

# **CEDAR CATHOLIC**

## **JR.-SR. HIGH SCHOOL**



### **Coach/Activity Sponsor Handbook**

### **2023-2024**

*Developing Disciples for the Future*

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## ARTICLE 1 – COACHING EXPECTATIONS AND RESPONSIBILITIES

### Section 1.1 Professional and Personal Relationships and Expectations

Although there are several characteristics and attributes of effective coaches, the following areas are highlighted as essential elements with regard to professional and personal relationships:

#### Rapport

A coach must be able to develop good rapport with numerous individuals and community groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and demonstrated competency are invaluable for the coach.

#### Cooperation

Cedar Catholic expects the highest-level cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school athletic administrator, administration, other staff, team and parents.

#### Leadership and Public Relations

Diligence, enthusiasm, integrity, honesty and a love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition –all should be exemplary. Public demeanor and decorum should always reflect positively on the school, school district and athletic department.

#### Discipline

Every athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation is the coach's responsibility. Individually, the coach becomes a model of all that the program represents –observation of school codes, training rules, rules of the game, ideals of good sportsmanship, and behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, to win gracefully, and to lose with poise and a positive attitude should be emphasized. Staff, players and spectators should be motivated to achieve established goals as a team and as individual players.

#### Improvement

All coaches should take advantage of opportunities presented for self-improvement. Regular attendance of district meetings, rules meetings, special workshops and training, professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment material available in other media forms is also encouraged.

### Section 1.2 Coaching Techniques

With regard to coaching techniques, the following standards should be adhered to in your program:

1. Use sound and acceptable teaching practices
2. Run well-organized practice sessions.
3. Complete pre-season planning well in advance of starting date.
4. Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with the patient, trainer, doctor, and parents. If a concussion occurs notify the school office so other staff can be informed.
5. Construct a well-organized game plan.

6. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement. All purchasing should be accomplished through the allocated budget, in conjunction with AD.
7. Keep assistant coaches, student managers, and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in overall program.

### **Section 1.3 Coaches' Responsibilities**

#### To the participants on the team

The main reason for having activities within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplish this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with participants and sensitive to individual differences, needs, interests, temperaments, aptitudes and tolerances.

Each student has a right to expect coaches to possess current knowledge and skill to instruct players competently and to assess their progress. In addition, coaches should be able to use strategies and conditioning methods appropriate for the level of competition and maturity of the participants.

The coach's primary responsibility is to ensure maximum growth of each squad member. In this regard, the safety and welfare of players should always be uppermost in the coaches' minds.

#### To Cedar Catholic

As a coach, you have high-level visibility throughout the community. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and public communications should always reflect confidence and respect for Cedar Catholic. Your program must align with the school's mission –

*Empowered by our Catholic Faith and the Holy Spirit, Cedar Catholic develops disciples, scholars, and leaders for the future.*

The coach in public contacts needs to build and maintain a high level of confidence in the athletic program.

#### To the school

A coach owes his/her school maximal effort and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, fair and constant discipline must be maintained.

The work of the coach must be consistent with the educational program of the school. The coach should demonstrate mastery of the principals of education and continuing attempts to improve in teaching and coaching methods and techniques.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

### To the profession

A coach at Cedar Catholic should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should participate in professional growth opportunities whenever possible.

### To fellow coaches

Although the head coach must assume leadership responsibilities, all staff members should encourage independent thought. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner. Disagreements between coaches should be discussed privately and as soon as possible.

The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill responsibility to the head coach, the athletes, and the sport itself. Conversely, head coaches are obliged to describe expectations for assistant coaches well in advance of a season. The success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

### To other coaches in your school

One must always bear in mind that his or her sport is part of the total athletic and educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program.

A coach should support and cooperate with other coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

### To faculty members

A coach is expected to cooperate with every faculty member. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test or homework on practice time, that respect for the athletic program, coaching staff and the values of athletics will be significantly enhanced.

### To the Physical plant

Each coach is responsible for the following:

- a. Keeping practice areas, offices and locker rooms in order
- b. Storing equipment and using equipment properly – pride in the equipment and facilities are of primary importance to all athletes and coaches.
- c. Keeping storage areas locked
- d. Ensuring that all exterior and interior doors are locked
- e. Taking pride in the facilities and instilling this pride in the athletes
- f. Keeping accurate inventory records of equipment, and uniforms.

## ARTICLE 2 – ROLES AND RESPONSIBILITIES

### Section 2.1 Archdiocese of Omaha Safe Environment Code of Conduct for Lay Persons

The Safe Environment policy of the Archdiocese of Omaha defines ‘Church personnel’ to include Clergy. Because there is a separate Code of Conduct for Clergy, for the purpose of this Code of Conduct, the term “All” or “Church personnel” refers to all lay persons (employee, volunteer and religious men and women, age 19 and over) who have contact with children/youth/vulnerable adults on behalf of the Church.

The term “Minors” refers to all children and youth who have not reached the age of 19. This age is determined by Nebraska statute, and is a higher standard than that determined by canon law. Employed and volunteer Church personnel will be held to the same standards and expectations.

### EXPECTATIONS

#### Mission

- One Church, encountering Christ, equipping disciples and living mercy
  - All must represent and respect the Church’s teachings. All must bear witness to the mission of the Church through their conduct. They are to be faithful and merciful disciples of Christ whose actions are consistent with the moral law and teachings of our Catholic Church.
- As ambassadors for Christ, it is up to every one of us to care for and protect the most vulnerable
  - We are called to be the eyes and ears of the Church and to keep our minors/vulnerable adults safe. If you see something that doesn’t feel or look right, it should be reported. It is only when the authorities and others have the necessary information that we can establish a truly safe environment for all.

#### Conduct/Relationships

- Present oneself with dignity and integrity
  - All must exhibit high ethical standards and personal integrity. They must be aware of the responsibilities and positions of trust that accompany their work and exhibit this awareness by maintaining appropriate boundaries and exercising caution against all harm.
- Relationships are at the foundation of ministry and are central to Catholic life.
  - Healthy and safe relationships/boundaries reflect sincere love, respect and compassion, which can foster a closer relationship with God for others. A safe environment is created through mutual respect for the dignity of each person, who is made in the image and likeness of God.
- Recognize that the role of Church personnel as an employee/volunteer is to serve other’s needs rather than one’s own.
  - All will strive to make a positive difference in the lives of minors/vulnerable adults. We can never have an equal/peer relationship with a minor. Working or volunteering with them is a privilege and should not be used to satisfy personal desires or needs.
- Physical contact with a minor must be nonsexual and appropriate
  - Examples of appropriate contact include: verbal praise, handshakes, “high-fives”, pats on the shoulder from the front, brief hugs, holding hands while walking with small children, sitting beside small children, kneeling or bending down for hugs from small children, holding hands during prayer, pats on the head. We should always take into account the culture and personal preferences of the receiver.
- Church personnel will not use physical force or use profane, lewd, demeaning, physically threatening, or abusive language in interactions with minors/vulnerable adults or any other person when representing the Church.
  - An exception would be that proportional physical force may be used as necessary in situations of self-defense or when the minor/vulnerable adult is a danger to self or others.
- Conduct oneself in accordance with the law and in a professional and prudent manner

- o All must not illegally purchase, possess, use, or distribute tobacco, alcohol, or other drugs for minors/vulnerable adults. All may never be under the influence of alcohol, illegal drugs, or medications that impair stable functioning or sound judgment in the course of their volunteer or paid work as Church personnel.
- Avoid inappropriate relationships with other Church personnel, clergy or parishioners
  - o In order to model positive and appropriate relationships, all will relate to others respectfully and professionally and will work collaboratively and cooperatively together. All must not engage in physical, psychological, spiritual or sexual harassment of, or misconduct with, any person and must not tolerate such harassment by others serving the Church.
- Additionally, Church personnel should be careful to maintain appropriate boundaries when working or volunteering with young adults, those age 19 through their early twenties, and those with whom there is a substantial difference in age.

