

2018-19
ACTIVITIES HANDBOOK
COACHES & SPONSORS

Gibbon Public Schools Athletic Mission Statement

We will provide opportunity to all students/athletes a chance to have growth and success emotionally and physically in a safe and stable atmosphere. Opportunity will be defined through the philosophical guidelines that will serve as a road map for coaches and sponsors to follow.

High School Varsity Philosophical Guidelines

To nurture and help guide students/athletes academically, emotionally and physically. This can be facilitated by creating and fostering a stable, ethical and learning atmosphere on and off the playing field including but not limited to the classroom, locker room and any teaching moment that may arise. To also help the student reach their highest potential as a student/athlete and to do so while teaching and modeling in a manner that would be legal, moral, ethical and demonstrating unwavering sportsmanship. The coach or sponsor should hold all students/athletes responsible for their actions on and off the field and in the classroom, during transportation, and in the private sector because these student/athletes are representing our school and community. Academics must be placed first and foremost and in accordance with academic and eligibility guidelines that are congruent and part of school board policy and NSAA regulations.

Good solid coaching techniques and strategies are expected at this top level in the high school. Varsity athletics is highly competitive and the coach and or sponsor are expected to use good and solid judgment when teaching, demonstrating or modeling on and off the court. The varsity coach and or sponsor must field the best team available using sound and ethical judgment. Outside factors may come into play to make determinations.

If playing time is not afforded a player, a coach, assistant coach or sponsor should be able through this philosophy show just cause for the actions that were taken. In all cases that are disputed it is a general and accepted policy that the best way to handle any situation within reason is to follow the chain of command starting with the parents and players together working up the chain of command approaching the coaching staff as a unit, then athletic director, high school principal and then superintendent. Remember above all, honest and open communication is the key to solving and preventing conflicts. Please be pro-active and spend the time in the beginning communicating.

Junior High and Junior Varsity Philosophical Guidelines

To nurture and help guide students/athletes academically, emotionally and physically. This can be facilitated by creating and fostering a stable, ethical and learning atmosphere on and off the playing field including but not limited to the classroom, locker room and any teaching moment that may arise. To also help the student reach their highest

potential as a student/athlete and do so while teaching and modeling in a manner that would be legal, moral, ethical and demonstrating unwavering sportsmanship. The coach and or sponsor should hold all students/athletes responsible for their actions on and off the field and in the classroom, during transportation, and in the private Sector because these student/athletes are representing our school and community. Academics must be placed first and foremost and in accordance with academic and eligibility guidelines that are congruent and part of school board policy and NSAA regulations.

Junior high and junior varsity athletes are changing emotionally, physically and are being introduced into new sports and new ideas such as being placed into a competitive atmosphere. Given the physiological, emotional and cognitive changes and introduction of new sports and concepts, winning should not be the only consideration, but actually should be a natural outgrowth and part of a process that may or may not happen. For some student/athletes this may be the first time that they have experienced a highly competitive atmosphere. Winning can be achieved through teaching proper techniques, etiquette, sportsmanship, and having a proper and healthy competitive atmosphere. Remember winning has many definitions through many paradigms. This can be only done by having all students/athletes that have met all of the requirements as academics, practicing and attitude be allowed to play a reasonable amount of time in competition and in practice. Unless a student/athlete is given a chance to experience this level of competition there is no way to gain the experience to grow as a person and athlete. The point is these students/athletes have not reached their potential yet, so to make a determination/pigeon hole while in junior high or junior varsity would make a judgment that would be able to see into the future for these students emotionally, physically and judge future skill levels. This is the optimum time to grow emotionally, physically and to develop skill level. This is not to say every coach or sponsor will have exact equitable playing allotment measured and metered out, but a reasonable attempt to provide a reasonable and pragmatic playing time in competition and practice is required.

Seniors should not be allowed to play junior varsity, this goes against the true intent and spirit of a junior varsity program that of building a team for the future.

Varsity starters or key varsity players that immediately come off the bench should not be allowed to play junior varsity, this goes against the true intent and spirit of a junior varsity program that of building a team for the future.

A great tradition is not built overnight. It takes the hard work of many people over many years. Through the years Gibbon High School teams have won many conference, district, and state runner-up and championship trophies. We as coaches need to make the commitment of continuing this tradition and to build a great ATHLETIC PROGRAM. Each one of you must be cooperative, supportive, and enthusiastic towards one common goal. That goal is to have a competitive Athletic Program at Gibbon High School and promote high involvement participation of students. Remember, you coach student-athletes.

