



Douglas Patriots Middle School & High School Coaches Handbook 2025-2026

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Mission Statement

“Our mission is to cultivate a culture where every student engages in activities that foster leadership skills, personal development, and a strong sense of responsibility.” Our vision is to promote a competitive spirit and to inspire individuals to excel, both in the classroom and as part of their collective teams and groups. We aim to develop well-rounded leaders who are ready to embrace challenges and drive positive change.”



Vision Statement

“Our vision is to promote a competitive spirit and to inspire individuals to excel, both in the classroom and as part of their collective teams and groups. We aim to develop well-rounded leaders who are ready to embrace challenges and drive positive change.”

Douglas Middle School & High School Coaching/Advising Philosophy

The Douglas School District considers all coaches and advisors as essential to the educational experience of all students. We must assume that the individual coach/advisor will apply him/herself to extra curricular and co-curricular assignments in the same professional manner displayed in a formal classroom situation. All athletics, clubs, and fine arts are considered to be an extension of the classroom.

Coaches/Advisors have a tremendous opportunity to influence young people. Extra curricular and co-curricular activities are an extension of the school day and the coach/advisor is the “teacher”. The “classroom” becomes the environment in which students practice, rehearse, perform, and/or compete. Every “classroom” provides opportunities for a coach/advisor to help young people become better students and better human beings.

All coaches will abide by the procedures and expectations laid out by the DHS Coaches/Advisors Handbook and all DSD Policies

Qualifications of a Coach/Advisor

The South Dakota High School Athletic Association (SDHSAA) is the governing body of interscholastic activities in South Dakota. As such, the SDHSAA website (sdhsaa.com), summarizes their coaching certification requirements as shown below:

Per SDHSAA Bylaws, all athletic coaches in grades 9-12 in member schools are required to meet the educational standards as established by the Board of Directors. The standards that have been established for all coaches, whether paid or volunteer, are completion of the following NFHS online education courses at www.nfhslearn.com prior to the individual beginning their coaching responsibilities (Course requirements may vary by activity) :

- Fundamentals of Coaching - Completed one time
- Concussion in Sports - Must be renewed every year after June 1st
- Heat Illness Prevention - Must be renewed every year after June 1st
- First Aid, Health & Safety - Must be renewed every 2 years
- The Collapsed Student - Must be renewed every 2 years
- Cheer & Dance Course - Must be completed only once per SDHSAA requirement, must be renewed every 4 years for continued liability insurance coverage

The Douglas School District also requires all coaches in grades 6-8, whether paid or volunteer, to complete the aforementioned NFHS online education courses.

All coaches, whether paid or volunteer, will be required to complete a mandatory background check through the Douglas School District and be board approved.

Coaches Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors:

1. **The Coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. **The Coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. **The Coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
4. **The Coach** shall avoid the use of alcohol and tobacco products when in contact with players.
5. **The Coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
6. **The Coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
7. **The Coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
8. **The Coach** shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.
9. **The Coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
10. **The Coach** shall not exert pressure on faculty members to give students special consideration.
11. **The Coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association

Coach/Advisor Conduct

Coaches/Advisors who fail to uphold the integrity of the DSD extracurricular and co-curricular programs and do not follow the coach's conduct/expectations will be reprimanded, including, but not limited to, an administrative conference, letter of reprimand, or dismissal from the activities department.

Language

- Carefully consider the language used when speaking to or in the vicinity of any of our students, parents, and members of the community.
- Sport officials are not to be subjected to profane outburst and those who either use or tolerate the use of profanity are subject to be penalized.

Ejection from an Event

- If a coach/advisor is ejected from an event, they are to be suspended for a minimum of one event.
- If a coach/advisor is ejected from an event, they must complete the NFHS Sportsmanship Course, per SDHSAA rules and regulations.
- An ejected coach/advisor is required to have a follow up discussion with the Activities Director. Current and future coaching positions may be in jeopardy if a coach has multiple game ejections.

Communication with Students

- Texting an athlete is only acceptable for the following reasons:
 - Practice times/game times
 - Missing practice/rehearsal
 - Being late for practice/rehearsal
 - Change in Schedule
 - Items Directly related to an activity or team/group
- Coaches should not have personal conversations with athletes on personal cell phones. Conversations should be limited to program/school related topics and are to remain at a professional level at all times. Conversation that diverts from program/school topics is considered inappropriate.
- Networking Websites and/or Blogs
 - Social networking sites such as Facebook, Instagram, Twitter, and Snapchat are structured to be closed environments, and as such the Douglas School District discourages students and teachers from using them to communicate with one another.