#### Safe Environment Boundaries

- **Church personnel assume full responsibility for establishing and maintaining clear, appropriate boundaries and will be open to feedback or redirection regarding any concern.**  
 Appropriate personal and pastoral boundaries are maintained by following the policies and guidelines put in place by the Archdiocese, as well as following Catholic morals and virtues.  
 Intimate/physical/sexual relationships with those entrusted to our care are never permissible.  
 Maintaining appropriate boundaries would also include being aware of all adults, minors and vulnerable adults who are present and taking action if necessary.
- **Implement procedures, guidelines and practices that ensure safeguards for minors/vulnerable adults**  
 Church personnel are fully responsible for knowing and implementing clear, appropriate boundaries in personal and technological interactions with minors and vulnerable adults. These should be communicated to participants/families prior to involvement.  
 All must be aware of the responsibilities and positions of trust that accompany their work and exhibit this awareness by maintaining appropriate boundaries and exercising caution against all harm.  
 Any violation of policies, practices, procedures and guidelines should be documented for any future reports/disclosures that may be required.
- **Understand and respect that our role as Church personnel comes with significant status/power.**  
 All should strive to use authority responsibly with integrity and exhibit this through their conduct with others. Church personnel may be perceived as having more psychological strength, control, spiritual authority, and leverage than those they serve and should be mindful of the power differential that exists in relationships and endeavor to be mutually respectful. We should never use status to exploit another person for any purpose.
- **Church personnel should not accept expensive or excessive gifts from an unrelated minor/vulnerable adult, or give expensive, individual or personal gifts to an unrelated minor/vulnerable adult, without the permission of the parent or guardian** and only by way of the parent or guardian, such that a gift is given to a parent or guardian for a minor/vulnerable adult.  
 Exchanges of modest, appropriate gifts between groups of minors/vulnerable adults and Church personnel in the ordinary course of parish programs and school settings is permissible (e.g., rosaries, prayer cards, holiday candy).
- **Church personnel must avoid behavior that has been used by adults to develop inappropriate relationships with minors/vulnerable adults.** Activities include singling out minors/vulnerable adults or showing them unusual attention. Some examples of this prohibited behavior may include: presenting gifts to a particular minor/vulnerable adult (relatives excluded) or giving special favors or tasks to a particular minor/vulnerable adult; allowing a minor/vulnerable adult to drive automobiles owned by Church personnel or by a parish or school, even though another adult may be present; singling out a particular minor/vulnerable adult for special dinners, trips, or outings; having unofficial



or repeated private or other personally intimate conversations through text messaging, emailing, or contact through social media; or initiating intimate or sexual questions about a minor/vulnerable adult's boyfriend/girlfriend.

- **Church personnel must use prudent judgment and common sense when working with all minors/vulnerable adults.**

When acting as an employee or volunteer on behalf of the Church:

- **Church personnel must not travel in a vehicle with an unrelated minor/vulnerable adult** without another Safe-Environment certified adult present, except in documented emergencies or extenuating circumstances.
- **Church personnel should avoid being alone (without another Safe Environment certified adult) with any unrelated minor/vulnerable adult**, except for reasonable, common-sense, documented exceptions, such as emergency situations or where the interaction is incidental and not extended.
- **When necessary for your role in a parish and/or school setting, one-on-one meetings with an individual unrelated minor/vulnerable adult are best held in a public area**; or if that is not possible, maintain transparency by meeting in an area visible to others through an unrestricted window or open door, and let others know where you will be meeting.
- **Church personnel should not spend time alone with individual unrelated minors/vulnerable adults in other public locations** (e.g., parks, coffee shops, movie theaters). A common-sense exception would be carpooling unrelated minors/vulnerable adults along with their own children or grandchildren. Church personnel must have prior permission of the parents or guardians of the unrelated minors/vulnerable adults. In this case, another safe-environment certified person should be present, if possible.
- **Church personnel must not share private overnight accommodations (bedroom, hotel room, tent, camper, bed, etc.) with any unrelated minor/vulnerable adult.** In situations in which overnight accommodations are in open spaces (gymnasiums, classrooms, gathering spaces, etc.), actions should be taken to provide suitable supervision by two Safe Environment certified adults and create reasonable separation between sexes and between adults and minors/vulnerable adults.
- **Church personnel should not visit the private overnight accommodations of unrelated minors/vulnerable adults without another Safe-Environment certified adult present.** Common, visible areas (example: hallways) should be chosen whenever possible for meetings. If Church personnel need to enter or inspect a room or space, the door should be left open and minors/vulnerable adults may be asked to leave the space before two Safe Environment certified adults can enter. Church personnel with children should follow Safe Environment standards when traveling with unrelated minors/vulnerable adults.

#### Communication/Transparency

Electronic communication is never private. Emails, text messages, and web postings establish a permanent record, which can be obtained and accessed. These means of communication can also be saved, altered and forwarded. For copyright and trademark reasons, individual apps, websites, online services, etc., are not named in this document, even though they fall within its scope.

#### Avoid all conduct which would exploit the trust of minors/vulnerable adults

All will maintain appropriate boundaries and behaviors in professional and personal relationships whether in the presence of minors/vulnerable adults or not. Being transparent means that an open line of communication with parents/guardians/staff, etc. will be maintained that is clear, intelligible, observable and requires us to be open to the scrutiny of others in all actions with minors/vulnerable adults. Minors/vulnerable adults will never be put in any uncomfortable or compromising situation.

#### Respect confidentiality and practice sensitivity towards others

- All must exercise discretion and confidentiality in handling sensitive information and may not disclose confidential information to others not entitled to such information. **Confidentiality is not binding if the information that has been shared highlights serious risk and/or endangerment of others.**
- All are called to be sensitive to differences in culture, gender, age and those with special needs throughout the archdiocese. Be aware of those cultural factors which lead to additional vulnerability of certain persons (e.g., undocumented migrants, those who do not speak English, etc.).

Communications by Church personnel with unrelated minors/vulnerable adults must be for professional reasons only.

- All must maintain appropriate boundaries in all communications with an unrelated minor/vulnerable adult, including communications through the use of electronic devices or web-based media. Social media applications that time-out or automatically delete should not be used.
- All should make certain that the parents or guardians of an unrelated minor/vulnerable adult are aware of the content of private electronic or print communications sent to or received from that unrelated minor/vulnerable adult. In exceptional situations when a parent or guardian is not made aware of the content of a private communication, another safe-environment certified adult must be included on the communication or the communication must be shared with them.

Adhere to Archdiocesan Guidelines regarding Electronic/Technical Communications with Unrelated Minors/Vulnerable Adults

- Regardless of the manner or method, all communication with minors/vulnerable adults must be faithful to the teachings and values of the Catholic Church. As leaders and role models, our communication with minors/vulnerable adults must respect the psychological, physical and behavioral boundaries of the minor/vulnerable adult and be appropriate to the ministerial and professional relationship.
- Reporting suspected child abuse regarding Electronic/Technological communications must adhere to the same standards set forth for reporting other types of suspected child abuse.
- Permission of the parent or guardian must be obtained, in writing, in order for any adult Church personnel to communicate with minors/vulnerable adults via telephone, cell phone, text messaging, email, social networks, or other electronic means.
- Church personnel should never consider typed conversations that take place via electronic means (emails, social networking sites, text message, etc.) to be private and confidential.
- Electronic communication between Church personnel and a minor/vulnerable adult should not be used to address/discuss confidential matters. These are to be discussed in a face to face meeting which is more appropriate and professional. Remember minors/vulnerable adults often believe that electronic communication is more private and gives them a sense of availability and anonymity. However, records of these conversations can be obtained and accessed. These means of communications can also be saved, altered and forwarded.
- In order to protect the privacy of minors/vulnerable adults, permission must also be obtained, in writing, from the parent or guardian before sharing/posting pictures or videos of minors/vulnerable adults, and before sharing email, telephone numbers, or other contact information with other minors/vulnerable adults or adults who are part of the class, group or organization. At no point should you record audio or video images without permission of the parents or guardians and making the person being recorded aware.
- If a minor/vulnerable adult sends an inappropriate message to Church personnel, the Church personnel should not reply to it. An unedited copy of the message should be saved and the Church personnel should notify their pastor, principal or program administrator. A minor/vulnerable adult may also send a message that causes the Church personnel to have concerns for the health and safety of the minor/vulnerable adult. The Church personnel should notify parents or guardians, authorities (as needed), and their pastor, principal or program administrator in these cases.

- Church personnel must set appropriate boundaries around the times when phone calls will be made and electronic communications will be sent. Communications should occur during the appropriate times for ministry.
- Church personnel should take time to review internet safety with minors/vulnerable adults as it refers to their group.

