a room in which the opposite gender is staying, after curfew will be suspended for the remainder of the activity or event and will be permanently suspended from the club/activity for the remainder of the year. Participants shall not enter the room of students of the opposite gender at any time while representing School District #2 unless the coach/sponsor is present in the room.
4. At no time will students representing a School District #2 activity have other people who are not directly involved in that activity in their room without consent from the coach or sponsor. Students who allow others to enter their rooms without permission from the coach/sponsor, will be suspended from that activity for the remainder of the trip.
5. When travel requires that students of both genders ride in the same bus, measures must be taken to split the genders between the front and back portions of the bus.
6. Any violation of School District #2 policy or state or federal laws will result in the immediate suspension from the activity and will be reviewed by School District #2 administration for possible dismissal.
7. Bullying and harassment incidents such as making freshmen carry older kids bags, making younger kids sleep on the floor, etc. will not be tolerated. Any accusations of bullying and harassment will be dealt with in full accordance with the School District #2 Hazing and Bullying policy.
8. Students will abide by all travel and overnight rules as set forth by their coaches/sponsors. Any violation of these team rules will result in consequences as set forth by the head coach and as written in the team policy handbook.

MEALS

The coach/director of the activity has the supervisory right and responsibility to determine when, where, and what meal arrangements will be made, even though the students may pay for their own meal.

The coach has the discretion to decide whether ECA money will be used to pay for a meal or whether the students will bring their own meal or pay for their own meal.

However, it is an expectation that if a program raises funds for meals, every individual in the program should benefit from ECA fund paying for meals. (i.e. it is inappropriate to pay for meals for varsity kids but never for lower level kids.)

It is the responsibility of the district activities director to make sure that there is equity among programs in terms of ECA funding of meals.

In the case that ECA funds are paying for a meal, the following guidelines should be followed:

The coach should set a spending limit on the cost of an individual meal.

No funds should be spent on drinks. The coach should instruct the waitress or waiter to serve only water unless the individual wants to purchase a drink with his or her own money.

OPEN GYM

Open gym/field is an arrangement whereby the school's gymnasium is scheduled for volunteer play for all the student body. Open gyms do not violate MHSA rules if they are conducted according to the following guidelines.

1. The open gym is open to any youth who is currently enrolled in high school.
2. There is no instruction during the open gym, whether by a coach or anyone else.
3. Coaches may supervise open gyms, but they cannot instruct, organize drills, etc., or participate with the students.
4. There is no organized competition, such as established teams participating in round-robin competition, etc. Individual instruction is acceptable out of season on a one to one basis, i.e. one athlete per coach. This means that one or more coaches could instruct one athlete but two or more coaches could not coach two or more athletes.
5. This rule does not provide the coach, or any coach on that high school's coaching staff, the opportunity to coach his/her athlete in any post-season competition.
6. Required instruction on a one to one basis out of season cannot be required of any student. The intent of allowing one on one instruction is to provide the opportunity for a student to improve his/her skills if he/she requests assistance.

GENERAL OPEN GYM GUIDELINES

- Open gym may not take place until in-season sports have played at least their first two weeks of competition.
- Teams are limited to two nights or mornings per week, except weekends.
- Open gyms may only last for two hours and will be scheduled in two-hour blocks.
- Open gyms will not take place when there is a competition going on in the building.
- All open gyms will be approved and scheduled with the building activities coordinator.
- Club activities are not open gyms. They do not meet the MHSA criterion for open gyms and therefore have no claim to preferential gym time in district facilities. The same is true for non-school related traveling athletic teams. Club and traveling teams will only be allowed to use district facilities based on the BPS Facility Use Policy.
- You may conduct an open gym for middle school kids as long as it is never at the same time or location as a high school open gym. At no time can open gyms be mixed high school and middle school kids.

PARTICIPATION CONFLICTS

All participation conflicts should be resolved based on the following criteria:

- * Activity performances take precedence over practices with no undo pressure or threat of exclusion by either sponsor in the event of conflict.
- * In the event of performance conflicts between BPS activities, the student will be allowed to make the choice with no undo pressure or threat.
- * If the student chooses to miss a classroom event, such as a music concert, that has an impact on the student's grade, the sponsor must give the student a "reasonable" alternate assignment. This assignment must be tied to the learning objectives of the class the student will miss.
- * BPS events have priority over non-BPS events unless prior arrangements have been made with the coach or sponsor.

SCHEDULING OF DISTRICT FACILITIES

The following guidelines will be used when scheduling facilities:

- A. Top priority will be given to school activities and personnel over outside groups.
- B. Decisions should be based on "what will best serve the greatest number of people".
- C. MHSA sponsored events will have priority over non-sanctioned events.
- D. Competition schedules will have priority over practice schedules.
- E. In-season activities will have priority over out-of-season activities.
- F. Higher level activities (i.e., varsity) will have priority over lower level activities (i.e., freshman).

G. Pre-scheduled activities will have priority over “last minute” activities.

H. Equity must be maintained in the scheduling of all facilities.

Each in-season coach or sponsor is responsible for attending the weekly, building, activities meeting as scheduled by the activities coordinator. At that time, weekly practice and game schedules will be discussed and scheduled.

Locker room facilities will be scheduled ahead of time by the activities coordinator and physical education teachers will be notified of the gym and field schedules as soon as possible.

Requests for building facilities (indoors or out) by outside groups (not directly related to official BPS programs) will be referred to the District’s Facility Use Policy. All out of District use of facilities must be scheduled through the Facility Use Policy website – School Space.

All scheduling of Daylis Stadium will go through the district activities director.

SCHEDULING OF PRACTICES AND EVENTS

The scheduling of all practices and events will follow these general guidelines:

- 1) The welfare and safety of the participants and staff will always be the top priority.
- 2) All schedules will follow the rules and regulations of the MHSAA regarding the following:
 - i) Dates of first and last practices.
 - ii) Dates of first competition.
 - iii) Restricted dates such as holidays, Sundays, number of required practices prior to competition.
 - iv) Pre-determined dates for state tournaments, meets, and playoffs.
 - v) Maximum number of games, meets or days of competition.
 - vi) Equity requirements as determined by the Ridgeway Settlement and/or TITLE IX.
- 3) Wednesday night will continue to be reserved for family night in which no competitions will be scheduled unless it cannot be avoided due to canceled events or other scheduling circumstances.
- 4) Home and away agreements will always be honored.
- 5) Budget limitations will be considered.
- 6) Competitions will always have priority over practices.

Equity will be maintained between schools and equivalent programs.

STAFF DEVELOPMENT

Coaching clinics and workshops may be attended with approval by the building principal.

ECA funds can be used for this staff development under the following conditions:

Clinic/workshop and all related expenses, must be pre-approved by the building principal or activities coordinator.

Clinic or workshop attending must be directly related to your coaching assignment, the improvement of your coaching abilities and the direct and positive benefit of your students.

At no time will ECA funds be used for clinics or workshops at the expense of other needs in your program such as meals and equipment.

Must clearly communicate with your parent representatives that your fundraising goals and program expenses include the funding of clinics and workshops as approved by the building principal or activity coordinator.

MONTANA COACHES ASSOCIATION

The district will pay for the yearly MCA Clinic and Coaches Association dues for any District coach who attends the clinic. Fill out the MCA Clinic application and dues form and send to the district activities office by July 10. If you sign-up but do not attend, you will be sent a bill for \$100.00 to pay for the clinic dues of \$65.00 and the yearly membership fee of \$35.00. You may choose to use MCA clinic hours to substitute for up to 6 of your required 12 MEA hours. If you do, you must pay the \$65.00 MCA clinic registration fee. The Activities Office will still pay your \$35.00 yearly, MCA dues if you attend the clinic. Please send \$65.00 payment and a note of your intentions to the activities office by July 10. You must also make sure that you verify all MCA hours by getting stamped approval of attendance at each session you attend. Turn in your stamped verification form to the district curriculum office on the second floor of the Lincoln Center as soon as you can following the MCA clinic.

STIPEND POSITIONS

No extracurricular stipend contract may be issued unless approved by the Board upon recommendation of the Executive Director of Activities and Superintendent.

Except for short-term assignments as provided for in the Master Agreement, a contract shall be issued for each position which pays a stipend. Each contract will automatically expire at the end of each school year unless renewed officially by the Board of Trustees.

District 2 allows the “splitting” of extracurricular and co-curricular stipends. Refer to the Staffing Procedures section of this handbook for the limitations and guidelines of splitting stipends.

All vacant stipend positions will be open and advertised before any offer to non-staff members.

With the exception of head coaching positions, stipends will not be offered to any employee outside of the BEA. Other non-staff employees may be hired when qualified BEA members cannot be found.

STUDENT DISCIPLINE

When a violation of a district or program rule occurs, the coach or sponsor must inform the proper persons of the violation or infraction. Before a decision is made on the type of discipline, it is the responsibility of the coach or sponsor to inform the building principal.

Violations or infractions may occur in any of the following areas:

DISTRICT RULES – CODE OF CONDUCT regarding eligibility, attendance, chemical use policy, or rules governing student behavior.

DAILY ABSENCE - A student may not participate in a practice or competition on the day of an absence unless prior approval has been granted by the principal. Students must be in class at least $\frac{1}{2}$ day to participate.

SCHOOL SUSPENSION - A student may not, under any circumstance, take part in practice or competition on a day he/she has been suspended from school.

PROGRAM RULES - regarding practice attendance, behavior, hours, and other expectations.

MHSA RULES - regarding academic and residence eligibility, age, etc.

When a student commits a violation, the following due process procedure is to be followed:

1. Inform the building principal of the violation and the planned discipline.
2. Meet with the student to inform them of the rule violated and what evidence exists.
3. Listen to the student's explanation for the violation of the rule.
4. Inform the parents of the violation and the planned discipline.
5. If a serious violation occurs, such as one that could result in suspension, the principal, coach or sponsor, parent and student should meet to discuss the charges and the proposed discipline.

SUBSTITUTES

The Central Activities Office will provide substitutes for all approved activities related events as determined by the building activities coordinator, building principal and district activities director.

The following process will be used to make a proper substitute request:

- A. The need of a substitute will be determined by the building activity coordinator and approved by the district activities director at each Monday meeting as dictated by the location of the away game, the departure time and any special circumstances that might arise.
- B. Coaches and/or sponsors will fill out the substitute request form and send it to Julie Glasson at the Central Activities Office at least two weeks prior to the date of the activity. It is appreciated if substitute request forms can be filled out as far in advance as possible.

- C. Coaches and sponsors are responsible for notifying the Central Activities Office or the substitute clerk immediately if there are any changes in the need for a substitute.
- D. The head coach or sponsor is responsible for assisting the building activity coordinator in making sure that all the substitute needs of his/her assistant coaches are reflected on the request form.

All head or assistant coaches whose coach in a building other than the one in which they teach, are responsible for informing their building principal of any absences that are scheduled. At no time should a building principal have a substitute in their building for a school-related activity without prior notice.

SUMMER PROGRAMS AND CAMPS

Summer camps and programs approved by the principal may be scheduled under the following conditions:

1. The program has adequate supervision by approved staff members.
2. The program is self-sufficient financially. Students will be charged a fee as determined by each individual school and the program they choose to conduct. The money raised through the fees will be used to pay the supervisors. The principal is responsible for making sure that fees are collected from all participants. If the fees collected do not cover the cost of the supervisor pay, the difference will be made up out of the ECA account for that building.
3. Participants and supervisors are responsible for the security and care of the facility.
4. The summer program will be designed for the enhancement of all school, activity programs and the strength and conditioning of current student-athletes.

Camps

1. Coaches and sponsors may conduct camps upon approval of the building principal .
2. Camps which charge students are independent from the school district. By MHSA rules, the school district is prohibited from, in any way, sponsoring or financing a specialized camp.
3. All coaches conducting specialized camps are involved in an independent venture and must have a facility use contract and the required proof of facility liability insurance.
4. Any camp or clinic, during the school year, conducted by a coach for a fee charged to the participants, is subject to the district requirement regarding rental fee and facility liability insurance or that activity will be considered an extension of that activity program and all fees generated will be deposited in the school/activity ECA fund.

Billings Public Schools Checklist for High School Sports Camps

- ☐ As per the District's Facility Use Policy, any event on District property that's not part of regular District scheduling and charges an additional participation fee, must be scheduled through School Space and contracted as per the Billings Public Schools Facility Use Policy 4330.
- ☐ All coaches must work with your building administrators and activity coordinators to schedule camp dates. All sports camps can be scheduled from 7:00am to 9:00pm Monday through Friday from June 1st through July 31st. When determining camp times, please consider other open gym times.
- ☐ Once your camp dates are approved by your building administrator, please contact Kelly Sharp (281-5100) in the Central Activities Office to begin the process of completing a contract.
- ☐ You must have your own liability insurance listing the Billings Public Schools as additionally insured for \$1,000,000.00.
- ☐ Facility Use Rates for approved camps: \$40.00 per day, \$20.00 per ½ day.
- ☐ Pay all fees making checks out to the Billings Public Schools.
- ☐ Individual groups are in charge of cleaning up the facilities used. If necessary, custodians will be hired to clean the facility and extra fees will be charged at the rate of the custodians hourly overtime rate.

SUPERVISION

All activities staff members are legally and contractually responsible for the supervision of students under their direction. These responsibilities are in force at all times that the student is under the care and direction of the coach or sponsor. They include, but are not limited to, all of the following:

- During all practice sessions and team meetings.
- Before and after practice in locker rooms, training rooms, etc.
- While on any form of transportation carrying teams or groups to or from an activity or event.
- In all motels, restaurants, and other public places while the team or group is there.
- During all trips from the time of departure until the time of return, twenty-four hours a day.

All rule violations by students during supervised hours should be handled immediately and appropriately by the coach or sponsor.

TRAVEL

Transportation

- All transportation will be arranged by the Central Activities Office.
- Departure time will be determined based on consideration of missed school time, destination, event start time as well as other special considerations as they arise. Coaches will have input into their departure times..
- Departure times may not be changed except by the approval of the district activities director. Suggested changes must go through the high school activity coordinator or the middle school principal.
- Karst Stages will be our transportation provider and all buses hold 55 passengers.
- All intra-city trips and short highway trips will use school buses and will be provided by First Student.
- At least one coach should be on board for every trip. Volunteer coaches are not allowed to supervise.
- Trip itineraries should be prepared for every trip and handed out to participants, parents, school officials and the transportation company.
- When determined beneficial and appropriate, teams may be required to travel together. It is the responsibility of the coaches to plan cooperatively.

Alternate Travel

- All students must travel to contests on the district provided transportation unless a special circumstance is pre-approved by the school principal or activity coordinator. The district Alternate Travel Permission form must be completed and signed prior to trip departure.
- While we encourage all students to travel home on the district provided transportation, students may travel home with their parents, AND ONLY THEIR PARENTS, as long as a district Alternate Travel Permission form is completed and signed or the coach releases the student after face to face communication with the parent.
- Local travel to cross town competition or off site practices is the sole responsibility of the student and parent. Safe travel practices should be emphasized at all times.

Inclement Weather Travel

- During inclement weather, the district Activities Director will give careful consideration to the conditions before determining to travel or to cancel.
- Consideration will come in consultation with other AD's, coaches, other administrators, bus drivers and bus company supervisors. Information will be collected from weather and road condition reports, the National and State Weather Service and weather forecasts.
- The safety of our students and staff will be of the utmost concern.
- If the decision to travel during inclement weather is made, special care needs to be taken to make sure that students dress appropriately for the trip. Hats, gloves and coats are required and it might be a good idea to bring along a blanket.
- If the team is on the road and travel is deemed unsafe, stop at the safest available site, have the kids contact their parents.
- If continued travel is deemed unsafe, the bus can turn around, return to the closest available site and get motel rooms for an overnight stay.
- If the bus does get stranded, the driver and coaches will follow all first aid and safety requirements, including contacting emergency personnel.
- If a trip is not cancelled and an individual parent(s) feel strongly enough about the adverse conditions, it is their prerogative to keep their own child home without penalty to the child.

Roadside Safety Procedures

- ✓ Pull off the road as far as possible.
- ✓ A coach should help the driver place warning devices and return to the bus.
- ✓ Make the vehicle as visible as possible. Use visible triangles and flags.
- ✓ If possible, contact emergency personnel, an school district administrator and allow kids to call parents.
- ✓ Be careful to approach strangers who offer to help.
- ✓ Stay in the bus until emergency personnel instruct you to get out.

In case of an accident:

Call 911

Place warning devices to make the bus as visible as possible.

One coach/adult check the safety of the bus. Leaks or drips might be present and evacuation of the bus might be necessary.

Other coaches check for injuries – get everyone in a safe location. Coaches are all certified in first-aid and will act as first responders if needed.

Once everyone is safe and emergency personnel have arrived and secured the area, all the kids to call home and report to their parents. A coach should call a district administrator.

If calls can't be made from the site, district administrators will make calls to parents. If there is a question about the health or injury of a student, coach, bus driver, etc, have all of those passengers checked by medical personnel. If there is further question, have the injured person transported to the hospital by the ambulance. Better safe than find out an injury has occurred at a later date.

Put a plan in place to secure the safe passage home of all players and coaches. Contact school administration and the bus company to get input on making those plans.

If necessary, allow kids to be transported by parents. If the situation warrants, allow kids to travel home with other parents, but only if phone contact and permission is given by the parent.

Get all accident information from the officers in charge including case numbers, officer and driver's phone numbers and whatever reports that might be available.

Include all information in a complete report to be given to the District AD, School Principal(s) and District Superintendent.

In case of media requesting interviews: If at all possible, refer all interview requests to the District Superintendent. If necessary – only the head coach will give interviews and will refer all other requests to the District Superintendent.

Activate school crisis management team if the situation warrants.