STEROIDS, SUPPLEMENTS & CONTROLLED SUBSTANCES

Gibbon Public School supports the NSAA's & NFHS' position on the use of STEROIDS and SUPPLEMENTS. The positions statements are below:

NSAA and NFHS Policy Statement on Steroids

The Nebraska School Activities Association (NSAA) and the National Federation of State High School Associations (NFHS), strongly oppose the abuse of anabolic steroids and other performance-enhancing substances by high school student-athletes. Such use violates legal, ethical and competitive equity standards, and imposes unreasonable long-term health risks.

The NSAA and the NFHS support prohibitions by educational institutions, amateur and professional organizations and governmental regulators on the use anabolic steroids and other controlled substances, except as specifically prescribed by physicians for therapeutic purposes.

SUPPLEMENTS POSITION STATEMENT

National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)

The NFHS Sports Medicine Advisory Committee (SMAC) strongly opposes the use of dietary supplements for the purpose of obtaining a competitive advantage. Research shows that there continues to be widespread use of dietary supplements by adolescent and high school athletes, despite considerable safety concerns. Dietary supplements are marketed as an easy way to enhance athletic performance, increase energy levels, lose weight, and feel better. Adolescents are more susceptible to peer pressure and these advertising messages, which may increase the incidence of dietary supplement usage and reinforce a culture more concerned about short-term performance rather than overall long-term athletic development and good health.

The Dietary Supplement Health and Education Act (DSHEA) of 1994 removes dietary supplements from pre-market regulation by the Food and Drug Administration (FDA). Under DSHEA, a manufacturing firm is responsible for determining that the dietary supplements it manufactures or distributes are safe and that any representations or claims made about them are substantiated by adequate evidence to show that they are not false or misleading. This essentially classifies dietary supplements as a food and not a drug, and as such, they are not subject to the same strict tests and regulations as prescription and "over-the-counter" medications by the FDA. Only the companies that produce dietary supplements are responsible for ensuring that their products are pure, safe and effective for their intended use. As the FDA has limited resources to analyze the composition of dietary supplements, there is often no guarantee concerning the true amount, concentration or purity of the ingredients as listed on the label. In fact, the FDA

cannot remove a dietary supplement from the marketplace unless the supplement has been shown to be “unsafe.”

The NFHS SMAC strongly opposes the use of supplements by high school athletes for performance enhancement, due to the lack of published, reproducible scientific research documenting the benefits of their use and confirming no potential long-term adverse health effects with their use, particularly in the adolescent age group. Dietary supplements should be used only upon the advice of one’s health care provider for health-related reasons – not for the purpose of gaining a possible competitive advantage. School personnel and coaches should never recommend, endorse or encourage the use of any dietary supplement, drug, or medication for performance enhancement.

We recommend that coaches, athletic directors, and other school personnel develop strategies that address the prevalence and growing concerns of using dietary supplements. Such strategies may include conversations with athletes and their parents about the potential dangers of dietary supplement use. Athletes should be encouraged to pursue their athletic goals through appropriate rest and good nutrition, not unsubstantiated dietary shortcuts.

01. COACHES HANDBOOK:

Before any student is allowed to practice or participate in any NSAA-school-sponsored activity, each sponsor will supply every student on his team a handbook including: philosophy, training regulations, requirements for earning a letter, schedule, length of practices, dress code, school records, conference records and state records in sports that apply, and all other pertinent information for all athletic and non athletic activities. The sports handbook is necessary to protect the school on a legal basis as well as to inform the athletes. The handbook will also protect the student from any indiscriminate enforcement of unspecified rules. It will also ensure the benefits intended for students will be given according to the guidelines. A form shall be attached to the handbook for parents and their son/daughter to sign and return indicating their awareness and commitment to the guidelines of that sport. A copy of the handbook should be given to the Athletic Director at the beginning of each season.

02. DUTIES AND RESPONSIBILITIES OF THE COACHING STAFF:

It is the policy of the Gibbon High School to hire one head coach for each sport, to carry out the total program for that sport. The head coach will be responsible for administering the total athletic program for his/her sport including all varsity, reserve and junior high activities. Head coaches are responsible for keeping accurate game, season, and career statistics for Varsity programs during their tenure. These statistics should be communicated to the Activities Director at the end of the season. Assistant coaches, if approved for hire by Administration when necessary will be directly responsible to the head coach and will carry out their assignments as set forth by the head coach.