Specific Types of communications, including, but not limited to, the following:

- All will be transparent and professional in electronic/technical or written communication with minors/vulnerable adults and their families. It is expected that other adults (parents, guardians or supervisor) are included in all technological communication. Electronic/technical communication guidelines are located in the Archdiocesan Safe Environment Policy, which is available as a link on the Safe Environment page of the Archdiocesan website at [www.archomaha.org](http://www.archomaha.org).
- Email, instant messaging, and text messaging
  - Church personnel should only communicate with minors/vulnerable adults through the use of their archdiocesan, parish, or school email address or school-sponsored platforms and information systems. If this is not available, Church personnel should create an email address dedicated for the purpose of the ministry or activity, and copy the program administrator or supervisor on all communication.
  - In order to protect the privacy of email addresses, the blind carbon copy (BCC) feature should be used when sending an email to more than one person, including minors/vulnerable adults.
  - If a group of minors/vulnerable adults need to be in contact with each other via email, permission must be obtained from the parent or guardian before sharing a minor/vulnerable adults' email address with other members of the group. (A youth leadership team would be one example of a situation where Church personnel may seek permission to share email addresses among group members.)
  - Church personnel should never consider email, texting, messaging and other electronic communications to be private. Church personnel should copy another responsible adult (parent, supervisor, athletic director, principal or alternate youth ministry leader) when sending an electronic message to a minor/vulnerable adult. This action demonstrates transparency and appropriateness when communicating with minors/vulnerable adults. All electronic messages should be relevant to the ministerial/professional relationship the Church personnel has with the minor/vulnerable adult with due consideration for the age of the minor/vulnerable adult.
- Video and audio calls
  - Church personnel should not initiate telephone or video conversations with unrelated minors/vulnerable adults. Conversations initiated by unrelated minors/vulnerable adults should be kept short and to the point by Church personnel, and related to the professional/ministerial relationship between the Church personnel and the minor/vulnerable adult. Parents, guardians or another responsible adult should be notified when communicating in this way.
- All types of social networking
  - Church personnel who use social networking sites to communicate with minors/vulnerable adults about their ministry should create a separate business or public profile, account and/or group for this specific use whenever possible.
  - Precautions should be taken to guard the privacy of anyone who has access to the page. The highest privacy settings must be used. In addition, Church personnel should encourage minors/vulnerable adults, parents and guardians who join the online community to set their privacy settings at the highest levels.
  - Written permission from a parent/guardian should be obtained prior to a minor/vulnerable adult's participation on a social networking site that is sponsored by a parish organization.
  - Minors/vulnerable adults should not be given access to the private or personal postings of Church personnel. All interactions should reflect their ministerial/professional role.

- o Church personnel should not post photos of minors/vulnerable adults they volunteer or work with on their personal social network pages.
- o Parents and guardians of minors/vulnerable adults that you volunteer or work with should not be friended on a personal social media account unless you had a prior personal relationship.
- Blogs and microblogs
  - o Blogs and microblogs used for educational or ministerial purposes should be conducted in a professional manner and the content should reflect the purpose.
  - o It is recommended that the blog or microblog be set up so that comments are not posted until they are reviewed and approved by the owner of the blog or microblog. The practice prevents inappropriate and hurtful comments from being posted.
  - o Personal blogs or microblogs must not be shared with minors/vulnerable adults.
- Websites
  - o Websites used to represent a parish, school or parish organizations must be owned and managed by the parish or school. Church personnel must obtain permission from the pastor, administrator or pastor's delegate to set up a web page that represents the parish or school, and include parish IT or parish/school administrators as owners of the website.
  - o Websites may be linked to other sites. It is recommended that all persons add this statement to any site created: *"Links to other sites are provided on this site. These sites are provided for informational purposes only and are not necessarily sponsored by the parish, school or church organization."*
- Videos, photographs, other images
  - o Church personnel must obtain written permission from a parent or guardian to share a photograph or video with another party for any reason. This may be done by a permission slip to join the group or before attending an event.
  - o Videos and photographs which are posted by electronic means with the permission of the parent or guardian, should not give identifying information about the minor/vulnerable adult (i.e., full name, addresses, birth date, etc.).
- Online gaming
  - o This recreational activity is used by peers to play games and socialize. Church personnel who work or volunteer with minors/vulnerable adults are not their peers. For this reason, Church personnel should never be involved in online gaming with unrelated minors/vulnerable adults, or engage in any personal, in-game communications with an unrelated minor/vulnerable adult.
- Illegal or immoral materials
  - o Church personnel should never access, transmit, or create materials that are illegal or immoral. These include but are not limited to pornographic, stolen, sexist or discriminatory materials. Illegal activity such as "sexting" or the transmission of illegal material must be reported immediately to the proper authorities.

**All expectations regarding the reporting of suspected child abuse are in effect regardless of the method by which the information reaches Church personnel who volunteer or work with minors/vulnerable adults.**

## LEGAL/REPORTING

- **Adhere to Nebraska state law and Archdiocesan Safe Environment policy on child abuse and neglect and mandatory reporting as presented in the Circle of Care training.**

When there is reasonable cause to believe that a child has been subjected to abuse or neglect, or this activity has been observed, all shall immediately report the incident or cause a report to be made to the proper law enforcement agency.

Notify supervisor /administrator immediately. Only reasonable cause is needed to report abuse/neglect. Toll free number for the Adult & Child Abuse & Neglect Hotline: 1-800-652-1999.

- **Understand Pornography (legal/ illegal) is against moral teachings of the Church and is prohibited.**

All are prohibited from the viewing of pornographic materials on, or taking pornographic materials onto, the property of the Archdiocese, a Parish or a School. Church personnel must not create or distribute any pornographic images. Any discovery of illegal material (child pornography) or showing pornographic images to a minor/vulnerable adult must be reported to the authorities.

- **Know where to find the Archdiocese's Safe Environment policies as they pertain to working with minors/vulnerable adults in the name of the Church.**

All Safe Environment policies are on the Archdiocese website at [www.archomaha.org](http://www.archomaha.org). From the archdiocesan home page, click on 'Safe Environment', then on 'Safe Environment Policy'. A hard copy of the policies should also be available in parish/school offices.

### Section 1.2 Professional/Safe Environment Boundaries

#### Definitions:

"Grooming" means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

"School employee" means a person nineteen years of age or older who is employed by a public, private, denominational, or parochial school approved or accredited by the State Department of Education. School employee also includes any person who is contracted with, or otherwise paid by the school or parish and who has access to or interaction with students, including all student teachers or interns.

#### Discipline for Violations:

- A violation of this policy or any violation of professional/safe environment boundaries is misconduct and may result in disciplinary action, up to and including termination.
- A violation of this policy by a school employee with an educator's permit or certificate may result in a referral to the State Department of Education. Consequences include suspension or revocation of the employee's permit or certification.
- A violation of this policy may result in revocation of a school employee's safe environment certificate.
- A violation of this policy involving sexual or other abuse will result in referral to the Department of Health and Human Services or local law enforcement.

#### Prohibited Activities:

All school employees are prohibited from violating professional boundaries with any student.

All school employees are prohibited from engaging in grooming behavior with any student.

All school employees are prohibited from engaging in any relationship that involves sexual behavior, sexual contact, or sexual penetration with a student while the student is enrolled at the school and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional/safe environment boundaries that all school employees are expected to maintain with all students. **In addition, repeatedly engaging in any of these activities or a combination of these activities with the ultimate goal of engaging in sexual behavior, sexual contact, or sexual penetration with the student, regardless of when in the student's life the sexual behavior, sexual contact, or sexual penetration would take place, are examples of grooming as defined in this policy and are unacceptable:**

1. Using e-mail, text messaging, social media, or other electronic means to communicate with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include, without limitation, student homework, in class activities, virtual instruction, school sponsored sports or clubs, or any other school-sponsored activity.
2. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or a response in any positive manner to a student's sexual advance.
3. Being alone with a student anywhere with a closed door without a transparency plan in effect.
4. Showing a student any inappropriate or sexually suggestive material.
5. Telling jokes to a student with sexual themes or making sexually suggestive comments.
6. Invading a student's physical privacy when the school employee's duties do not require her/him to be in that location. For example, being present in a locker room when the school employee has no duty to be there.
7. "Friending" students with a personal social media account.
8. Initiating unwanted physical contact with a student.
9. Treating one student differently from other students either by providing privileges or failing to enforce school policy or impose other disciplinary action.
10. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when there is no basis for concern about the student's health and safety.
11. Providing rides to a student in an employee's personal vehicle unless another safe-environment certified adult is present.
12. Meeting alone with a student outside of school for any reason.
13. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
14. Consuming alcohol in the presence of any student when the student's parent or guardian is not present.
15. Providing alcohol or illegal drugs or unauthorized drugs or medication to a student under any circumstances.
16. Any other behavior which could exploit the unique position of trust and authority between a student and employee.