If deemed appropriate by the District Superintendent, schedule and conduct a follow-up parent meeting.

**BILLINGS PUBLIC SCHOOLS
PARENT/FAN CODE OF CONDUCT**

- ❖ **SUPPORT THE PLAYERS, COACHES AND TEAM**
- ❖ **REMEMBER, THE GAME IS FOR THE KIDS NOT THE ADULTS**
- ❖ **PLAYERS WIN OR LOSE GAMES, NOT THE COACHES**
- ❖ **BE RESPECTFUL OF COACHES DECISIONS**
- ❖ **ALLOW THE COACH TO BE THE ONLY COACH - NO SIDELINE COACHING AND DO NOT CRITICIZE PLAYERS, COACHES OR GAME OFFICIALS.**
- ❖ **BE POSITIVE AND ENCOURAGING - APPLAUD THE GOOD PLAYS BY ALL PLAYERS INVOLVED IN THE GAME**
- ❖ **DO NOT OPENLY QUESTION AN OFFICIAL'S JUDGEMENT OR HONESTY**
- ❖ **ACCEPT THE RESULTS OF EACH GAME – HUMBLE IN VICTORY, GRACIOUS IN DEFEAT**
- ❖ **DON'T SINGLE A KID OUT IF PLAYING POORLY**
- ❖ **DON'T TALK NEGATIVELY ABOUT OTHER PLAYERS**
- ❖ **NO RELIVING YOUR GLORY DAYS**
- ❖ **PROMOTE AND DEMONSTRATE SPORTSMANSHIP**
- ❖ **ENCOURAGE PLAYERS TO ALWAYS PLAY BY THE RULES**
- ❖ **ABIDE BY THE 24-HOUR RULE – NEVER APPROACH A COACH DURING OR IMMEDIATELY FOLLOWING A GAME**
- ❖ **PLAYING TIME IS THE DECISION OF THE COACH – AND ONLY THE COACH**
- ❖ **ALWAYS PUT THE HEALTH AND SAFETY OF EACH KID FIRST**
- ❖ **GIVE YOUR KIDS SPACE AND ALLOW THEM TO LEARN AND GROW FROM BOTH THE POSITIVE AND NEGATIVE EXPERIENCES OF SPORT**

Billings Public Schools
Parents' Roles and Expectations
Complaint Process

- Parents and coaches send powerful messages to athletes. Don't let those messages conflict.
- Drop your expectations/goals and accept your son's or daughter's.
- You have a right to know who your child's coaches are and to be confident that they are providing a safe environment. Once you have established this confidence, it is important that you release your son or daughter to the program.
- Allow all of the athletes to experience success and failure on their own.
- **Complaint Process:** Guidelines that must be followed to meet with a coach or administrator:
 1. Have your daughter or son talk with the coach first.
 2. Make an appointment. Coaches will always follow the 24 hour rule and will not meet immediately before or after a game.
 3. Only meet for appropriate concerns such as the mental and physical well-being of your child, ways in which you can help your child improve or concerns about your son or daughter's behavior. Inappropriate concerns include playing time, team strategy, game decisions, or other team members.
 4. In order to make sure every one remains focused on the goals and objectives of the student-athlete, always have your son or daughter present when you meet with a coach or administrator.
 5. If issues continue, ask for a meeting with the coach, the school activities coordinator and/or school principal. Again, your son or daughter should be in attendance at that meeting.
 6. Concerns expressed beyond this meeting can be addressed to the District athletic director who will work closely with the school principal to determine an appropriate course of action.
- PLEASE MODEL THE FOLLOWING BEHAVIORS:
 - ❖ Poise and control in all situations
 - ❖ Focus on the team and team goals
 - ❖ Allow there to be only one instructional voice – the coach's

Be positive with officials, players and coaches

Give your child space following games or practices. Allow them to come to you if they wish to talk about their performance.

GENERAL HIGH SCHOOL PROGRAM GUIDELINES

PROGRAM STRUCTURE/OFFERINGS

Boys:	Football (V, JV, SO, FR)	Swimming (V)
	Forensics	Support Groups
	Cross Country (V, JV)	Track (V, JV)
	Band Clubs	
	Basketball (V, JV, SO, FR)	Golf (V)
	Orchestra	Publications
	Wrestling (V, JV)	Tennis (V)
	Chorus	Student Govt.
	Soccer (V, JV)	Intramurals

Girls:	Basketball (V, JV, SO, FR)	Track (V, JV)
	Forensics	Support Groups
	Cheerleading	Dance
	Cross Country (V, JV)	Softball (V, JV)
	Band	Clubs
	Volleyball (V, JV, SO, FR1, FR2)	
	Golf (V)	Orchestra
	Publications	Swimming (V)
	Tennis (V)	Chorus
	Student Govt.	Soccer (V, JV)

AWARDS/BANQUETS

- A. At the conclusion of each season, an awards presentation will be held. It may be in a banquet format or in a team gathering format. Parents and other family members should be invited.
- B. Arrangements will be coordinated with the building activities coordinator.
- C. Banquet arrangements must abide by the requirements and expectations of equity in order to be sponsored, promoted, or encouraged by the school.
- D. All awards presentations must be held in a school facility.
- E. All award and banquet expenses must follow a reasonable budget of funds that can be spent from the team ECA as outlined by the head coach and the activities director. It is recommended that ECA funds pay for, at most, the awards and the main dish of any meal served.

CLUB ORGANIZATION

- ❖ Organization of a school club or activity - the following steps should be taken:
 - Prepare a statement indicating the type of club and its purpose and obtain preliminary approval from the principal. Select at least one faculty sponsor and secure his/her agreement to sponsor the organization.
 - Announce the formation of the organization or club, giving the purpose of the organization and the time, date, and place of the first organizational meeting.
 - Draft a constitution and by-laws during the first few meetings of the organization, spelling out club purposes, membership activities, and operating procedures.
 - Submit the constitution and by-laws to the Student Council for a charter.
 - Once a charter has been obtained, the principal will evaluate the purpose of the organization on the basis of its potential for making worthwhile contributions to the educational and social development of students.
 - Following approval by the principal, written applications must be made to the Clerk of the District for the admission of a new account to the ECA Fund.
 - Elect officers, including a president, treasurer, and secretary.
 - In the case of non-club student activities (such as sports, activity tickets, etc.) the admission of a new account to the Extracurricular Fund requires the approval of the principal and the Clerk of the District.
- ❖ Approval of School Clubs - depends on the following conditions:
 - Clubs shall have published membership qualifications.
 - Membership in any club shall not be denied on the basis of sex, race, color, national origin, religion, age or handicap.
 - Those students who meet these qualifications and are interested in membership are automatically admitted to membership on a first-come, first-served basis, subject only to numerical limitations.
 - Clubs have worthwhile, defensible, educational, and social purposes which provide for the desirable growth of students.

- Membership dues are reasonable so that clubs are available to anyone interested.
- Regular meetings are held on the school campus. Evening meetings should be discouraged except for planned social events.
- Clubs comply with all other rules and regulations established by the Billings Public Schools.

The following steps should be taken to organize a school club or activity:

1. Prepare a statement indicating the type of club and its purpose.
2. Obtain preliminary approval from the building principal.
3. Determine the interest of someone in the building to sponsor the club or activity.
4. File a written application with the District Activities Director.
5. The written application will be reviewed for its educational and social value to the growth of students. Careful consideration will be given to the funding required and funding available to run the program.

Once the program is approved, announce the opening for the club or activity supervisor through AppliTrack.

EQUIPMENT

- ✓ Due to liability and inventory considerations, school uniforms may not be loaned for student use in non-school sponsored events such as camps, clinics, or out of season competitions.
- ✓ All equipment and supply requests must be approved by the building principal and/or activities coordinator and processed through the Central Activities Office.
- ✓ Coaches/advisors should submit equipment and supply requests for the next year to the principal on a preliminary request form as soon as possible after the completion of their season.
- ✓ **Equipment inventories must be completed by the head coach/advisor in cooperation with the at the end of each season.** Copies should be forwarded to the building activities coordinator and the Central Activities Office.
- ✓ Equipment and supplies for each activity are purchased out of building ECA funds as approved by the building principal.
- ✓ There must be equity maintained among the buildings regarding quality and quantity of equipment, especially in the area of safety and protective equipment.

- ✓ When new varsity uniforms are purchased, the old uniforms are handed down to the non-varsity teams.
- ✓ Uniform replacement is dependent upon need and funding. Principals are responsible for insuring that groups are being treated equitably in the area of uniform and warm-up purchases.
- ✓ Various activities may have specific equipment requirements that require participants to purchase equipment such as jerseys, etc. This is done on a resale basis with equipment fees being paid in the building activities office.
- ✓ Students are responsible for all equipment checked out to them. Lost or damaged equipment will result in a replacement charge. The student is responsible for that equipment regardless of the cause of the loss or damage.
- ✓ Generally, the following equipment provisions exist in each of the following programs:
 - Football - pants, shoulder pads, other protective pads, helmets and accessories provided by the school; practice jersey, supporter, shoes, socks, towel and mouthpiece by participant.
 - Cross Country - meet uniforms and warm-ups provided by the school; practice gear, shoes and socks are provided by the participant.
 - Soccer - uniforms provided by the school; all other equipment provided by the participant.
 - Basketball - game uniform, warm-ups, provided by the school; practice gear such as, shorts, shoes, socks, game socks and other necessities are provided by the participant.
 - Wrestling - head gear, meet singlets and warm-ups, and knee pads provided by the school; socks, shoes, and practice gear and sweats provided by the participant.
 - Swimming - warm-ups provided by the school; swimming suit, protective cap, ear plugs, goggles, etc., provided by the participant.
 - Volleyball - uniforms and warm-ups will be provided by the school; practice jersey, socks, knee pads and shorts provided by the participant.
 - Track - meet uniform and warm-ups provided by the school; shoes, sweat gear, practice shorts, shirt and other necessities provided by the participant.
 - Softball - warm-up jacket, stirrups, uniform, batting helmets, protective and catching gear provided by the school; shoes, sweat gear, practice outfit, and other necessities provided by the participant.
 - Tennis - warm-ups provided by the school; all other equipment provided by the participant.
 - Golf - all equipment provided by the participant.

OFFICIALS

MOA officials will be paid as per the MHSA Official Handbook for high school events including football, basketball, soccer, volleyball, wrestling and softball. Officials will be assigned by the officials' pool. The fee and expense allowance paid to each official working any season game, playoff game or state championship must conform to the established rate as published in the current MHSA handbook. Regular season officials' fees will be paid by the Central Activities Office, but funded through school ECA funds.

POST-SEASON OR STATE TOURNAMENT ADMINISTRATIVE SUPERVISION

Administrators (or an administrative designee) will be sent to out-of-town, post-season or state tournaments as dictated by need based on spectator attendance, both student and adult, and potential problems. The number of administrators to be funded out of Central Activities Office funds will be as follows:

1. Boy's and Girl's State Basketball – One from each school that qualifies for the tournament.
2. State Football Playoffs – One person from each participating school for the semi-finals, two persons from each participating school for the finals.
3. State Soccer, Track, Volleyball, Softball – One person from each participating school.
4. State Forensics, Golf, Swimming, Tennis, Wrestling – Optional attendance with the District AD as the liaison.
5. Additional persons may be sent by the building principal and funded out of building ECA funds. Those additional persons will have the same responsibilities as persons funded by the Central Activities Office.

Costs paid by the Central Activities Office shall be as follows:

1. Round trip mileage for one car per administrator. If the administrator rides the team bus, there will be no mileage paid. Car pooling will be done whenever possible (owner/driver receives the mileage). Motel room, in the same motel as the team (for supervisory purposes).
2. Motel will be provided for only those nights necessary for supervision. This will be determined based on the location and schedule of the tournament. Room sharing (2 people) will be done, if possible unless you want to secure an extra room(s) to be paid out of your own building ECA.
3. Meals will be provided during the time necessary to travel to the tournament site, while the tournament is in session, and during the time necessary for travel home.
4. Tournament tickets will be provided out of the MHSA school allotment.

Supervisory expectations are as follows:

1. During basketball tournaments, the administration will position him/her on the floor by the student section during the all games played by that school.
2. The administrator will be expected to attend to problems that might resolve from that's school's student and/or adult fans. This includes sportsmanship. Adherence to MHSA rules, inappropriate signs., etc.
3. The administrator will assist the teams when necessary regarding motel accommodations, transportation., etc., and related problems that may arise.
4. The administrator will assist in motel supervision, when necessary although team supervision is the responsibility of the team coaches.
5. The administrator will assist the coaches in dealing with student violations of team, activities department of school district rules.

WEIGHT ROOMS

Weight rooms must be supervised at all times by a qualified staff member. All students must follow the rules and regulations as set forth by the district, school and weight room supervisors. All safety policies must be followed closely. Keys to the weight room shall never be given to a student or unauthorized person.

Summer weight programs:

1. Must be financially self-supporting. Supervisor pay will vary depending on the times the programs run, the size of the program and the length of the program.
2. All fees will be collected and housed in a school ECA account. Supervisors will fill out the blue time sheet in order to be paid for their time.

BASKETBALL(BOYS & GIRLS)

- ❖ A minimum of the first 3 days of the season will be designated for tryout practices. Team selections will be made following the completion of those practices. Coaches must provide, in writing, the selection process and criteria to each participant prior to the first practice.
- ❖ Each participant must practice a minimum of 10 days prior to participating in any regular season contest.
- ❖ If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- ❖ The MHSAA and the AA Conference limits each participant to a maximum of 5 quarters of play. The intent of this rule is to give junior varsity players an additional quarter to get varsity experience. There is not a 5 quarter rule for levels lower than junior varsity to varsity. At no time can a player participate in a preliminary game and then start a varsity contest. At no time should a player participate at more than 2 different levels.
- ❖ Maximum varsity schedule of 18 games. We will do our best to schedule 18 games per other levels if possible.
- ❖ Varsity Divisional Tournament format 1 – bye, 7vs 2, 6 vs 3 and 5 vs 4. Divisional tournaments will be located in different divisional cities based on rotation.
- ❖ All cross town games will be played at the home team's school unless a special circumstance would require a cross town game to be played at the Metra.
- ❖ 3 MOA Officials will be hired for each varsity game. 2 MOA officials will be hired for each lower level game.
- ❖ Please read and be knowledgeable about all other AA Conference rules as listed in the Montana AA Conference Handbook.

Playoffs & State Tournament

- ❖ A maximum of 12 players can be in uniform for playoff and the state tournament games. A maximum of 2 alternates will be allowed to travel to playoff and state tournament games.
- ❖ Expenses will be covered for three members of the coaching staff. Traveling squad of coaches, players and managers cannot exceed 22 people. Additional expenses can be covered by the school or program ECA upon principal approval.

- ❖ The MHSA will provide 14 tickets (20 if both the boys and girls teams qualify) that can be used by administrators, coaches, band directors, cheerleading sponsors, spouses, etc. Additional tickets can be purchased using the school or program ECA upon approval from the principal.
- ❖ Tickets and/or tournament passes will be provided for all players, cheerleaders, band members, etc. as long as they are within the allotted number of participants.
- ❖ The Central Activities Office will reserve 16 total rooms per team per tournament as assigned below:
 - 4 player rooms
 - 1 manager room
 - 3 coaches rooms
 - 1 bus driver
 - 4 cheerleader rooms
 - 1 cheerleader sponsor room
 - 2 administrator rooms
- ❖ In the event a team does not qualify:
 - Head coaches will be provided expenses to attend the tournament (transportation, meals, sub, lodging, tickets).
 - If the head coach plans to take his/her spouse, a ticket only will be provided. All other expenses will be assumed by the coach involved.
 - If the tournament is held in Billings - two additional tickets will be provided for members of the coaching staff and subs will be provided if that coach works for School District #2.
- ❖ For most state tournaments, teams will travel on Wednesday after school. The exception might be a late night tournament as determined in collaboration between the head coach, activity coordinator and district AD.
- ❖ Any team that is eliminated from the state tournament will travel home on that day. The only exceptions being if a bus driver is over their allotted traveling hours or the weather does not permit safe travel.
- ❖ Pay for tournament workers will be \$15.00 per hour.

CHEER

- A. Team Selection – a selection committee consisting of a variety of staff members and community members will be assembled to score tryouts and to make final selections. A selection committee roster must be turned in to the principal and activities coordinator prior to the beginning of tryouts.
- B. The selection committee, those students trying out and their parents, will be given a clearly defined set of selection criteria and a clearly defined process by which tryouts will proceed. This criteria and selection process must be turned in to the principal and activities coordinator prior to the beginning of tryouts.
- C. Each school may have no more than 24 cheerleaders and 4 spotters to be divided into frosh, junior varsity and/or varsity teams based on the preference of the sponsor.
- D. A school may choose to have a split squad in which 24 cheerleaders and 4 spotters are chosen for the fall season and a different 24 are chosen for the winter season. The homecoming football game will be the only game in which the cheerleaders from these split squads will be allowed to cheer together.
- E. Cheerleaders can cheer at all regular season cross-town volleyball, basketball and football games as well as all regular season cross-town wrestling matches.
- F. Cheerleaders will not be allowed to travel out-of-town for regular season contests.
- G. Twelve varsity cheerleaders and 4 spotters will be allowed to cheer at all in-town playoff games and to travel to state basketball tournaments and football playoffs. An additional group of 4 cheerleaders may participate at State if they are also on the dance team making a total of 16 cheerleaders and 4 spotters.
- H. The Central Activities Office will reserve 4 rooms for cheerleaders and 1 for the sponsor for all State Basketball and Volleyball tournaments.
- I. Cheerleaders are subject to all rules and regulations of the BPS Activities Department including the Code of Conduct.
- J. The cheerleading sponsor is required to have all appropriate certifications including the AACCA Safety Certification, the NFHS Fundamentals of Coaching, First Aid, the NFHS Concussion Course and the MHSA Cheerleading Rules Clinic.
- K. Cheerleaders who wish to compete in athletics may participate in activities that do not conflict with the cheer season.
- L. At the State Wrestling Tournament, cheerleaders will be asked to present the flag and/or to present awards on a rotational basis. They can cheer during the Saturday night finals but must rotate 2 at a time to be on the floor.

