

**HURON SCHOOL DISTRICT**

**HURON TIGERS ACTIVITIES  
HANDBOOK**



# ***CIVIL RIGHTS STATEMENT***

The Huron School District does not discriminate in its employment policies and practices, or in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex, marital status, or disability, and does not violate any provisions of applicable federal programs, statutes or regulations.

Inquiries concerning the application of Title IX may be referred to **Kari Hinker**, Coordinator, 150 5<sup>th</sup> St. SW, Huron, South Dakota 57350 (605-353-8660) or to the Regional Director, Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Phone: (816)-2680556  
Email: [OCR-KansasCity@ed.gov](mailto:OCR-KansasCity@ed.gov)

## **INTRODUCTION**

Programs are the foundation upon which to build, but advisors (i.e. coaches, directors) are the critical variable that determines whether desirable student outcomes will be achieved through student activities. The students in the Huron School District are extremely fortunate to be the beneficiaries of a varied program of student activities under the leadership of experienced, skilled, and dedicated advisors. At first glance, some sections of this handbook will appear to be directed only at athletic programs. Upon closer inspection, however, there should be implications for all activities. Hopefully, this handbook will be a useful tool for advisors as they conduct their activities.

## **STATEMENT OF PHILOSOPHY**

In developing a successful activities department, it is paramount that consistency and cohesiveness be evident in every aspect of activities. There are many contributions that can be made by activities. It will be the responsibility of the activities department in the Huron school system to motivate and build a total individual through participation in activities.

Among the most valuable contributions of activities are the development of good sportsmanship, learning to win with dignity, as well as the education one can gain from a loss, and the development of pride in the school and community.

Every effort will be made for inter-staff and intra-staff cooperation, coordination, and communication to promote competition, skill development, and participation.

**The varsity head coach/director is the coordinator for his/her particular activity through the middle school and high school. If he/she is to have this responsibility, he/she must likewise have the opportunity to provide positive input for total program development.** The head coach/director is responsible for developing job assignments in cooperation with the activities director, program objectives, and any other information that is relative to his/her particular program. Program development will be reviewed at the conclusion of a season by the head coach/director and activities director.

The varsity head coach/director will in turn be consulted regarding who will make up the staff at the high school and middle school each year. It is recognized that current methods of hiring new personnel, determining coaching and directing assignments, and other decisions make for a coordinated, productive, and progressive activities program.

### **Summary:**

The following goals should be utilized to fulfill a solid and successful activities program in the Huron school system:

1. Maintain the unification and communication of the entire activity staff for a stronger activity program.
2. Utilize budgets to achieve the best possible program with the available funds.
3. Develop a positive attitude and confidence in ability with all participants.
4. Strengthen the coaches and directors input to achieve a positive climate with the total student body.
5. Recognize the parent support groups for all activity programs as a liaison between the school and community.

## ACTIVITY POSITIONS

### FOOTBALL

Varsity – Head  
Varsity – Assistant  
Sophomore  
9<sup>th</sup> Grade  
8<sup>th</sup> & 7<sup>th</sup> Grade

### BASKETBALL

Varsity – Head  
Varsity – Assistant  
Sophomore  
9<sup>th</sup> Grade  
8<sup>th</sup> & 7<sup>th</sup> Grade

### WRESTLING

Varsity – Head  
Varsity – Assistant  
Middle School – Head  
Middle School – Assistant  
Combination MS/HS Ass't.

### TRACK

Varsity – Head (Boys & Girls)  
Varsity – Assistant  
8<sup>th</sup> & 7<sup>th</sup> Grade

### CROSS COUNTRY

Varsity – Head (Boys & Girls)  
Varsity – Assistant

### TENNIS

Varsity – Head  
Varsity – Assistant

### GOLF

Varsity – Head  
Varsity – Assistant

### GYMNASTICS

Varsity – Head  
Varsity – Assistant

### STRENGTH AND CONDITIONING

Winter – Head  
Spring - Head

### VOLLEYBALL

Varsity – Head  
Varsity – Assistant  
Sophomore  
9<sup>th</sup> Grade  
8<sup>th</sup> & 7<sup>th</sup> Grade

### COMPETITIVE CHEER & COMPETITIVE DANCE

Varsity – Head  
Varsity – Assistant

### SOCCER

Varsity Boys – Head  
Varsity Boys – Assistant (JV)  
Varsity Girls – Head  
Varsity Girls – Assistant (JV)

### SPECIAL OLYMPICS COACH

<u>FINE ARTS</u>
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### HIGH SCHOOL

Vocal Music Director  
Band Director  
Marching Assistants  
Orchestra Director  
Debate Coach  
Debate Assistant  
Oral Interp  
Oral Interp Assistant  
Fall Drama  
Spring Drama  
One-Act Play  
Drama Assistants  
Yearbook  
Newspaper  
Student Council

### MIDDLE SCHOOL

Band Director	Vocal Director
Orchestra Director	Oral Interp
Newspaper	Memory Book
Play	Tiger Follies

### ELEMENTARY

Band and Orchestra Director

# COACHES EDUCATION REQUIREMENTS

## **1. Fundamentals of Coaching (All coaches – head and assistant)**

- This requirement is “one time only” during your career.
- Fundamentals of Coaching must be the non-sport specific class.
- The NFHS has this course available on line @ [www.NFHSLearn.com](http://www.NFHSLearn.com)

## **2. First Aid or Prevention and Care of Athletic Injuries (All coaches)**

- Each coach will need to renew the First Aid course every two years.
- The NFHS has this course available on line @ [www.NFHSLearn.com](http://www.NFHSLearn.com)

## **3. Concussion Course (All coaches)**

- This course is a mandatory requirement to be renewed each year as per SDCL.
- This course is to be taken **after July 1 for the upcoming school year**. Please do not view this course before July 1. Coaches are asked to print off the certificate and send a copy to the Activities Directors office to keep on file.
- The NFHS has this course on line @ [www.NFHSLearn.com](http://www.NFHSLearn.com) and is FREE.

## **ORGANIZATION**

There are many other items to be considered in the operation of an efficient activity program. These include such items as rules of conduct, eligibility, lettering requirements, dress codes, training rules, and many other which are too numerous to mention.

It is imperative that each coach/director formulate in writing the various regulations and requirements to be followed in the particular activity which he/she coaches or directs. Many unpleasant situations can be avoided when there is a good understanding between the coach/director and participants. The following rules of conduct, eligibility, lettering requirements, dress codes, and training rules must be adhered to and supported by the coaches of the Huron school system.