Social Networking Sites for Personal Use ([DSD Policy GBCBB](#))

The personal use of social networking sites creates the risk of affecting your professional career whether you want it to or not. To that end, it is vital that you conduct yourself in such a way that it doesn't adversely affect your position with the District. The following guidelines have been developed:

- If you participate in a social networking site for personal use, you may identify yourself as an employee of the District. If you do, you must state that you are expressing your own opinion, not that of the District. If you identify yourself as a District employee, remember, your actions will reflect not only on you but on the District as well. If you identify yourself as a District employee, readers will associate you with the District, even with the disclaimer that your views are on your own.
- Never pretend to be someone else and post information about the District. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
- Do not use the District's official logos, mascots, or other graphics -- including photographs -- during your personal online activities or on any personal sites.
- Weigh whether a particular posting puts your effectiveness as a teacher at risk.
- If you post information or comments that are not related to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
 - Posting of photographs, regardless of content, which could be considered offensive to other parties and be a violation of state and/or District rules and policies;
 - Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene may be a violation of state and/or District rules and policies. Exercise caution with regards to exaggeration, colorful language, guesswork, legal conclusions, and derogatory remarks or characterizations.
- You do not have control of what others may post on social networking sites; therefore, be aware that your conduct in your private life may affect your professional life. Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.
- It is *inappropriate* for District employees to communicate with current students enrolled in the district on any public social networking site. This includes becoming "friends" or allowing students to access your personal page to communicate.
- Employees should refrain from providing their personal email addresses to students currently enrolled in the District.
- During the work day, employees should refrain from participating on any social networking website for personal reasons, even from personal equipment (i.e. their phones).
- If a staff member learns of information on a social networking site, that falls under the mandatory reporting guidelines, they must report it as required by law.

Head Coach/Advisor Duties & Responsibilities

Professional Expertise:

- Instruct participants in fundamental skills, training, and strategies necessary to achieve success.
- Has knowledge of rules, regulations, and policies set forth by the SDHSAA, conference affiliations, and the Douglas School District; and implements these rules on a consistent basis.
- Follows all expectations and regulations of the DSD Activities and Coaching handbooks and instructs staff and athletes in accordance with these rules.
- Engages and promotes regular professional development through attendance at clinics, conferences, and/or staff/department meetings.

Administrative Responsibilities

- Assists the Activities Director in coordinating plans for special events for the program.
- Coordinates facility use with the Activities Office, maintenance staff, and other programs.
- Creates and implements a program “handbook” in conjunction with the DSD Activities handbook. This handbook will be approved by the Activities Director.
- Responsible for coordination with the Activities Office for travel schedules for program events.
- Submits all leave requests for program events in a timely manner.

School Relationships

- Maintains communication with the Activities Office for records such as physicals, activities packets, parent consent forms, etc.
- Assigns staff specific duties, supervise implementation, analyze program effectiveness, and work in conjunction with the Activities Director for end of season evaluations.
- Supports all school programs.

Community/Parent Relationships

- Is responsible for good public relations with media, booster clubs, parents, and officials.
- Releases positive information to the media on a regular basis.
- Promotes positive culture among parents, players, and fans at all times.

Fiscal Responsibilities

- Responsible for annual club sheets, fundraisers, and other fiduciary financial obligations for the program.
- Responsible for all equipment inventory and identifying the cost of any misplaced equipment.

Other Responsibilities

- Monitors and supervises rehearsals, practices, performances, competition areas, and locker rooms before and after events.
- Utilizes the strength and conditioning program in season a minimum of 1x per week.
- Secures proper doors, windows, and gates before leaving the facility.
- Develops in each participant a respect for school property and its care.
- Records and maintains statistical data, records, awards, highlights, etc. for a program throughout the entire “season”. Submits updated records to the Activities Office.
- Performs other duties as assigned by the Activities Director.

Assistant Coach/Advisor Duties and Responsibilities

Professional Expertise:

- Instruct participants in fundamental skills, training, and strategies as directed by the head coach, necessary to achieve success.
- Has knowledge of rules, regulations, and policies set forth by the SDHSAA, conference affiliations, and the Douglas School District; and implements these rules on a consistent basis.
- Follows all expectations and regulations of the DSD Activities and Coaching handbooks and instructs staff and athletes in accordance with these rules.

Assistant Administrative Responsibilities:

- Assists the head coach in implementing a program “handbook” in conjunction with the DSD Activities handbook.
- Assists the head coach in developing of in-season and off-season schedules and events
- Submits all leave requests for program events in a timely manner.

School Relationships

- Assists in communication with the Activities Office for records such as physicals, activities packets, parent consent forms, etc.
- Engages in professional development through attendance at clinics, conferences, and/or staff/departments meetings.
- Carries out assigned duties throughout the season and works in conjunction with the Activities Director for end-of-season evaluations.
- Supports all school programs.

Community/Parent Relationships

- Is responsible for good public relations with media, booster clubs, parents, and officials.
- Promotes positive culture among parents, players, and fans at all times.
- Refers all requests and grievances to the proper chain of command.

Fiscal Responsibilities

- Assists head coach in carrying out program-based fundraisers, events, and/or purchases.
- Assists head coach in annual equipment inventory.

Other Responsibilities

- Monitors and supervises rehearsals, practices, performances, competition areas, and locker rooms before and after events.
- Secures proper doors, windows, and gates before leaving the facility.
- Develops in each participant a respect for school property and its care.
- Assists in recording and maintaining statistical data, records, awards, highlights, etc. for a program throughout the entire “season”.
- Performs other duties as assigned by the Activities Director and/or head coach.

Volunteer Coaches Duties and Responsibilities

[Volunteer Application Form](#)

Activity Responsibilities:

- Volunteer coaches/advisors are welcome as part of all offered Patriot activities. Volunteers must follow the below process to become an allowed coach/volunteer within a program:
 - Interested individual(s) must meet with the head coach/advisor of the desired volunteer position.
 - After coach/advisor approval, individual(s) must turn in a volunteer application to the respective Activities Office.
 - AD will submit the application to the School Board for approval/acknowledgment
 - After approval/acknowledgment, individual(s) must visit the Central Office to get fingerprinting done at their own cost.
 - *Individuals may begin working with programs prior to Board approval but must quit immediately if the Board rejects*
- Volunteers are expected to abide by Douglas School Policies IICC and IICD.