NOTE: CHEERLEADING COMPETITIONS THAT OCCUR OUTSIDE OF SCHOOL DISTRICT #2'S REGULAR ATHLETIC SCHEDULE, WILL NOT BE SPONSORED BY THE BILLINGS PUBLIC SCHOOLS. ATTENDANCE TO THESE EVENTS MUST BE DONE AS A GROUP THAT IS NOT ASSOCIATED WITH OR NAMED AS A BILLINGS PUBLIC SCHOOL. DISTRICT ECA FUNDS CANNOT BE USED TO PAY FOR THESE EVENTS.

CROSS COUNTRY

- Each participant must practice a minimum of 10 days prior to participating in any regular season contest.
- If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- 10 meet maximum per student participant.
- A participant must complete 2 MHSA regular season events in order to participate in the state meet.
- In order to participate in the state meet a participant must meet the qualifying standard of 30 minutes for boys and 35 minutes for girls (3 mile course), at least once during the regular season.
- Any participant who wants to participate in an out of state event during the season must get special approval from the MHSA. Any meets that are approved by the MHSA will count against the students 10 regular season meet limit.
- For the state cross country meet, each team will be allowed to take 8 participants (7 runners and 1 alternate) and 2 coaches.

DANCE

- Individual schools can choose whether or not their dance team will be determined through a cut process or a non-cut process.
- In order to try out and participate as a member of the Dance team, all students must follow the Activities Participation Agreement including having a physical, signing the concussion statement form and paying all participation/activity fees.
- If a selection process is used, a committee consisting of school and community members who are knowledgeable in dance shall make the selections. Scoring will be based on performance during tryouts. A written copy of the selection process and criteria should be given to each participant prior to tryouts.
- At no time can selections be made based on the outside participation of an individual student. A student's attendance to a particular dance school, will never have an impact on whether or not he or she will make the team.
- Selections can be made for a varsity and junior varsity team but all teams must be given plenty of opportunities to perform at games.
- While uniform selection will change from dance to dance, all uniforms must be appropriate in terms of following the main components of the district's dress code.
- Dance music must also be appropriate and approved by the principal.
- Dance teams can travel to state tournaments. Please let your school's activity coordinator know of your intentions to attend state as early as possible after school begins in the fall. We will do our best to help prepare for transportation, motel rooms and other tournament details.
- Dance competitions are not part of the School District #2 program.
- Any competitions that are attended must be attended as an outside the district club. Funds used for dance competitions or camps cannot come from a district ECA. These competitions or camps must be attended in the name of the club and not the name of your school.
- Be very careful to separate all dance club activities and fundraising from school activities and fundraising.
- The dance performance schedule should reflect equality in terms of the number of boys and girls games in which the dance team performs.
- We encourage dance and cheer cross over but participants who do both must adhere to the policies and procedures as outlined by both coaches.

FOOTBALL

- Each participant must practice a minimum of 10 days prior to participating in any regular season contest.
- If a student begins his/her twelve days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- The first 3 days of practice will be a period of acclimation with no pads and no contact. Helmets are allowed.
- No football player will be allowed to participate in more than 8 quarters per week and no more than 2 games within a 48 hour period.
- A 90 minutes per week of contact rule will be in effect beginning in the 2015 -2016 season.
- 10 game regular season as scheduled by the AA Conference AD's and approved by the MHSA.
- Playoff format will include post season for the top 8 teams, with a 1 vs 8, 2 vs 7, 3 vs 6, 4 vs 5 format.
- All home varsity games will be played on Wendy's Field at Daylis Stadium.
- For cross town games, the home team's adult fans will occupy the south end of the west grandstands and the visiting team's adult fans will occupy the north end of the west grandstands. The home team's student fans will occupy the north end of the east grandstands and the visiting team's student fans will occupy the south end of the east grandstands. The bands for each team will be located in the center sections on the same side as their corresponding school.
- For trips to Kalispell for any regular season 7:00pm game, the team will depart that morning, time TBA – no overnight stay. For a regular season game at 4:00pm, the team will depart Thursday after school and stay overnight part way. For any playoff contest in Kalispell, we will always depart one day early with an overnight stay part way.

State Playoffs and Championship Game

- If the playoff game or state championship game is played in Billings, 2 tickets will be provided for each member of the high school coaching staff.
- If a Billings team qualifies for the state championship game not in Billings, expenses will be provided for the varsity staff, players, managers, etc., not to exceed 55 people on the traveling squad.
- Tickets will be provided for head coaches and varsity assistants of teams that are not participating in state championship game. All other expenses must be paid by the coach involved.

FORENSICS

- The season will begin on October 1st and end officially with the state meet.
- A participant/team may travel to no more than 6 – 2 day events. A home 2 day event, does not count against the limit of 6 travel events.
- A student whose school hosts the state tournament or NFL Districts, may be allowed to participate in 7 – 2 days events.
- A student shall not participate in more than 11 interschool meets and no more than 6 of these meets may be 2 day events.
- The NFL Speech Meet is not a District 2 sponsored event but can be considered an event of the NFL Club. Those wishing to participate are responsible for their own financing of bus, lodging, meals, and registration fees. Funds can be raised for this event by participating in fund raising events as sponsored by the NFL Club. The NFL Club will have its own ECA from which funds can be used.
- National competition will not be funded by the District.
- Entry fees to all MHSA events will be paid by the Central Activities Office.

GOLF

- ☐ In order to tryout for a School District #2 golf team, a student must have an established handicap with a local golf club/course.
- ☐ Tryouts will be determined by the head coach in consultation with the course pro. Because the number of practices and the practice times are subject to the schedule of the course involved, tryouts will be determined in collaboration with course management.
- ☐ Each participant will be provided with a written copy of the selection process and selection criteria prior to the first tryout.
- ☐ Each participant must practice a minimum of 3 days prior to participating in any regular season contest.
- ☐ If a student begins his/her 3 days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional two (2) days and in cases of sickness or injury, the student must produce a doctor's release.
- ☐ A maximum of twelve competitions is allowed. A two-day tournament counts as 2 competitions.
- ☐ In order to qualify for the state tournament each participant must meet the qualifying standard of 100 for boys and 120 for girls on a par 72 course, at least once during the regular season.
- ☐ A team will be allowed to travel to all tournaments with 5 members of the team, 1 head coach per school and 1 district assistant coach.

No practice sessions are allowed on the state tournament course during the 7 days prior to the start date of the tournament unless the course is considered your home course or unless the AA rule officially changes in the AA Conference Handbook.

SOCCER

- ✖ A minimum of the first 3 days of the season will be designated for tryout practices. Team selections will be made following the completion of those practices. Coaches must provide, in writing the selection process and criteria to each participant prior to the first practice.
- ✖ Each participant must practice a minimum of 10 days prior to participating in any regular season contest.
- ✖ If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- ✖ Maximum schedule is 14 games for varsity and 12 games for junior varsity excluding playoff and state tournament games.
- ✖ Participation limits: If a team is scheduled for a single varsity contest in addition to sub-varsity contest(s) on any given date, each player will be limited to participation in 3 separate halves of the scheduled games. Regardless of the order in which the games are scheduled, a player who participates in a sub-varsity contest can not start the varsity (or next) game. A player who starts the varsity game is not eligible for participation in a sub-varsity contest scheduled on the same day. If a team is scheduled for two varsity contests on any given date with no scheduled sub-varsity competition, each varsity-eligible player will be allowed participation in four separate halves of the scheduled varsity games.
- ✖ The assistant coach is responsible for set-up and take-down of the field prior to each game. That coach can either take responsibility for setting up and taking down on his or her own or he or she can take responsibility for finding others to set-up and take-down.
- ✖ All teams and their booster representatives are responsible for helping on the set-up day at Amend Park. The more volunteers that participate the quicker the set-up happens.
- ✖ All cross town games will be played on Wendy's Field at Daylis Stadium. All other games will be played at Amend Park including cross town playoff games.
- ✖ 3 MOA Officials will be hired for each varsity game. A fourth official will be hired based on availability.

State Playoffs and Tournament

- ✖ Varsity Playoff format 1 – bye, 2 - bye, 7 at 6 on Tuesday, 5 @ 4 on Thursday or Friday and Winner of 7 at 6 at 3 on Friday or Saturday. Winners attend the boys and girls dual state tournament.
- ✖ No more than 20 players can be in uniform for any tournament or playoff game and postseason expenses will be allotted to no more than 24 persons (ex. 20 players, 2 coaches, and 2 managers).

SOFTBALL

- * A minimum of the first 3 days of the season will be designated for tryout practices. Team selections will be made following the completion of those practices. Coaches must provide, in writing the selection process and criteria to each participant prior to the first practice.
- * Each participant must practice a minimum of 10 days prior to participating in any regular season contest.
- * If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- * Maximum schedule is 22 games with no more than 3 home games scheduled on any one day. This schedule does not include playoff or state tournament games.
- * The season will include a jamboree in Great Falls which will be counted as one game toward the allotted 22 games.
- * Any regular season game will end when, after 4 and a half or five innings, a team is ten or more runs behind and has completed its turn at bat.
- * Junior Varsity games can be ended after 3 innings if either team is leading by 15 runs or more.
- * Two MOA Umpires will be hired for each varsity and junior varsity contest.

Playoffs and State Tournament

- * The playoff format will be 1 – bye, 7 @ 2, 6 @ 3, 4 @5 in the best 2 out of 3 games.
- * Winners of the playoffs will advance to play in the 8-team, 3-day state tournament.
- * No more than 17 players can be in uniform during the playoffs or state tournament games and postseason expenses will be allotted to no more than 22 persons.
- * Teams participating in the State Tournament will travel to the tournament on Wednesday.

SWIMMING

- In order to tryout for a School District #2 swim team, a student must know how to swim and be advanced enough for competition.
- Because there is limited pool space and time, a limited number of participants will be selected each year. All participants selected to the team must commit to attending practice daily and to work hard, showing improvement on a consistent basis.
- The coach will provide selection criteria prior to tryouts.
- Each participant must practice a minimum of 10 days prior to participating in any regular season contest.
- If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- Maximum schedule is 10 meets excluding the state tournament.

TENNIS

- In order to tryout for a School District #2 tennis team, a student must have some experience playing and be advanced enough for competition.
- Each participant must practice a minimum of 10 days prior to participating in any regular season contest.
- If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- Twelve dates of competition will be the maximum for schools excluding Association sponsored tournaments. A two-day tournament counts as two days of competition towards the season limit.
- The divisional tournament will be held in Billings each year with Helena Capital joining the division with the 3 Billings schools every other year.
- The top 4 competitors from each division will qualify for the state tournament.

TRACK AND FIELD

- ✓ Track and Field is a no cut sport. However, every participant must take the sport seriously, attend practice and meets regularly and work to improve daily.
- ✓ Each participant must practice a minimum of 10 days prior to participation in any meet.
- ✓ If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- ✓ No team or individual shall participate in more than ten meets excluding the top ten meet, the divisional meet and the state meet.
- ✓ By MHSA policy, each individual can participate in no more than 1 Top Ten meet per season.
- ✓ Any participant who wants to participate in a meet unattached from his or her team, must have prior approval from the Executive Director of the MHSA. Any meet approved by the Executive Director of the MHSA will count as one of the allotted 10 meets.
- ✓ An athlete may participate in no more than 5 events, track, field and relay races included.
- ✓ In order for any participant to be eligible to participate in the divisional or state meet, he or she must have competed in at least 2 Association sanctioned meets during the regular season.
- ✓ In addition to the divisional meet, qualifying standards will also be used as an approved method of qualifying for the state track and field meet.
- ✓ A qualifying meet will be any meet in which an approved FAT system is used.
- ✓ Each head coach must enter his/her qualifying athletes using Direct Athletics no later than the Sunday preceding the state meet. Any entries after that date will not be accepted for participation.

VOLLEYBALL

- ⇒ A minimum of the first 3 days of the season will be designated for tryout practices. Team selections will be made following the completion of those practices. Coaches must provide, in writing the selection process and criteria to each participant prior to the first practice.
- ⇒ Each participant must practice a minimum of 10 days prior to participating in any regular season contest.
- ⇒ If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.
- ⇒ Maximum schedule will be 20 matches with no more than 3 – 3 out of 5 matches or 5 – 2 out of 3 matches per day.
- ⇒ Each school can participate in no more than 3 regular season tournaments in which each day of the tournament counts as 1 match toward the limit of 20 regular season matches.
- ⇒ During the regular season, 2 MOA officials will be provided for each match at each level. For the playoffs, 4 MOA officials will be provided.
- ⇒ Playoffs & State Tournament
 - ❖ Playoff Format: 1 – Bye, 2 - Bye, 7 @ 6 on Tuesday, 5 @ 4 on Thursday, Friday or Saturday, and Winner of 7 @ 6 @ 3 on Friday or Saturday. The winners of each match will attend the state tournament in Bozeman.
 - ❖ A maximum of 12 players can be in uniform for playoff and the state tournament games. A maximum of 2 alternates can travel to playoff and state tournaments.
 - ❖ NOTE: As of 6-7-17 a vote on the proposal to increase the maximum number of players from 12 to 14 with no alternates is pending.
 - ❖ Expenses will be covered for three members of the coaching staff. Traveling squad of coaches, players and managers cannot exceed 22 people. Additional expenses can be covered by the school or program ECA upon principal approval.
 - ❖ The MHSA will provide 14 tickets (20 if both the boys and girls teams qualify) that can be used by administrators, coaches, band directors, cheerleading sponsors, spouses, etc. Additional tickets can be purchased using the school or program ECA upon approval from the principal.

- ❖ The Central Activities Office will reserve 16 total rooms per team per tournament as assigned below:
 - 4 player rooms
 - 1 manager room
 - 3 coaches rooms
 - 1 bus driver
 - 4 cheerleader rooms
 - 1 cheerleader sponsor room
 - 2 administrator rooms
- ❖ Tickets and/or tournament passes will be provided for all players, cheerleaders, band members, etc. as long as they are within the allotted number of participants.
- ❖ In the event a team does not qualify: Head coaches will be provided expenses to attend the tournament (transportation, meals, sub, lodging, tickets).
- ❖ If the head coach plans to take his/her spouse, a ticket only will be provided. All other expenses will be assumed by the coach involved.
- ❖ If the tournament is held in Billings - two additional tickets will be provided for members of the coaching staff and subs will be provided if that coach works for School District #2.
- ❖ For most state tournaments, teams will travel on Wednesday after school. The exception might be a late night tournament as determined in collaboration between the head coach, activity coordinator and district AD.
- ❖ Any team that is eliminated from the state tournament will travel home on that day. The only exceptions would be if a bus driver is over his or her allotted traveling hours or weather does not permit safe travel.

WRESTLING

Wrestling is a no cut sport. However, every participant must take the sport seriously, attend practice and meets regularly and work to improve daily.

Each participant must practice a minimum of 10 days prior to participating in any regular season contest.

If a student begins his/her ten days of required practices and that period of days is interrupted, for any reason for a period of two weeks, then the student shall be required to practice an additional five (5) days and in cases of sickness or injury, the student must produce a doctor's release.

Each individual wrestler may have no more than eighteen (18) contested events (where he/she weighs in and wrestles at the same physical location) with a maximum of (50) total matches prior to the post season. Two of the contested events must be in the city where the wrestler's high school that he/she participates for is located. An individual wrestler may have no more than five (5) bouts in one day.

A one day invitational tournament (where there is not a predetermined number of matches for each contestant) shall count as one contested event toward season limitations. Invitational tournaments conducted over two (2) days constitute two contested events toward season limitations.

When three or more schools take part in a double dual meet wrestling competition held in two separate schools/towns that are located less than thirty (30) minutes apart and held on the same day, the following provisions will apply:

- a. One weigh-in will be used for multiple competitions that day.
- b. Each dual meet wrestled will be counted as one contested event toward the season limitations.
- c. A school not participating in the first dual will be required to follow NFHS rules and weigh-in one hour prior to their dual.

Each wrestler must certify his/her weight within thirty-four (34) calendar days of his/her first wrestling practice. Form WR#1. Form WR#2 must also be completed and submitted to the MHSA office within thirty-four (34) calendar days of the first published date of wrestling practice.

A one-pound growth allowance will be added to each weight class on January 1st and an additional one-pound growth allowance will be added to each weight class on February 1st.

The **divisional tournament** will be a one-day tournament. We will travel to the tournament location the night prior to the date of the divisional tournament.

The state tournament will be scheduled in Billings and the following ticket and coaching rules will apply:

- a. Each school will be allowed fourteen (14) personnel passes, one for each participant who qualifies for the state tournament, 2 manager passes and one for each cheerleader who attends the tournament.
- b. Bands and other music groups will receive admission wrist bands upon arrival for their performances.
- c. Schools can use their ECA account to purchase additional passes for spouses and family members as requested by the coaching staff and as approved by the school activities director.
- d. Floor access bands will be given to the head coach and three assistant coaches. No other assistant coaches will be allowed on the floor.
- e. Only two spots will be available in each corner during state tournament matches. Two coaches can take those spots or one coach and one manager.
- f. Wrestlers eliminated from the state tournament will asked to sit in the stands and not come down to the floor.
- g. Schedules must be sent to the MHSA prior to the start of the season in order to verify the 50/50 rule.