1. Rules of conduct will comply with those written by the State of South Dakota (State Law, SDHSAA, and the Huron school system).
2. Eligibility will be governed by the SDHSAA rules and regulations and Huron policy.
3. Dress codes may be established by individual coaches/directors to maintain their particular activity as they are representing the Huron School District.
4. Training rules & lettering criteria: Each coach/director will inform and distribute a written statement for his/her activity to each team member prior to the start of the season
5. Team travel: It is expected that all participants who leave on a school activity trip return with his/her team. Exceptions may be arranged with the consent of:
  - a. Coach/Director
  - b. Administration
  - c. Parents

## **GUIDELINES FOR HEAD COACH/DIRECTOR RESPONSIBILITIES**

1. Individual coach/director or participant conflicts will be handled by the head coach/director and school administration.
2. Maintain the purchase orders through the activities director.
3. The activities director will provide a transportation schedule to each coach/director. Each coach/director is responsible to check it and let the activities director know if changes need to be made.
4. Fine Arts directors will submit pink travel requests to the activities director for each trip to be taken.
5. Complete an inventory of all equipment and turn it in to the activities director no later than one week after the season.
6. When applicable, submit lodging and food requests to the activities director for needed reservations and arrangements. The head coach/director is to remain within the assigned guidelines for meals and lodging.
7. Work with the activities director when desiring an altered schedule—all scheduling will be done through the activities director.
8. Check student eligibility for your activity.
9. Provide the activities director with recommendations concerning the total program.
10. Utilize consistency in lettering procedure throughout the high school and activities department.
11. Provide the activity director with the proper forms that need to be completed by the participants: **Medical Consent; Insurance; Tiger Beliefs; Training Rules; Physical; Concussion Fact Sheet for Athletes/Parents; Initial or Interim Pre-Participation Form; Parent/Student Consent.**
12. All coaches/directors will follow the out-of season guidelines for their respective activity. These rules can be found at [www.sdhsaa.com](http://www.sdhsaa.com)

## FUNDAMENTALS OF SPORTSMANSHIP

Reprinted from the SDHSAA Newsletter

One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are strong lessons to be learned in athletics, speech and music. One of those lessons is to set and maintain high standards of sportsmanship, ethics and integrity in our schools and our society. It is up to each of us to provide the direction under which good sportsmanship can prosper and have a positive impact on our society.

As we begin the school year, please take a few minutes to emphasize to your students, coaches, and fans what is expected of them at an athletic event as a competitor or spectator. After all, such events are an extension of the school day, and we should expect the same type of respectful behavior exhibited in the athletic arena as we do in the classroom. We urge you to ask your community to demonstrate self-control and self-discipline and at the same time, enjoy the games.

Everyone should keep the following fundamentals in mind while attending a high school event.

- ▶ **Gain an Understanding and Appreciation for the Rules of the Contest.** The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on the officials, coaches, players or administrative decisions.
- ▶ **Exercise Representative Behavior at All Times.** Good sportsmanship requires one to understand personal prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies on everyone exhibiting behavior which is representative of a sound value system.
- ▶ **Recognize and Appreciate Skilled Performance Regardless of Affiliation.** Applause for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship, but also reflects a true awareness of the game by recognizing and acknowledging quality.
- ▶ **Exhibit Respect for the Officials.** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by those involved in the contest are part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on the officials.
- ▶ **Display Openly a Respect for Opponents.** Opponents are guests and should be treated cordially, and with thoughtfulness. They should be treated the same as a guest in your own home.
- ▶ **Display Pride in Your Actions at Every Opportunity.** Never allow your ego to interfere with good judgment. Regardless of whether you are a student, player, coach or official, this value is paramount since it suggests that you care about yourself and how others perceive you.
- ▶ **Always Practice the Golden Rule.** Always treat others the way you would expect them to treat you.

**Remember: Sportsmanship Begins With You!**

## **SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION**

### **YOU ARE NOT ELIGIBLE IF:**

1. You have reached your 20<sup>th</sup> birthday.
2. You have attended more than 4 first semesters and 4 second semesters of school in grades 9 through 12. Once a student enrolls in ninth grade, all eight semesters must be consecutive unless withdrawal from school is necessary due to illness or injury.
3. You did not pass 20 hours of high school work (equivalent of 4 full time subjects) per week for the preceding semester.
4. You are not enrolled in and attending a minimum of 20 hours of high school work per week during the current semester.
5. You have graduated from a regular four-year high school or institution of equivalent rank.
6. You have not enrolled by the 16<sup>th</sup> school day of the current semester
7. You have been absent from school for more than 10 consecutive school days (illness of the student or a death in the immediate family excepted).
8. You have transferred from one high school to another without a corresponding change in residence of your parents (exception pursuant to “open enrollment”).
9. You do not have a copy of your transcript on file in the principal’s office prior to competition.
10. You do not have on file in the principal’s office a signed SDHSAA physical examination and parent’s permit form for interscholastic athletics.
11. You have ever participated in an athletic contest under an assumed name.
12. You have participated in athletics at any institution of higher learning that ranks higher than a standard secondary school.
13. You have violated your amateur standing.
14. During a high school sport season, you compete on an unattached basis as an individual or as a member of a non school team in the same sport.

**CONSULT YOUR COACH OR PRINCIPAL FOR ADDITIONAL INFORMATION**



## ***ABSENCE RULES FOR PARTICIPATION***

### **HIGH SCHOOL PARTICIPATION**

A student may **NOT** participate in an interscholastic activity if he/she has been absent from school the day the activity is to be held unless the student has received permission from the building principal.

#### **EXCEPTIONS:**

- A. If the event or departure time is scheduled **prior** to school dismissal time the student must have checked into the school office and attended **at least one and one half classes (1 ½)** before he/she is eligible to participate and must also be cleared by the High School Principal. Study hall does **NOT** count towards 1 ½ classes attended.
- B. If a student comes to school and checks out for illness and then returns to school he/she will only be allowed to participate with a written note from a doctor.
- C. If the student comes to school and checks out for illness and then does **NOT** return to school that day, he/she will **NOT** be eligible to participate on that day.

### **MIDDLE SCHOOL PARTICIPATION**

- Students in extracurricular activities should be allowed to participate in those activities provide they attend the ICU lunch session. (The exception being students with **3 or more** missing assignments will be required to attend after-school ICU that day.)

## ***SUPERVISION AND PROPER CONDUCT***

All activity programs in South Dakota schools come under the direct supervision of the South Dakota High School Activities Association (SDHSAA). The people of the community, the Huron Board of Education, and school officials expect all programs to be conducted at the highest plane. It is the duty and responsibility of every coach/director and staff to help supervise all activity programs in order that there is no violation of the SDHSAA code of ethics and rules. We would hope that no participant will ever suffer because of the negligence or over-aggressiveness of one of the coaches/director.

The attitude of the crowd at activities is greatly influenced by the conduct of the professional staff. Staff members as well as the participants serve as representatives of the community and the school. The coach/director of any activity should conduct him/herself in such a manner that he/she **serve as an example** for the students and the community.

## ***SUPERVISION ON TRIPS***

This guide has been compiled so that both bus drivers and sponsor will know what their respective duties are:

1. The coach/director who is in charge of all matters pertaining to students, destination, times, and rest stops will contact the activities director to work out an appropriate itinerary for all trips. The coach/director is to inform the activities director when and where he/she would like a group picked up when departing for an activity. The activities director will serve as a liaison between the coach/director and the transportation department.
2. **The coach/director is responsible for discipline on the bus.** Participants must keep the noise level low enough that the school bus driver is not distracted. Most accidents involving school buses are found to have a distracted driver as a good part of the cause. Drivers are instructed if the coach/advisor refuses to carry out his/her responsibility for discipline, they will notify the activities director.
3. The bus driver has the final authority on matters relating to speed, load, safety, and driving conditions. Every effort is made to secure competent people for activity events, but coaches/directors should report any driver they consider unsafe.
4. Smoking/use of tobacco is forbidden by the coaches/directors/bus drivers while participants are present in a school-sponsored activity.
5. Eating and drinking on a moving bus is not desired. However, distances in South Dakota are such that at times it may be necessary to take food on the trip. Snacking on the bus should be done only after weighing possible consequences, as the coach/director must accept responsibility for the cleanliness of the bus at the conclusion of the trip.
6. Be sure participants know when and where the bus will leave for the return trip home.
7. Coaches/directors are responsible for the conduct of the participants' for the entire trip, not just on the bus. **Supervision should be maintained at all times.**
8. Any problems which arise on a trip should be reported to the activities director as soon as possible. Call the activities director's office 353-6970 or cell 350-6034.
9. All participants who travel with their respective teams will be required to return with their team. Exception to this will be if a PARENT tells a coach he/she is taking their son/daughter or the Parental Release Form is filled out by the appropriate parties.