03. PROGRAM INFORMATION:

Coaches are requested to have their program information and eligibility information to the Athletic Director at least seven days prior to the first contest. Eligibility information should be alphabetized by class beginning with seniors including birth date information and semester of attendance. Fall information will be needed 10 days before the first contest. Please check out game uniforms early so your program information can be sent to your first opponent for them to print programs if the first contest is away.

04. DRESSING ROOMS AND COACHES ROOMS:

All dressing room doors, coaches office, and the weight room, are to be kept locked when teams are not occupying them. Please carry your keys and be sure the doors are locked at all times. Coaches and activity sponsors are responsible for all building security when school is not in session, after school hours and when teams are using the facility.

05. HIRING OFFICIALS:

All head coaches are requested to annually supply a list of officials for the next contest year prior to the beginning of the season for their sport. The Athletic Director will hire those officials, which are available at a competitive price subject to approval of the opposing school.

06. TIMERS AND SCORE KEEPERS:

Each head coach should assist in contacting score keepers and timers for games and tournaments and report the names of each to the director upon his request. Athletic Director will recruit and assign timers and score keepers on a volunteer basis first before payment is approved by Administration if funds allow for payment of helpers.

07. INVITATIONAL TOURNAMENTS:

The Athletic Director will be assigned tournament director for all home activities and be assisted by the head coach involved.

08. SUPERVISION OF FACILITIES:

Each coach is responsible for his/her athletes and will not leave the building until those athletes are out of the building. Never should athletes be left on the field, court, or mats unsupervised. Coaches are not allowed to leave the building before his/her athletes clear the building. Check outside doors to be sure they are locked. A coach must stay and lock the dressing rooms after the last athlete has left the shower room after practice and ensure the locker room is reasonably picked up and clean.

09. WORK ACTIVITIES:

All coaches are expected to assist in work activities for all other sports. This is necessary for the program to operate effectively. We expect all coaches to be present and help with activities we sponsor. This would include all Conference and NSAA activities we host, Tournaments, Cross Country meets, Golf meets and all Track meets.

10. KEYS:

Keys are not to be loaned to athletes, student managers or parents. If a coach feels a student needs his/her keys, he/she should accompany the student rather than loan his/her keys. Non-teaching staff coaches must check-out keys at the beginning of the season with the Principal. At the conclusion of the season keys must be returned to the Principal.

11. STAFF MEETINGS:

Staff meetings will be called when necessary. All sponsors are expected to attend all meetings when they are called.

12. TRANSPORTATION:

Activity teams and staff members will travel to and from activity events by school bus or school vans. If a student drives for any school activity, written permission must be obtained from the office and from the student's parents. No cars are to be driven by students for school activities when bus transportation is provided. All members of a team will return from a contest by the same transportation provided for taking them to the contest. Exception: an athlete may ride home from a game with his or her parents by personal written request to the coach in charge. With written parent permission received ahead of time, an athlete may ride home with another adult. Such adult must be approved mutually by both the athlete's parents and the coach.

13. SCOUTING:

The District will make transportation available for coaches that wish to scout opponents. The District would prefer the use of the mini-van, but if it is not available, a 15-passenger converted van would be the next option. If neither of these two options is available, a personal vehicle can be used. The District will pay mileage reimbursement at the current District mileage rate for using a personal vehicle. It is the responsibility of the coach to make prior arrangements with the administration for checking on the availability of vans. Failure of making prior arrangements may result in forfeiture of reimbursement when personal vehicles are used.

14. VIDEO:

Video equipment is available for athletic use for all sports. Each coach should make his/her own arrangements for having his/her contest taped.

15. CONTESTS ON SCHOOL DAYS:

When athletes are to be absent from school due to competition, coaches should email the staff a list of athletes attending prior to the contest.

16. GAME DAY PREPARATION:

Each coach is expected to verify with the Athletic Director to be sure all final arrangements have been made for game day. Football and track coaches are expected to assist in the preparation of the competition area. Basketball, volleyball, and wrestling coaches are expected to get the gym set up for each contest. Cross country and golf coaches are expected to set up for their competition contests according to their needs.