**Exceptions to the above prohibited activities include:**

1. Communications or actions with the school employee's own children or relatives.
2. An emergency situation that affects the student's immediate health or safety.
3. An unplanned chance encounter at a public place.

**Permissible methods to communicate with students outside of school:**

1. Use of the school-approved email system or educational software to ensure transparency.
2. Text messages that include at least one other school staff member or one of the student's parents or guardians.
3. Use of social media through a school-approved social media account as a coach or supervisor of a school-sponsored sport, club or activity, provided the communication is not one-to-one communication.

**Permissible ways to engage with students when the employee has concerns about the student's well-being:**

1. Contact the guidance counselor or school principal and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern does not relate to the parent or guardian.

3. If you believe the student has suffered child abuse or neglect, contact the Nebraska Department of Health and Human Services Child Abuse Hotline (1-800-652-1999) or local law enforcement.

**Reporting Grooming or Professional/Safe Environment Boundary Violations:**

If any school employee has reason to believe another school employee has violated this policy, the school employee shall notify the Principal of the school and the Archdiocesan Director of Victim Outreach and Prevention as soon as possible, but within 24 hours. If the Principal of the school is unavailable or is the school employee believed to have violated this policy, the school employee aware of the conduct shall report it to the Superintendent of Catholic Schools and the Archdiocesan Director of Victim Outreach and Prevention.

If any school employee has reason to suspect that another school employee is grooming a student or has repeatedly engaged in the above prohibited activities, the school employee shall report the conduct to the Principal and the Archdiocesan Director of Victim Outreach and Prevention.

After making the report to the Principal, the school employee and Principal shall co-report the grooming or repeated engagement in prohibited activities to the following:

1. The Nebraska Department of Education;
2. The Nebraska Department of Health and Human Services; and
3. Local law enforcement.

**Records Retention:**

The school employee shall document the reporting to each of the above entities by recording the date and time the report was made and the person to whom the report was given. The school employee shall provide a copy of her/his documentation of the above reports to the Principal of the School and the Archdiocesan Director of Victim Outreach and Prevention. The Principal shall keep such reports electronically or in hard copy so that they are readily available to any investigative authority.

**Relationship to Omaha Archdiocesan Safe Environment Policies:**

This policy does not alter or replace the Omaha Archdiocesan Safe Environment Policies which remain in effect and are applicable to school employees.

**NOTICE: Nothing in this policy should be construed to replace or alter a school employee's legal obligation to report suspected child abuse or neglect pursuant to Neb. Rev. Stat. § 28-711.**

Reprisal or retaliation for good faith reports made by students or school employees is strictly prohibited.

## **ARTICLE 3 – ROLES AND RESPONSIBILITIES**

### **Section 3.1 Teaching Requirements**

Coaches can be held accountable for failure to teach fundamentals and protective skills for particular sports. In addition, activity administrators and head coaches must ensure that:

1. All athletes shall be taught appropriate protective skills.
2. All athletes should be taught fundamentals as an educational progression:
  - a. simple to complex
  - b. known to unknown
  - c. synthesize individual skills to develop more complex capabilities
3. Athletes should be praised or encouraged for
  - a. hard work (effort)
  - b. partial mastery and improvements thereafter
4. Assistant coaches and volunteer coaches must be qualified to carry out specific duties and responsibilities

### **Section 3.2 Supervising Requirements**

Coaches must be physically present during all activity related to practice, and competition, whether coaching opposite or same gender teams. Coaches of teams must specify locker room expectations, team room expectations and remain in the general area until all athletes have departed.

1. The more hazardous the activity, the greater a coach's responsibility for supervision.
2. Young athletes require special attention with respect to:
  - a. readiness for leaving or execution of a dangerous skill
  - b. readiness for physical contact
  - c. physical maturity differences pairings for practice or scrimmage

### **Section 3.3 School Policy**

Coaches must know school policy in every situation.

1. If no school policy, contact either the Activities Director or the Principal
2. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent coach.
3. Know if you have school policy and do not deviate from it.

### **Section 3.4 Equipment**

If an injury occurs

1. Keep and label the equipment. Get evidence of purchase and sequester it.
2. If the injury was recorded on film, study the film and keep it.
3. Get witnesses immediately

### **Section 3.5 Potential Source of Liability for Coaches and Administrators**

1. Failure to supervise an activity
2. Negligently entrusting responsibility to an under qualified or unqualified individual
3. Failing to teach appropriate skills
4. Failing to teach skills properly
5. Failing to teach protective skills
6. Failing to provide and maintain a safe practice or playing environment
7. Failing to provide appropriately sized and fitted equipment
8. Failing to inspect, repair, recondition equipment properly
9. Failure to teach athletes to inspect and wear their equipment properly
10. Failure to check young athletes for proper fitting and wearing of equipment
11. Failing to provide proper equipment



12. Failing to warn and deter unsafe or illegal execution of skills
13. Failing to develop and implement policies and procedure intended to enhance safety for each activity
14. Failure to implement recognized safety standards promulgated by various sports regulatory or sports medicine agencies
15. Failure to match or equate athletes by maturing and development
16. Failure to administer first-aid properly
17. Failure to warn of dangers inherent in certain activities
18. Failing to seek medical approval for and injured athlete to return to practice or competition
19. Failing to keep adequate and accurate records.

**Section 3.6 Duties of a Coach**

1. Provide a safe practice or competitive environment
2. Properly plan and supervise an activity
3. Develop site-specific emergency response plans.
4. Evaluate athletes for injury and response with approved first aid/ emergency response techniques
5. Match or equate athletes appropriate with focused attention to maturity or developmental differences
6. Provide or maintain appropriate, safe and properly fitted equipment.
7. Warn athletes and parents of inherent risks of a sport. Maintain a file of comprehension statements from parents and athletes.
8. Supervise appropriately before, during and following practice, conditioning or competition.
9. Keep thorough records
10. Know, document, post and implement school policies.

## ARTICLE 4 – EXTRACURRICULAR POLICIES AND PROCEDURES

### Section 4.1 School Information

Conference:	Mid-State Conference
Mascot:	Trojans
Colors:	Red and White
Fight Song:	Washington and Lee Swing

### Section 4.2 Policies for Extracurricular Activities

#### Attendance at School

Students must attend school from at least 11:30 a.m. to the end of the school day in order to be eligible to compete/perform/etc. or attend any activities that same day. If a student has a prearranged doctor's appointment, the 11:30 time may be waived. For this to happen the student must notify the school prior to the appointment and provide a note from the doctor confirming the appointment. Students participating in activities on a night before a school day are to be in attendance at school the next day unless it is a prearranged appointment and the school is aware of the appointment ahead of time.

#### Conduct

Students are bound by the policies of Cedar Catholic at all extracurricular events and practices/rehearsals, etc. All policies set forth in Student-Parent Handbook remain in effect.

#### Dress Code

Each sponsor will discuss his/her expectations at the beginning of each activity event/season. Strict adherence is mandatory. Jeans, t-shirts, and other clothing items prohibited by the "Dress Down Day" policy are not allowed unless the activity sponsor gives express permission.

#### NSAA Rules

Students participating in activities sponsored by the NSAA must abide by that association's eligibility rules. The Activities' Director will inform students of such rules at the beginning of each activity season. Violation of NSAA rules will result in loss of eligibility to participate in their sponsored activities.

#### School Detentions

A student who accumulates three (3) school detentions in one quarter will be required to sit out one activity participation event. The suspended event will be the first one scheduled after the date the student received his/her third school detention of the quarter. Additional detentions in the same quarter will result in additional activity participation suspensions. The student will also be dismissed from any class office, student council office, and National Honor Society membership for multiple detentions.

#### Truancy

Each instance of truancy will result in a suspension from one game/performance/match/competition in all athletic and non-athletic activities in which a student participates.

#### Unexcused Absences from Practices/Rehearsals

Unexcused absences from practices/rehearsals will not be tolerated by activity sponsors. Sponsors may apply penalties according to their discretion.

### Section 4.3 NSAA Sponsored Activity Eligibility Rules

In order to represent a high school in interscholastic activity competition, a student must abide by the eligibility rules of the Nebraska School Activities Association. These rules will be explained to each activity group at the beginning of their season.