The total coaching/directing staff carries the responsibility of instilling the pride necessary to promote the Huron activity program to all those whom we contact.

## TRAVEL EXPENSES

The following should serve as a guideline in determining activity travel expenditures. Needless to say, the following guidelines do not cover every possible situation and when in doubt, you are advised to contact the activities director. The Huron Public Schools do not provide meals for the participants. The exception to this exists when the school district is in a state meet or state tournament.

### **MEAL ALLOWANCE:**

The schedule below is listed in preferred order:

As policy of the Huron School District, meals will be provided only when the squads or individuals are competing in a state tournament or state meet.

--Participants and coaches eat at student SDHSAA rates. Payments for meals will be determined by SDHSAA policy.

--Issue money to students prior to departure. All students should initial a voucher as proof they received meal money. The voucher should be returned to the Business Office by the coach/director.

### **COACHES/DIRECTOR MEALS:**

Coaches/directors and bus drivers eat with students, they should expect to eat the same food as the students do. Coaches/directors are reimbursed at the end of their season according to meal expense policy set by the District.

### **LODGING:**

If at all possible, lodging arrangements are to be made in advance by the activities director, coach, or director of the fine arts. When making the advance arrangements, please ascertain whether or not the motel or hotel will allow you to have a voucher signed and the school district mail a check at a later date. Most hotels have a direct billing set up with the Huron School District so no voucher. Make sure to double check with the clerk when making reservations.

We would not expect to stay in the best motel in town nor would we expect you to stay in inadequate conditions. Reasonableness should be paramount in determining where you would stay.

# STUDENT ACTIVITY CODE OF CONDUCT

## General Statement of Philosophy

The Huron School District (HSD) encourages students to participate in activities due to the benefits of such participation. The HSD also recognizes the need to establish a code of conduct for activity participants that reinforces behaviors that reflect positively on the individual, school, and community.

- Student participation in student activities is a privilege, rather than a right.
- Students who voluntarily exercise the privilege of participating in student activities shall, consequently, be expected to exemplify high standards of behavior.
- The program of student activities should address the need for good order and a concern for student health and safety.

## General Policy Statements

- The Training Rules are in force, year-round, for all students in grades 6-12, participating in extracurricular activities under the auspices of the Huron School District.
- SDCL 13-32-9: **Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency** for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. **The one-year suspension may be reduced to thirty calendar days** if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. **Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence** for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. **The one year suspension may be reduced to sixty calendar days** if the person completes an accredited intensive prevention or treatment program. **Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education.** Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, **the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.** Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the school district.

**If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period.** To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

**A suspension begins on the day following the notification to a school administrator** by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 **and the school administrator gives notice to the South Dakota High School Activities Association and the students.**

The Huron School District will utilize and comply with all South Dakota Codified Laws in the implementation of this policy.

The calendar days towards a state law suspension will begin (first allowable practice) and end (last SDHSAA state event) with the SDHSAA activity calendar.

Any student-athlete who possesses, used/purchased alcohol and/or tobacco products, or has been found to misuse/abuse drugs, will be suspended immediately for a Huron School District Training Rules Violation.

- The administration reserves the right to determine appropriate consequences for all criminal or civil violations or behavior that is determined detrimental to the representation of the school in any activity.
- Students who remain violation free for 12 consecutive months will receive a “clean slate”.
- Training Rules violations are cumulative from grades six (6) through (12) and will include all “school activities” during the suspension period. State law suspensions include only SDHSAA sanctioned events.
- A student must successfully complete an activity season in order for the suspension to be considered “as served”.

## **HURON HIGH SCHOOL/SDHSAA ACADEMIC REQUIREMENTS TO PARTICIPATE IN AN EXTRA-CURRICULAR ACTIVITY**

### **Huron High School Policy:**

The student-athlete must pass five classes at the end of each quarter (grading period) or the student/athlete must sit out the next quarter.

### **SDHSAA Policy:**

The student-athlete must have earned two units (credits for graduation) in the previous semester; if the two units are not earned, the student is ineligible for the next semester.

## **HURON HIGH SCHOOL WELCOME HOME POLICY**

Huron High School participates and places in a number of SDHSAA State Events. Huron High School will officially host an assembly for groups/teams that win a SDHSAA State Championship.

## PARENT/COACH COMMUNICATION

Parenting and coaching are both extremely difficult vocations. Mutual understanding and respect contributes to the acceptance of the actions of both parties for the greater benefit of the student. As parents, you need to understand the expectations of specific programs. **You can expect your child's coach to communicate:**

1. Philosophy
2. Expectations of your child as a squad member
3. The potential for injury and risk management procedures
4. Student conduct responsibilities and consequences

As your child becomes involved in student activities, he/she will experience some very rewarding moments and have the opportunity to learn many of life's lessons. There may be times when your child and/or you may be disappointed. Please encourage your child to communicate questions and concerns to the coach(s). The coach has knowledge of and experience in the activity, but you know your child. At times a positive dialogue between parents and coaches may be beneficial. **Coaches should expect parents to communicate:**

1. Concerns directly to them
2. Advance notification of conflicting schedules
3. Specific questions, regarding philosophy or expectations
4. About the emotional and physical treatment of their child
5. Questions about the child's performance as well as strategies for improvement
6. Concerns about the child's behavior or attitude

Coaches are professionals who are involved in highly competitive, interscholastic sports. They are expected to make team decisions, based upon what they believe is best for all participants. Certain issues must be left to the discretion of the coach. **Topics that are not appropriate to discuss with the coach include:**

1. The playing time of team members
2. Team strategy
3. Play calling
4. Other student-athletes

Hopefully, your child will feel free to communicate with his/her coach. Interaction between the parent and coach is also encouraged. **If a parent desires a conference with a coach, the following procedure should be used.**

1. Whenever possible, call the coach at school in order to arrange an appointment (each coach has a school voice mail for messages when they are unavailable).
2. Please do not confront a coach either before or after a contest or practice. These times can be emotional for both parents and coaches. Meetings of this nature do not promote the resolution of issues.

On occasion, a parent/coach meeting does not provide satisfactory resolution. If that is the case, the parent is encouraged to schedule an appointment with the Activities Director at 353-6970. If a concern about a coach is expressed, the Activities Administrator will facilitate communication between the parent and coach for the purpose of conflict resolution.



## **ImPACT TEST POLICY**

All Huron High School athletes, grades 9-12, will be required to take a concussion test (ImPACT Test) prior to the start of an athletic season. The test is also required for all athletes in grades 7-8 who participate in football, soccer, gymnastics, and wrestling. This test can only be taken at school and online. The ImPACT test is a “preseason physical of the brain”. The ImPACT test tracks information such as memory, reaction time, speed, and concentration.

The ImPACT test will establish a baseline so designated appropriate health care professionals can determine when an athlete will return to play after suffering a concussion. The test will take 20-30 minutes and the baseline score is good for two years. The maximum time to complete this test is 45 minutes. If the athlete does not finish in 45 minutes, the test will stop and the athlete will start over. It is imperative that the athletes are in an environment where there are no distractions.