Billings Public Schools

Middle School

Activities Program

PROGRAM OFFERINGS

Sixth-Grade

Girls: Cross Country, Girls Basketball (Parks and Rec), Volleyball, Track

Boys: Cross Country, Wrestling, Boys Basketball (Parks and Rec), Track

Seventh-Grade

Girls: Cross Country, Softball, Girls Basketball, Volleyball, Track

Boys: Cross Country, Football, Wrestling, Boys Basketball, Track

Eighth-Grade

Girls: Cross Country, Softball, Girls Basketball, Volleyball, Track

Boys: Cross Country, Football, Wrestling, Boys Basketball, Track

Program Philosophy

The Billings Public Schools believes that participation in extra-curricular activities promotes achievement in school and in life outside of school. Therefore, the Billings Public Schools activities program will encourage and allow all students to participate in a variety of activities that promote a well-rounded and healthy lifestyle. Students will be given opportunities to participate within comparable skill levels in order to emphasize skill development and teamwork, as well as to foster a fun and positive experience for all students.

Connecting to the High School

The Billings Public Schools activities program believes that it is extremely important for the high school and middle school coaches work together to accomplish the following:

- To build quality relationships with student-participants in order to promote a more comfortable transition for students moving from middle school to high school.
- To allow students to experience a variety of different activities and to plant the seeds for future participation in high school.
- To build skills and the concepts of teamwork that will promote a more successful experience in high school.
- To foster the professional development of our middle school and high school coaches.
- To teach the elements of pride in school at both the middle school and high school levels.

ACADEMIC ELIGIBILITY

- A. Academics are emphasized in the middle school program. It is essential that middle school students understand that activities participation is a privilege rather than a right. Eligibility standards must be maintained if a student wishes to exercise that privilege.
- B. These guidelines apply to all interscholastic and instructional athletic teams, musical productions, clubs, and student council.
- C. **THE STUDENT MUST MAINTAIN PASSING GRADES IN ALL SUBJECTS.** Once a student has received a deficiency, however, he/she may continue to participate as long as there is a grade average improvement. A roster for each of the activities listed in #2, shall be posted in the conference room so that all faculty members are aware of team membership.
- D. Eligibility grade checks shall be done every two weeks unless a student has earned a deficiency. In the case of a deficiency, the grade check will be done weekly for that student.
- E. Every sport season is seven weeks long. The first grade check will be done on the Monday following the completion of three weeks of practice (which is the instructional/non-competitive portion of the season). The next eligibility check will be two weeks later unless a student has earned a deficiency, which will require a weekly check for that student.
- F. Dealing with deficiencies:
 - 1. Regardless of eligibility, the student will be allowed to practice.
 - 2. An eligibility grade check form should be filled out only if the student is deficient.
 - 3. The grade check form should be given to the coach or sponsor.
 - 4. Once a student has received two deficiencies and is ineligible for participation, the coach is responsible for notifying the parents.
 - 5. Individual cases of eligibility will be reviewed by the coach/sponsor, assistant principal, teachers involved, and principal.

ATTENDANCE

Students must be in attendance for a minimum of one-half the school day to practice or compete. Students must be in school for one-half day on Friday in order to participate in Saturday events.

EQUIPMENT

- A. All participants must purchase a T-shirt supplied by the school to wear as a game jersey. All participants must also wear black shorts. Shorts may be purchased at reduced cost from the school, but may also be supplied by the participant as long as they meet the criteria. **The must be plain, black shorts with no design other than a small manufacturer logo.** Participants may not alter T-shirts (i.e. cut off sleeves).
- B. Specific activities may have additional equipment requirements for which the participant is responsible. Prices vary but such equipment is generally offered through the school at cost.

Jewelry is prohibited on participants in all activities.

Player Requirements

Physical or Repeat Evaluation Form
Inherent Risk Form (Football)
Medical Release Card
Activities Participation Agreement
Student-Athlete & Parent/Legal Guardian Concussion Statement
Participation Fee - \$45.00

Coach Requirements

NFHS Fundamentals of Coaching
NFHS Concussion in Sports – What You Need to Know
NFHS First Aid

SESSION #1

Cross Country

Start Date:	First day of school
Length of Program:	7 Weeks
Grade Levels:	6 th , 7 th and 8 th grades
Team Levels:	6 th /7 th combined and 8 th grades
Number per team:	Unlimited
Genders:	Boys and Girls
# of competitions:	5 competitions including the County Meet
Year end competition:	County Meet at Pioneer Park
# of Coaches:	2
Practice times:	After school: 3:30pm – 5:00pm

➤ Rules:

- * There shall be a meaningful practice each weekday.
- * Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- * Students must attend school and regular daily practices in order to participate in meets. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless you have an excused absence as approved by the principal.
- * Course Distances – 6th/7th grades – 1.5 mile course, 8th grade – 2 mile course
- * 4 separate races: Girls 6th/7th, Boys 6th/7th, Girls 8th, Boys 8th
- * Team t-shirt must be worn at each meet.
- * The participant will provide all other personal equipment including running shoes.
- * Coaches should use discretion in assigning practice areas. Please assign practice areas that allow for the greatest amount of direct supervision.
- * Safety from nearby automobile traffic must be a priority.
- * Automatic timing will be provided for all meets.
- * Each school should provide 2 workers for each meet.
- * Medals will be awarded to the top 15 places.

Football

Start Date:	First day of school
Length of Program:	7 weeks
Grade Levels:	7 th and 8 th grade
Team Levels:	A Team and B Team
Number per team:	Unlimited
Gender:	Boys
# of competitions:	5 including playoffs and championship
Year end competition:	Playoffs and Championship game
# of coaches:	4

➤ Rules:

- * There shall be a meaningful practice each weekday.
- * Students must attend school and regular daily practices in order to participate in games. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless you have an excused absence as approved by the principal.
- * Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- * **Game field** arrangements will be made by the principal, associate principal or designee.
- * **Officials** will be secured from the Billings Officials Association and coordinated through the Central Activities Office.
- * Each home school will make arrangements for medical equipment and emergency medical procedures.
- * **Mouthpieces** must be worn by players during all practices and games. New mouthpieces must be fitted each year.
- * **Sideline Guidelines** -Coaches are requested to adhere to the policy regarding personnel admitted to the bench. The sideline should include only the following authorized people: Coaches and squad members in football uniforms. Managers authorized by the coaches. Coaches may not have their children on the sidelines during a game. The injury potential to a small child is very high. Coaches must exhibit sportsmanship at all times. Each school will have one head coach and three assistants.
- * **Football jerseys**, which will be used for both games and practices, will be purchased by the middle schools and sold to squad members at cost. There will be no refund. Players will furnish their own shoes.
- * **Helmet safety** is essential and the helmet use warning form must be reviewed carefully by the middle schools, athletes, and parents. Additionally, the athlete and parent must sign and return the form.
- * Each school will have one team consisting of an "A" squad and a "B" squad.
- * Each coach starts 11 people on offense and 11 different players on defense. A player may be substituted during that time but only by another non-starter, not by someone that has started on offense or defense. These 22 players would play the whole first half on either offense or defense. After

half- time, coaches could substitute freely but still should do their best to play as many players as possible.

- * “B” Games – Coaches are required to meet prior to the start of each game to discuss any special situations concerning players.
- * Coaches are responsible for supervising the players on the sideline.
- * Games will be composed of four 10-minute quarters with regular timing procedures used. Two officials will be used. Half-times shall be five minutes long.
- * If there are enough players, 22 different players must start and all players must play.
- * “B” games are not to be used as an excuse for not playing a player in an “A” game.
- * None of the 22 starters from “A” games would be allowed to suit up and play in “B” contests. Those games will be reserved only for non-starters in “A” games. If a situation arises in which numbers of players at a certain school dictates that a few of the 22 starters need to be used in “B” games, that needs to be communicated to the Activities Director who will make arrangements with the opposing school so that they know that the situation may occur. If a player from the 22 starters is used for a “B” game, they may not play the majority of the “B” game schedule. This will create a situation in which all middle school football players feel that they are a viable part of the activity.
- * “A” games will be composed of four, 10 minute quarters with regular timing procedures used. Two officials will be used. Half-times shall be five minutes long.
- * Game Points
 - a. Touchdown 6 points
 - b. Field Goal 3 points
 - c. Safety 2 points
 - d. PAT Kick 2 points
 - e. PAT Pass/Run 1 point
 - f. Tie Montana Playoff
- * The football will be intermediate size.

Softball

Start Date:	First day of school
Length of Program:	7 weeks
Grade Levels:	7 th and 8 th grades
Team Levels:	A Team and B Team if enough players
Number per team:	15
Gender:	Girls
# of competitions:	8 regular season games
Year end competition:	9 Team Single Elimination Tournament
# of coaches:	2

➤ Rules:

- There shall be a meaningful practice each weekday.
- If a school fields only one team, that team shall have a maximum roster of eighteen players.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- If a school fields two teams, the teams will be of equal ability and will carry a maximum of 14 players.
- Each game will consist of seven innings.
- The time limit shall be one hour and thirty minutes.
- The ten run rule after five innings will apply to all games.
- Games will be conducted according to Montana High School Association and National Federation rules. The number of players and time limits shall be the only exceptions.
- All equipment will be standardized as per MHSA and National Federation rules.
- No metal cleats are allowed.

SESSION #2

Girls Basketball

Start Date:	Mid-October following completion of Session #1
Length of Program:	7 weeks
Grade Levels:	7 th and 8 th grades
Team Levels:	7 th Instructional, 8 th Instructional, 8 th Competitive
Number per team:	8 – 10 per instructional team, 12 per competitive team
Gender:	Girls
# of competitions:	10 games per competitive team, 4 Saturdays of instructional games at least 1 game/Saturday
Year end competition:	None
# of coaches:	5 plus 2 \$500.00 stipends.

- There shall be a meaningful practice each weekday.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- Students must attend school and regular daily practices in order to participate in games. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless you have an excused absence as approved by the principal.
- Two competitive eighth grade teams at each school
- Each team will have 10 – 12 players. Players may be moved up from the instructional program if needed and approved by the coach.
- Tryouts to assign competitive and instructional teams will be a minimum of 5 practices. A reassignment date will be set at the pre-season coaches meeting.
- Each competitive team will play a 10 game regular season schedule.
- The Montana Officials Association will provide the referees for all eighth grade competitive games.
- Games will consist of 8-minute quarters with a 5-minute half-time. 10 minutes is allowed between games.
- The three-point shot will be in effect.
- The ball will be regulation high school girls basketball size.
- Defensive play will employ man-to-man only. Teams may press until a 10-point lead is achieved.
- Teams will come dressed. The home team will furnish practice and game balls.
- **It is the coaches responsibility to play all kids!! Every player on the team should feel that they are a valuable part of the team and get the playing time necessary to reflect that value. While all players will not receive equal playing time, every player should get significant time. It's not okay to "hide" players or to give them "token" time. Work hard to develop individual and teams skills of every player on the team. Coaches who claim to be too competitive to play all players cannot coach in this system.**
- Follow all games rules as they are written for defensive play and pressing.
- Make sure to communicate the tournament schedule carefully to your team and parents. There will be short notice from the end of the regular season to the announcement of tournament pairings and game locations.

- Two teams from the same school may play each other in the tournament. This can be a very positive and fun experience for the kids if it is promoted as such by the coaches.

7th Grade Competitive Program and 8th Grade Instructional Program

- There shall be a meaningful practice each weekday.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- Students must attend school and regular daily practices in order to participate in games. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless you have an excused absence as approved by the principal.
- The number of 7th and 8th grade instructional teams will be determined by the number of players at each school. Players will be divided into equal teams of 8.
- Games will consist of 2-18 minute halves. The clock will only be stopped the last two minutes of each half and at time outs.
- Teams will be permitted 1 time out per half (use it or lose it).
- Half time will be 4 minutes.
- Coaches will be required to keep score when team is not playing. All coaches must remain for the full day.
- There will be an 8-minute warm-up prior to the start of each game.
- 5 starters first half – other three players must play part of first half.
- Second half, 5 starters, three of which must be the three that did not start the first half. They must play all of the second half.
- Coaches must rotate the starters for each game.
- If game is tied at the end of regulation, a 2-minute overtime will be used. If teams are tied after the first overtime, a sudden death overtime will be run from a jump ball at mid court.
- Teams will come dressed to the game.
- Games will be played on Saturdays.
- Each school will provide one referee for each game played. \$12.50 per game will be paid to each referee.
- The reassignment date and Saturday schedule will be determined prior to the start of the season.
- Coaches must remain for all games to insure that we have enough scorekeepers, coaches, and referees for all games.
- The Saturday gym supervisor hired by each school is to have the facility ready when teams arrive for games. They are expected to supervise students, parents and deal with other problems as they might come up throughout the day.
- In the case that a game becomes very lopsided in the score or becomes exceptionally rough, please do your best to control play. Stop and talk to your players about poor sportsmanship, overly rough play and executing your offense and defense.

Wrestling

Start Date:	Mid-October following completion of Session #1
Length of Program:	7 weeks
Grade Levels:	6 th , 7 th and 8 th
Team Levels:	6 th /7 th and 8 th or competition by ability level
Number per team:	Unlimited
Gender:	Boys
# of competitions:	5 tournaments – 2 of which are duals + city meet
Year end competition:	County prelims and County Tournament
# of coaches:	2

- There shall be a meaningful practice each weekday.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- Students must attend school and regular daily practices in order to participate in games. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless you have an excused absence as approved by the principal.
- Each participant must have a current physical exam and at least ten supervised practices before his first match.
- Wrestling practices must be supervised. It is the responsibility of the coach to outline the rules so that serious injury or damage to equipment is avoided.

MANDATORY!

- It will be necessary to prepare the mat area daily, and to remove and store mats in a location agreed upon by the school's principal.
- Practice attendance: each participant must have had at least 3 practices during any given week in order to be eligible for that week's competition. Student must be in attendance at school the day of a competition.
- The mats should be scrubbed daily with a disinfectant. **THIS IS IMPORTANT!!** Do not permit a participant to return to practice or competition after contacting a contagious disease or serious injury without a doctor's permission slip.
- Each participant will furnish his own equipment including practice clothes, wrestling shoes, etc. Meet uniforms will be furnished.
- Participants are required to wear wrestling headgear for all practices and competition.
- There will be no school-sponsored competition permitted after the stated official closing date.
- Only eligible participants are used in meets.
- Participants must be properly weighed in.
- Start matches on time. Contestants should be warmed up and ready to compete as soon as the previous match is completed.
- **Weight is certified at the first official weigh-in. Wrestlers may not wrestle below that weight during the rest of the season.**
- There must be an official coach present at each site during competition.
- Weight Divisions include: 63-68-73-78-83-88-93-98-105-112-118-125-130-135-140-145-152-160-171-189-275
- Matches are made of three one-minute periods with overtimes of three 30-second periods.
- National Federation Rules will be used.

- Meet officials are MOA officials.
- Timers and scorers are furnished by the host school.
- Crowd control at meets must be strictly enforced. **Coaches are to keep the wrestlers in the stands except when participating.** Home school should provide a person for crowd control.
- **Coaches are to be seated in chairs at mat corners when their wrestlers are participating.** During the city tournament, one coach from each school will be allowed at the mat. Each school must have a coach present at each competition site. It should be established that when a controversy over rules and scoring arise, the situation is to be handled by the officials and coaches and spectators should be removed from the discussion.
- Mat scores should be kept on a flip scorer, chalkboard, or scoreboard.
- Unsportsmanlike behavior of coaches or participants should be penalized immediately and according to the rules.
- **Weigh-ins will be conducted in each school and will be certified by an administrator**
- Coaches will meet preceding each meet to pair up wrestlers for competition.
- All wrestlers must weigh in at their home school before each pairing meeting and must make weight following the last practice preceding each meet. Wrestlers may not wrestle in a weight class lower than that certified at the official weigh-in. A one-pound growth allowance will be permitted halfway through the season, an additional pound at the City tournament.
- The coach will supervise weigh-ins. Wrestlers must be within 10 pounds of each other to be paired for wrestling. A participant may wrestle up one weight class. Coaches should use discretion when pairing heavyweights.
- **To be seeded into the tournament at a specific weight, a wrestler must have wrestled a majority of his matches at that weight class.**
- Coaches must attend the scheduled coaches seeding meetings. This is a developmental program and participants should be matched by skill as well as weight. An attempt should be made to insure every participant some level of success. Schools not having a representative at the seeding meeting will not be allowed to participate.
- Seventh graders may not wrestle in the eighth grade division unless approved in advance by the MS Principal in charge of wrestling and the District A.D.
- The coach will instruct the wrestlers in proper dieting and nutritional techniques.
- **County Meet**
 - ✖ Ribbons will be awarded to the top four finishers in each of the 21 seventh and 21 eighth grade weight classes.
 - ✖ Brackets will be awarded to the champion of each weight class.
 - ✖ An awards stand will be used for awards presentation.
 - ✖ Each middle school will share worker responsibilities as organized by the Central Activities Office. This should will include timers, scorers, typists, announcer, awards presenter, mat and towel attendants, etc.
 - ✖ Tournament workers will be provided by the host school with help from other schools. Timers, scorers, typists, announcer, awards presenter, mat and towel attendants will be divided between all schools.

SESSION #3

Boys Basketball

Start Date:	December 11 or 1 st Monday following Session #2
Length of Program:	7 weeks
Grade Levels:	7 th and 8 th grades
Team Levels:	7 th Instructional, 8 th Instructional, 8 th Competitive
Number per team:	8 – 10 per instructional team, 12 per competitive team
Gender:	Girls
# of competitions:	10 games per competitive team, 4 Saturdays of instructional games at least 1 game/Saturday
Year end competition:	None
# of coaches:	5 plus 2 \$500.00 stipends.