17. STORAGE OF EQUIPMENT:

All athletic equipment will be stored in the athletic storage area. Equipment will not be stored at home. In no case should a student be allowed to have the key nor should a student be allowed in the storage area except under direct supervision.

18. TRAVELING SQUAD:

Based on the values that can be derived from athletic participation, it is recommended that whenever possible traveling squads should not be limited and that all members should compete based on bus capacity.

19. CLUB TEAMS

Club teams need to be aware that other school-sponsored sports/activities are being conducted. Club coaches/sponsors and non in-season coaches/sponsors are encouraged to communicate with the in-season coaches/sponsors of school-sponsored activities. Communication should include, when possible, providing the in-season coach with known participants (of Gibbon clubs and non-Gibbon clubs), club practice schedules and club game schedules etc. School sponsored activities take precedent when it comes to facility conflicts. No club sport practices are to take place in the Gibbon facility during the time of day an in-season sport (of the same level) is holding practice.

20. PRACTICE DURING CHRISTMAS VACATION:

The NSAA has set a five day dead period during the month of December which prohibits contests, practice, or open gym of any kind. The five days will be announced by the NSAA and Athletic Directory annually. The five days are set prior to the school year by the NSAA. After the five days, activities and practices can resume during vacation.

21. OPEN GYM:

Open gym may be scheduled when school is not in session, with written approval from the building Principal and Athletic Director, however any supervised open gym will be for the benefit of the students for their recreation or for personal conditioning, but not for a formal practice. School employees must be present, and be there to supervise the use of the facility and students. No student will be required to attend any scheduled open gym regardless of which coach may be present as a sponsor. It is a violation of NSAA rules to mandate attendance at open gym, or to limit participation based on athletic status, or to allow athletes from neighboring schools to come and work out or compete against host school's athletes. Open gym on Sunday must be held between 2:00 & 4:00 p.m.

22. SUNDAY PRACTICE:

There will be NO scheduled Sunday practice except in the case when Conference Tournaments, District or State competition is scheduled on Monday and there was not sufficient time to prepare for the opponent. Before a practice is allowed on Sunday it must be approved by the Athletic Director and the High School Principal.

If a team qualifies for state competition and would like to practice on Sunday approval must be obtained from the building Principal and Athletic Director in writing.

23. CHURCH NIGHTS:

No activities involving students will be scheduled on Wednesday. The only exceptions will be in the case of conference or state competitions and is approved by the building Principal and Athletic Director in writing. Wednesday contests that are completed prior to beginning of church activities may be approved. Throughout the winter, activity practices are scheduled that may conflict with religious activities but cannot be avoided due to sharing of one gym. If a student has a problem with Wednesday night practice times; a meeting will be held between the student, his/her parents, the coach and the athletic director to resolve the conflict.

24. NSAA BULLETINS:

NSAA Bulletins will be available to sponsors. All sponsors should study and enforce all rules and regulations that apply to their activity. Please keep and bind all copies of your bulletins into one booklet for your quick reference.

25. INVENTORY AND BUDGET:

Head coaches are responsible to complete an inventory of equipment after the last athlete has checked in his/her equipment and make an updated inventory and budget for the following year. Coaches should turn their inventory and budget in immediately after the close of their season. Budget requests for each sport must be turned in to the Athletic Director at the same time other district budget requests are submitted. All budget requests must have building Principal and Athletic Director approval. Those approved requests require the Superintendent's written approval for purchase.

26. CUTTING SQUAD:

In accordance with the philosophy that Gibbon High School offers athletics for the benefit of all athletes; it is recommended that no squad be cut, but that more students be invited to participate. Exception: seniors who cannot make a varsity team may be cut from the squad.

Any senior who is kept on the squad must be willing to maintain a positive attitude at practices, games and at school. They also must be willing to accept the possibility they may not suit up for all varsity games, or even the possibility of not suiting up for any game. A senior who does otherwise may be dismissed from the squad.

27. LETTERING REQUIREMENTS

Athletes must complete the season as a member of the team and meet the following sport specific requirements to letter.