When completed, the baseline score for the athlete will be stored in a data base. Each athlete who suffers a concussion will be required to take a post-test. This test is similar to the original test in which a baseline was created. If the athlete does not score well enough with the post-test, they will not be allowed to return to practice until they do. The athlete will not be allowed to take a 2<sup>nd</sup> post-test for at least 48 hours. The athlete will not return to play until they reach their baseline score. If at any time a Huron High School athlete fails an ImPACT post-test TWO times, it is recommended they see a neurologist for further evaluation.

A testing administrator must be present during the test. Once the administrator gives the student the ID number, the athlete works at his/her own pace. It is very important to read the instructions carefully. It is also important to do your very best to get an accurate baseline. If an athlete does not try to do their best, a baseline score will not be saved and the athlete will have to take the test again. Huron has paid for 300 tests so we can't afford for athletes to not take this serious.

If you have any questions, please do not hesitate to contact the Director of Activities.

Board Approved, Aug, 2011

## **RETURN TO PLAY POLICY**

The Huron Superintendent of Schools and Activities Director agree that a certified licensed athletic trainer, medical doctor, chiropractor, or physical therapist will be authorized to allow an athlete to return to either practice or competition after a head injury. Huron School District certified licensed athletic trainers will be the main personnel who may need to make a determination during a contest. If there is any possibility of a concussion, the certified licensed athletic trainer will err on the side of caution and the athlete will not return to competition.

The certified licensed athletic trainer will remove the athlete from action and refer him/her to a medical provider of their choosing if felt necessary. In the case of a referral, only that medical provider can release the athlete to start the ImPACT testing and proceed with the guidelines for returning to competition, practice, or training after a concussion.

The signatures of parents/guardians, head coaches and school administrators on our form is simply to acknowledge their awareness of the decision by our “appropriate health care professionals”.

Board approved, Aug, 2011

**RETURN TO COMPETITION, PRACTICE, OR TRAINING**

This form is to be used after a youth athlete is removed from (and not returned to) competition, practice, or training after exhibiting concussion symptoms. The youth athlete should not be returned to competition, practice, or training until written authorization is obtained from an appropriate health care professional and the parent/guardians. A licensed health care provider is a person who is (1) Registered, certified, licensed, or otherwise recognized in law by the State of South Dakota to provide medical treatment; and (2) Trained and experienced in the evaluation, management, and care of concussions. This form should be kept on file at the school and need not be forwarded to the SDHSAA Office.

Athlete: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Sport: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

**REASON FOR ATHLETE’S INCAPACITY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Guidelines for returning to competition, practice, or training after a concussion**

Note: Each step should be completed with no concussion symptoms before proceeding to the next step.

- Step One: No activity, complete rest with no symptoms.
- Step Two: Pass the ImPACT test post-test.
- Step Three: Light exercises: walking or stationary cycling with no symptoms.
- Step Four: Sport specific activity without body contact and no symptoms.
- Step Five: Practice without body contact and no symptoms. Resume resistance training.
- Step Six: Practice with body contact and no symptoms.
- Step Seven: Return to game play with no symptoms.

Note:

1. If symptoms return at any time during the rehabilitation process, the athlete will return to Step One of Huron High School’s Return to Competition, Practice, or Training Policy with the possibility of retaking the ImPACT test if deemed necessary.
2. Never return to competition with symptoms.
3. Do not use “smelling salts”.
4. **When in doubt, sit them out.**

**HEALTH CARE PROFESSIONAL’S ACTION**

I have examined the named student-athlete following this episode and determined the following:

\_\_\_\_\_ **Permission is granted** for the athlete to return to competition, practice, or training

\_\_\_\_\_ **Permission is not granted** for the athlete to return to competition, practice, or training

COMMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Health Care Professional

\_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

\_\_\_\_\_ Date: \_\_\_\_\_

School Administrator

## **TREATMENT OF INJURIES**

**CONTACT A SCHOOL TRAINER IMMEDIATELY. IF TRAINER IS NOT AVAILABLE, PROCEED WITH THESE STEPS.**

If a student is injured to the extent that a physician is to be consulted, the following procedure is to be followed.

1. Telephone the hospital immediately and at the same time inform the hospital staff of the name of the student's family physician.
2. Telephone the parents to let them know their son or daughter is being taken to the hospital.
3. The coach/director will attempt to contact the doctor preferred by the family. If that doctor is not available, the doctor assigned to the emergency room will be used.
4. A report of the accident and care will be turned in to the activity director on the following day for each injury.

### **Coaches/Directors and Student Trainers**

1. Disposable gloves are to be worn when working with students in any situation that may involve contact with any form of human body fluids. After glove removal, hands must be thoroughly washed with soap and water.
2. Participants who have open sores or wounds must wear a protective cover to guard against transfer of blood or body fluids from person to person.
3. Any surfaces exposed to blood or other body fluids are to be cleaned with soap and water, then disinfected with a solution of 1:10 household bleach and water or other appropriate disinfectant.
4. Any potentially infective waste will be contained and transported in sealed plastic bags.
5. Participants are to be provided individual, disposable drinking containers during practices and activity events.
6. Wastes which cannot be flushed down the toilet may be disposed of in regular trash pickups, using sealed plastic bags.

## **EMERGENCY MEDICAL PLAN TIGER STADIUM**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member: North West Corner Of Gym Next To Training Room
4. The closest working phone is located: Cell Phone or Phone in Concession Stands
5. Keys to access phone are: HHS Staff Member
6. Calls 911: Athletic Training Staff/Coach/HHS Staff Member
7. The exact address of the activity site is: 1590 Arizona Ave SW  
The major cross streets are: On Arizona, between 18<sup>th</sup> St SW and 15<sup>th</sup> St SW
8. The exact entry location for the closest emergency vehicle is: North Gate of Tiger Stadium
9. Meets paramedic at gate and guides to injured athlete: Athletic Training Staff/HHS Staff Member
10. Keys to unlock these passageways will be at the activity site in the possession of: HHS Staff Member
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/HHS Staff Member/Parent
14. Gives injury report to A.D.: Athletic Trainer

**EMERGENCY MEDICAL PLAN  
HHS PRACTICE FOOTBALL FIELDS**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member: Northwest Corner of Gym Next Next To Training Room
4. The closest working phone is located: Cell Phone/Athletic Training Staff
5. Keys to access phone are: None
6. Calls 911: Athletic Training Staff/Coach
7. The exact address of the activity site is: north of Huron High School on 15<sup>th</sup> St.
8. The exact entry location for the closest emergency vehicle is: Northeast side of field through main entrance
9. Meets paramedic at gate and guides to injured athlete: Athletic Training Staff/Assistant Coach
10. Keys to unlock these passageways will be at the activity site in the possession of: None at this site
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Head Athletic Training Staff
13. Accompanies injured athlete to hospital: Athletic Training Staff/Assistant Coach
14. Gives injury report to A.D.: Athletic Trainer

**EMERGENCY MEDICAL PLAN  
PEPSI FIELDS SOCCER COMPLEX**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Call 911 if necessary
4. The closest working phone is located: Cell Phone
5. Calls 911: Athletic Training Staff/Coach
6. The exact address of the activity site is: 1450 9<sup>th</sup> St. SW  
The major cross streets are: Lincoln Avenue and 9<sup>th</sup> Street
7. The exact entry location for the closest emergency vehicle is: North Parking Lot
8. Meets paramedic in parking lot and guides to injured athlete: Athletic Training Staff/Coach
9. The closest emergency care facility is: Huron Regional Medical Center
10. Gives medical consent sheet to paramedic: Coach
11. Accompanies injured athlete to hospital: Assistant Coach/HHS Staff Member/Parent
12. Gives injury report to A.D.: Athletic Trainer/Coach