Athletic Responsibilities:

- Any volunteer(s) who works with an athletic program will be required to complete the below state-mandated NFHS Learn classes prior to the start of their respective seasons. Any classes that require payment will be paid for by the volunteer:
 - Fundamentals of Coaching - Must take once (\$35)
 - Concussion in Sport - Must be taken every year after June 1st (Free)
 - Heat Illness Prevention - Must be taken every year after June 1st (Free)(Sport Dependent)
 - First Aid, Health, & Safety - Must be taken every two years (\$35)
 - The Collapsed Athlete - Must take every two years (Free)
 - Information for the above classes can be found on NFHSLearn.com

Other Responsibilities:

- May only assist in supervising students when a certified coach employed by the district is present.
- Communicate regularly with the head coach/advisor on expectations and/or responsibilities.
- Assists coaching staff as directed and serves only when District staff is present.
- Refers all requests and grievances to the proper chain of command.
- Volunteers may not be afforded meal money and lodging on extended trips in which they participate.

Coaching Evaluations

The purpose of coaching evaluations is to identify, recognize, and praise quality coaching and instruction; to make an objective assessment of the program's effectiveness; and to identify and improve areas that directly impact a program's overall contribution to student success.

Head Coaches/Advisors

- All head coaches/advisors will have mandatory end-of-season evaluations with their respective Activities Director. The Activities Director will be responsible for scheduling these evaluations.
- Head coaches/advisors will be formally evaluated for three consecutive years, and every other year after that, when in charge of a program.
 - This applies to each program separately
- Head coaches/advisors will still have an end-of-year meeting with their respective Activities Director on years they are not formally evaluated.
 - Head coaches/advisors may be formally evaluated on "off years" if concerns or extenuating circumstances arise.
- Head athletic coaches will be subject to any of the following methods of in season evaluations as part of their entire evaluation process:
 - Informal evaluations (practice walk throughs)
 - Immersive Evaluation (AD sits in on game day routine/competition)
 - Immersive evaluations would be set up between the HC and AD
 - Practice evaluation (AD sits in on an entire practice)
 - Practice evaluations would be set up between the HC and AD
- The Activities Director will share a copy of the evaluation tool prior to the start of the school year. (See Evaluation Tools Section)

Assistant Coaches/Advisors

- All assistant coaches/advisors will have end-of-season evaluations with their respective Activities Director. The Activities Director will be responsible for scheduling these evaluations.
- Assistant coaches/advisors will be formally evaluated every other year while a member of a program
- Assistant coaches/advisors will still have an end of the year meeting with their respective Activities Directors on years they are not formally evaluated.

Volunteer Coaches/Advisors

- Volunteer coaches/advisors will not have any formal evaluations at the completion of their program's season.
- The Activities Director may set up an end of the year meeting if necessary.

*** The Activities Director will be responsible for the contract recommendation for each activities staff members***

School Business Activity Leave Requests/Travel

DSD staff members who are coaches/advisors must utilize proper DSD school business leave requests when traveling for school sponsored events, professional meetings, or professional development. Coaches/advisors must submit a Substitute request online if their classes need to be covered for any leave.

Registration fees and travel expenses *may be* available from the general fund budget of that specific activity when the information and invoices are submitted a minimum of three weeks in advance.

When students are traveling, team travel arrangements, lodging, and meal money will be arranged by the Activities Office. Overnight and out-of-state travel will be approved by the Central Office. A list/roster of students traveling will be supplied by the coach to the Activities Office and the Main Office attendance secretary.

Teams and individuals that qualify according to SDHSAA standards are given the opportunity to compete at the state level. The district will provide a per diem allowance for food, and provide transportation and lodging for all qualifying team members, qualifying team coaches, and official district personnel when a team qualifies.

Teams that qualify for state events that are hosted in the Rapid City Area will be offered the above allowances. Acceptance of these opportunities will be at the discretion of the qualifying team's coaching staff and the Activities Director.

Activity Travel Expectations

General Expectations:

- The coaching staff will assume all responsibility for conduct and discipline on the bus, in conjunction with the driver, who is responsible for providing safe transportation.
- The coaching staff is responsible to see that all vehicles utilized for transport, buses included, are left in a clean condition.
- The coaching staff is responsible for keeping an updated travel roster and updating the Main Office attendance secretary of who is on the designated transportation prior to leaving for an event by using the DHS Travel List document
- Students are expected to be properly clothed according to school expectations at all times on the bus.
- Males and females **MUST** be segregated on the bus and in vans.

- Only approved personnel may ride on school transportation; no spectators or family members may ride without permission from the Activities Director.
- All participants are expected to ride to and from events with the team. Travel release forms will be allowed to be used at the discretion of the head coach. Any participants utilizing a travel release form must have approval from the head coach and have the form turned into the head coach prior to the event.