- There shall be a meaningful practice each weekday.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- Students must attend school and regular daily practices in order to participate in games. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless you have an excused absence as approved by the principal.
- Two competitive eighth grade teams at each school
- Each team will have 10 – 12 players. Players may be moved up from the instructional program if needed and approved by the coach.
- Tryouts to assign competitive and instructional teams will be a minimum of 5 practices. A reassignment date will be set at the pre-season coaches meeting.
- Each competitive team will play a 10 game regular season schedule.
- The Montana Officials Association will provide the referees for all eighth grade competitive games.
- Games will consist of 8-minute quarters with a 5-minute half-time. 10 minutes is allowed between games.
- The three-point shot will be in effect.
- The ball will be regulation high school girls basketball size.
- Defensive play will employ man-to-man only. Teams may press until a 10-point lead is achieved.
- Teams will come dressed. The home team will furnish practice and game balls.
- **It is the coaches responsibility to play all kids!! Every player on the team should feel that they are a valuable part of the team and get the playing time necessary to reflect that value. While all players will not receive equal playing time, every player should get significant time. It's not okay to "hide" players or to give them "token" time. Work hard to develop individual and teams skills of every player on the team. Coaches who claim to be too competitive to play all players cannot coach in this system.**
- Follow all games rules as they are written for defensive play and pressing.
- Make sure to communicate the tournament schedule carefully to your team and parents. There will be short notice from the end of the regular season to the announcement of tournament pairings and game locations.

- Two teams from the same school may play each other in the tournament. This can be a very positive and fun experience for the kids if it is promoted as such by the coaches.

7th Grade Competitive Program and 8th Grade Instructional Program

- There shall be a meaningful practice each weekday.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- Students must attend school and regular daily practices in order to participate in games. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless you have an excused absence as approved by the principal.
- The number of 7th and 8th grade instructional teams will be determined by the number of players at each school. Players will be divided into equal teams of 8.
- Games will consist of 2-18 minute halves. The clock will only be stopped the last two minutes of each half and at time outs.
- Teams will be permitted 1 time out per half (use it or lose it).
- Half time will be 4 minutes.
- Coaches will be required to keep score when team is not playing. All coaches must remain for the full day.
- There will be an 8-minute warm-up prior to the start of each game.
- 5 starters first half – other three players must play part of first half.
- Second half, 5 starters, three of which must be the three that did not start the first half. They must play all of the second half.
- Coaches must rotate the starters for each game.
- If game is tied at the end of regulation, a 2-minute overtime will be used. If teams are tied after the first overtime, a sudden death overtime will be run from a jump ball at mid court.
- Teams will come dressed to the game.
- Games will be played on Saturdays.
- Each school will provide one referee for each game played. \$12.50 per game will be paid to each referee.
- The reassignment date and Saturday schedule will be determined prior to the start of the season.
- Coaches must remain for all games to insure that we have enough scorekeepers, coaches, and referees for all games.
- The Saturday gym supervisor hired by each school is to have the facility ready when teams arrive for games. They are expected to supervise students, parents and deal with other problems as they might come up throughout the day.
- In the case that a game becomes very lopsided in the score or becomes exceptionally rough, please do your best to control play. Stop and talk to your players about poor sportsmanship, overly rough play and executing your offense and defense.

SESSION #4

Volleyball

Start Date:	Monday February 5 or Monday before last BBB game
Length of Program:	7 weeks
Grade Levels:	7 th and 8 th grades
Team Levels:	7 th Instructional, 8 th Instructional, 8 th Competitive
Number per team:	8 – 10 per instructional team, 12 per competitive team
Gender:	Girls
# of competitions:	10 games per competitive team, 4 Saturdays of instructional games at least 1 game/Saturday
Year end competition:	None
# of coaches:	5 plus 2 \$500.00 stipends.

- There shall be a meaningful practice each weekday.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- Students must attend school and regular daily practices in order to participate in games. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless you have an excused absence as approved by the principal.
- Eighth grade will be divided into two equal competitive teams made up of 12 girls.
- Players that do not make these two teams will be divided up into teams of 8 girls that play games against other middle schools on 4 Saturdays.
- 8th grade competitive teams will play best 3 of 5 games to 25 rally score except for game 5 which will be played to 15.
- Court size will vary depending on the home team.
- Home team provides the volleyballs and court space. There will be an 8-minute warm-up prior to the start of each game.
- Game officials/workers: 1 MOA official will be provided for each 8th grade competitive match. Linesmen and scorers must be provided by the home team.
- There is an expectation that there is a meaningful practice each weekday.
-

7th Competitive and 8th Grade Instructional Program

- The 7th grade program will be a 7-week program. Players will have 3 weeks of practice with emphasis on fundamental skills prior to playing their first games.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- After the 3rd week, players will be divided into equal teams of 8.
- Games will be played on 4 Saturdays. Games will be played 3 games to 25 points or 45 minutes. They may play more games if 45 minutes have not elapsed. 1 player will rotate in on each new service change for your team.
- Each team will be given 1 time out per game.
- There will be an 8 minute warm-up prior to the start of each match.
- All coaches are required to remain at Saturday games for all matches. If one of your teams is not playing, you may keep score, supervise students or be paid to referee games.

- Game officials will be paid \$12.50 per match unless they are an MOA official assigned by the District Activities Office.
- There is an expectation that there will be a meaningful practice each weekday.
- Following games, please supervise all kids until they have been picked up by their parents.

SESSION #5

Track

Start Date:	Last Monday in March
Length of program:	7 weeks
Grade Levels:	6 th (running events only), 7 th and 8 th
Team Levels:	Compete at grade level only
Number per team:	Unlimited
Gender:	Boys and Girls
# of competitions:	4 meets + city meet
Year end competition:	7 th and 8 th City Meet at Daylis Stadium
# of coaches:	7 plus 2 - \$500.00 stipend assistants

Rules:

- There will be a meaningful practice each day, regardless of the weather.
- Each participant must be in attendance for a least 10 days of practice prior to the first competition.
- Students must attend school and regular daily practices in order to participate in meets. A student must be in attendance for at least the last half of the school day in order to compete in a meet that day unless it is an excused absence as approved by the principal.
- Track spikes = ¼" spikes are required on junior high tracks. 1/8" spikes are required at Daylis, Skyview and West.
- In case of inclement weather, the middle school meet scheduled that day will be canceled. We will do our best to reschedule in a timely manner and in consolation with the principals. In the case that the City Meet is canceled, we will do our best to rescheduled within the seven week time session. If it is impossible to do so, we may extend the season until we can reschedule.
- In case of thunder and/or lightning, immediately relocate your kids to a sheltered area (gym). Monitor the lightning activity and wait 30 minutes from the last sighting before returning to the field.
- The season track numbers are assigned as follows: 0 – 149 Will James, 150 – 299 Lewis & Clark, 300 – 449 Riverside, 450- 599 Castle Rock, 600 – 749 Medicine Crow, 750 – 899 Ben Steele.
- All entries for the City Meet must be entered into Athletic.net at least 2 days prior to the event. The Activities Department will set up all City Meet events using Hy-Tech meet program. The Lynx electronic timing system will be used for the City Meet.

Field Events:

- Shot, discus and long jump competitors will be given three (3) attempts with NO FINALS. If time becomes a factor, each competitor will be given two (2) attempts.
- All middle school rules and scoring will be administered under the current National Federation rules.
- High jump starting heights:

Boys	Grade 7 – 4' 0"
	Grade 8 – 4' 4"
Girls	Grade 7 – 3' 8"
	Grade 8 – 3' 10"

- Competitors are limited to six events, three field and three running events, 1 of which must be a relay.
- Each school may enter 5 participants in running events and 6 participants in field events.
- Competitors may not run more than two races longer than 400 meters.
- False Starts: False starts shall be enforced as follows. During the first two meets of the season, a false start will be notified by a second shot from the starters gun. The offending competitor will be warned and given a second opportunity. A second false start will result in disqualification from the event. Beginning with the third meet of the year, any false start will result in disqualification from the event. Please be sure to inform your starters of this procedure.
- Meet scoring will be in accordance with the National Federation Rule book.
- Please send results of all participating schools and to the Central Office as soon as possible following the meet.

Hurdles:

- 82 meter (op yard) hurdles: Eight hurdles, 27' apart, 45' from start to first hurdle, 36' from last hurdle to finish line, 30" high for boys and girls.
- Curb mark colors: 82 meter, white; 165 meter, blue; 128 meter, blue.
- The rules regarding uniforms, undergarments and jewelry will be strictly enforced as listed below. Coaches need to instruct their athletes, meet officials and event judges to be aware of these rules and enforce them. These rules are as follow
- **Uniform Rule:** All participants must be wearing the school issued uniform t-shirt, black shorts and shoes. The t-shirt must be of full length and hang below or be tucked into the waistband of the black shorts when the competitor is standing upright. Shoes must be on both feet and designed so that it can be fastened securely to the foot. The use of slippers or socks does not meet the requirements of the rule. A single manufacturer's logo/trademark/reference, no more than 2 ¼" is permitted on the black shorts.
- **Competitors who are violating the uniform rule will be warned and allowed to compete during the first two meets of the season.** Beginning on the third meet, any violations of the uniform rule will result in disqualification from competition until the competitor meets the uniform expectations.
- **Undergarments:** Any visible garment(s) worn underneath the uniform top must be of a single, solid color. A single visible manufacturer's logo/trademark/reference, no more than 2 ¼" is permitted on the undergarment. Visible items worn under both the top and the bottom do not have to be of the same color. If two undergarments are worn under the top or the bottom, they must be of the same color.
- **Competitors who are in violation of the undergarments rule, will be warned and allowed to compete during the first two events of the season. Beginning on the third event, any violations of the undergarment rule will result in disqualification from competition.**

- Jewelry shall not be worn by competitors. Medical alert medals are not considered jewelry but should be visible. Religious medals are not considered jewelry and must be worn under the uniform and taped to the body. A watch may be worn around the wrist. Bobby pins, barrettes and hair clips, no longer than two(2) inches, may be worn to control the competitors hair.
- **The jewelry rule will be in effect from the date of the first meet. Competitors who are in violation of the jewelry rule will be required to remove the jewelry before further competition, and be issued a warning that a subsequent violation shall result in a disqualification from the event. The meet referee shall be notified of the violation by the observing meet official and he/she shall then notify or cause to be notified the head coach of the offending school of the competitor's violation and the warning.**
- If you are hosting an event, please start your long jump event, by beginning with the jumpers from your school, as you wait for the buses to arrive. If you anticipate any other field events that might have large numbers of competitors, please start those events also.
- If you are hosting an event, please communicate with the other schools ahead of time to let them know where their coaches will be working.
- Please have all athletes help pick up all garbage around the track and infield upon completion of the meet.

Regular season meet schedule

RUNNING EVENTS

4:30 p.m.	1600 Meter Run	7
4:40 p.m.	1600 Meter Run	8
4:50 p.m.	82 Meter Hurdles-30"	7
4:55 p.m.	82 Meter Hurdles-30"	8
5:00 p.m.	100 Meter Dash	7
5:05 p.m.	100 Meter Dash	8
5:10 p.m.	400 Meter Dash	7
5:20 p.m.	400 Meter Dash	8
5:30 p.m.	400 Meter Relay	7
5:40 p.m.	400 Meter Relay	8
5:50 p.m.	800 Meter Run	7
6:00 p.m.	800 Meter Run	8
6:10 p.m.	200 Meter Dash	7
6:20 p.m.	200 Meter Dash	8
6:30 p.m.	1600 Meter Relay	7
6:40 p.m.	1600 Meter Relay	8

FIELD EVENTS

4:30 p.m.	Shot Put	7
	Discus	8
	High Jump	7/8
	Long Jump	7/8
5:30 p.m.	Shot Put	8
	Discus	7

NOTE: Head Coaches are responsible for instructing their field event judges on the correct rules and procedures of the event. They should study the track rules book and know the event they are leading.

**MIDDLE SCHOOL CITY TRACK MEET
ORDER OF EVENTS**
Note: Boys and Girls events will rotate each year

TIMES		EVENTS	GRADE
BOYS	GIRLS		
9:15	12:00	1600 Meter Run	7
		1600 Meter Run	8
9:35	12:20	82 Meter Hurdles (30")	7
		82 Meter Hurdles (30")	8
9:55	12:40	100 Meter Dash	7
		100 Meter Dash	8
10:15	1:00	400 Meter Dash	7
		400 Meter Dash	8
10:35	1:20	400 Meter Relay	7
		400 Meter Relay	8
10:55	1:40	800 Meter Run	7
		800 Meter Run	8
11:15	2:00	200 Meter Dash	7
		200 Meter Dash	8
11:35	2:20	1600 Meter Relay	7
		1600 Meter Relay	8

FIELD EVENTS

9:00	High Jump-Girls 8 th Discus-Girls 8 th Long Jump-Girls 7 th and 8 th (2 pits will be used) Shot Put-Girls 7 th	NO FLIGHTS FOR FIELD EVENTS	10:15	Shot Put-Girls 8 th High Jump-Girls 7 th Discus-Girls 7 th
11:30	High Jump-Boys 8 th Discus-Boys 8 th Long Jump-Boys 7 th and 8 th (2 pits will be used) Shot Put-Boys 7 th		12:45	Shot Put-Boys 8 th High Jump-Boys 7 th Discus-Boys 7 th

ENTRIES: Each school may enter five (5) entries in running events and six (6) entries in field events.

SCORING: 6/4/3/2/1

RELAYS: 6/4/2

NOTE: HEAD COACHES ARE RESPONSIBLE FOR INSTRUCTING FIELD EVENT JUDGES IN THE CORRECT RULES AND PROCEDURES OF THE EVENT. They should study the track rules book and know the event they are heading.

City Meet Rules

Buses will be scheduled to pick up at the schools at 8:30am.

The City Meet will be held at Daylis Stadium. In the morning the boys will do field events beginning at 9:00am and the girls will do the running events beginning at 9:15am.

All schools must instruct their field event judges on the rules and proper conduct in the events for which they are responsible.

If one of your school's coach is working a field event, please have that coach bring the necessary implements for that event. That includes tape measures, shot put, discus. The main office will provide starting blocks, hurdles, cones, rakes and stop watches.

High jump contestants will be given three attempts per height. NO FINALS. The high jump will be moved up only one inch more when only six jumpers are left. The bar may not be lowered at any time.

Long jump competitors will have three preliminary jumps, with the top six having three more jumps in the finals. We will run two long jump pits with 7th and 8th grade going at the same time. We will need two crews.

Shot put and discus competitors will have three preliminary throws, with the top six having three more attempts in the finals.

In the 400 meter dash, there will be two heats using the stagger start for two curves with each school permitted five entries. All races to be run in lanes the entire distance.

In the 800 and 1600 meter runs, there will be one heat per grade using an alley/lane start - 2 curve stagger. Run first 300 meters in alleys, then cut for the pole. Five entries per school will be permitted.

The 400 meter relay will use the stagger start for two curves and each team running the same lane the entire distance. Start on yellow stagger.

The 1600 meter relay will use the yellow stagger start. Runner #1 stays in lane entire lap. Runner #2 and succeeding runners may cut to curb after receiving baton.

Schools may enter 5 competitors in running events and 6 in field events.

Individual participants may compete in 3 running events and 2 field events or 2 running and 3 field events. However, it is allowed for an additional running event in the long or the short relay, but not both.

All false starts in the running events will result in a disqualification from that event.

In case of lightning: we will relocate all coaches and athletes immediately to the following locations: Riverside and Medicine Crow to the Daylis Stadium locker rooms, Castle Rock, Will James, Lewis and Clark to the Senior High gymnasium. We will visually monitor the lightning and return to competition 30 minutes following the last sighting.

Concessions will be sold by a club from Medicine Crow.

A training staff will be available and located at a designated area on the field.

Awards presentations will occur shortly following the finals of each event. The awards stand will be located somewhere in front of the East stands. Please have all competitors remain near the finish line until all places have been determined.

Please have a home base for your kids to sit during the meet. Please instruct them to sit in this location anytime they leave the infield.

Note: The new Wendy's field will be flagged off. The expectation is that all parents, kids and competitors stay off the field and remain outside of the field fence.

Please sign-up one or two people from each school to work the gates to the field as designated on the sign-up form. If you communicate, you can rotate gates and/or the people who work the gates. However, each gate should be supervised throughout the day. The only people that should be allowed through the field gates are coaches and competitors. AGAIN, KIDS and PARENTS WILL NOT BE ALLOWED ON THE FIELD. Last year we had issues with kids and adults who should not have been on the field.

MUSIC

MUSIC GUIDELINES

A. INSTRUMENTAL AND VOCAL ENSEMBLES

1. Public Musical Performances (3046)

The availability of any school musical group for any public performance will be determined by the appropriate teacher and school administrators on the basis of the welfare of the students involved.

2. Performances (3046)

Performances of music groups shall be based upon the best interests of the students involved.

- a. Music group performances are not to be provided for activities which are considered to be political in nature or serving an individual commercial enterprise, unless approved by the director, building principal, Coordinator of Music Education, the superintendent, and the School Board.
- b. Bands, choirs, and orchestras are not to schedule local appearances on Sunday. Exception: community commemorative events fully approved by the Board of Education (i.e., dedications, memorials, and national dignitary events). Ensembles may perform on Sunday, but only at the discretion of the students. Sunday church and home activities shall take precedence.
- c. In case of inclement weather, the decision to participate will be made in consultation between the director and the school administration. Student's health and possible instrument damage will be considerations. A temperature of at or around 40 degrees will be used to initiate this conversation.
- d. An attempt should be made to avoid conflicts with other community presentations.

3. Requests for Public Performance

- a. Use of Music organizations from a school for weekday activities after school hours is approved at the discretion of the principals or delegated to the music instructor.
- b. Use of music groups during the school day must be approved by the principal to ensure that no group is used excessively.
- c. Uses of multiple school groups are cleared through the Coordinator of Music Education, who will contact the principals.