## **EMERGENCY MEDICAL PLAN HMS PRACTICE FOOTBALL FIELD**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/MS Staff Member: Middle School Office
4. The closest working phone is located: Cell phone or MS Office
5. Keys to access phone are: MS Staff
6. Calls 911: Athletic Training Staff/Coach/MS Staff Member
7. The exact address of the activity site is: 1045 18<sup>th</sup> ST SW  
The major cross streets are: Arizona Ave SW and 18<sup>th</sup> ST
8. The exact entry location for the closest emergency vehicle is: Street off 18<sup>th</sup> ST between MS building and High School Vo-Tech building
9. Meets paramedic at gate and guides to injured athlete: Athletic Training Staff/Assistant Coach/MS Staff Member
10. Keys to unlock these passageways will be at the activity site in the possession of: MS Staff Member
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Assistant Coach/MS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/MS Staff Member/Parent
14. Gives injury report to A.D.: Athletic Trainer



## **EMERGENCY MEDICAL PLAN HURON ARENA**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Coach/HHS Staff Member: North Wall in main arena by entrances
4. The closest working phone is located: Cell Phone or Phone in Arena Office
5. Keys to access phone are: HHS Staff Member
6. Calls 911: Athletic Training Staff/Coach/HHS Staff Member
7. The exact address of the activity site is: 150 5<sup>th</sup> St SW  
The major cross streets are: Attached to the Crossroads Hotel and Event Center
8. The exact entry location for the closest emergency vehicle is: North side of Arena through the main entrance off of 5<sup>th</sup> St SW
9. Meets paramedic at gate and guides to injured athlete: Athletic Training Staff/Assistant Coach/HHS Staff Member
10. Keys to unlock these passageways will be at the activity site in the possession of: HHS Staff Member
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/HHS Staff Member/Parent
14. Gives injury report to A.D.: Athletic Trainer

## **EMERGENCY MEDICAL PLAN HIGH SCHOOL GYM**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member; NW corner of gym, by training room.
4. The closest working phone is located: Cell phone or Front Office in High School.
5. Keys to access phone are: HHS Custodial Staff
6. Calls 911: Athletic Training Staff/Coach/HHS Staff Member
7. The exact address of the activity site is: 801 18<sup>th</sup> Street SW
8. The exact entry location for the closest emergency vehicle is: West Gymnasium doors located on the north side of HHS; drive way between HHS and Tiger Stadium
9. Meets paramedic at gate and guides to injured athlete: Assistant Coach/HHS Staff
10. Keys to unlock these passageways will be at the activity site in the possession of: None at this site
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives medical consent sheet to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/Parent/HHS Staff Member
14. Gives injury update to A.D.: Athletic Trainer

**EMERGENCY MEDICAL PLAN  
MIDDLE SCHOOL GYM**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member: Next to Middle School Office
4. The closest working phone is located: Cell Phone/Front Office In Middle School Office
5. Keys to access phone are: HMS/HHS Staff Member
6. Calls 911: Athletic Training Staff/HHS Coaching Staff/HHS Staff Member
7. The exact address of the activity site is: 1045 18<sup>th</sup> Street SW
8. The exact entry location for the closest emergency vehicle is: Main Entrance to Gym: West Side; by NCR entrance.
9. Meets paramedic at gate and guides to injured athlete: Assistant Coach/HHS Staff
10. Keys to unlock these passageways will be at the activity site in the possession of: None at this site
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives emergency card to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/Parent/HHS Staff Member
14. Gives injury report to A.D.: Athletic Trainer

## **EMERGENCY MEDICAL PLAN TAC BUILDING**

1. Attends to injured athlete and controls scene: Athletic Training Staff/Coach
2. Supervises team: Assistant Coach
3. Retrieves AED: Assistant Coach/HHS Staff Member: Middle of West Wall
4. The closest working phone is located: Cell Phone/Front Office
5. Keys to access phone are: Athletic Training Staff/HHS Staff Member
6. Calls 911: Athletic Training Staff/HHS Coaching Staff/HHS Staff Member
7. The exact address of the activity site is: 716 Nebraska Ave SW
8. The exact entry location for the closest emergency vehicle is: South side of building through main entrance
9. Meets paramedic at gate and guides to injured athlete: Assistant Coach/HHS Staff
10. Keys to unlock these passageways will be at the activity site in the possession of: None at this site
11. The closest emergency care facility is: Huron Regional Medical Center
12. Gives emergency card to paramedic: Assistant Coach/HHS Staff Member
13. Accompanies injured athlete to hospital: Assistant Coach/Parent/HHS Staff Member
14. Gives injury report to A.D.: Athletic Trainer

## ***USE OF EQUIPMENT***

1. Check out or in of equipment: It is the responsibility of the staff of each activity to check in the equipment that is used. It is the staff's responsibility to check out/check in all equipment. Student managers/helpers can be used, but discretion is advised.
  
2. Care and Maintenance of Equipment: The care and maintenance of equipment will fall equally upon the shoulder of each coach/director. The proper seasoning or conditioning of equipment will be a reflection on activity staff and can be dealt with by you and the activity director.
  - a. **All equipment should be hung up whenever possible** (i.e., jerseys, pants, basketball uniforms, band uniforms, robe, etc.
  - b. All leather footballs, basketballs, volleyballs, and instruments should be properly conditioned and stored away.
  - c. Football helmets, pads, etc., should be stored properly.
  
3. Responsibility for Loss or Destruction of Equipment: All equipment purchased or belonging to the activity department of the Huron school system will be the responsibility of that coach/director, and he/she in turn is responsible to the activity director for this equipment.

After the participant has checked out his/her equipment, the participant assumes all responsibility and will be held accountable for that equipment to the activity staff. This rule applies to equipment lost or intentionally destroyed, not equipment that wears out through normal use. Once equipment is checked in, the liability for all equipment rests with the head coach/director.

A list of participants who have lost school equipment should be turned in to the activity director at the end of the season. Any intentional destruction of equipment should be turned in to the activity director immediately. **NO EQUIPMENT WILL BE SOLD TO ANY STUDENT!!**

## ***FACILITY CONFLICTS***

No one has a "priority use" regarding any facility in activities where scheduling conflicts may exist (i.e., basketball, gymnastics, and volleyball). Those activity coaches/directors should contact the activity director after receiving their copy of their practice schedules if there is a problem with assigned time and location slots. Unforeseen conflicts will be handled on an individual basis by the activity director.

## **REQUIRMENTS FOR ACTIVITY LETTERING**

This lettering policy adopted for Huron High School is intended to utilize consistency and fairness to all participants. We believe it is a privilege to take part in interscholastic activities and feel that this lettering procedure will allow individual consideration for all participants.

While each sport has its own criteria for lettering, there are some other criteria that pertain to all activities:

- A. Three consecutive years in a program will qualify a senior for a letter.
- B. Each individual coach/director along with the activities director will be allowed to use discretion in the following categories for lettering purposes:
  1. Injuries
  2. Individual conduct, attitude, citizenship
  3. Post-season play
  4. Managers or trainers
  5. Student transfers
- C. Any condition not provided for concerning lettering in the above categories will be discussed with the activities director and the individual coach/director of the activity in question.