- Student must be an undergraduate.
- Student must be enrolled in at least twenty (20) hours per week and regular in attendance in accordance with the school's attendance policy.
- Student must be enrolled in some high school on or before September 1<sup>st</sup> of the current school year.
- Student is ineligible if nineteen (19) years of age before August 1<sup>st</sup> of current school year.

- After a student's initial enrollment in grade nine (9), he/she will be eligible after eight (8) semesters of school membership.
- Student must have been enrolled in school the immediate preceding semester.
- Student must have received twenty (20) semester hours of credit the immediate preceding semester.
- Once the season of an activity begins, a student shall compete only in contests of that activity, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that activity. The season of an activity begins with the first date of practice as permitted by NSAA rules and ends with the last competition of the season as set by the NSAA. (E.g., A student basketball player cannot be on a town team, participate in free throw contests, etc., during the basketball season as set by the NSAA.)
- A student shall not participate in sports camps or clinics during the season of an activity in which he/she is involved, either as an individual or as a member of a team.
- A student shall be ineligible for 90 school days to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents maintain their domicile.
- A student is ineligible for 90 school days if his/her parents have changed their domicile to another school district and the student has remained in the former school, which is in a different school district. (Exceptions to this rule exist and can be explained by the principal.)
- A student shall not participate in a contest under an assumed name.
- A student must maintain his/her amateur status.

#### **Section 4.4 Academic Eligibility**

While extracurricular activities are a part of a student's total education, participation in them is not a right—it is a privilege. In order to maintain that privilege, a student must meet certain academic requirements, demonstrating that he/she is capable of balancing all the various elements that make up his/her total education. If a student fails to meet these academic requirements, he/she will be ineligible to participate in all extracurricular activities as described below. This policy has been established to help students learn how to balance and prioritize the various responsibilities that make demands on their time and energy so that they may succeed in all their endeavors. Students and parents/guardians are responsible for monitoring all academic progress via Sycamore. Students and parents/guardians with concerns about one's academic progress should contact the appropriate teacher(s) for extra help well before ineligibility becomes an issue.

The following policy is to be applied to students participating in extracurricular activities at both Cedar Catholic and Hartington-Newcastle Public:

- A student becomes ineligible if:
  - he/she is failing one subject for two (2) consecutive weeks, OR
  - he/she is failing more than one subject in the same week.
- The school counselor will compile the ineligibility list on Monday by 11:00 am and is responsible for contacting parents/guardians that day of a student's ineligibility for a period of one full week.
- The period of ineligibility begins the next day (i.e., Tuesday) and extends through the following Monday.
- Students who are ineligible may not participate in any extracurricular events but may participate in all practices/rehearsals. An activity sponsor may not penalize the student for missing events or practices/rehearsals, especially as that time may need to be devoted to bringing up one's grades. On activity days when participants are wearing their activity shirts, students who are ineligible must attend school in regular dress code.
- Eligibility is restored at the beginning of each new quarter.
- The academic eligibility list will begin the second week of each quarter.
- All students must earn 25 semester hours of high school credit the preceding semester.

The administration reserves the right to deviate from this policy in the case of students with an Individual Education Plan. The principal is responsible for the interpretation of this policy.

In order for any student to be eligible to participate in afterschool practices/rehearsals or events, the student must attend school from 11:30 am until the end of the school day. This also applies to those attending as a spectator.

#### **Section 4.5 Athletics**

The athletics department is an integral part of Cedar Catholic High School and is under the immediate supervision of the Activities Director. Cedar Catholic faculty, staff, students, and spectators are encouraged to attend athletic games, to observe sportsmanship and proper conduct in all athletic contests, and to display Christian hospitality to visiting teams and officials.

#### **Section 4.6 Athletic Training Rules**

All student athletes at Cedar Catholic are required to follow training rules during the season of their athletic participation. The principal shall exclude any contestant from his school contests who because of bad habits or improper conduct would not represent the school in a becoming manner.

The Activities Director will be in charge of formulating, supervising, and administering the training rules in conjunction with the coaching staff. Training curfews, for all sports (boys and girls) are:

The night before a school day (Sunday – Thursday) → 10:30 pm

- Weekends (Friday and Saturday) → 12:30 am
- Nights before a contest → 9:30 pm
- Homecoming and Prom nights → 2:00 am

These hours may be adjusted for a particular circumstance by authority of the coaching staff of a particular sport. Information regarding the adjusted hours is to be communicated to parents/guardians of the participants. Violations of hours will be punishable at the discretion of the coach.

#### **Section 4.7 Controlled and Intoxicating Substances Policy Violations**

Students at Cedar Catholic must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community. Selection for a school-sponsored team, organization, or club is both a privilege and an honor. As such, it carries responsibilities commensurate with leadership roles. As leaders and more highly visible representatives of Cedar Catholic, students in activities have an increased obligation to represent themselves and their school in an exemplary manner. Therefore, some consequences apply specifically to participation in extracurricular activities.

- Students in violation of the Controlled and Intoxicating Substances Policy, will be subject to the disciplinary action outlined in this section.
- The Controlled and Intoxicating Substances Policy remains in force for the entire calendar year.
- Violations subject to the Controlled and Intoxicating Substances Policy are cumulative throughout the student's time at Cedar Catholic.
- Any student involved in an activity or class at Hartington-Newcastle Public Schools (HNPS) is subject to both Cedar Catholic and HNPS rules, regulations, and subsequent penalties.
- A student or parent/guardian is required to report to the principal immediately when the student is in violation of any of the policies subject to the Controlled and Intoxicating Substances Policy.
- Parents/guardians of students in violation of the Controlled and Intoxicating Substances Policy will be notified in writing and are asked to sign a form verifying that they had been notified. (Note: Signing the notification form does not imply an admission of guilt. It merely acknowledges notification.)

The principal has the final authority in determining violations subject to this section. A student found to be in violation of the Controlled and Intoxicating Substances Policy shall be subject to the following consequences:

### First Offense

The student will:

1. Be ineligible to participate in 25% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
2. Be ineligible to participate in 25% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
3. Attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.
4. Be required to serve eight (8) service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within two (2) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.
5. Be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.
6. Be removed from or be ineligible for the National Honor Society, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.

*If a student or parent/guardian fails to immediately report a violation of the Controlled and Intoxicating Substances Policy, the above-mentioned penalties are doubled.*

### Second Offense

The student will:

1. be ineligible to participate in 50% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
2. be ineligible to participate in 50% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.

3. attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.
4. be required to serve 16 service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within three (3) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.
5. be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.
6. be removed from or be ineligible for the National Honor Society, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.
7. be required to undergo individual counseling set up with a school-approved counselor at the expense of the family. Letters to the school from the counselor stating that the student satisfactorily completed the counseling program are required before eligibility is reinstated.

*If a student or parent/guardian fails to immediately report a violation of the Controlled and Intoxicating Substances Policy, the above-mentioned penalties are increased to 75% or 24 service hours.*

### Third Offense

The student will:

1. Be ineligible to participate in 75% of the current athletic activity (activities) in which the student participates. If the infraction occurs when the student's athletic activity is not "in season," the penalty will be applied toward the student's next intended athletic activity (activities). However, the final decision as to which activity (activities) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the athletic season of the violation will be carried over to the student's next intended athletic activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
2. Be ineligible to participate in 75% of all the current non-athletic activities in which the student participates. If the infraction occurs when no such activities are "in season," the penalty will be applied toward the student's next intended activity. However, the final decision as to which activity(ies) for which the student will be ineligible rests with the administration. Any ineligibility penalty not fully satisfied in the activity season of the violation will be carried over to the student's next intended activity season for completion. The percent of ineligibility not yet served will carry over. This may be from one school year to the next.
3. Attend and participate in every extracurricular practice/rehearsal. While suspended, the student must attend every game, event, and/or performance in school uniform. He/she will not be dismissed from school to attend an event.
4. Be required to serve 24 service hours if the student is not involved in any extracurricular activities. These hours must be preapproved by the principal and completed within four (4) weeks after the parent/guardian was notified of the violation. These hours are in addition to those expected for the Living the Faith requirement.
5. Be required to make a personal visit to his/her pastor in order to discuss the violation with him. The principal will notify the priest of the upcoming visit and will follow up with him to ensure it was completed.

6. Be removed from or be ineligible for the National Honor Society, Student Council, holding class office, and Homecoming/Prom royalty for a period of one calendar year.
7. Be required to undergo individual counseling set up with a school-approved counselor at the expense of the family. Letters to the school from the counselor stating that the student satisfactorily completed the counseling program are required before eligibility is reinstated.

Third Offense violations will require parents/guardians to attend counseling sessions with their child.