Travel Delays, Accidents, Breakdowns

- In the event there is a transportation delay, accident, and/or breakdown, the following expectations must be met:
 - The coach is responsible to provide for the supervision and safety of the students
 - Students should remain together in the transportation vehicle unless instructed otherwise by the driver or an authority figure.
 - Coaches will remain with the students at all times.
 - Coaches should call the Activities Director and/or the Transportation Coordinator at the first available opportunity:
 - HS Activities Director - Joshua Haaland - 605-204-0799
 - MS Activities Director - Tori Nielsen - 605-484-2947
 - Transportation Coordinator - Jerry Bowman - 307-921-1361
 - Coaches should instruct students to inform their parents/guardians of any delays.

Student Release from Class for School Activities

- Students will be dismissed 15 minutes prior to bus departure. Coaches should Update the DHS Travel List prior to leaving for an event. (Football will be dismissed 30 minutes prior to departure)
- Trips that leave during a lunch period will be allowed to dismiss 30 minutes prior to dismissal per coaches request to allow students time to eat.
- Team and club meetings and fundraising events are NOT exempt and must take place out of instructional time.

Overnight / Out-of-State Trips Procedures

- Following approval, but prior to the trip, the coaching staff should share an itinerary with parents/guardians and participants that should include:
 - Purpose and destination
 - Date and time of departure and return
 - Lodging phone number and address
 - Contact information for parents and coaches in case of an emergency
 - Method of travel
 - Expenses to be borne by the student/family and estimated amounts
 - List of items the student should bring
 - Expectations of student behavior

- The Activities Office will be responsible for selecting and reserving hotel rooms. Coaches may provide input or recommendations. The Activities Office will take into consideration the location, safety, price, availability of a complimentary breakfast, and other amenities when choosing a lodging site.
 - Coaches/advisors will submit a room list to the Activities Office prior to the trip.
 - Coaches/advisors will be responsible for finding more chaperones if needed.
 - Coaches/advisors will report any damages to the hotels immediately.
 - Coaches/advisors must provide direct supervision at the hotel and in the pool area if students use it.
 - Only males are allowed in boys' rooms and females allowed in girls' rooms.
 - Coaches/advisors must check out and collect invoices to return to the Activities Office.
 - Coaches/advisors will ensure safety and respectful behavior of all team personnel

- Meal Money/Per Diem - volunteers are not guaranteed per diem on activity trips
 - Meal money will be provided via cash by the district on overnight trips and trips of longer than 10 hours, with trip distance being taken into consideration. The Activities Director reserves the right to reject per diem on events that last more than 10 hours but are within a reasonable distance of the school district (ex. track meets).
 - DSD current rates of per diem for students are:
 - \$5 - breakfast (if not provided by hotel)
 - \$7 - lunch
 - \$9 - dinner
 - DSD current rates of per diem for coaches/advisors are:
 - \$6 - breakfast (if not provided by hotel)
 - \$14 - lunch
 - \$20 - dinner
 - Coaches/advisors distributing per diem money must do the following:
 - Be sure to pick up and cash the per diem check in a timely manner
 - Be responsible for proper distribution of funds to the students (if utilizing such style)
 - Be responsible for gathering signatures of all students on the travel list who receive per diem
 - Be responsible for updating the list of students on the travel list who receive per diem if different from the original list
 - Be responsible for returning any left over per diem to the Activities Office prior to leaving for the event
 - Coaches/advisors distributing per diem money may utilize any of the following:
 - Each student receives their allotted amount to use on his/her own accord
 - Coaching staff utilizes the lump sum towards team meals, and any unused money is distributed properly to the students at the end of the trip (ex. After a team meal, students would still have \$2 a piece, that money should be given to the students)

- National Events
 - Any program(s) that qualify for a National competition/event will cover all costs through their fiduciary account via fundraisers and/or donations.

Coaches/Advisors Professional Development

Coaches/Advisors are encouraged to attend coaching clinics and other professional growth opportunities. Fine arts and clubs will request professional development support through the main high school office. Athletic coaches will be subject to the terms below:

Regional PD Workshops (Conferences/Clinics/Seminars/etc.)

- High School & Middle School
 - Regional workshops are defined as happenings within the state of South Dakota or within an acceptable distance across state boundaries of neighboring states as deemed appropriate opportunities by Administration.
 - All head and assistant coaches/advisors will be allowed to attend 1 annual regional professional development workshop (conference, clinic, seminar) with support provided by Douglas School District.
 - Support provided by DSD for regional professional development workshops will include:
 - Registration paid for by Activities Office
 - School transportation offered but not required
 - In special circumstances, lodging may be requested through the Activities Director
 - Anticipated attendance to regional professional development workshops should be communicated to the Activities Office before the end of the school year the year PRIOR to the anticipated workshop (ex. 2025-26 workshop requests need to be requested before the end of the 2024-25 school year).
 - Administration recognizes workshop information may not always be available in a timely fashion. In those situations, requests should be made with as much information as possible for budgeting purposes.