<b>Football</b>	* Participate in at least one-half of all quarters of play.
<b>Soccer</b>	*Participate in at least one-half of all the varsity games.
<b>Cross Country</b>	*Finish the season with 10 points or less and has a minimum of 36 "stars".
<b>Boys Basketball</b>	* Participate an average of one quarter per varsity game.
<b>Girls Basketball</b>	* Participate an average of one quarter per varsity game.
<b>Wrestling</b>	* Wrestle 3 varsity matches, attend all practices, and have no un-excused absences.
<b>Gymnastics</b>	* Participate in at least 7 of 9 meets and contribute toward team scoring in at least 4 of those matches. * Participate or place in ESD and region meets.
<b>Golf</b>	* Must play in one-half of the varsity meets or place in ESD, state tournament.
<b>Tennis</b>	* Participate in one-half of all matches.
<b>Volleyball</b>	* Participate in one-half of all matches.
<b>Track</b>	* Place in a major meet (4 or more teams make up a major meet). * Earn 5 team points throughout the season (individual event-receive the points you earn, relays-receive one-fourth of relay points).
<b>Competitive Cheer</b>	* Participate in 5 competitions * Participate or place in ESD and State Competition.
<b>Competitive Dance</b>	* Participate in 5 competitions * Participate or place in ESD and State Competition.

**Sideline Cheer**

\* To be a varsity letter winner the cheerleaders must:

1. Be at all games
2. Be at all practices

**Vocal**

\* To letter in choir, students must accumulate 50 points. You receive points in the following manner:

- 12 points for Concert Choir (4 concerts & large group contest)
- 10 points for Mixed Chorus (3 concerts & large group contest)
- 12 points for Madrigals (3/4 of scheduled performances)
- 12 points for Show Choir (3/4 of scheduled performances)
- 6 points for Contest Solo (Superior Rating – I)
- 4 points for Contest Solo (Excellent Rating – II)
- 2 points for Contest Solo (Good Rating – III)
- 3 points for Contest Ensemble (Superior Rating – I)
- 2 points for Contest Ensemble (Excellent Rating – II)
- 1 point for Contest Ensemble (Good Rating – III)
- 1 point for Local Performances (clubs, churches, etc.)
- 5 points for Selection into All-State Chorus
- 3 points for All-State Chorus auditions
- 7 points for Choir Librarian (weekly duties)
- 7 points for Choir Officer
- 2 points for Robe Custodians

After receiving the letter, each additional year in choir an honor bar will be earned for every 50 points accumulated.

Additional points may be awarded at the director's discretion regarding extra duties: including All-State Chorus audition workers, decorating committees, concert advertisement, etc.

**Debate**

\* To letter in Debate, students must meet the following criteria:

- (1) Must complete 2 full years of debate competition
- (2) Must attain 300 N.F.L. points on file in the national office of the National Forensic League.

**Publications**

\* To letter in Publications, students must accumulate 50 points. Points are

Earned in the following manner:

- 1 point per hour for after school or study hall work sessions
- 5 points for editor per deadline
- 8 points for Editor in Chief
- 5 points per yearbook layout

After receiving the letter, each additional year in Publications an honor bar will be earned for every 50 points accumulated.

**Band**

\* To be a letter winner in band, students must accumulate 50 points. You earn Points in the following manner:

- 12 points for concert Band (3 concerts and large group contest)
- 12 points for Marching Band (if present at all performances)
- 10 points for Pep Band (3/4 of scheduled performances for points)
- 6 points for Band Camp in August
- 6 points for Contest Solo (Superior Rating – I)
- 4 points for Contest Solo (Excellent Rating – II)
- 2 points for Contest Solo (Good Rating – III)
- 3 points for Contest Ensemble (Superior Rating – I)
- 2 points for Contest Ensemble (Excellent Rating – II)
- 1 point for Contest Ensemble (Good Rating – III)
- 1 point for Local Performances (clubs, churches, etc.)
- 5 points for Selection into All-State Band
- 5 points for Selection into All-State Orchestra
- 3 points for All-State Band auditions
- 7 points for Band Librarian (weekly duties)
- 2 points for being Section Leader
- 2 points for being Uniform Custodians
- 4 points for being Jazz Band Member

After receiving the letter, each additional year in band an honor bar will be earned for every 50 points accumulated. Additional points may be awarded at the director's discretion regarding extra duties; including logistics crews, All-State Band audition workers, concert advertisement, etc.

**Orchestra**

\* To letter in Orchestra a student must earn a total of 30 points. The points maybe earned in the following manner:

- 10 points for audition for All-State Orchestra
- 10 points for participating in All-State Orchestra
  - 6 points for participating in Regional Solo & Ensemble & receiving a Superior rating.
  - 5 points for participating in Regional Solo & Ensemble & receiving an Excellent rating.
  - 4 points for participating in Regional Solo & Ensemble & receiving a Good rating.
  - 6 points for participating in the Contest Ensemble & receiving a Superior rating.
  - 5 points for participating in the Contest Ensemble & receiving an Excellent rating.
  - 4 points for participating in the Contest Ensemble & receiving a Good rating
- 10 points for participating in Orchestra Camp
  - 5 points for Local Performances (non-school)
- 10 points for participation in Huron Symphony (or other orchestras)
- 10 points for participation in all Orchestra performances

Other activities (at director's discretion) after receiving your letter, each additional year in orchestra will earn an honor bar.



## SCHEDULING OF ACTIVITY EVENTS

1. If at all possible, no more than two varsity events in the same activity will be scheduled during a school week.
2. If at all possible, the same participants should not be expected to compete in more than two scheduled events per week.
3. If at all possible, a coach/director shall not be called up to attend, supervise, or transport students more than two school days per week.
4. Lower level squads, with separate schedules, shall adhere to #'s 1 and 2.
5. The number of scheduled coaching/directing assignments shall be determined by the coach/director, activities director and the administration.
6. Scheduling conflicts can be brought to the activities director for special consideration.
7. All scheduling must be done with transportation budget limits in mind.
8. All efforts will be made for contests to be scheduled later in the school day or on weekends in order to miss less school time.

## PURCHASE OF EQUIPMENT/SUPPLIES

Huron school employees will be responsible for the payment of any merchandise that is charged to the Huron School District **WITHOUT** a purchase order.

A purchase order can be obtained by submitting a requisition, **with all necessary information**, to the office of the Activities Director for approval. The requisition will then be forwarded to the business office for approval and processing. A purchase order may be used by a coach/advisor to purchase the merchandise locally prior to filling out a requisition.

**IN EMERGENCY CASES ONLY:** A purchase order number may be obtained by giving the activities director a completed requisition. At that time the **activities director** may call the business office and obtain a purchase order number, after which the requisition and a copy of the invoice must be forwarded to the business office for approval. **THE PURCHASE ORDER NUMBER THAT IS OBTAINED MUST BE INCLUDED IN THE UPPER RIGHT HAND CORNER OF THE REQUISITION!**

## MEDIA CONTACT INFORMATION

**Score Reporting Agencies**

**Phone Number**

**Email**

[SDIAAAMediaResults@k12.sd.us](mailto:SDIAAAMediaResults@k12.sd.us) Email Joey Struwe, Harrisburg AD, if you want on this list serve.

**\*\*\*I will email scores &/or stats in VB, WR, GBB, and BBB right after home contests.**

\*\*\*This is supposed to go to all media outlets in SD who have signed up and most, if not all, have done this.