BOYS BASKETBALL

Each athlete must complete the season as a member of the team and meet one of the following requirements to letter in Basketball:

1. Play in 20 quarters of varsity games
2. Play in 1 quarter of a district game.
3. Suit up for a state championship game
4. Seniors who complete the season in good standing may letter with less than the minimum requirements.
5. Have perfect practice attendance (NO ABSENCES FOR ANY REASON) for the season.
6. Make a top 10 list for the Gibbon Boys Basketball All Time Records.
7. Accumulate 15 “participation points” by participating in extra-curricular activities sponsored by Gibbon Public Schools.
8. Any player that does not have their equipment returned to the school within 10 school days after the season ends will forfeit their right to a varsity letter for that season.

Participation Point Criteria

- 5 Points Each- Membership on a fall and/or spring sport team (Football, Cross Country, Golf, Track, Soccer)
- 2 Points Each- Year long membership in an extra-curricular activity sponsored by Gibbon Public Schools (Band, Choir, Swing Choir, FBLA, FCCLA, One Act, Musical, Speech, Quiz Bowl, Foreign Language Club, National Honor Society, Cheerleading, or Student Council)
- 1 Point Each- Attendance at the Academic Awards Banquet (Spring), Attendance at the Athletic Awards Banquet (Spring), Attendance at the Fine Arts Awards Banquet (Spring)

GIRLS BASKETBALL

Each athlete must complete the season as a member of the team and meet one of the following requirements to letter.

1. Play in a minimum of 25% of the team's total varsity quarters for the season and dress for 50% of the games played at the varsity level.
2. Suit up for a state championship game.
3. Seniors who complete the season in good standing may letter with less than the minimum requirements. An injured athlete may also letter if injury ends season or causes lack of participation where the coach felt they would have met lettering criteria.

POINTS

SUPPORT PARTICIPATION QUARTERS/POINTS CRITERIA OPTIONS

5 points = 1 varsity quarter

JUNIOR VARSITY GAME QUARTERS:

5 JV quarters = 1 varsity quarter

5 POINTS EACH: Membership on a Fall and/or Spring Sport Team (Volleyball, Cross Country, Golf, Track, Soccer).

2 POINTS EACH: Year-long membership in an extra-curricular activity sponsored by Gibbon Public Schools (Band, Choir, Swing Coir, FBLA, FCCLA, One Act, Musical, Speech Team, Quiz Bowl, Foreign Language Club, National Honor Society, Cheer Leading and/or Dance Team, Student Council).

1 POINT EACH: Attendance at the Academic Awards Banquet (Spring), attendance at the Athletic Awards Banquet (Spring), attendance at the Fine Arts Awards Banquet (Spring).

SUMMER OPTIONS: (FOR EVERY 5 SUMMER EVENTS/ACTIVITIES YOU ATTEND – YOU WILL RECEIVE 1-POINT).

Weight Room, 2. Open Gyms, Local Camp, Chosen Camp, 3. Summer League.

CROSS COUNTRY:

Each athlete must score 30 points in a year to letter. Points will be awarded on the following basis:

1. Mileage: 1 point for every 10 miles ran, June 1 – end of the season.
2. Summer Road Races: 2 points for every road race ran between June 1st and the beginning of the season.
3. Individual meet performance. Individual points will be awarded to individuals placing in the top 10 of any meet. Points will be awarded in reverse order. 10 pts going to a 1st place finisher and 1 point going to a 10th place finisher.
4. Participation: 1 point for participation as a varsity runner. Seniors who complete the season in good standing may letter with less than the minimum requirements.
5. Team Points: The team must score in the top ½ of the field to score. A ten team field the points would be awarded in the following manner. 1st = 5 points, 2nd 4 points, 3rd 3 points, 4th 2 pts, 5th 1pt.
6. Winter & Summer Athletic participation: 5 points each for participating in the following – basketball, wrestling, soccer, track, golf.

FOOTBALL

Each athlete must complete the season as a member of the team and meet one of the following requirements to letter in Football:

1. Play in 12 quarters of varsity games
2. Play in 2 quarters of a state play-off game
3. Suit up for a state championship game
4. Seniors who complete the season in good standing may letter with less than the minimum requirements.
5. Accumulate 30 helmet sticker points in 1 season.
6. Be voted “Most Outstanding Scout Team Player of the Year” by the team at the end of the season.
7. Accumulate 15 “participation points” by participating in extra-curricular activities sponsored by Gibbon Public Schools.
8. Any player that does not have their equipment returned to the school within 10 school days after the season ends will forfeit their right to a varsity letter for that season.