National PD Workshops

- High School ONLY
 - National workshops are defined as happenings outside of the State of South Dakota and deemed appropriate opportunities by Administration.
 - All high school athletic programs will be allowed to attend a National professional development workshop as a staff with support provided by Douglas School District once every 4 years as determined by a rotating schedule set forth by the Activities Office.
 - Support provided by DSD for National PD workshops will include:
 - Registration paid for by Activities Office
 - School transportation, if possible
 - Airfare for up to \$300 per staff member
 - Lodging for up to \$800 per program - Lodging is expected to be utilized efficiently which may require coaches to “bunk” with other coaches

- National professional development workshops should be communicated to the Activities Office the year prior to a program's scheduled year that is set by the Activities Office.
 - Administration recognizes workshop information may not always be available in a timely fashion. In those situations, requests should be made with as much information as possible for budgeting purposes.
- Not all members of a staff will be required to attend the National workshop to be eligible for district support, but it is highly encouraged.
- Should a staff decide against attending a National workshop the year of their rotation, they will not be eligible for district support at the National level until their next scheduled year.
- On Nationally scheduled years, staff members should make every effort to find workshops that fall outside of school time as to minimize the amount of educational hours missed.
- Middle school staff members who are coaches within a high school program will adhere to the high school guidelines for national workshops.

National Professional Development Schedule (4-year rotations)

Program (number of coaches to attend)	2025-26	2026-27	2027-28	2028-29
Boys & Girls Basketball (x8)		x		
Cheer/Dance (x4)			x	
Cross-Country (x2)		x		
Football (x6)	x			
Golf (x1)			x	
Boys & Girls Soccer (x4)				x
Track & Field (x6)				x
Volleyball (x4)			x	
Wrestling (x4)	x			

* - In the event that not all high school coaching staff members attend National Conventions, there will NOT be an allowed substitute of a coach at a lower level.

Facilities & Activities Supervision

Activities Supervision

- The Activities Director and School Administration is responsible for crowd control at all home activities. When designated, coaches/advisors may be designated for supervision/administration of home or away events.
- Coaches/advisors must provide supervision of all student-participants at all times. Students should not be participating in a school sponsored activity or event without supervision of a coach, advisor, DSD staff member, or administrator.

Facilities Requests

- Building use requests may be submitted to the Activities Office via email, online requests, or in writing. Priority of facilities falls in order of importance:
 - Activity sponsored by that building
 - DSD in season activity from ~~from~~ other buildings
 - DSD out-of-season activities
 - Out-of-district activities - Requires approval by Buildings and Grounds

Facilities Supervision

- It is the coaches/advisors responsibility to be present at the time that the participants are to report for practice, games, meets, home or away, and stay until the last participant has left.
- Coaches/advisors shall inspect facilities regularly during the season and report all issues to the Activities Director.
- Coaches/advisors shall ensure that locker rooms and practice areas are clear, lights off, all doors locked, and equipment is secured when leaving practice.
- All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the Principal's secretary. Coaches may retain keys if permission has been granted for summer use of facilities.
 - ***Coaches are not to give students their keys, with the exception of student managers, during practice sessions***
- Lost keys should be reported directly to the Principal's secretary.
- Coaches will be given access codes to disarm and arm the security system.

Facilities Access & Keys

- Only DSD personnel should have access for the use of DSD facilities. Each coach/advisor will have a set of activities keys checked out to them that allow them access to necessary facilities for their program(s).
- Each program will be given one key that will allow for barring the main doors and security doors open during practice times to allow student-participants to enter the building.
- Doors will not be propped open at any time.

- Coaches/Advisors will turn in their keys to the activities office annually at the end of the school year. They may have their keys returned by the start of June, unless directed otherwise by the District.

Speciality Rooms

- Equipment Rooms are to be kept orderly and locked at all times
 - Upstairs storage: basketball, cheer, football, soccer, track, volleyball, wrestling
 - Hallway storage room between gyms: golf
 - Whitehead storage room: in season athletic balls, dance, band
 - Whitehead stage storage room: cheer mats (in season), wrestling mats
 - Cafeteria storage room: cheer mats (out of season), yearbook, Activities Office
 - Activities Office storage room: Booster Club, electronics, Activities Office items
 - Stadium West End storage room & practice field shed: football
 - Stadium East End storage room & shed: track & field, **soccer**
 - MS Storage Room in Boys Locker room: All uniforms and football helmets
 - MS Shed- Football protective gear and track equipment
- Training Room
 - The training room is staffed by a Certified Athletic Trainer provided by the Black Hills Surgical Hospital. The trainer will be available at practices and home events. The trainer is not available during the summer time.
 - Athletes should only be in the training room while they are receiving treatment.
 - All use of the medical or rehabilitation equipment and training room equipment must be authorized by proper personnel of the school district.
- Weight Room
 - During unreserved times, the weight room may be used by Douglas High School and Middle School students under the supervision of Douglas staff or District approved coaches/consultants.
 - All Douglas coaching/advising staff members present are responsible for enforcing rules and lifting guidelines posted in the weight room to ensure the safety of all weight room users.
 - Language, behavior, clothing, and music in the weight room must be school appropriate.
- Facilities Rules & Enforcement
 - Each facility utilized by Douglas Activities requires continuous enforcement of rules and expectations to help with the upkeep and preservation of the facilities. Below is a list of expectations set forth for the use of Douglas School District facilities:
 - Track and Field/Turf
 - No Sharp Objects - No tent stakes, corner flags, or other objects that can penetrate the surface of the track or field
 - Approved Athletic Equipment only - No metal or screw-in studs on the football field. Molded cleats or other athletic shoes only. Running shoes with