<b>Huron Daily Plainsman</b>	1-605-353-7435	<a href="mailto:mcarroll.plainsman@midconetwork.com">mcarroll.plainsman@midconetwork.com</a> <a href="mailto:editor.plainsman@midconetwork.com">editor.plainsman@midconetwork.com</a> <a href="mailto:duffy@kokk.com">duffy@kokk.com</a>
<b>Performance Radio-KOKK</b>	1-605-352-1933	

**Associated Press** 1-800-300-8340

<b>KDLT TV Sioux Falls</b>	1-605-361-1357 1-800-727-5358 1-605-361-5555 <u>dial 9</u> – do not leave a message – not checked until next day.	<a href="mailto:sports@kdlt.com">sports@kdlt.com</a>
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**KSFY TV Sioux Falls** 1-605-373-7376  
1-800-955-5739

<b>KELO TV Sioux Falls</b>	1-800-888-5356 1-800-888-5692 Twitter Like Matt on Facebook	<a href="mailto:mholzen@keloland.com">mholzen@keloland.com</a> <a href="mailto:sports@keloland.com">sports@keloland.com</a> <a href="http://www.twitter.com/KELOHolsen">www.twitter.com/KELOHolsen</a> <a href="http://www.facebook.com/kelomattholsen">www.facebook.com/kelomattholsen</a>
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**KOTA TV Rapid City** 1-605-342-2000 Ext 712  
\*\*\*When playing RCC, RCS, Douglas, Sturgis, or Spearfish

<b>Argus Leader Sioux Falls</b>	1-800-636-4263	FAX: 1-605-331-2294 <a href="mailto:argus-sports@argusleader.com">argus-sports@argusleader.com</a>
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<b>Aberdeen American News</b>	1-800-925-4100 ext 307	FAX: 1-605-229-3954 <a href="mailto:jpaperdick@aberdeennews.com">jpaperdick@aberdeennews.com</a>
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<b>Mitchell Daily Republic</b>	1-800-529-5516	FAX: 1-605-996-7793
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<b>Rapid City Journal</b>	1-800-843-2300	FAX: 1-605-394-8463
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<b>Watertown Public Opinion</b>	1-605-886-6903	FAX: 1-605-886-4280 <a href="mailto:rogerm@thepublicopinion.com">rogerm@thepublicopinion.com</a>
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<b>Yankton Press &amp; Dakotan</b>	1-800-743-2968 ext 221	FAX: 1-605-665-1721
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### Out-of-Season Guidelines Chart Allowable Activities for Coaches and Athletes Grades 9-12

	August 1	Thursday Week 6	Sport Season Begins	End of Sport Season	Midnight of State Track Meet	Midnight of July 31
	1	2	3	4	5	
<b>STUDENTS</b>						
<b>Clinics</b>	yes	yes	yes	yes	yes	yes
<b>Camps</b>	yes	yes	no	yes	yes	yes
<b>Leagues/Games/Tourneys</b>	yes	yes	no	yes	yes	yes
<b>Practice</b>	yes	yes	yes	yes	yes	yes
<b>All-Star Grade 12</b>	no	no	no	yes	yes	yes
<b>All-Star Grade 9-10-11</b>	no	no	no	no	no	yes
<b>Club Team</b>	yes	yes	no	yes	yes	yes
<b>Private Lessons</b>	yes	yes	yes	yes	yes	yes

- Columns 1 and 5 refer to the out-of-season time period during the summer months.
- Columns 2 and 4 refer to the out-of-season time period during the school year.
- Column 3 refers to the in-season time period.

#### COACHES

<b>Clinics</b>	yes	yes	yes	yes	yes
<b>Camps</b>	no	no	no	no	yes*
<b>Leagues/Games/Tourneys</b>	no	no	no	no	yes*
<b>Practice</b>	no	no	yes	no	no**
<b>All-Star Grade 9-12</b>	no	no	no	no	yes
<b>Club Team</b>	no	no	no	yes	yes
<b>Private Lessons</b>	no	no	yes	no	yes

\*Coaches are restricted to a combined total of no more than four team competitions/outings.

\*\*Exception: Only while attending camps in accordance with the four team competitions/outings limitation rule.

#### Definitions

- Coach:** Includes any person contracted to coach a sport (K-12) or any volunteer who has been approved to help coach a sport (includes positions filled on an annual basis). The time period encompassing the contracted or approved volunteer coach is 15 months. This includes the three summer months prior to the school year, the nine months of the school year and the three summer months following the school year. (This definition includes athletic directors.)
- Camps:** Planned activities that are of an instructional nature and/or of a competitive nature where actual games are played by camp attendees. All camps must be open to all who voluntarily opt to attend.  
 1. Individual - Athletes from the same school are not kept together as a team.  
 2. Team - Groups of athletes from the same school participate together as a unit.
- Clinic:** All planned activities are of an instructional, observational and/or demonstrational nature related to the teaching of individual skills. There is to be no competition/participation by athletes who are in attendance at the clinic. Clinic attendees are observers only.
- Private Lessons:** Teaching fundamental skills and techniques of a specific sport. Coaches may receive compensation or volunteer their services.
- L/G/T:** Leagues, Games & Tournaments: A competitive type of environment simulating game conditions involving a schedule. This definition includes games and/or tournaments that are sponsored by a non-school entity.
- All-Star:** Members who are chosen by invitation or selected out right by some predetermined process for a single event. No more than 3 basketball, 3 cheer, 3 cross country, 5 dance, 7-11 man football, 6-9 man football, 3 golf, 3 gymnastics, 3 tennis, 3 track & field, 4 volleyball and 3 wrestling participants may come from one school.
- Club Team:** Teams that play a multiple schedule of events (*minimum of 3 events*). Members are chosen by invitation or selected out right by some predetermined process. No more than 3 basketball, 3 cheer, 3 cross country, 5 dance, 7-11 man football, 6-9 man football, 3 golf, 3 gymnastics, 3 tennis, 3 track & field, 4 volleyball and 3 wrestling participants may come from one school.
- Grade:** The grade in school, as referenced in the chart above, reflects the student's grade as of Aug. 1.

## **OPEN GYM/FIELD/ROAD POLICY**

The SDHSAA holds local school administrators responsible for the administration and enforcement of the Open Gym/Field/Road Policy.

Member schools may provide an open gym/field/road for students during the summer months and/or school year provided the criteria listed below is followed:

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- A. The local governing board has adopted an open gym/field/road policy that incorporates the SDHSAA guidelines as well as any other matter that would be germane to this type of activity.
- B. This is a program whereby the gymnasium, playing field or other school facility is made available to all students for recreational purposes. Attendance must be on voluntary basis.
- C. Member schools may furnish specific equipment related to the open gym/field/road activity such as balls, goals, standards, nets, mats, etc.
- D. The time and day(s) of the open gym/field/road shall be made known to the student body by the administration, in a timely manner, through announcements, bulletin board posting, school paper articles, etc. Local policy may designate certain schedules for girls only, boys only and by grade level.
- E. Participants must furnish their own clothing such as sweat suits, shorts, shoes, etc.
- F. Supervision of open gym/field/roads shall be subject to local school board policy and must include but not be limited to the following:
  1. The person in charge of supervising open gym/field/road may not coach. This restriction includes, but is not limited to, the teaching of fundamentals for a specific sport. In this regard, organized practice sessions during open gym/field/roads are prohibited.
  2. High school coaches may supervise open gym/field/roads.