Participation Point Criteria

5 Points Each- Membership on a winter and/or spring sport team (Basketball, Wrestling, Golf, Track, Soccer)

2 Points Each- Year long membership in an extra-curricular activity sponsored by Gibbon Public Schools (Band, Choir, Swing Choir, FBLA, FCCLA, One Act, Musical, Speech, Quiz Bowl, Foreign Language Club, National Honor Society, or Student Council)

1 Point Each- Attendance at the Academic Awards Banquet (Spring), Attendance at the Athletic Awards Banquet (Spring), Attendance at the Fine Arts Awards Banquet (Spring)

GOLF:

Each athlete must meet one of the following requirements to letter in Golf:

1. Qualify for the varsity team in two duals.
2. Qualify for the varsity team for an invitational tournament.
3. Qualify for the conference or state tournament.
4. Seniors who complete the season in good standing may letter with less than the minimum requirements.

BOYS & GIRLS TRACK:

Each athlete must meet one of the following requirements to letter in Track:

1. Score one team point during the season in meets with more than three teams.
2. Any scoring in the Conference, District, or State Meet.
3. Break a Gibbon School Record.
4. Seniors who complete the season in good standing may letter with less than the minimum requirements.

VOLLEYBALL:

Each Athlete must meet one of the following requirements to letter in Girls Volleyball.

1. Participate in 50% of the varsity matches.
2. Seniors who complete the season in good standing may letter with less than the minimum requirements.
3. Letter will be considered, and possibly awarded, by the coach based on individual effort and circumstances.

WRESTLING:

Each athlete must finish the season in good standing and meet one of the following requirements to letter in Wrestling:

1. Score 10 team points in a varsity competition. A dual win counts one point, tournaments points are counted as they are scored in the tournament.
2. Score 20 team points in any combination of varsity and reserve competition.
3. Earn a medal in the conference or district tournament.
4. Participate in at least 23 varsity or reserve matches.
5. Seniors who complete the season in good standing may letter with less than the minimum requirements.
6. Participate in at least 7 varsity contests.
7. Letter will be considered, and possibly awarded, by the coach based on individual effort and circumstances.

CHEERLEADING

To letter, the cheerleader must complete the following:

1. Cheer at 90% of the scheduled events.
2. Attend camp and state competition.
3. Complete the season as a team member in good standing.
4. Have no outstanding debts owed to the cheer account.

28. ACTIVITY CONFLICTS

The school district recognizes that there may be conflicts between players and coaches. This may be the result of playing time or other issues related to students' participation in an extra-curricular offering. It is the intent of the following guideline to initially address the issue at the most basic level, but also provide an avenue for further expression of the concern should this be the desire of the students and/or his or her parent of legal guardian.

The student should meet individually with the coach or sponsor.

The student and parent/legal guardian should meet with the coach or sponsor.

The student, parent/legal guardian and coach or sponsor should meet with the activities director.

The student, parent/legal guardian, coach or sponsor and the activities director should meet with the building principal

The student, parent/legal guardian, coach or sponsor, activities director and building principal should meet with the superintendent

The parent/legal guardian should contact the superintendent with a request to be place on the Board of Education's agenda

29. SENIOR ATHLETE AWARD

Seniors who have earned 8, 9, 10, 11, or 12 letters during their 9th-12th grade high school career will receive a special award on Athletic Honors Night.

30. PARENT CONSENT AND INSURANCE FORMS:

It will be the duty of each coach to have a file of parental consent forms, signed by each parent, which are present in the coaches and AD's offices prior to competition beginning. Coaches' copies of these will be carried on trips with the team. The purpose of this form is to give another person permission to authorize medical treatment in a parent's absence.

31. PUBLICITY:

It is the duty of each coach to handle the publicity for his/her team for both pre-game and post-game. Each coach will forward to the local editor a write-up concerning his/her team prior to the first competition and also a write-up following all competition throughout the season. It is also the duty of each coach to report home game scores to the media after each home contest so they can be reported on TV and radio as soon as possible following the contest.