- metal spikes are allowed on the track as long as they do not exceed the legal length set by the SDHSAA
- No smoking, spitting, or alcohol.
- NO PETS
- Water Only - no food, including gum & sunflower seeds, soft drinks, or colored drinks
- Approved Vehicles Only - No bicycles, scooters, skateboards, roller skates or other unapproved vehicles.
- Proper designated entrances should be used at all times.
- Wrestling Room
 - Wrestling shoes and socks ONLY
 - No food or drinks other than water allowed
 - Athletic clothing required
 - Mats must be cleaned after every use
 - use district approved cleaners ONLY
 - No weights, hurdles, med balls, boxes, etc. on the mat
 - No tables, chairs, televisions, etc. on the mat
- Basketball Courts
 - Students, coaches, teachers, etc., MUST have tennis shoes ONLY on the surfaces. Socks are acceptable.
 - There should be no food or drink on the court at any time. Should something get spilled, proper cleaning protocols should be enforced and a custodial staff member should be called as needed.
 - No unorthodox equipment should be used on the courts without proper permission from the Activities Directors (ex. indoor implements, rollout mats, etc.)
 - Proper designated entrances should be used at all times.
- Theater/Auditorium
 - There should be no food or drink in the theater at any time.
 - Access to the light booth/catwalk is only for designated adults.
 - Costume room is only available to the drama/music department unless approved by the head drama/music advisors.
 - Woodshop area is only for designated drama students and advisors. Tools should only be used under proper supervision.
 - Technology should only be used by trained individuals for all events.

Equipment & Inventory

- Issuing of Activity Equipment
 - Each coaching/advising staff is directly responsible for the care and control of all equipment used in their program.
 - An annual inventory list is to be maintained by the coach/advisor and submitted to the Activities Office after the ending of each season. Clubs and fine arts should submit their inventory list by the end of the school year.

- Coaches/advisors issuing equipment must have the knowledge to insure properly fitted equipment.
- Coaches/advisors shall inspect equipment regularly during the season and report all issues to the Activities Office.
- Activities equipment of the school district MAY be loaned to outside groups with an approved request submitted to the Activities Office.
- Coaches/advisors are encouraged to use the DHS laundry facility for uniforms and practice apparel.
- Coaches/advisors will submit lists of student fees for equipment not turned in to the Activities Office.
- Coaches will submit requisitions for needed equipment and surplus lists at the end of each season.
- Technology equipment must be turned into the Activities Office at the end of each school year for annual IT maintenance.
- Uniform Rotation
 - As set forth by the Douglas School District, athletic teams will be allowed the opportunity to submit for new uniforms through Capital Outlay on a 5-year rotation. The current rotation is as follows:

Activity(HS)	2026-27	2027-28	2028-29	2029-30	30-31
Boys Basketball			x		
Competitive Cheer					x
Competitive Dance	x				
Cross-Country				x	
Football				x (home)	x (away)
Girls Basketball			x		
Golf					x
Soccer			x		
Track & Field	x				
Volleyball				x	
Wrestling (Boys & Girls)		x			

- Each sport will be allowed to purchase one home set and one away set of jerseys on their rotation.

- Track, football, dance, cheer, and cross-country will be allowed to purchase one set of jerseys unless special approval from the Activities Office.
- Teams are expected to purchase enough jerseys to fit their varsity program. This may vary from program to program. Speak to the Activities Director when you begin your search.
- Extra jerseys, replacement jerseys, and practice jerseys are to be paid for through fiduciary funds, but coaches may **request** to utilize the general fund to assist.
- The DOUGLAS SCHOOL BOARD will have the final say on approving of uniform purchases.

Financial Procedures

Purchasing

- All purchasing of equipment and supplies must be done through the Activities Office and must be within the approved budget, or without overdrawing of fiduciary funds. The purchasing process should be followed as such:
 - The requesting coach/advisor must submit a requisition form to the Activities Office with as much detailed information as possible regarding the desired purchase.
 - The Activities Office will approve or deny the order based on, but not limited to, budget, cost, quality of item, delivery time, and necessity of purchase.
 - If approved, the Activities Office will submit the requisition to the Business Office for approval.
 - The coach/advisor will work with the Activities Office to order any approved purchases.
 - The coach/advisor will notify the Activities Office of any defective or incomplete orders.
 - Orders should be delivered to the Activities Office for receiving confirmation.
 - Coaches/advisors who purchase equipment/supplies without a purchase order may be denied reimbursement

Capital Outlay

- Capital Outlay requests are annual requests by coaches/advisors to the Activities Office of items that meet, but is not limited to, the following criteria:
 - Long-term permanent items that exceed \$1000
 - Annual jersey rotation (see above chart)
 - Replacement and/or safety items that exceed \$1000
- Capital Outlay requests must be submitted to the Activities Office by the deadline set forth by the Douglas School District. The deadline will be conveyed to coaches/advisors by the Activities Office.
- Capital Outlay requests must be approved by the Activities Director and submitted to the Business Manager for Board approval.

Club Sheets & Fiduciary Accounts

- Club Sheets

- Teams/clubs must submit an annual Club Sheet to the Activities Office for approval on all income and expenditures during the school year. Club sheets should be filled out as in depth as possible.
- No deposits or expenditures may be made to or from the fiduciary account prior to Club Sheets being submitted to the Activities Office.
- Fiduciary purchases and incomes must be pre-approved by club officers/captains and noted on the Club Sheet or on club meeting minutes.
- Club Sheets may be updated throughout the year through submission of club meeting minutes to the Activities Office with approval by club officers/captains.