*If a student or parent/guardian fails to immediately report a violation of the Controlled and Intoxicating Substances Policy, the above-mentioned penalties are increased to 100% or 36 service hours.*

#### Fourth Offense

1. The student will be ineligible for any school activity participation for the remainder of their time at Cedar Catholic.
2. Depending on the gravity of the offense, a student may be recommended for expulsion.

#### **Section 4.8 Athletic Cut Policy: Volleyball and Boys & Girls Basketball**

An athletic cut policy has been initiated for volleyball and boys' & girls' basketball. This policy reads as follows:

“The decision to cut only seniors will be done by the coaching staff which works directly with those athletes. Decisions will be based on the ability and potential of each individual following evaluation by the coaches. There shall be no cuts until five practices of the current season have been completed. Cuts shall be done individually, privately, and with dignity. The varsity rosters for these sports shall not exceed 14 members, which can be changed anytime during the season. Juniors will be informed of this policy in the spring.”

Other athletic programs are not included in this policy, as the coaches do not cut in those sports.

#### **Section 4.9 Junior High Athletic Practices and Games**

Junior High athletic teams include volleyball, football, boys & girls basketball, and boys & girls track. Junior High athletics are offered as an opportunity for all students to participate in the games. The time of individual participation will vary, of course, depending on the player's ability, practice habits, attitude, behavior, etc. When possible, extended game time will be scheduled to allow for more individual participation.

Time has been made available for students to practice for these sports during the school day. Students wanting to stay after school for extended practice time may do so but are not required to do so. Extended practices will be no more than four (4) days per week (including game days). Students unable to attend extended practices will not be penalized from playing in games. The extended practice will end before 4:30 pm and parents/guardians will be able to pick up students at 4:30 pm

All Junior High students will practice with the Junior High athletic teams and participate in games unless their parents/guardians do not want them to participate on these teams. Parents/guardians should contact the school Activities Director if they do not want their children to participate on these teams.

Junior High athletes must pass a physical exam prior to team participation. All students are contacted regarding summer physical dates offered at Cedar Catholic. Students are responsible for the cost of the physicals.

The school recommends, but does not require insurance to cover students participating in school activities. All Cedar Catholic students will be given the opportunity to purchase student accident insurance during the first few days of school.

Junior High students will be responsible for the cost of such items as athletic shoes, practice shirts, mouthpieces, etc.

#### **Section 4.10 Student Activity Attendance**

Students are encouraged to attend Cedar Catholic extracurricular events and support their classmates. Good sportsmanship and good behavior are needed from all spectators.

Students are to sit in assigned student seating sections at both home and away sporting events. Students are to leave the location of the activity events soon after the event has been completed.

A student may not attend an extracurricular activity/event if he/she had been absent from school after 12:00 Noon for an unexcused reason.

#### **Section 4.11 Sportsmanship**

Good sportsmanship is essential from our students, staff, parents/guardians, and fans if we are to fulfill our school's goals and mission statement. All spectators are to demonstrate school spirit while at the same time not being disrespectful toward others.

#### **Section 4.12 Monsignor Werner Activity Center Policy for Use**

- Students should use the west door of the activity center to enter and leave for practices. Doors are not to be propped open for long periods of time.
- Anyone wishing to use the Msgr. Werner Activity Center, should contact the Cedar Catholic Principal to schedule and reserve it, at 402-254-3906.
- Anyone using the building who unlocks the doors is responsible for locking doors and turning off lights.
- The gym, weight and exercise room, and academic learning center will be open to students of the Cedar Catholic and the Cedar County Catholic Schools consortium only during school hours and at designated times. There must be a coach, teacher, or adult over the age of 19 present at all times when the students are in the building and using the facilities.
- Catholic school students can request coaches or adult sponsors to supervise their use of the gym or weight room at other times for special needs or private practice.
- The gym weight room, academic learning center and facilities are not open to the general public. This facility is for events and activities sponsored or conducted by individuals or groups of the Cedar County Catholic schools or corporate parishes.
- All Non-Catholic school sponsored sports team practices held in the Msgr. Werner Activity Center will pay to Cedar Catholic a fee of \$50 for the use of the gym per season. A fee of \$25 will be assessed for the use of the Learning Center. A \$50 cleaning deposit will be required. If the facility user restores to facility to its previous condition and custodial services are not needed this fee will be returned.
- Tables and chairs are not for use or rent by the public or staff personnel.
- The weight room and exercise facility is not open to the public.
- Concession food such as nachos, hot sandwiches, pizza or soups will not be allowed in the gym, learning center or weight room. Popcorn, pop and candy will be allowed in the gym.
- The academic center and gym will be available for special Cedar Catholic, Cedar County Catholic Schools, and corporate parish events.

#### **Section 4.13 Activity Meetings**

Requests for activity meetings must come from the activity sponsor, not the students. All meetings must be cleared with the administration and placed on the calendar. Sponsors are required to attend the activity meetings.



## **ARTICLE 5 – SCHEDULING OF EXTRACURRICULAR ACTIVITIES**

### **Section 5.1 Scheduling of Activities**

All Cedar Catholic Extra-Curricular Activities should be scheduled in collaboration with the Athletic/Activity Director. All scheduled activities must be reflected on the Cedar Catholic school calendar.

### **Section 5.2 Extra-Curricular Activities on Sunday**

In an effort to maintain Sunday as a day of worship, family, and rest in accordance with the Catholic mission of Cedar Catholic Jr.-Sr. High School, all Cedar Catholic sponsored extra-curricular activities are discouraged from taking place on Sundays. Specifically:

- A. No officially sponsored Cedar Catholic High School or Junior High Athletic Activities including practice, film study, open gym, meetings, or any other gathering where students may feel pressured to attend may be held at any time on Sunday unless ALL of the following conditions are met:
  - 1. There is a game on Monday.
  - 2. The activity proposed does not interfere with any parish activity at any corporate parish.
  - 3. The activity proposed does not interfere with any non-athletic extra-curricular activity.
  - 4. There is specific written permission for the exception from the Pastor of each corporate parish.
- B. All non-Athletic Cedar Catholic High School or Junior High extra-curricular activities are highly discouraged from holding events, practices, meetings, or gatherings on Sunday. However, since most, if not all, of the convenient times during the week are occupied by athletic activities, the standard for permitting Cedar Catholic Jr.-Sr. High School non-athletic extra-curricular activities on Sunday is lower. For such activities to take place on Sunday, the following conditions apply:
  - 1. The activity proposed does not interfere with any parish activity at any corporate parish.
  - 2. There is specific written permission of the exception from the Pastor of each corporate parish.

Coaches and sponsors are required to ensure that students attend Mass, or have the opportunity to attend Mass, if a camp or clinic during the summer months takes place on a Sunday.

### **Section 5.3 Extra-Curricular Activities on Wednesday Evening**

In an effort to protect Wednesday evening as a time for religious education for non-religious affiliated schools, all Cedar Catholic Jr. High and High School sponsored extra-curricular activities are discouraged from taking place on Wednesdays after 6:30pm. This not only allows Cedar Students the freedom to participate in parish religious education activities if they so desire, but also helps mitigate the misconception that religious affiliated schools can gain some competitive advantage by practicing, rehearsing, or meeting at times unavailable to most public schools. The following conditions apply:

- A. No officially sponsored Cedar Catholic High School or Junior High Athletic Activities including practice, film study, open gym, meetings, or any other gathering where students may feel pressured to attend may be held at any time on Wednesday after 6:30pm.
- B. All non-Athletic Cedar Catholic High School or Junior High extra-curricular activities are highly discouraged from holding events, practices, meetings, or gatherings after 6:30pm on Wednesday. However, such activities may take place on Wednesday, subject to the following conditions:
  - 1. The activity proposed does not interfere with any parish activity at any corporate parish.
  - 2. There is specific written permission of the exception from the Pastor of each corporate parish.
- C. No school-related activities will be allowed in Cedar Catholic or Holy Trinity facilities after 6:30pm on Wednesdays.

### **Section 5.4 Extra-Curricular Events on Holy Days of Obligation and the Sacred Triduum**

In an effort to maintain the special character of these days and to avoid the scandal of tempting Catholics to miss mass on Holy Days of Obligation, Cedar Catholic Jr.-Sr. High School will make every effort to avoid scheduling or participating in any events involving non-Catholic high schools on August 15, November 1, December 8<sup>th</sup> as well as Good Friday or Holy Saturday. All events taking place on Holy Thursday must be completed by 5:00 p.m.