32. REVIEW OF COACH'S DUTIES BEFORE BEGINNING OF PRACTICE:

1. Send home a Gibbon High School Athletic Forms Booklet to be completed and returned before a student is allowed to practice or participate in an activity.
2. Check the booklet when it is returned for the following: (1) The name, date of birth and grade are filled in correctly on the cover. (2) The insurance form is filled in and signed by both the student and the parent. (3) The parental consent form is completed and signed by both the student and the parent. (4) The parental consent form for medical treatment is completed, signed and notarized. (5) The physical examination permit card is filled out and signed by the doctor and the parent.
3. Bring the athletic forms booklet to the AD's office before students begin practice or check to see the booklet is on file before any students begin practice. You may make copies of any of the information you need.
4. Keep a record of equipment and hold the user responsible for replacement.
5. Prepare an alphabetical list of personnel by grade. List each student's birth date, locker number, height, weight, and phone number. Turn in a copy of this list to the Athletic Director so eligibility lists can be made.
6. Prepare game program information by number and turn it in to the Athletic Director early enough that it can be mailed to opponents prior to the first contest and have time to get it printed. Fall program information is needed Monday morning prior to the first conference meeting.

7. Send athletes to the ATHLETIC DIRECTOR to check out a locker. The Athletic Director will keep a record of the lockers and combination for yours and the student's convenience.
8. Supply pre-season publicity to the media.
9. Prepare a book containing guidelines for your sport. It must not conflict with the policies set forth in this handbook or the NSAA, but may be more stringent if a coach chooses. It must be approved through the Athletic Director and administration. A copy of the handbook should be given to the Athletic Director at the beginning of each season.
10. Check with the Athletic Director to see if all special duty help is lined up. Assist if requested.

33. EVALUATION

Coaches will be evaluated at the end of each season by the Athletic Director and Principal. Completed evaluation forms are submitted and filed with the Superintendent of Schools. Evaluations will be based on the criteria established by the job description in each respective sport and this handbook.

34. SUMMER ACTIVITIES

To avoid scheduling conflicts, a schedule of open gym hours, camps, leagues and weight room hours needs to be reported to the Athletic Director. Coaches need to work together on getting more athletes involved with the summer weight program. This program benefits the whole athletic program. It is a recommendation from the athletic department that before an athlete participates in open gym they must attend the weight lifting session first.

35. GOVERNING BODY:

Gibbon High School is a member of the Nebraska School Activities Association and is thereby bound by all rules and regulations of this association in conjunction with the rules and policies of the Gibbon Public Schools. All employees of the Gibbon High School, who are involved with any activity under the jurisdiction of the NSAA, will make themselves aware of all of these rules and will follow them.

36. WEIGHT ROOM USE:

The weight room is reserved each day of practice from 3:30 p.m. to 5:00 p.m. for those athletes who are involved in an activity which is in its regular season. Coaches are responsible for supervision.

Weight programs for any individual or group must be scheduled at some time other than this 3:30 to 5:00 regular practice time or so as to not interfere with the activity in season.

When there are no regular practices of in-season sports, the weight room may be used by students on a first come first serve basis with approval of Athletic Director, Building Principal, and a staff member present. Students and school groups have first priority over any others who may wish to use the weight room. Under any and all circumstances the weight room will not be used without proper supervision.

37. ORDERING EQUIPMENT:

Equipment will be ordered by the Athletic Director with prior approval of the Building Principal and budget approved by the Superintendent of School. Any coach who orders equipment should have the equipment billed to his or her respective coach's account.

38. ATHLETIC EQUIPMENT DEPOSIT

A head coach may require an athlete or youth sports team to make a deposit of up to \$50 for the use of athletic equipment. The deposit will be left at the high school office. The deposit will be used in the case that the equipment is lost or damaged beyond normal use.

39. SCHOOL COLORS

The school colors for Gibbon High School will be Royal Blue and White. All uniforms, warm-ups, and other apparel purchased by the school must be dominated by Royal Blue and White. If a third color in the uniforms, warm-ups, or apparel is wanted it shall be gray, black, red, and/or silver. The school logo of the Buffalo with the red or gray streak will remain the same. Teams or individuals that purchase clothing items to be worn during a designated TEAM warm-up period or during competition must follow the above guidelines.

40. PEP BAND

If at all possible a pep band will be taken to the following out of town events if Gibbon teams are participating:

Conference Volleyball Final

Conference Basketball Final

District Finals in Volleyball and Basketball

State Tournament in Football, Volleyball and Basketball. *State tournament for football would be considered as the final sixteen.

41. INCLEMENT WEATHER

In the case school is closed or dismissed early due to inclement winter weather, all practices will be CANCELLED. A decision on holding contests or traveling to contests scheduled for that day will be made by the Superintendent and/or High School Principal upon recommendation from the Athletic Director.