B. SCHOOL ACTIVITIES ON WEDNESDAY NIGHTS AND SUNDAYS (4007)

1. Wednesday/Sundays - In order that there be few conflicting activities and less competition for student's time, the school district will make every effort to refrain from scheduling school activities on Wednesday nights and Sundays.
2. Procedures (4007)
 - a. The Wednesday night policy shall apply year round, and activities shall be curtailed at 6:00 p.m. each week on Wednesday evening unless specific Board approval is granted for exceptional cases.
 - b. The Sunday policy will be specifically observed as follows:
 - i. No school activities will be scheduled on Christmas Sunday or the Sunday before Christmas.
 - ii. No school activities will be scheduled on Palm Sunday or on Easter Sunday.
 - c. School officials will not allow the scheduling of students public appearance activities during the Easter season, including Ash Wednesday, Good Friday, and Easter Sunday.
 - d. At all times, it shall be understood that if conflicts arise with church activities, that activity which is favored shall be the choice of the students and/or parents. Sponsors and leaders, either of school or church activities, will not use pressure tactics or threat of exclusion from one activity if choice leads to another activity. Obviously, a student cannot be in activities which meet simultaneously and a choice must be made.

C. CONFLICTS BETWEEN EXTRA-CURRICULAR/CO-CURRICULAR ORGANIZATIONS

1. Activity performances/contests take precedence over rehearsals/practices with no undue pressure or threat of exclusion by any director, coach or sponsor, in the event of conflict.
2. Directors, coaches and sponsors of school activities will not use pressure tactics or threat of exclusion from one activity if choice leads to another activity. Obviously, a student cannot be in activities which meet simultaneously, and a choice must be made.

D. TRIPS (BANDS, CHOIRS AND ORCHESTRA)

1. Festivals - Each curricular music group will participate in the following activities which constitute the regular music program:
 - a. District Music Festival
 - b. AA Festival for the appropriate school group
 - c. Appropriate groups may also participate in other festivals (i.e., Concert Choir Festival, Treble Choir Festival) that are one-day festivals, within 150 miles of Billings.

2. Pep Band

- a. The number of pep band performances throughout the year will be determined between the director and school principal. A baseline of 16 performances as recommended by the Montana Band Masters Association will be used as a guideline.
- b. The building principal and/or activities coordinator are responsible for coordinating, with the coaches and band directors, the performance schedule. Cross town games and traditional rivalries should be considered.
- c. Any form of appearance (full game, partial game, half-time or pre-game) counts as one appearance.
- d. The total number of appearances at boy's events must equal the total number of appearances at girl's events in regular season play (MHSA Handbook - Article IV, Section B, Part N of Ridgeway).
- e. Pep Bands will not be required to perform at any athletic events that occur during the MMEA/All-State Festival weekend.
- f. Pep Assemblies – The number of appearances (16) does not include pep assemblies. Regularly scheduled pep assemblies honoring both boy's and girl's sports (at the same assembly) are equitable in nature. Special "send off" assemblies for special regular season games or post-season play, if held, must be conducted for both boy's and girl's teams in an equitable manner.
- g. Post Season Travel
 - i. If the school's team qualifies, the pep band will play at all in-town boy's and girl's State Basketball Tournaments. In addition, the pep band will play for in-town football play-off games, as well as home basketball play-off games. A pep band may also be requested to play for an in-town state wrestling tournament.
 - ii. Financing for tournament travel will preferably be through School District #2 budgeted funds. If funds are not budgeted, pep bands will accompany traveling teams only if financing for said trip is available through another source (such as a booster club).
 - iii. To promote consistency and equity among the various programs and schools, general music ECA funds will not be used for tournament travel.
 - iv. ECA accounts for the specific purpose of funding pep band travel may be established. Funds could be supplied through such things as donations, shares of activity tickets, etc. Pep band members will not be required to engage in fund-raising activities to pay for any travel expenses.
 - v. If district funds are budgeted for pep band travel to post season play-off and/or state tournament games, then the following apply:
 - * A maximum of one bus will be used for pep band travel.
 - * The band will travel to the game and back without overnight lodging if distance and circumstances allow.

- * If overnight accommodations are necessary, reservations and arrangements will be made by the activities office.
 - * It is further recommended that out-of-town pep band performances be limited to Friday evenings and Saturday only. This will serve to minimize loss of school time and monies.
- vi. Schools must abide by MHSA and Title IX Guidelines regarding equity of tournament travel. Equity is not a factor unless teams qualify.
 - vii. All Pep Band directors will meet with their school principal to carefully review the yearly activity schedule and to determine whether or not the pep band will be traveling to post-season events. Based on that determination, we can start to planning accordingly for the state event. We ask that this meeting and determination take place by September 15th each year.
3. Special Trips - The directors of music groups may make application to participate in the following activities. Only one out-of-state trip beyond the regular music program may be allowed each year per ensemble.
 - a. Tours will be on a two-year rotational basis.
 - b. Individual student or group participation in select music honor organizations (e.g., Northwest and National Association for Music Education Conferences, Northwest and National American Choral Directors Association, etc.) if selected by regional and national committees.
 4. Out-of-State Travel (3041) - The Board of Trustees must approve all out-of-state trips by school activity groups which are more than 300 miles one way.
 5. MHSA Criteria For Out-Of-State Trips - Out-of-state trips do not require the sanction of the MHSA Music Committee or the Board of Directors. Local Boards of Trustees and Administrators working in concert with the music instructors are best able to approve such trips.
 - a. Curricular musical organizations must guarantee participation in the local district festival every school year.
 - b. Coordinator of Music Education is to be held responsible for assuring the MHSA office of participation of all required groups in the district festival.
 - c. In granting approval for out-of-state trips, the educational value will be considered.
 - d. The amount of financing required for the trip may also be a determining factor.
 6. Transportation Requests - All requests for transportation, local or out-of-town, are to be made through the principal of each school. The principal will in turn send copies of the request to the Coordinator of Music Education and

the Director of Transportation and the Director of Activities. All bills will be paid through School District #2 funds.

7. Trip Application Procedure - Requests for trips should be made on or before November 1st so as to plan the yearly calendar. Applications for trips are obtainable through the office of the Coordinator of Music Education. The following information must be submitted in application for a trip and must be presented to the District Superintendent at least 45 days prior to the trip.
 - a. Requests for trips are to be submitted to the principal, Coordinator of Music Education, and the Superintendent.
 - b. Money must be on deposit before the trip is made.
8. Parent Consent/Medical Release - Parent consent and medical release forms for both high school and junior high participants must be in the immediate possession of the director or sponsor whenever students are traveling on school related activities. If possible, an electronic copy of these forms may be used in place of a hard copy.
9. Middle School Music Travel (3041) - Permission may be given to one middle school musical group for one performance oriented trip outside of Yellowstone County per year. Such travel may be granted only to eighth grade student groups. Seventh graders who are actual participants in organized eighth grade musical groups are permitted to make trips that are organized and scheduled for such groups. Permission for such trips will be granted by the school principal and the Coordinator of Music Education. The superintendent shall issue the final decision.
10. Grooming Standards for Performing Groups Performing groups will be required to appear in a respectable manner of dress and grooming whether or not uniforms are worn. Directors may outline specific requirements as to acceptable attire.
11. Student Transportation in Private Vehicles (3041) - The District prohibits the use of private automobiles to be used to transport students for out-of-town travel, except when permission is granted by the Superintendent. The District has made and will continue to make exceptions to this policy by allowing teachers and/or administrators to transport ill or injured students to obtain medical treatment, if parents are not available. Special Education personnel, transporting students to and from community sites, are also approved to use their private automobiles.

E. DISTRICT MUSIC FESTIVALS

1. Organization, procedures, participants: See current MHSA Music Regulations, Section IV.
2. Finances: Entry fees will be paid from budgeted funds for participants representing school music organizations.
3. Chaperones: The music instructors or designated personnel are to provide adequate student supervision.

4. Applications: All applications and entry forms shall be approved by the building principal.
5. Music Preparation: Music instructors will assume the responsibility of assisting students in preparing music prior to the festival.
6. Festival Hosts: The Billings high schools will serve as host sites for the District Music Festival. Location will be on a three-year rotation between the three high schools.

F. STATE MUSIC FESTIVALS

1. State Solo and Ensemble Festival - See current MHSA Music Regulations, Section V.
 - a. Participation will be allowed only when the festival is in Billings. All fees will be paid out of school ECA accounts or by the participants.
 - b. Music instructors or designated personnel will serve as chaperones to provide adequate student supervision.
 - c. Music instructors will assume the responsibility of assisting students in preparing music prior to the festival.
 - d. The Billings high schools will serve as host sites for the Eastern State Solo and Ensemble Festival. Location will be on a three-year rotation between the three high schools.
2. All-State Band, Orchestra, and Chorus - See current MHSA Music Regulations, Section VI, for organization, procedures, and participation.
 - a. Entry fees will be paid from budgeted funds.
 - b. Music instructors or designated personnel will serve as chaperones to provide adequate supervision.
 - c. Music instructors will assume the responsibility of assisting students in preparing music prior to the festival.

G. NORTHWEST AND NATIONAL HONOR FESTIVALS AND CONFERENCES

1. Northwest Honor Festivals and Conferences are held every year; National Association of Music Education (which includes band, choir and orchestra) is held on the odd-numbered years. American Choral Directors Association (choirs only) is held on the even-numbered years. Date and place is announced by the national organizations.
2. All-Northwest Band, Orchestra and Chorus
 - a. Eligibility is the same as District and State Music Festivals.
 - b. Entry fees and transportation expenses are the responsibility of the parent/guardian and student participant, in conjunction with the school director.
 - c. When possible and economically feasible, transportation shall be by common carrier.
 - d. Chaperones: same as for the District and State Festivals.

- e. Application and entry forms shall be approved by the building principal.

3. Group Participation

- a. Music organizations who wish to participate in the conference performance activities shall obtain approval from the building principal, Coordinator of Music Education, superintendent, and Board of Trustees prior to traveling to the conference.
- b. Transportation shall be by common carrier.

H. PERFORMANCE ATTIRE FEES

1. Senior High Schools - Each school's music department will determine the fee for the cleaning/maintenance/use of their performance attire for all performing groups.
2. No Refunds - There will be no refunds for performance attire fees.

I. TICKETS

1. Middle Schools - all concerts are to be free.
2. High School - Band/Orchestra/Chorus: Current ticket prices are: Adults \$5.00, Students \$3.00.
3. Activity Tickets - are to be honored for students of any BPS high school. Golden Age passes issued by School District #2 will be honored.
4. Musicals/Madrigal Dinners - The music instructor and building principal, will determine ticket prices prior to each production.

J. MUSICALS

1. Musicals are not a required and/or expected obligation of any of the music directors. The decision to do, or not to do, a musical is up to the discretion of the choral director.
2. The choral conductor shall submit a recommended musical to the building principal for approval. The principal may consult with the Coordinator of Music Education to determine the appropriateness of a given musical selection.
3. The choral conductor will be the producer of the show and will be responsible for organizing and delegating all logistics relative to publicity, programs, tickets, and finances
4. Performances will run for a total of not more than five (5) times exclusive of student premiere and guest night.
5. Maximum rehearsal time will be limited to six (6) weeks prior to opening night. This schedule may be slightly modified taking into consideration other school activities and the school calendar. Printed rehearsal and performance schedules will be made available to parents, students, principal, and the Coordinator of Music Education.

6. Regular rehearsals except dress rehearsals will end by 10:00 p.m. There will be no rehearsals or public performances after 6:00 p.m. on any Wednesday evening without Board of Trustee approval.
7. Financial profits from the production shall be appropriately distributed between any/all participating groups and programs.
8. Complimentary Tickets: may be available at the discretion of the director.

K. HONORS MUSIC PROGRAMS (3046)

1. Participation – Music instructors will recommend students to be auditioned to the director of each honor organization. Participants will be selected on the basis of ability and students must be in good standing in their individual school music organization to be eligible to participate.
2. Band – Students enrolled in 6th grade will be eligible to audition and participate.
3. Orchestra – Students enrolled in grades 3 - 9 will be eligible to audition and participate.
4. Chorus - There will be honor choirs available for girls and boys, based on gender. Students in grades 4-6 will be eligible to audition and participate.
5. Fee – A \$25.00 fee will be assessed each participant to defray cost of the program. An additional fee will be required and collected to offset the cost of the spring performance tour.
6. At the discretion of the honor group director, and in consultation of the Coordinator of Music Education, honor groups may perform at civic or special events. Performance at these additional events may not be required of the students in the honor groups.

L. RECEIPT AND BOND FOR MUSICAL INSTRUMENTS

1. Rental Fee – School owned instruments are rented to students on a nine month school year – three month summer plan. The rental fee for the regular school year is \$75.00, payable in advance. Rental for the summer months is \$25.00 in advance. There is a \$25.00 fee for percussionists to cover costs of mallets, etc. A contract must be issued for each instrument being used.
2. Receipt and Bond – The receipt and bond for music instruments is to be signed by the pupil, parent, and music instructor, and all rental fees are to be paid in advance before the instrument is issued.
3. Scholarships – In specific instances where the student cannot afford to pay in advance, a scholarship may be awarded. This award should be made only upon advice and with consent of the principal, based on free and reduced lunch guidelines. All other financial resources, such as Angel Funds, must be considered before a scholarship is given to a student.
4. Deposit – Rental contracts and rental receipts are to be submitted to the District Music Office immediately upon collection for deposit.
5. Waivers – In situations where the student has already purchased an instrument and the instructor wishes the student to play another instrument, rentals may be waived since the school instrument is used for the benefit of the organization.

M. INSTRUMENT REPAIR AND MAINTENANCE

1. The Coordinator of Music Education will be contacted by the director to get permission to have any and all instruments repaired.
2. After permission is received to have an instrument repaired, it is up to the director to make arrangements to get the instrument to a local repair technician.
3. Students will be required to provide any items necessary to perform on their chosen instrument, such as reeds, valve oil and strings.

N. INVENTORY

1. All equipment in use shall be on the music department's computerized inventory.
2. Music instructors will note changes in location of instruments and notify the music office as to their new assignment.
3. Music instructors will conduct a hands-on inventory at least twice a year, prior to September 1, and again at the end of the school year. A complete and correct inventory will be submitted electronically to the Coordinator of Music Education by September 10th of every school year.
4. Music instructors will notify the music office concerning lost, stolen, or missing instruments and equipment which may not be listed on the inventory.

O. ADJUDICATION AND/OR ATHLETIC OFFICIATING LEAVE (5018)

1. If a teacher is going to adjudicate or act as a clinician or guest conductor and will receive a stipend for services, an amount equivalent to substitute teacher pay for each day missed will be deducted from the salary. If he or she should not receive any stipend, the school district will furnish the substitute teacher.
2. A teacher may apply for only two assignments per school year.
3. Requests must be made to the superintendent, in writing, prior to the absence.

P. REQUISITIONS

1. General Requisitions – supplies and equipment
 - a. Principal approval may be required for purchases from school ECA accounts.
 - b. No order may be placed without prior approval or a purchase order.
2. Requisitions – music
 - a. Principal approval may be required.
 - b. No order may be placed without prior approval or a purchase order.

Q. STUDENT PARTICIPATION FEES, ACTIVITY CARDS, AND FESTIVAL GRADING

1. The District 9 Music Festival will be funded out of activities general fund money. Neither participation fees nor activity cards will be required for student participation in the festival. Instructors **may** include the District Festival in course grade requirements.
2. Participation in AA festivals may be included in course grade requirements, or utilized in optional point criteria toward grades.
3. The school ECA account (not Music ECA) will pay for the MHSA dues out of activity card funds. Additional activity card funds will not be distributed back to music ECA accounts, but will instead stay in the general ECA account of the school.
4. The only music events funded in any manner through the Central Activities Office will be the MHSA sponsored festivals (District, All-State)

“AA” MUSIC FESTIVAL GUIDELINES

The “AA” Music Festivals were initially organized to fill an educational need for advanced music students to extend their field of knowledge and to measure their progress with units of a similar background and/or training. There is little doubt that the simple act of sharing the experience of listening and performing music itself fosters musical growth of both the individual and the group.

The format of the “AA” series allows for individual representative units from each school to perform as a separate entity in a concert setting and then to work together developing their skills under the tutelage of an outstanding guest conductor as the program is developed for the combined groups. This provides a format for both student and local conductors to learn new and different techniques for creating music.

Many times these experiences have rivaled such events as the Montana All-State and MENC Northwest Honors Groups in their quality of achievement and the final product. Not only are they an excellent learning tool, but they allow many times the number of participants in comparison to the All-State, etc.

Because of budget constraints, participation in this activity has changed somewhat over the past few years. We are now on a rotation schedule which dictates that only one music discipline (band, choir, orchestra) is allowed to travel per year. For example: the three high school choirs will travel one year to festivals hosted by other “AA” schools. The bands and orchestras will host their respective local “AA” Festivals with invited schools traveling to Billings to participate. The next year, band or orchestra will travel and the others will host. In either case, expenses are shared by the participating schools. It should be noted that students from these groups are also required to pay a participation fee to assist in offsetting expenses and they are required to purchase an activity ticket.

The following descriptors are an explanation of logistical factors for the “AA” Festivals which are held locally:

1. There will be a “Host Sight” chairperson who will have the following responsibilities:
 - a. Select and contract guest conductors. (Recommended fee for guest conductors is \$500 per day plus expenses.)
 - b. Select and or provide a sight for rehearsals and performance.
 - c. Notify selected “AA” schools, as determined by State AA music supervisors, to participate.
 - d. Assist in selecting literature and communicating choice to respective directors.
 - e. Prepare and print program.
 - f. With assistance of other schools, provide adequate housing and meals for visiting school units. Student noon meals are usually provided through the local cafeteria setting. Visiting directors arrange their own housing.
 - g. Prepare a complete accounting of all Festival expenses and furnish a copy to the Director of Music Education and the Director of Activities.