## **ARTICLE 6 – USE OF TRANSPORTATION AND FACILITIES**

To extend the life of school vehicles and to ensure they are ready for the next group that uses them the following should be followed when using school vehicles.

### **Section 6.1 Buses**

- Buses should be cleaned to a point of normal use. This means that pop bottles and cans, wrappers, containers, etc. should be cleaned off of the floor. If the trash containers on the busses need to be emptied stop at the dumpsters and empty them
- If buses need to be filled, let the office know.
- If there are any mechanical issues let the office know.
- Payment for driving to activities will be run through the office and payment will occur monthly.

### **Section 6.2 Suburbans/Vans**

- As the sponsor of an activity, it is your responsibility to ensure suburbans/vans are clean after use.
- There should not be any containers of any kind left in the vehicles.
- If something is spilled that needs extra attention let the office know.
- Fuel the vehicles when you return to Hartington, if you cannot let the office know they need fuel.
- Get the keys to the vehicles from Sheila. Make sure these are brought back as soon as possible. You must check these vehicles out through the office to use them.

### **Section 6.3 School Facilities and Equipment**

- Care and pride need to be taken in school facilities.
- All items should be stored properly.
- Coaches' rooms, locker rooms, storage areas, etc. should be kept neat and orderly.
- All equipment and things used for activity need to be inventoried and stored properly.
- If you use something you must put it away.

## ARTICLE 7 – JOB DESCRIPTIONS

### Statement of Personnel Expectations and Responsibilities

Due to an increased emphasis on credibility and accountability in athletics today, all personnel within the framework of an athletic program will have precise written job goals. The job descriptions that follow have been developed to assist school districts in monitoring personnel in the performance of their assigned duties. Each description utilizes a similar format that can easily be adapted to local Board of Education policies.

#### Section 7.1 Activities Director

##### QUALIFICATIONS:

1. Valid Nebraska teacher or administrator certification
2. Previous experience as a coach is desirable
3. Knowledge of the overall operation of the activities program

REPORTS TO: Principal

SUPERVISES: Assists principal in supervision of coaches and others involved in school athletic programs

JOB GOAL: Provide overall leadership, supervision and coordination of all school activity programs to provide students' worthwhile learning experiences

##### DUTIES AND RESPONSIBILITIES:

1. Reports to the principal and works under the direction of the high school principal to supervise the overall activity program
2. Administers all school district interscholastic policies and procedures as well as the Rules and By-Laws of the NSAA
3. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments.
4. Makes recommendations for the improvement of facilities to the principal for consideration and referral
5. Develops all interscholastic game schedules. Maintain contest contract forms in school files and approves the publication of all schedules
6. Contracts all contest officials including those assigned by the Conference
7. Interprets board policy to coaches
8. Resolves conflicts within the ranks of the activity department
9. Makes arrangements for all transportation, lodging and meals, for district and state contests as required
10. Receives and evaluates equipment requests from authorized coaches. Approves appropriate requests.
11. Attends all athletic contests and/or arranges for proper supervision. Coordinate attendance of administrative personnel
12. Acts as tournament director, for all league and tournament playoff activities that are assigned to the school district
13. Sends reminders of upcoming events to schools and officials
14. Cancels or postpones contracted contests, officials and transportation because of weather or other hazardous conditions
15. Coordinates and supervises all radio, as well as the public address system operation at the various games
16. Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, insurance payments, emergency treatment forms, etc., for each participating athlete.
17. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
18. Maintains a file of all athletic suspensions and expulsions from teams

19. Reviews, makes recommendations and forwards coaches' requests to attend clinics.
20. Works with coaches and the high school principal to develop the annual activity budget
21. Works with the principal, cheerleading advisors and coaches to schedule athletic assemblies and pep rallies
22. Coordinates the use of school athletic facilities by school teams outside normal use with the principal.
23. Assumes responsibility for game management at all home interscholastic contests and for the accounting and deposit of gate receipts
24. Provides for the cleaning, repairing and storing of all activity equipment. Maintains an accurate inventory of all equipment
25. Works to establish procedures for the management and safe operation of the training room.
26. Arranges for medical doctors at home contests and larger athletic events
27. Coordinates use and schedules of athletic facilities for all interscholastic athletic contents. Coordinates set-up of physical plant
28. Plans, organizes and supervises all athletic awards programs with the approval of the principal
29. Promotes publicity for all interscholastic sports, including sports procedures, press, and radio releases for all schools.
30. Manages athletic facilities and controls access by all user groups. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the athletic department
31. Represents the school at league, conference and state meetings
32. Schedules physical examinations in accordance with the requirements of the NSAA
33. Develops and implements policies for the operation and supervision of the press boxes
34. Serves as liaison between the coaches and the principal
35. Assists in the preparation and distribution of complimentary passes for the school district
36. Coordinates the sales of any athletic supplies through the athletic office
37. Maintains an active community-wide sportsmanship program
38. Reviews the activity policy and handbook annually
39. Evaluates and seeks ways of improving the interscholastic athletic program
40. Presents recommendations for changes in athletic policies to the principal.
41. performs other duties as the principal may direct

## **Section 7.2 Head Athletic Coach**

### **QUALIFICATIONS:**

1. Valid Nebraska teacher certification or NPTTC recognition
2. Has the ability to organize and supervise a total sports program
3. Has previous successful coaching experience in assigned sport
4. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

**REPORTS TO:** the activities administrator, who provides overall objectives and final evaluation in conjunction with the high school principal.

**SUPERVISES:** A staff of high school assistant coaches and junior high coaches in conjunction with the athletic administrator and the principal.

**JOB GOAL:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

### **GENERAL:**

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for

winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.

2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

#### DUTIES AND RESPONSIBILITIES:

1. Has a thorough knowledge of all athletic policies approved by the Board of Education and is responsible for their implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations; implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departamental meeting that require attendance.

#### STAFF RESPONSIBILITIES:

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meeting to ensure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local policy
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Perform such other duties which may be assigned by the athletic administrator/principal

#### ADMINISTRATIVE DUTIES:

1. Assists the athletic administrator in scheduling, providing transportation and requirements for tournament and special sport events.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment.
5. Advises the athletic administrator and recommends policy, method or procedural changes.

#### RESPONSIBILITIES TO STUDENTS:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives constant attention to a student athlete's grades and conduct.
3. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Initiates programs and policies concerning injuries, medical attention and emergencies.
5. Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours.
6. Directs student managers, assistants and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when student is dropped or becomes ineligible.
8. Insures all students have left the building and school grounds before leaving.

#### FINANCE AND EQUIPMENT:

1. Participates in the budget process with the athletic director. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.

2. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records.
3. Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing
4. Monitors and assigns equipment rooms and coaches' offices
5. Permits athletes to be in authorized areas at the appropriate times
6. Examines locker rooms before and after practices and games. Checks on general cleanliness of the facility
7. Secures all doors, lights, windows and locks before leaving building when custodians are not on duty
8. Instills in each player a respect for equipment and school property, its care and proper use

**PUBLIC RELATIONS:**

1. Organizes parents, coaches, players and guests for pre-season meetings
2. Promotes the sport within the school by recruiting athletes that are not participating in sports. Promotes sports outside the school.
3. Ensures quality, effectiveness and validity of any oral or written release to local media
4. Maintains good public relations with news media, booster club, parents, officials, volunteers and fans
5. Presents information to news media concerning schedules, tournaments and results for all levels of competition.

**Section 7.3 Assistant Coach / Junior High Coach**

**PERFERRED QUALIFICATIONS:**

1. Valid Nebraska teacher certification or NPTTC recognition
2. Previous coaching experience in assigned sport
3. Has knowledge and background in the assigned sport

**REPORTS TO:** Head coach, activities administrator and principal

**SUPERVISES:** Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed

**JOB GOAL:** To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success

**DUTIES AND RESPONSIBILITIES:**

1. Has a thorough knowledge of all the athletic policies approved by the Board of Education and is responsible for its implementation
2. Has knowledge of the existing school district, state and league regulations; implements same consistently
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance
4. Maintains discipline and works to increase morale and cooperation within the school sports program and school community

**ADMINISTRATIVE DUTIES:**

1. Assists the head coach in scheduling, providing transportation to tournaments and special sport events
2. Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times. Coordinated program with maintenance and school employees

3. Provides documentation to the athletic administrator needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility
4. Provides proper safeguards for maintenance and protection of assigned equipment

**STUDENT RESPONSIBILITIES:**

1. Provides training rules and other sport specific regulations to each candidate
2. Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant
3. Directs student managers and statisticians
4. Implements school conduct code. Delineates due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code
5. Insures all students have left the building and school grounds before leaving.