- Purchases
 - Purchases from fiduciary accounts must be submitted to the Activities Office, prior to ordering, via a requisition form.
 - Fiduciary purchases are NOT TAX EXEMPT. All state and local taxes will be applied to purchases.

- Fundraising
 - Fundraisers submitted on the Club Sheet will be approved or denied by the Activities Office based on, but not limited to, the following:
 - Number of fundraisers per program
 - Similarity of fundraisers across programs
 - Integrity of the fundraiser
 - Length of the fundraiser
 - Approved fundraisers will need to submit a Request for Fundraising Form to receive approval prior to implementation of the fundraising event.
 - External Vendors will not be given permission to contact/sell/solicit donations from community members or local businesses on our behalf.
 - Approved fundraisers may be intended to reach individuals known to the student, student's parents, or the Box Elder community.
 - The team/club participants are fully responsible for the implementation and follow up/ and delivery of any fundraising items in a timely manner.
 - Students must be made aware of their personal liability should they lose their fund-raising items or money.
 - Coaches/advisors involved with the fundraiser are responsible for the overall planning, implementation, and supervision of a fundraising event.
 - Coaches/advisors will be held accountable for proper receipts, deposits, delivery of items, and/or refunds through the usage of the team/club receipt book.
 - Fundraiser donations are NOT TAX DEDUCTIBLE.

- Concession Stands
 - General Guidelines for ALL Concession Stand Operations
 - A minimum of one adult supervisor must be present in the concession stand at all times.
 - The concession stand will open a minimum of 30 minutes before the start of an event and remain open throughout $\frac{3}{4}$ of the varsity event.

- Workers will be clean, prompt, and courteous.
- The concession stand should be thoroughly cleaned upon closing (sweeping, mopping, washing dishes, etc.)
- Ensuring sanitary conditions and product quality in the concession stand.
- Indoor concessions
 - Indoor concessions will be the responsibility of the junior class each year to raise funds for prom and other expenses during their junior and senior years.
 - The junior class officers are responsible for securing student workers in the concessions for all indoor home events.
 - The Activities Office will provide a list of indoor home events that will require concession services.
 - In the event that the junior class is unable to cover a scheduled home event, the opportunity will be opened up to all other activities on a first come basis.
- Outdoor Concessions
 - The Activities Office will schedule teams/clubs to be responsible for the outdoor concessions.
 - Each team/club's coach/advisor is responsible for the following items when operating the concession stand:
 - Purchasing, stocking, and pricing products for sale in the concessions.
 - Completing proper paperwork and submitting receipts for deposit and reimbursements.
 - Securing, assigning, and supervising student workers for all outdoor events at Patriot Stadium.
 - Submitting Income Revenue forms and money to the Activities Office after each event.
 - The Activities Office will provide a list of outdoor home events and assignments that require concession services.
 - Funds raised during the course of a calendar year will be divided and deposited into the fiduciary accounts of the teams/clubs that operated concessions during that year.

Chain-of-Command - Parent/Coach/Advisor Communication

Coaches/Advisors Chain-of-Command

- The chain-of-command refers to the proper lines of communication for addressing and handling of situations that may be of concern by coaches/advisors within a team/clubs program. Coaches/advisors should go through the proper chain-of-command - other than legal or ethical concerns - when handling program based situations. Issues should first be brought to the head coach/advisor. If it is not resolved AFTER speaking with the head coach/advisor then it can move through the chain of command by the individual voicing the concern. The coaches/advisors chain-of-command is as follows:
 1. Head Coach or Advisor
 2. Activities Director
 3. High School Principal

4. Superintendent
 5. School Board
- Each level has the authority to hear and decide an appeal from the level above it. Jumping the chain-of-command may hinder the opportunity for the next level to fairly hear an appeal and make a decision. Legal and/or ethical concerns can be brought directly to the Activities Director.

The “24-Hour Rule”

- The “24-Hour Rule” refers to the handling of situations that may be of concern immediately following the completion of a competition or performance. Coaches should utilize the “24-Hour Rule” in the following ways:
 - During business days coaches/advisors will have until the following day to respond to your concerns.
 - During weekends coaches/advisors will have until the next business day respond to your concerns.

Parent/Coach/Advisor Communication

- Coaches/Advisors are professionals and have to make judgment decisions based on what they believe is best for **all** students involved. Below is a list of topics that should and should not be discussed with parents/guardians and coaches/advisors:
 - Concerns appropriate to discuss with parents
 - Mental and physical concerns of their student
 - How their student may improve their skills
 - Concerns about their student’s academics, behavior, and practice habits.
 - Concerns Inappropriate to discuss with parents
 - Other student participants
 - Other coaches and/or school personnel
 - Team Strategy
 - Play Calling
 - Playing Time

Accident/Injury Report Procedures

Reporting Procedures

- The coach or athletic trainer will complete the “Accident Report” form immediately following all injuries or accidents that involve any student under their control during a practice, contest, performance, or while traveling to or from a contest
- A copy of the report shall be turned into the Activities Office by the following school day. Coaches should retain a copy as well.
- Injured students will be referred to the Certified Athletic Trainer or appropriate medical personnel.