2. All expenses should be included and they should be evenly divided between participating schools. Noon meals would be separated and billed on an actual usage basis.
3. A common practice is for the “Host School” to provide initial financing for the event and then be reimbursed by the Activities Department.
4. Items to be billed may include:
 - a. Clinicians Fees
 - b. Clinicians Expenses
 - c. Accompanists
 - d. Program Costs
 - e. Secretarial Help
 - f. Noon Meals
 - g. Miscellaneous
5. The final duty is to ascertain that all expenses have been paid and participating schools have reimbursed the host school or the appropriate party for their assigned share.

The following descriptors are an explanation of logistical factors for the “AA” Festivals where local schools are traveling:

1. The Director of Music Education should be informed of the selected sights for the respective “AA” Festivals.
2. Transportation requirements should be sent to the Activities Office. Please do not arrange your own.
3. Because private housing is arranged by the “Host School”, the need for chaperones is limited. Chaperones per traveling unit will consist of the Director (and assistant, if applicable) and/or one adult per traveling unit. If, in the judgment of the director, an additional chaperone of the opposite sex is required, the additional expense would be acceptable.
4. Leave requests should be sent to the Director of Music Education and the Activities Department for routing.
5. Motel rooms for the director, chaperones and driver(s) will be arranged by the director or his or her school.
6. Copies of the final accounting for expenses for the Festival, as well as the prorated share for each school, should be sent to the Director of Music Education.
7. A complete itinerary for the trip should be given to the students involved, the principal, the Director of Music Education, and the Activities Department at least three days before departure. This should include emergency numbers, times, and locations.
8. It is the responsibility of each director to have in his/her possession, the emergency medical release provided by the school district and signed by the student and the parents/guardian.

BILLINGS PUBLIC SCHOOLS ATHLETICS AND ACTIVITIES



TEAM

The price of greatness
is responsibility...

Live the Life of an ATHLETE

2017 – 2018
CODE OF
CONDUCT
UPDATED 6-2-17

Purpose

The Billings Public Schools believes that participation in extra-curricular and co-curricular activities in a safe learning environment contributes to the all-around development of young men and women and helps prepare them for life beyond high school. The Billings Public Schools activity programs are dedicated to providing programs of excellence which include competitive and enjoyable experiences for the students, student-participants, coaches, advisors, faculty, parents, fans, and community. In doing so, we hold high expectations for all in the areas of Character, Citizenship, Scholarship, and Leadership as we strive to be competitive, develop skills, make healthy decisions, and act as ambassadors of the Billings schools and the Billings community. By committing to a team or activity, students choose to conduct themselves as models of good and moral behavior. The following are prohibited: the use, misuse, possession, sale and distribution of drugs, alcohol, tobacco (including e-cigarettes), and/or other controlled substances. In addition, discrimination and unsportsmanlike conduct are prohibited, as defined below, as well as other conduct prohibited by school policies.

It is our goal in the Billings Public Schools to develop and maintain a culture in which our students consistently make appropriate lifestyle choices in regards to their own health and well-being. As a district, we are committed to providing our students with the most updated information on sleep, nutrition, training and conditioning, recovery, and avoiding chemical use. We call this the “Pure Performance Initiative”.

It is the mission of the Billings Public Schools Activities program to RAISE THE BAR.....

**Of the behavior expectations we have for ourselves as students involved in activities;
Of our commitment we make to ourselves, our teammates, our school, and our family;
Of our health, training, and practice preparation;
Of our dedication to academic preparation; and
Of our lifestyle choices on our journey to excellence.**

Components of Programs of Excellence

- Highly successful individuals, school clubs, ensembles and teams achieve success through hard work and great character.
- The student-participant understands that his or her participation is a privilege that must be earned.
- The student-participant understands that he or she is held to a higher standard with the school and the community.
- Each student-participant maintains a high degree of mental and physical fitness and alertness to perform to optimal capacity in the activity.
- Clear and consistent boundaries and expectations of behavior are established to assist student-participants in maintaining self-discipline.
- The Code of Conduct communicates those boundaries and expectations and the student-participants agree to comply with it.
- The Code of Conduct deters student-participants' involvement in the risky and dangerous behaviors associated with the use, abuse, and misuse of drugs, alcohol, and tobacco.
- The desire to win comes with the understanding that to do so, to reach individual and team success, student-participants must work toward and make decisions that help them reach their full potential.

- Student-participants strive to be chemical free, dedicate themselves to their academic work, and accept the responsibilities that go along with traditions of excellence.

Expectations and Responsibilities of Student-Participants

Responsibility to Self - Develop strength of character through participation in school activities and healthy life-style choices.

Responsibility to Academic Studies – Engaging and participating in academic studies prepares student-participants for life as an adult. Student-participants are students first. Students will strive to meet all academic standards as established in this code and by their teachers.

Responsibility to School - Student-participants participate, to the best of their abilities in every practice, competition, and other activities in which they are engaged. Student-participants follow all District, school and classroom policies as written in handbooks and classroom syllabi. Student-participants will attend the pre-season and/or annual mandatory meeting. Student-participants will be sincere and honest when asked to participate in any investigation arising under the Code of Conduct.

Responsibility to Family – Student-participants who know in their heart that they have lived up to all the training rules, have practiced every day to the best of their ability, have played the game all out and have displayed good sportsmanship, foster self-respect and the pride of their families, win or lose.

Responsibility to Community - Student-participants demonstrate class and sportsmanship, not for the fact that they win, but rather that they are known as participants who show character and excellence. Student-participants meet all MHSA rules and regulations regarding participation in High School Activities.

Responsibility to Younger Athletes - Student-participants are role models for all youth throughout the community.

Responsibility to Teammates – Student-participants realize that their choices have an impact on those around them. Student-participants will follow all of their coaches' and sponsors' rules for the sport or activity.

Expectations of Coaches and Sponsors

Coaches and sponsors are educators and therefore are to be dedicated to more than the X's and O's of competition. For example, as less than 2% of high school athletes go on to play sports at the college level, coaches must understand that high school athletics provide student-participants a unique opportunity for the development of not only the skills required for that sport, but also character traits essential for success in life. Recognizing his or her role as an educator, coaches and sponsors are expected to:

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each participant.
- Establish a realistic team goal or vision for each season and communicate that to the participants and parents.

- Encourage and assist team members in setting personal goals to achieve their highest academic potential.
- Strive to develop the qualities of competence, character, civility, and citizenship in each team participant.
- Provide a safe, challenging, and encouraging environment.
- Gain an awareness of the importance of prevention, care, and treatment of athletic or activity-related injuries.
- Respect the integrity and judgment of officials and adjudicators.
- Teach and abide by the rules of the competition in letter and spirit.
- Build and maintain ethical relationships with other coaches, sponsors and administrators.
- Strive for excellence in coaching and mentoring skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Support, comply with, enforce and reinforce the expectations set out in the Code of Conduct.

Expectations of Parents and Guardians

Parents play a vital role in the development of their child's character and decision-making skills as well as the development of his or her skills and abilities in the sport or activity. A student-participant's success, his or her team's success, and ultimately the program's success, is a partnership between the student-participant, his or her parent(s), the coach or sponsor, and the administration. Recognizing parents' important role in the success of their student-participant(s), it is expected parents will:

- Be a positive role model so that, through their actions, they can help make sure their student-participant(s) has the best possible experience in the activity.
- Be a "team" fan, not a "my kid" fan.
- Weigh what their student-participant(s) says in any controversy, rather than rushing to judgment.
- Show respect for the opposing players, participants from other schools, coaches, sponsors and fans.
- Be respectful of all officials' and adjudicators' decisions.
- Not instruct their student-participant(s) before or after a game or activity, because it may conflict with the sponsor or coach's plans and strategies.
- Praise their student-participant(s) in his or her attempts to improve as a student, as a participant in the activity, and as a person.
- Gain an understanding and appreciation for the rules of the activity in which their student-participant(s) competes.
- Recognize and show appreciation for an outstanding performance by other school's participants.
- Help their student-participant(s) learn that success is experienced in the development of skills and that an individual can feel positive about his or her skill development during the activity regardless of the wins, losses, scores, or other metrics.
- Take the time to talk with coaches and sponsors in an appropriate manner, including proper time and place, if they have a concern. This includes showing respect for the coach or sponsor and following the proper process of communication

as written in the coach or sponsor's handbook. This includes allowing the coach or sponsor to address any issues before the parent contacts the principal or activity director.

- Support the tobacco, e-cigarette, alcohol, and other drug-free expectations of the school district by refraining from the use of any such substances before and during athletic contests, activities and performances.
- Support and follow all MHSA rules and regulations.
- Support and reinforce the expectations set out in this Code of Conduct.

Code of Conduct Expectations

Duration of Code

Student-participants are subject to the Code from the date of first signing until graduation. The Billings Public Schools Code of Conduct is in effect full time (day and night) both on an off school district property, year round. Violations that occur outside of the school year will be applied during participation.

Responsibilities and Requirements

Activities Participation Agreement

Prior to the start of the particular activities season, activity students must complete, sign and turn in the Activities Participation Agreement. The following items must be completed:

- Student Information – all personal and contact information must be included
- Participation Warning – statement of inherent risks of participation
- Parent/Guardianship Statement – statement that parents have read and understand inherent risks; contract information
- Waiver of Liability
- Equipment Responsibility – statement for the safe return or replacement of equipment
- Emergency Medical Service – consent for the student to be given medical care
- Insurance – statement of student accident insurance coverage and additional secondary coverage
- Medical Treatment Consent Card – consent of medical care card – travels with the coach
- Current MHSA Physical Examination Card signed by the student, parent(s)/guardian(s), and the participating doctor (Athletes Only)
- Concussion Protocol – IMPACT pre-testing and signing of Concussion Information Form as required by state law and the MHSA
- Weather alerts including lightning protocol
- Heat related illnesses
- Athletic Trainers coverage and expectations of student-participants
- Media Release form
- Payment of Participation Fees
- Payment of Activity Fees
- Payment of Program Fees, if any
- Code of Conduct Acknowledgement Form

Mandatory Meetings

- Prior to the start of each activity season, each program will schedule a meeting in which all student-participants, their parents, coaches, and sponsors will be required to attend in order to participate in activities and/or athletics that school year.

- “Make-up” meetings will be held periodically, early in the season in order for student-participants and their parents who did not attend the original meeting.
- A student-participant who does not attend the mandatory season meeting – or one whose parent(s) does not attend the mandatory season meeting – may practice but not compete until both the student and his or her parent(s) attend either a “make-up” meeting or a meeting with the activities coordinator.
- The school activities coordinator or the district activities director may hold additional meetings at his or her discretion to accommodate schedules of students and parents.

Games/Practice Expectations

Attendance for games and practices is required. Each individual head coach will establish a team policy that outlines the consequences for missed practices or games. Continued absenteeism will result in dismissal from the team. Attendance requirements and consequences for music, drama, forensics, and other non-athletic activities will be established by the coach or sponsor for that activity.

Multi-Activity Participation

The Billings Public Schools, along with the MHSAA, support the concept of multi-activity participation. The expectation is that all coaches and sponsors will encourage their students to participate in other school-related activities. Coaches and sponsors will support each other in their quest to build their individual programs. During the off-season, the expectation is that coaches will “share” their athletes and encourage the division of time toward the development of skills in each of the activities chosen. While coaches will not encourage kids to be exclusive to their sport, they will support the decisions made by the student-participant and parents.

Club and Outside Sports Participation – Billings Youth Orchestra – Other Out-of-District Activities

Students who participate in a Billings Public Schools activity are expected to commit to that activity full-time. While we strive to know our students, their talents and their ambitions, it is important that outside participation does not interfere with the goals and objectives of the school district team and/or activity in which they are participating. The following rules will apply to all outside activity participation, college recruiting and visitations, and participation in other out-of-season, school district activities.

- In-season practices take precedent. We encourage proper rest and attention to homework. Therefore, we do not encourage our student-athletes to attend the practices of club sports following the completion of an in-season practice.
- In-season student-athletes can attend the open gym of another district sport as long as the head coaches are in agreement on the times and activities that will take place, as long as the student-athlete is in good standing academically, and as long as the student-athlete only works on skills and does not participate in competitions.
- In-season student-athletes should not participate in weekend competitions when they have time off from their in-season activity. Again, we encourage proper rest and time away from competitions.
- In-season student-athletes may apply to their coach and building activity coordinator to attend no more than one outside activity that falls in the category of a recruiting trip, invitational tournament, or all-star event. That event cannot span more than two missed games and must be known and communicated to the head coach at least two-weeks in advance of the time that will be missed. The school principal, school activities coordinator, district athletic director and head coach will review the application. The determination of whether or not the student-athlete will be allowed to attend the event, without consequence, will be based on the following criteria:

Potential Impact on the team

Is the event an activity of demonstrated interest?

Is the event the result of achieved recognition?

Can the event result in potential rewards beyond high school, i.e. scholarship?

- Any student-athlete who chooses to miss practices or games due to an outside activity without going through the application process and/or without gaining the appropriate permissions, will be subject to a game suspension equal to the number of games or practices missed while attending the outside event.

Travel Rules and Alternate Travel Permission Form

All members of the team are expected to travel on School District provided transportation to the event unless there is an extenuating circumstance. In case of an extenuating circumstance, permission must be granted by a school administrator. An Alternate Travel Permission Form must be signed by the participant, parent/guardian, coach/sponsor and the school administrator prior to leaving on the trip. Coming home from the event, students participating may choose to ride home with their parents. We encourage the signing of an Alternate Travel Permission form but the coach or sponsor may release the student in a face to face meeting with the student's parent/guardian prior to leaving to return home from the event. At no time will a student travel home from an event with anyone other than his or her parent/guardian or the school provided transportation.

Expectations of Students on Overnight Trips

All students representing School District #2 are required to adhere to the following when student trips require overnight lodging:

1. Students will be given a curfew to be in assigned rooms by the coach/sponsor. Failure to be present in your room at that time will result in an immediate suspension from the activity for the remainder of the trip or competition.
2. Any student who leaves an assigned room after curfew will be suspended from the activity for the remainder of the trip and will remain suspended indefinitely until a review by the appropriate administrator(s).
3. Any student who enters a room in which the opposite gender is staying, after curfew will be suspended for the remainder of the activity or event and will be permanently suspended from the club/activity for the remainder of the year. Participants shall not enter the room of students of the opposite gender at any time while representing School District #2 unless the coach/sponsor is present in the room.
4. At no time will students representing a School District #2 activity have other people who are not directly involved in that activity in their room without consent from the coach or sponsor. Students who allow others to enter their rooms without permission from the coach/sponsor, will be suspended from that activity for the remainder of the trip.
5. When travel requires that students of both genders ride in the same bus, measures must be taken to split the genders between the front and back portions of the bus.
6. Any violation of School District #2 policy or state or federal laws will result in the immediate suspension from the activity and will be reviewed by School District #2 administration for possible dismissal.
7. Bullying and harassment incidents such as making freshmen carry older kids bags, making younger kids sleep on the floor, etc. will not be tolerated. Any accusations of bullying and harassment will be dealt with in full accordance with the School District #2 Hazing and Bullying policy.
8. Students will abide by all travel and overnight rules as set forth by their coaches/sponsors. Any violation of these team rules will result in consequences as set forth by the head coach and as written in the team policy handbook.

Quitting a Sport

Any student-participant who quits any sport or activity may not immediately participate in another sport or activity until the two head coaches or sponsors and the activity coordinator meet and grant permission.

In-District Transfer Policy

In order to participate in an MHSA activity at any of our high schools, at any level, the student must be enrolled at that school on the date of the first scheduled practice and must go through all tryouts and workouts as required by the coach at that school.

The student must be eligible under all MHSA Transfer rules.

Code of Conduct and Consequences for Its Violation

Definitions

Activities: All school-sponsored sports, clubs, and other co-curricular and extra-curricular activities and organizations, including travel to and from activities and including related activities taking place during summer vacation.

Participant: A student who belongs to, holds membership in, or is enrolled in an activity.

Parent: A parent, legal guardian, caretaker relative, or other person with legal authority to make educational decisions for a participant.

Chemical Use: Using, being under the influence, having in his/her possession, buying, selling, giving away, distributing, or attempting to buy or distribute alcohol, tobacco, e-cigarettes, illegal drugs, faux drugs, any other controlled substances, or drug paraphernalia. Distribution includes any attempt (successful or not) to sell, deal, disburse, dispense, divide, allocate, assign, provide, or give away alcohol, tobacco, illegal drugs, faux drugs, any other controlled substance, or drug paraphernalia. It is not a violation for a student to be in possession or using a medication which has been specifically prescribed for the student's own use by his/her doctor and using it in the prescribed manner. However, it is a violation to misuse the prescribed medication or sell or distribute it in any manner to another person.

Associated Misconduct: No participant shall be present at any time in a setting where any other person is engaged in chemical use as defined above. It is not misconduct to be in the presence of a person of legal age using tobacco. It is not misconduct to be in the presence of adults who are lawfully using alcohol at a family or social event that is unrelated to school or any school activity, such as weddings, holidays, and the like.

Vandalism: The act of willfully defacing or destroying the property, equipment, building, or facility of another person or entity.