**GIBBON HIGH SCHOOL ATHLETIC HANDBOOK
TRAVEL**

01. TRANSPORTATION:

Activity teams and staff members will travel to and from activity events by school bus or school vans. If a student drives for any school activity, permission must be obtained from the office and from the student's parents. No cars are to be driven by students for school activities when bus transportation is provided. All members of a team will return from a contest by the same transportation provided for taking them to the contest. Exception: an athlete may ride home from a game with his or her parents by personal request to the coach in charge. With written parent permission received ahead of time, an athlete may ride home with another adult. Such adult must be approved mutually by both the athlete's parents and the coach.

TRAVEL EXPENSE SCHEDULE (If funding is sufficient)

These expenses will be provided only to those Sponsors and number of Athletes listed on the NSAA certified district/state roster or athletes qualifying for state in individual events. This schedule applies only to those groups attending an NSAA activity involving our school. These reimbursements only apply to events that require overnight stays.

Expenses for District Competition

	Athletes	Coaches
Meals	Breakfast \$4.00	\$4.00
	Lunch \$6.00	\$6.00
	Dinner \$8.00	\$8.00
	\$18.00/day	\$18.00/day

Expenses for State Competition

	Athletes	Coaches
Meals	Breakfast \$5.00	\$5.00
	Lunch \$8.00	\$8.00
	Dinner \$10.00	\$10.00
	\$23.00/day	\$23.00/day

Rooms Double room-Other if less expensive

Entries and /or Admission will be provided for all qualifying students, managers and coaches according to the reimbursement policy of the NSAA.

The following additional personnel will also be included in the expense schedule: (1) Contracted sponsors who were involved with the group that qualified but were not covered by the NSAA expense schedule (2) Students which are allowed by NSAA to participate in the activity in case of illness or injury but are not covered by NSAA expenses. (3) If necessary, one room will be reserved for the student managers. The school will pay the expenses of two student managers. Coaches should not make promises to student managers in terms of state tournament trips.

The district commends the participation by students in co-curricular, extra-curricular and community based activities that do not have NSAA sponsorship. The district will monetarily support students and/or their sponsors when individuals or the teams are selected to participate in honorary activities using the following guidelines. It must be recognized that the district's fiscal condition must be considered when making these decisions and that the superintendent reserves the right of final approval.

The team or individual is participating as a representative of the Gibbon Public School. The team or individual's participation was the result of a selection process and the honorary participation event is the highest level of participation available for the activity. The team or individual's participation is a result of an academic and/or curriculum related activity.

The following are some examples of past practice:

The district pays for registration fees, tickets, travel, room and food for All State selections to Band or Choral for both the student and the sponsor. This also includes the Elementary All State selections that began in 2011, did not exist in 2012, and resumed in 2013.

The district pays for travel, room and food for Honor Band and Choir selections for only the sponsor. The district will pay the student's participation fee. The student will travel with the sponsor in a school owned vehicle.

The district will not pay for any students' or sponsors' expenses for All Star selections i.e. Shrine games, Select Teams and Bowl game performances. This includes East/West Shrine game in the summer for either players or band participants.

Elementary "Sing Around Nebraska Honor Choir" (Held in the Fall – alternates with "Singing Youth of Nebraska Honor Choir") – District pays sponsors and participants travel, food, and lodging. The district will pay the student's participation fee.

Middle School “Singing Youth of Nebraska Honor Choir” (Held in the Fall – alternates with “Sing Around Nebraska Honor Choir”) – District pays sponsors and participants travel, food, and lodging. The district will pay the student’s participation fee.

Elementary “Sing Around Nebraska Choir” – not an Honor Choir. Held in the Spring and is held in school years when the “Sing Around Nebraska Honor Choir” is not held. District pays sponsors food, travel, and lodging.

Middle School “Singing Youth of Nebraska” – not an Honor Choir. Held in the Spring and is held in the school years when the “Singing Youth of Nebraska Honor Choir” is not held. District pays for the sponsor’s food, travel, and lodging.

HAL financially supports the participation fees for academic competitions.

Women’s Writing Workshop is considered a clinic and students are responsible for costs incurred. Sponsor participation expenses are district responsibility. Students may ride in school vehicle driven by sponsor or district transportation personnel. Entries and /or Admission will be provided for all qualifying participants and sponsors.