Return to Participation

- Athletes that have been held out of participation due to illness or injury, and were under the treatment of the trainer or a physician must have a written statement allowing return to competition.
- Students with a suspected concussion will be assessed by the Certified Athletic Trainer or appropriate medical personnel before resuming participation. Medical personnel and post-impact testing will be used to determine when a concussed athlete may begin “return to play” protocols under the guidance of the Certified Athletic Trainer.
- The Certified Athletic Trainer DOES NOT have the authority to clear a participant of a concussion. A licensed physician must submit a statement allowing return to competition.

Out of Season Training

Coaches and advisors are expected to provide and encourage off season training opportunities within the guidelines of the SDHSAA and approved by DSD.

Students should be strongly encouraged to participate in multiple sports, activities, and the after school/summer strength and conditioning program.

Coaches/advisors should provide a minimum of one camp opportunities for the levels of middle school and/or elementary school students.

All summer training programs at DSD will be directed/monitored by DSD activity staff members.

Summer league and team camps may be limited to the students with a certain skill level or those who have committed the most time to conditioning and training.

Summer training, camps, and conditioning are open to DSD students in grades 7-12 and may have fees that are the responsibility of the student.

Open gyms/fields during the school year will be encouraged for out of season athletes with the purpose of developing skills and abilities while following all SDHSAA rules and regulations:

- Head coaches/advisors must be aware of an open gym/field event.
- Open gyms must be supervised by an approved adult with current first aid training
- All open gym/field activities must be open to all Douglas secondary students who demonstrate commitment through purposeful activity regardless of their skill level.
- Open gym time requires building use approval by the activities office.

Coaches/Advisors will adhere to the two SDHSAA sanctioned moratorium periods. During these times coaches/advisors are to have no contact with their student participants, no strength programs, no open gyms/fields, or any other team events as outlined per the SDHSAA moratorium rules and regulations.

Publicity & Media

The Communications Director, Jade Temple, is responsible for promotions and media releases that originate from and for the Activities Department. The procedures for publicity and/or media promotions (other than the DHS Activities Social Media Page) will be as followed:

- Staff will submit information to the Activities Office.
- The Activities Office will review and submit appropriate information to the Communications Director as needed.
- The Communications Director will review and submit appropriate promotions and media releases

Coaches/Advisors hold certain responsibilities for publicity/media reporting following completion of contests and/or performances:

- Report results and statistics following contests to the local news outlets and the SDHSAA Bound website.
- Arrange for student media interview sessions when requested and provide guidance prior to interviews.
- Develop informational flyers for clinics, camps, open gym sessions, and strength and conditioning programs.
- Report individual and team accomplishments and records to the Activities Office.

Coaches/Advisors may access contact information using the [Media Contact List](#) sheet provided by the Activities Office or through known connections to sport/activity media outlets.

Awards, Records, & Recognitions

Awards & Recognitions

- Each team/club is encouraged to have annual team based awards & recognitions for their respective programs. Awards will be paid for out of fiduciary accounts.
- Coaches/Advisors will be responsible for the proper submission of any documents and/or voting procedures for District, Conference, Region, and/or State awards and recognitions.
- Coaches/Advisors will be responsible for assisting the Activities Office in dispersing information regarding special event recognitions such as pep rallies, collegiate signing days, and team award ceremonies.

Program Records

- Coaches/Advisors will track and update individual, team, and season records for their respective programs.
- An updated list of records should be submitted to the Activities Office annually.
- Programs may use fiduciary funds to purchase approved record displays for their programs.
- Coaches/Advisors are responsible for the proper rotation of program records in the event of a change in regime.

- Coaches/Advisors may create “new” records given they are unable to track down past accomplishments.

Activities Inclement Weather/Air Quality Procedures

It is the responsibility of the coaching/advising staff to understand and carry out the DSD inclement weather/air quality procedures as outlined. Coaches/Advisors should have a weather app available on their phone to track and potential inclement weather/air quality conditions. DSD procedures for inclement weather/air quality are below:

Communications procedures:

- General - Coordination of all messaging including Infinite Campus, VM, and Social Media with the Communications Coordinator.
- School District Announcement - Ensure that Administrators are notified of all pending public communication prior to disseminating.
- Parent and Student Notification - Use of the school’s communication system to notify parents and students about activity cancellations or changes as early as possible.
- Public Announcements - Post updates on school websites, social media accounts, and other relevant platforms.

Inclement Weather/Air Quality Matrix

Weather Conditions	Games/Performances	Practices/Rehearsals
Normal School Day	Continue as normal	Continue as normal
Early Release Days for Weather	Canceled	Canceled
School Closures for Weather*	Canceled	Canceled
Temperature Below -35°F	Canceled	Canceled/ Moved in Doors
Temperature Above 98°F or Extreme Heat Index	Canceled	Canceled/Moved in Doors
Heavy Rain or Thunderstorms	Canceled/Postponed when including lightning	Canceled/Moved Indoors
AQI 100-150	Continue as normal/monitored	Continue as normal/monitored
AQI 150-200	Continue as normal/monitored	Continue with potential shortenings or modifications
AQI 200-300	Canceled or Postponed	Canceled/Moved Indoors
AQI 300 or ↑	Canceled	Canceled

The Douglas Activities Offices recommends the usage of one of the following weather apps:

- Weatherbug
- The Weather Channel
- AccuWeather
- My Radar
- EPA Air Now
- Any weather application that allows for notifications of air quality alerts and lighting notifications