**EQUIPMENT AND FACILITIES:**

1. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits and annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment
2. Recommends to the head coach budgetary items for next year in his area of the program
3. Monitors equipment rooms and coaches' offices and authorizes who may enter
4. Permits the athletes to only be in authorized areas of the building at the appropriate times
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility
6. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty
7. Instills in each player a respect for equipment and school property, its care and proper use

**PROGRAM RESPONSIBILITIES:**

1. Assists the head coach in carrying out his responsibilities
2. Issues press releases and school announcements
3. Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach
4. Works within the basic framework and philosophy of the head coach of that sport
5. Attends all staff meetings and carries out scouting assignments as outlined by the head coach
6. Supervises players before and after practice. Adequately prepare and help players
7. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs
8. Conducts discussions with other coaches in private
9. Strives to improve skills by attending clinics and using resources made available by the head coach
10. Attends contests of other teams in the program when possible
11. Performs other duties that are consistent with the nature of the position and that may be required by the head coach

**Section 7.4 Coach Aides (High School and Junior High)**

**PERFERRED QUALIFICATIONS:**

1. Previous coaching experience in assigned sport
2. Has knowledge and background in the assigned sport

**REPORTS TO:** Head coach, activities administrator and principal

**SUPERVISES:** Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed

JOB GOAL: To carry out the aims and objectives of the sport program as outlined by the head coach and school administrations. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success

**DUTIES AND RESPONSIBILITIES:**

1. Has a thorough knowledge of all the athletic policies approved by the Board of Education and is responsible for its implementation
2. Has knowledge of the existing school district, state and league regulations; implements same consistently
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance
4. Maintains discipline and works to increase morale and cooperation within the school sports program and school community

**ADMINISTRATIVE DUTIES:**

1. Assists the head coach in scheduling, providing transportation to tournaments and special sport events
2. Assists in preparation for scheduled sport events or practices and adheres to system facility times. Coordinates program with maintenance and school employees
3. Provides documentation to the athletic administrator needed to fulfill state and system requirements concerning physical examinations, parental consent and eligibility
4. Provides proper safeguards for maintenance and protection of assigned equipment.

**STUDENT RESPONSIBILITIES:**

1. Provides training rules and other sport specific regulations to each candidate
2. Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant
3. Directs student managers and statisticians
4. Implements school conduct code. Delineates due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code
5. Insures all students have left the building and school grounds before leaving.

**EQUIPMENT AND FACILITIES:**

1. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing, marking and storing of equipment and submits an annual inventory and current records. Responsible for cleanliness and maintenance of specific sport equipment
2. Recommends to the head coach budgetary items for next year in his care of the program
3. Monitors equipment rooms and coaches' offices and authorizes who may enter
4. Permits the athletes to only be in authorized areas of the building at the appropriate times
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility
6. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty
7. Instills in each player a respect for equipment and school property, its care and proper use

**PROGRAM RESPONSIBILITIES:**

1. Assists the head coach in carrying out his responsibilities
2. Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach
3. Works within the basic framework and philosophy of the head coach of that sport
4. Attends all staff meetings and carries out scouting assignments as outlined by the head coach
5. Supervises players before and after practice. Adequately prepare and help players
6. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs
7. Conducts discussions with other coaches in private



8. Strives to improve skills by attending clinics and using resources made available by the head coach
9. Attends contests of other teams in the program when possible
10. Performs other duties that are consistent with the nature of the position and that may be required by the head coach

### **Section 7.5 Cheerleading Coach**

#### **QUALIFICATIONS:**

1. Valid Nebraska teacher certification or coach's aide
2. Has either high school and/or college experience as cheerleader or pom-pom member or willingness to learn

REPORTS TO: Activities Director

JOB GOAL: To advise and lead the cheerleaders so that they function as effectively as possible to instill school spirit at athletic events.

#### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for the directing, supervising and sequential training of the cheerleaders
2. Responsible for the conduct of the cheerleaders at practice sessions and at all contests
3. Leads and directs the cheerleaders in such a way as to encourage good sportsmanship by example and leadership
4. Conducts herself before the students and the community so as to instill respect and good sportsmanship
5. Assumes responsibility for an energetic public relations program for the cheerleaders and their activities
6. Responsible for uniforms and supplies
7. Sees that the cheerleaders carry out all the duties set forth in their constitution
8. Conducts clinics for tryouts of cheerleaders in the spring of the year and arranges for all judges for the tryouts
9. Responsible for ordering and issuing awards to deserving cheerleaders
10. Responsible for any other duties relating to cheerleaders as may be directed by the Athletic administrator and/or principal

### **Section 7.6 Dance Team Coach**

#### **QUALIFICATION:**

1. Valid Nebraska teacher certification, or coach's aide

REPORTS TO: Activities Director

JOB GOAL: To advise and lead the cheerleaders so that they function as effectively as possible to instill school spirit at athletic events.

#### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for the directing, supervising and sequential training of the Dance Team
2. Responsible for the conduct of the Dance Team at practice sessions and at all contests
3. Leads and directs the Dance Team in such a way as to encourage good sportsmanship by example and leadership
4. Conducts herself before the students and the community so as to instill respect and good sportsmanship
5. Assumes responsibility for an energetic public relations program for the Dance Team and their activities

6. Responsible for uniforms and supplies
7. Sees that the Dance Team carries out all the duties set forth in their constitution
8. Conducts clinics for tryouts of the Dance Team in the spring of the year and arranges for all judges for the tryouts
9. Responsible for ordering and issuing awards to deserving members
10. Responsible for any other duties relating to the Dance Team as may be directed by the Activities Director and/or Principal

### **Section 7.7 Activity Coaches, Sponsors, Advisors**

#### **QUALIFICATIONS:**

1. Valid Nebraska teacher certification
2. Has either high school and/or college experience and/or is willing to learn

**REPORTS TO:** Activity Director

**JOB GOAL:** To advise and lead the members so that they function as effectively as possible in their related activities.

#### **DUTIES AND RESPONSIBILITIES:**

1. Responsible for the directing, supervising and sequential training of the team/squad members
2. Responsible for the conduct of the members at practice sessions and at all contests
3. Leads and directs the members in such a way as to encourage good sportsmanship by example and leadership
4. Conducts themselves before the students and the community so as to instill respect and good sportsmanship
5. Assumes responsibility for an energetic public relations program for their activities
6. Responsible for uniforms and supplies
7. Responsible for ordering and issuing awards to deserving members
8. Responsible for any other duties relating to their activity as may be directed by the Activity Director and/or Principal

## ARTICLE 8 – BEGINNING AND END OF SEASON CHECKLISTS

### Section 8.1 Beginning of Season Checklist

- Check out appropriate equipment, jerseys – keep records of equipment distributed and to whom.
- Check with players to ensure all participants have had physicals – confirm this by checking in office for physical forms on file for each player.
- Get Checklist of students who have completed the Impact Concussion Test and ensure that all participants have taken this test within the last two years.
- Check season schedule-game start times and dates-confirm with AD
- Submit schedule of leave times and transport type to AD
- Meet with parents to discuss philosophy, expectations, rules, etc.
- Develop season long practice schedule
- Collect parent permission forms – give to AD – the coach is responsible for ensuring that a form is received from each parent.
- Inform participants of training rules and policies
- Submit roster to AD – Varsity, JV, and freshmen
- Attend rules meeting for appropriate activity-A list of dates can be found on NSAA website ([www.NSAAhome.org](http://www.NSAAhome.org)) or check with AD
- Fill out and return preseason information to newspapers
- Review requirements for lettering-communicate these to participants if any changes in lettering requirements are desired this needs to be discussed with the AD.
- Set up time for button and plaque pictures and communicate it with the office.

### Section 8.2 End of Season Checklist

- Check in all equipment. Have an organized check in process – account for all equipment.
- Fill out inventory sheet and items requested for next year-give to AD.
- Fill out and return all state and area nominations for post season awards to newspapers and other groups.
- Discuss with AD any schedule changes desired for next year.
- Vote for team honors. It is usually a good idea to look at what was done the previous year to know what awards were given. This can be found in the awards program booklet.
- Submit to Sheila information that will be needed for the Awards Program booklet. See previous year's booklet to know what info is needed.
- Fill out assistant and JH coach evaluations.