Title IX Violation or Other Discrimination: Discrimination on the basis of protected-class status, gender discrimination, sexual harassment (unwelcome sexual advances, requests

for sexual favors, verbal or physical conduct of a sexual nature or based on gender or other protected class), sexual intimidation (unreasonable behavior – verbal or non-verbal – which has the effect of subjecting someone to humiliation, embarrassment, or discomfort because of his or her protected class status), public display of affection (any physical contact between two or more individuals of a sexual nature taking place in public in front of others) on school property, at school events, or during any school activity.

Disruptive, Destructive, or Disrespectful Conduct: Any conduct that violates other school rules or policies, including but not limited to fighting, hazing, bullying, harassment, intimidation, discrimination, stealing, destruction of property, violation of gun-free schools policy, and gang activity.

Unsportsmanlike Conduct: Questioning officials' calls;; making inappropriate gestures; using derogatory, demeaning, or other inappropriate language; swearing; using disrespectful sign or cheers; heckling referees, players, coaches, half-time performers, or opposing fans; any other conduct that violates the sportsmanship rules and practices developed by the Board, administration, or Montana High School Association.

Calendar Days and School Days: Calendar days are all consecutive days between the first and last day of the scheduled school year., beginning on the first day that activities begin in August until the last day of the academic year or last day of an activity (whichever is later). Calendar days do not include summer vacation; therefore, discipline may extend from one school year into the next school year. School days are instructional days and any portion of an instructional day. Thus, for example, if students are released at noon on a particular day, that portion of the day is considered one school day for purposes of calculating days of suspension.

Academic Standards for Participation in High School Sports and Forensics

- Student-participants must be passing all of their classes (60% or better) in order to compete.
- Eligibility grade checks will take place at the end of each six-week grading period. The exact date of that six-week grade check will be determined based on the school year calendar and in agreement between all BPS high school activity coordinators.
- Grade checks will always take place and be in effect beginning on the first Wednesday following the end of the six-week grading period. Suspension time will be from that first Wednesday to the next Wednesday.
- If a student-participant does not have a passing grade in each class, the student will be suspended for one week of competition and until the student is passing all classes. The student will be required to attend all practice sessions during the suspension.
- An ineligible student will receive daily grade checks until he or she is passing all classes. Once the student is passing all classes and following the one-week suspension from competition, he or she will be reinstated. No further grade checks will occur until the next six-week grading period.
- It is the responsibility of the student to make sure all required assignments are turned in prior to the six-week grade check.
- It is the responsibility of the ineligible student to pursue the necessary steps with his or her teacher(s) in order to improve his or her grades.
- Students who fail one or more classes after the first semester must serve their one-week suspension during the next ensuing competitive week of competition during the second semester. Because semester grades are permanent, the student will receive full reinstatement following that one week of suspension.
- If a week suspension includes an abnormally high number of games and the student works diligently to improve his or her grade(s), the activity coordinator has the right to limit the number of games missed based on the average number of games other students have missed during a one week academic suspension that school year. For example, softball might have a five or six game week. If the student works hard early in the week, missing 2 or 3 games and most students have missed two games in a week, the activities coordinator can end the suspension.

- For the purpose of BPS academic requirements, second semester failures will not be carried over to the first semester of the next school year. However, for the purposes of MHSA eligibility, all second semester failures carry over to the next school year.
- Student-participants are required to meet all MHSA standards of academic eligibility.
- Dropping a class: At times, a student might be failing a class in which he or she should not be enrolled. If, in agreement with the student's counselor, the student decides to drop the class within the given drop period allowed and with the understanding that the a drop does not jeopardize graduation requirements, the student will be allowed to drop the class without being subject to a week suspension. The drop should be a sincere attempt to improve the daily class load of the student and not an attempt to circumvent the academic eligibility rules.

Academic Standards for Participation in Middle School Activities

- Academics are emphasized in the middle school program. It is essential that middle school students understand that activities participation is a privilege rather than a right. Eligibility standards must be maintained if a student wishes to exercise the privilege of participation.
- These guidelines apply to all interscholastic and instructional athletic teams, musical productions, clubs and student council.
- **THE STUDENT MUST MAINTAIN PASSING GRADES IN ALL SUBJECTS.** Once a student has received a deficiency, however, he/she may continue to participate as long as there is a grade average improvement. A roster for each of the school activities shall be posted in the conference rooms that all faculty members are aware of team membership.
- Eligibility grade checks shall take place as per policy written by the individual school principal.
- Students may or may not be allowed to practice based on communication between the school administrator, teacher and parent.
- The coach or sponsor will be notified of any ineligible students.

Specific Activity Rules

All coaches and sponsors are expected to have a current handbook describing the rules and expectations for that activity. Examples of such rules might include dress, curfew, bench conduct, and practice rules. All student-participants participating in that specific activity are subject to those rules.

Dismissal from a Team

Any head coach or sponsor can recommend that a student-participant be dismissed from his or her team. The coach/sponsor should notify the school principal and the school activities coordinator requesting a meeting with the student-participant, his or her parents and the administrators. Dismissal or a plan of improvement will be the result of that meeting.

Disciplinary Consequences

If a violation of this code occurs, or is alleged to have occurred, consequences will be imposed by the administration. The consequences will include but not be limited to: notification of parents, an investigation, assignment of consequences if in fact a violation did occurred, education, and a restorative process. Failure of the student-participant to complete any part of the process will result in permanent suspension from any future involvement in athletics or activities. Failure by a parent or guardian to participate in the process in a productive and dignified manner and to comply with the final result will result in the student-participant being able to practice but not to compete, provided the student complete the process.

In addition to any consequences set forth in school rules, policies, and procedures for violations of school rules, the following penalties will be imposed against participants in activities who engage in misconduct:

Chemical Use (except distribution), Associated misconduct, Vandalism, Title IX Violations, Disruptive/Destructive/Disrespectful Conduct:

a. First Offense:

- i. Notify parent within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency if.
- iii. No participation in competition in any school activities for 25% of the regular season competitions scheduled for the activity in which that student is participating. The participant will be required to attend and participate in practices and meetings at the discretion of the coach/sponsor.
- iv. For cheer and dance, which span both the fall and winter seasons, the first suspension will be for 2 weeks of activities from the first date of suspension. No participation in any scheduled events during this two week period. The participant will be required to attend and participate in practices and meetings at the discretion of the coach.
- v. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to participation.
- vi. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).

b. Second Offense:

- i. Notify parent/guardian with two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 50% of the regular season competitions scheduled for the activity in which the student is participating.
- iv. For cheer and dance, which span both the fall and winter seasons, the second offense will be a suspension for 4 weeks of activities from the first date of suspension. No participation in any scheduled events during this four week period. The participant will be required to attend and participate in practices and meetings at the discretion of the coach.
- v. For violations associated to chemical use or distribution, students must complete a district approved Drug Awareness Program.
- vi. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to activity participation.
- vii. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).
- viii. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

c. Third Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 1 calendar year(including cheer and dance), including weekends during that period, in any school activities. This includes cheer and dance participants.
- iv. For violations associated to chemical use or distribution, students must get a professional evaluation and treatment plan prior to returning to activity participation.
- v. For acts of vandalism, theft, destruction of property, restitution must be made prior to returning to activity participation.
- vi. Other discipline in accordance with school non-discrimination/anti-harassment policies and other policies. (See Policies 3300, 3350, 3350-P1 and 3350-P2).
- vii. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

Chemical Use (Distribution)

a. First Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation 90 calendar days, including weekends during that period, in any school activities.
- iv. Students must complete a district approved Drug Awareness Program.
- v. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

b. Second Offense:

- i. Notify parent/guardian within two (2) school days of completing investigation.
- ii. Notify appropriate law enforcement agency.
- iii. No participation for 1 calendar year, including weekends during that period, in any school activities.
- iv. All team awards or captainships earned up to that point may be withdrawn at the discretion of the coach or sponsor.

Unsportsmanlike Conduct

All unsportsmanlike conduct will be subject to consequences as determined by the individual activity coach as well as by the MHSA rules.

Out of Character Behavior

Athletic programs of excellence are defined by highly successful teams and individuals who achieve success through hard work and great character. Character is the pattern of beliefs, attitudes and resulting actions that demonstrate respect and concern for others while embracing one's social responsibility as part of his or her community. Out of character behavior is best defined by the expectations for student conduct as described in the Billings Public Schools student handbooks.

Student Suspensions from School

Students suspended from school are not permitted to be on school grounds during the time of their suspension and therefore may not practice or participate in athletic contests during the time of their suspension. Should there not be a contest scheduled during the time of the student-athlete's suspension from school, the student-athletes, as a result of his or her out of character behavior, will be ineligible to participate in his or her sport's or activity's next regular or post-season event.

Hazing/Bullying/Cyber-Bullying

Hazing is defined as any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, membership, or affiliation with any athletic team or activity group. Any hazing activity, whether by an individual or by a group, shall be presumed to be a forced activity even if a student willingly participates. The Billings Public School District does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored activity. No student, coach, volunteer, or district employee shall plan, direct, encourage, assist, or

engage in any hazing activity. Furthermore, all student-athletes and activity participants will be governed by the Billings Public Schools Hazing, Bullying and Cyber-bullying Policy 3250. All student-athletes and activity participants who violate this policy will be subject to the consequences as listed in the policy.

Cyber Image Guideline

Any identifiable image, photo, or video that implies a student-athlete has been in the possession or presence of alcohol or drugs, or that portrays actual use or out-of-character behavior or crime, shall be considered confirmation of a violation of the Code of Conduct. Since there is no way to establish a time frame when or location where an image was taken, it shall be a responsibility that the student-participant must assume. It should be understood that persons might attempt to implicate a student-participant by taking or manipulating such images in order to place the student-participant in a situation where he or she might be in violation of the Code of Conduct. This is another rationale for demanding that student-participants not place themselves in the presence of illegal alcohol or drug use. Students in violation of this cyber image guideline will be subject to the same consequences as described in our Chemical Use Policy.

Knowingly Present

Student-participants who attend a house party or other functions in which under age drinking, drug use or other illegal activities are taking place and remain in attendance upon finding out about these illegal activities, are in violation of this Code of Conduct and will be subject to disciplinary action as defined above for chemical use. Any student-participant who unknowingly enters a function in which illegal activity is taking place or is at a location in which illegal activity later begins to take place and subsequently recognizes the illegal activity, must **immediately** leave the area and call their coach and their parents to report the situation. **NOTE: Immediately means exactly that!! The student must leave immediately upon recognition of the illegal activity. Not five minutes or ten minutes after, but immediately.** Student-participants who make the difficult choice to leave immediately and to immediately notify their coach and parents will not be subject to disciplinary action.

Student Arrest or Citation by Law Enforcement

As it has been determined that student participation is a privilege and not a right, it is to be understood that there will be no obligation on the part of the Billings Public School District to allow the participation of any student-participant who has been cited or arrested by law enforcement. Furthermore, there will be no obligation for the Billings Public Schools to wait for the judicial process to run its course. Therefore, upon first knowledge of an arrest or a citation that is considered an out of character offense, and even while charges are pending and adjudicated, the student-participant will be suspended and participation denied. Misdemeanor offenses will be suspended in equivalence to the first or second violation of the disciplinary consequences as listed above. Felony offenses will be viewed as acts that require immediate and permanent suspension from participation.

Due Process

The following supplements and is in addition to the due process provided by BPS Policies 3350 and 3350-P1 and P2.

1. All information, documentation, and evidence of a violation will be compiled by the coach, sponsor, or school representative that first is informed of a possible rule violation, who will provide such information to the assistant principal as soon as possible.
2. The assistant principal will begin an investigation no later than the next scheduled school day.
3. Student-participants will be informed of their right to have a parent or other adult present while being questioned, the right to be given another copy of this Code of Conduct, and the right to submit evidence at all stages of this process. Participants shall be informed of the alleged violation and any evidence of or witnesses to the violation. The student shall have the right to explain or refute such information.
4. Student-participants and their parents shall not retaliate against informants or individuals (faculty, staff, students, other family members) who are involved in this process. Retaliation will result in imposition of additional consequences.
5. Honesty Clause: Student-participants agree to be honest and sincere when asked to participate in any investigation of a possible conduct violation. If, when confronted by a school official, the student is honest, then any consequences given shall be the minimum for that violation. If the student denies involvement and conclusive evidence is later established, the suspension for that violation shall be doubled.
6. Another school employee will be present during questioning of a student for the purpose of taking notes of the questions and answers and keeping a record of all materials gathered.
7. At the conclusion of this investigation, the assistant principal will make a determination as to whether the student engaged in any of the misconduct defined above and will impose the discipline as set forth in the disciplinary consequences section above.

Appeal Process

If the student or the parent of a student disagrees with the disciplinary action that has been implemented, he or she has the right to appeal that decision to the building principal. The appeal must be made in writing. The only basis of the appeal can be that written procedures or guidelines were not correctly applied. The decision of whether a student violated the particular rule is not the basis of an appeal. The building principal will inform the student and his or her parent(s) of the outcome of the appeal personally or in writing. The student may practice during the time of the appeal but may not participate in contests.

Request for Reinstatement Appeal

Any student(s) who have been suspended from activities for the remainder of their high school career due to a third or a higher-level violation, can appeal for reinstatement following completion of suspension for one calendar year. The appeal must be in submitted in writing to the school principal and an appeal hearing will take place. The building principal, school activity coordinator, and the district athletic director will decide the appeal based on the following conditions:

- a. Clean behavior record for one complete calendar year.
- b. Clean drug tests (purchased by the parents) – if the violation(s) was drug or alcohol related.
- c. Class work that meets all District and MHSA standards.

- d. Student meets all other MHSA standards for participation
- e. Code of Conduct re-signed with the understanding that even one violation shall result in a return to suspension.

Educative Process

It is important that our students who have violated this code go through an educational process aimed to help them be more informed and to make better decisions. Depending on the type of violation, this educational process could be as simple as a meeting between the students, parents, and coaches, teachers, or aimed at discussing consequences and giving more support for the student on a daily basis.

Any student who violates the chemical use portion of this Code, will go through the following educational process:

- a. The student will go through an initial screening process with the school Rimrock counselor or certified addiction counselor. The counselor will then advise the student and the parents as to whether or not a higher level of assessment or care is needed.
- b. The student will attend three, two-hour sessions of Chemical Awareness Class. The student must attend as soon as possible during or following the weeks of suspension.

Restorative Expectations

Students who have served any type of penalty as a result of a violation of this code must recommit to their team through the following steps:

- 1. Meet with the school activities coordinator to review expectations and future penalties if another violation occurs.
- 2. Meet with the coach, sponsor, entire coaching staff and/or entire team/ensemble.
- 3. Re-sign the Code of Conduct in front of attending the meeting in #2 above.

The coach/sponsor will determine the specifics (time and format) of this restorative process based on what he or she feels is best for the team.

Should the student (and his or her parent(s)), not complete any or part of this process, he or she will not be able to compete until all parts of the process have been completed.

Middle School Consequences and Transition to High School

Middle School consequences will be consistent with those described in this code. However, all middle school students who have a code violation in 7th or 8th grade, will be given a clean record with which to begin high school.

Going Out for a Sport to Fulfill Consequences

Any student-athlete who receives a code violation may choose to enter another sport in which they have previously chosen not to go out for in hopes of completing his or her consequences. The philosophy behind this is that we believe it is better for a student to be engaged in an activity rather than have time off. By participating in another activity, that student will:

The following rules will apply to all students who choose to go out for a non-primary sport in order to fulfill the consequence of a code violation:

- Contract – agreed to and signed by the coach, the student, and the student's parent(s).
- Duration – the contract will be in effect for the entire length of the season.
- Behavior Expectations – the student will: abide by this code of conduct and the rules, regulations, and policies of the coach, will attend every practice – even one unexcused absence will nullify the contract, will behave appropriately at all practices as determined by the coach, will give an honest effort at each practice as determined by the coach, will get along with and support other student-athletes.
- Coach Expectations – If the coach has any conduct issues with this student, he or she may meet with the school activity coordinator and the student and nullify the contract. In the event that the contract is nullified, the student is removed from the non-primary sport and must complete his or her original code violation consequences in the primary season in which he or she participates.
- Code of Conduct – the student will complete all restorative expectations and resign the code of conduct.

**BILLINGS PUBLIC SCHOOLS
CODE OF CONDUCT ACKNOWLEDGEMENT FORM**

This form, with signatures required below, verifies that I/we (student-participant and parent(s)/guardian(s), have attended the mandatory season meeting or have met with the school principal or school activities coordinator and have completed all requirements of the preseason meeting. I/we have received and carefully read a copy of the Billings Public Schools Code of Conduct. Our signatures below certify that I/we understand, support, and agree to the contents, meaning, expectations and consequences of this Code of Conduct.

I/we also understand that, prior to participation as a member of an extra-curricular activity, all of the following must be completed and on file with the school's Activities Office:

1. Student Information – all personal and contact information.
2. Current MHSA Physical Examination Card signed by student, parent(s)/guardian(s) and the participating doctor. (Athletes Only)
3. Confirmation of payment of the participation fee.
4. Confirmation of payment of the activity fee.
5. Confirmation of payment of program fees – if any.
6. Signing of the Activities Participation Agreement stating knowledge and understanding of the Participation Warning, Inherent Risks of Participation, Waiver of Liability, knowledge and choice of the Supplemental Insurance options, Equipment Responsibility, Signing of this Code of Conduct, Medical Treatment Consent Card, Parent/Guardian contact information, and Media Release Form.
7. Concussion Protocol and signing of the IMPACT pre-testing form and the MHSA Student-Athlete & Parent/Legal Guardian Concussion Statement Form as required by state law.
8. Information on weather alerts and lightening protocol.
9. Information on heat-related illnesses.
10. Athletic Trainers' coverage and expectations of student-athletes.

Student's Name: _____
(Please Print)

Student's Signature	Date
---------------------	------

Parent/Guardian Signature	Date
---------------------------	------

Parent/Guardian Signature	Date
---------------------------	------