## **CAMPS**

- A. The SDHSAA will not sanction any type of camp. Sanction Defined: The SDHSAA will not endorse, ratify, confirm, or approve of any camps, clinics, or competitions held during the out-of-season time period.
  - B. Camps defined: Planned activities that are of an instructional nature and/or of a competitive nature where actual games are played by camp attendees. Camps are from one day in length to five days in length – all days must be consecutive.
    1. Individual camps - Where athletes and coaching staff from the same school are not kept together as a team. Camps of this nature are not applicable to the four team competitions/outings limitation rule.
    2. Team camps - Where groups of athletes and coaching staff from the same school participate together as a unit.
- NOTE:** *A Coaching staff is limited to a maximum of 4 team tournaments/camps or 2 team tournaments/camps plus 1 league during the time period from the day following the state track meet to midnight of July 31.*
- C. Student athletes in grades 9-12 may attend as many individual or team type camps of their choosing during the out-of-season time period on an unattached basis. As long as coaching staff is not involved, camps of this nature are not applicable to the four team competitions/outings limitation rule. Member schools and/or coaches of member schools may not sponsor any camps other than during the months of June and July.
  - D. Student athletes in grades 9-12 may NOT attend any type of camp in a sport once that sport season has started and the athlete has officially reported for membership on the high school team. To do so would render the athlete ineligible for high school competition in that sport for that season.
  - E. Individual or team type camps may be sponsored by non-member entities, member schools or coaches of member schools provided the camp is scheduled to be held during the time span from the day following the state track meet through midnight of July 31. (**NOTE:** Coaching staffs are limited to a maximum of 4 team competitions/outings during this time period.)

## TRAINING RULES FOR INTERSCHOLASTIC ACTIVITIES IN THE HURON PUBLIC SCHOOLS

THE KEYNOTE TO PERFECT PHYSICAL CONDITIONING IS THE PROPER TRAINING OF THE WILL POWER AND A WILLINGNESS TO ABIDE BY A FEW FUNDAMENTAL TRAINING RULES. THE RULES FOR THE HURON PUBLIC SCHOOL'S INTERSCHOLASTIC PARTICIPANTS ARE AS FOLLOWS:

### Eligibility/Participation in Co-curricular Activities

There are specific requirements governing student eligibility for participation in activities. Some regulations are set by the South Dakota High School Activities Association and some by Huron School District. For a complete listing of requirements, please contact the Athletic Director or the High School Office.

1. The Training Rules are in force, year-round, for all students in grades 6-12, participating in extracurricular activities under the auspices of the Huron School District.
2. One specific regulation has been established by law: SDCL 13-32-9. **Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency** for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. **The one-year suspension may be reduced to thirty calendar days** if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. **Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence** for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. **The one year suspension may be reduced to sixty calendar days** if the person completes an accredited intensive prevention or treatment program. **Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction,** that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

No local school board may impose a lesser consequence than those established in § 13-32-9, but

a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the school district.

**If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period.** To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

**A suspension begins on the day following the notification to a school administrator** by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students.

The Huron School District will utilize and comply with all South Dakota Codified Laws in the implementation of this policy.

**The calendar days towards a state law suspension will begin (first allowable practice) and end (last SDHSAA state event) with the SDHSAA activity calendar.**

Any student-athlete who possesses, used/purchased alcohol and/or tobacco products, or has been found to misuse/abuse drugs, will be suspended immediately for a Huron School District Training Rules Violation.

**ABSTINENCE FROM ALCOHOLIC BEVERAGES, TOBACCO, ILLEGAL DRUGS, AND MISUSE/ABUSE OF DRUGS:**

- Throughout any calendar year, the following rules apply to a member of any school activity team, grades 6-12, who has possessed, used or purchased alcohol, tobacco products, or illegal drugs.
- The individual is to be suspended from the activity he/she is presently participating.

**First suspension** will have a minimum of 14 calendar days of activity competition or two contests, whichever is greater, for the participant even though the present activity ends and the next activity begins. An individual involved in a fine arts program will not be allowed to participate in the next public appearance of each activity. Suspensions may include more than one activity depending upon the time of the violation. The time frame of the suspension will only be in force as long as the individual is officially involved in an activity. The suspension may carry over to the next activity or school year.

**Second suspension**, as long as it is within 12 months of the prior violation, will result in the individual being suspended for 42 calendar days of activity competition or six contests, whichever is greater, for the participant even though the present activity ends and the next activity begins. An individual involved in a fine arts program will not be allowed to participate in the next two public appearances for each activity. The suspension may carry over to the next activity or school year.

**Subsequent violations** occurring within 12 months of a previous violation, will result in the individual being suspended for 42 calendar days of activity competition or six contests, whichever is greater, for the participant even though the present activity ends and the next activity begins. The student/athlete **MUST** also successfully complete a rehabilitation/treatment program before being reinstated.

- The administration reserves the right to determine appropriate consequences for all **criminal or civil violations** or behavior that is determined detrimental to the representation of the school in any activity.
- Students who remain violation free for 12 consecutive months will receive a “clean slate”.
- Training Rules violations are cumulative from grades six (6) through (12) and will all include all “school activities” during the suspension period. State law suspensions include only SDHSAA sanctioned events.
- A student must successfully complete an activity season in order for the suspension to be considered “as served”.
- Individuals on suspension must practice with a team under the supervision of the coach, but cannot dress for or participate in interscholastic competition. If it is determined that the individual’s presence at practices is creating a disruption, additional actions may be taken. The student/athlete must also finish the season or the suspension will not be considered “as served”.

- **The above rules apply if the report is made and substantiated by a Huron Public Schools staff member, legal authorities, or the individual’s voluntary admission.**

Provision for notice to school officials and parent or guardian by law enforcement agency where student suspected of violating state drug or alcohol laws. Notwithstanding any other provision of law, a law enforcement agency may provide notice to public or nonpublic school officials and parent or guardian of any incident occurring within the agency’s jurisdiction in which the agency has probable cause to believe a school student has violated any provision of state law involving alcohol or illegal drugs. However, if there is a prolonged criminal investigation and revealing information would jeopardize a successful conclusion to the case, the law enforcement agency may provide the notice at some later appropriate time. The notice shall be in writing and sent to the Superintendent, Activities Director and Principal.

- **The AD/Building Principal will inform parents or guardians and coach when disciplinary action is taken regarding these rules.**

**PARTICIPANT’S SIGNATURE** \_\_\_\_\_

**PARENT’S/GUARDIAN’S SIGNATURE** \_\_\_\_\_

## ANNUAL FORMS TO BE FILLED OUT

1. **Initial Pre-Participation History** (Blue form – front/back); Must be filled out before having a physical.
2. **SDHSAA Physical Examination Form** (White form); Physicals are good for three years. Forms are available in the AD office and clinics.
3. **Interim Pre-Participation History** (Pink form – front/back); Must be filled out the years the athlete does not need a physical.
4. **SDHSAA Annual Parent and Student Consent Form** (Green form – front/back)
5. **Consent For Medical Treatment Form** (Yellow form – front/back); This form stays with the coach in case you need medical treatment when parents are not available.
6. **Training Rules For Interscholastic Activities in the Huron Public Schools** (White form)
7. **Huron's Tiger Beliefs** (White form)
8. **Concussion Fact Sheet For Parents and Athletes** (White form – front/back)
9. **Insurance Form** (White form)