Winnett/Grass Range

**Rams**

 Extra-Curricular &

Cooperative Policy Book

**2023-2024**





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### All provisions of this Document are subject to the laws of the State of Montana, federal laws, and valid rules, regulations and orders of state and federal laws, and governmental agencies. Any provision of this Document found to be in violation of any such laws, rules, regulations, directives and orders shall be null and void and without force and effect.

## BOARD OF TRUSTEES

**ORGANIZATION-**School District #1, Petroleum County, Winnett, Montana, and School District #27, Fergus County, Grass Range, Montana, hereby form the Winnett/Grass Range Rams Activities Cooperative on March 16, 2006, to begin operation in the 2006 school year.

Winnett/Grass Range Rams Activities Cooperative is here in after referred to as WGR Coop.

Grass Range/Winnett Rangers Activities Cooperative is here in after referred to as GRW Coop.

When a joint Board of Trustees is formed, all of the members of the districts’ trustees shall be members of the joint Board of Trustees, and each member shall have the right to participate in the meetings, but voting on matters considered by the joint Board shall be limited as follows:

1. The Winnett Board chairman shall become the chairman of the joint Board. A secretary of the joint Board will be selected from the Grass Range membership. The chairman shall not be disqualified from voting because of his position as chairman. The secretary shall not be a voting member except that he/she shall cast the deciding vote when three successive ballots have resulted in a tie vote of the joint Board.
2. Each voting member shall be entitled to cast one vote, individually, upon every matter submitted to the joint Board for a vote.
3. The superintendent of each school will serve on the Board as an advisor and have no vote.
4. One AD from each school will serve on the Board as an advisor and have no vote.

**POWERS OF JOINT BOARD OF TRUSTEES-**

1. When a joint Board of Trustees is formed as provided above, it shall have the power to:
	1. prescribe and administer joint administrative policy
	2. jointly employ teachers and specialists (Coaches, ADs)
	3. prorate all items of joint expense among the school districts
2. The joint Board of trustees shall not have the power to transact business that is not specifically related to the joint administration of the districts.

**COOPERATIVE MISSION STATEMENT**-The purpose of the WGR Coop is to provide a comprehensive and balanced activities program that should provide more opportunities and experiences for youth that neither school could provide individually. While the Cooperative takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. Participation in these activities should provide many students with a lifetime basis for personal values, for work, and for leisure activities.

### STATEMENT OF PHILOSOPHY-The WGR Coop supports participation in extracurricular activities. The participant is to meet his/her responsibilities as a student first and as an activity participant second.

We expect the highest standards of sportsmanship and ethical behavior from athletes, activity participants, and their sponsors and coaches. We expect sanctions to be imposed if these standards are not upheld. We expect our teams/groups, whether athletic, academic, or musical, to be well organized, well trained, well-conditioned, and fundamentally sound.

A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, drama, and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values, for work, and for leisure activities. The opportunity for participation in a wide variety of student-selected activities is a vital part of a student’s education experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves. Because of this belief, the Winnett and Grass Range Schools have joined together into an activities cooperative. The Trustees believe that the joint Sports Cooperative can provide a more comprehensive and balanced activities program for youth than either school could provide individually.

The interscholastic athletic program shall be conducted in accordance with existing Cooperative Board policies, rules, and regulations. While the WGR Coop Board takes great pride in winning, it discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity. Young people learn a great deal from their participation in activities/athletics. Activities play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Activities add to schools’ spirit and help all students and spectators develop pride in their schools.

Every effort will be made to support the activities program with the best facilities, with the necessary equipment, and with the most qualified staff available. The ultimate goals of the activities should be:

1. To realize the value of participation including, but without overemphasizing, the importance of winning.
2. To develop and improve positive citizenship traits among the program’s participants.

**ACTIVITY PROGRAM CODE-**The opportunity to participate in extracurricular activities is a privilege granted to all students of the Winnett and Grass Range School Districts. No one is obligated to join the WGR Coop Program. It is a privilege that carries extra responsibilities. Participants in this voluntary program are expected to conform to specific standards of conduct established by the administrations, the ADs, and the coaches/sponsors. A student who is found to be in violation of any rules of the athletic/activity code is subject to suspension and/or removal from extracurricular activities.

**DEFINITION OF ACTIVITIES PROGRAM-**The Winnett High School and Junior High Activities Program includes the following activities:

**All Sports Extracurricular Music**

**Extracurricular Drama Skills USA**

**All Academic Teams**

The WGR Coop Extracurricular Activities Program includes the following high school extracurricular activities:

**Boys’ Basketball Boys’ Track**

**Girls’ Basketball Girls’ Track**

**Basketball Cheerleading**

Sports or activities that are in a coop with another school will be governed by the host school, but both school policies will apply at the same time. Activities that are a required part of the curriculum are not considered part of the Activities Program. In music, honor choir, and the individual performances of the music festival are considered extracurricular. An example of an academic team is the Quiz Bowl team.

The Activities Program is a program that lasts the entire school term. All students who plan to participate in any of the above activities will be an Activities Program participant. These students will be given this handbook on the first day of school. It will be orally reviewed by the AD with all students, who will then take it home to read and discuss with their parents. The Participation Agreement must be signed by the student and a parent/guardian before that student may participate in the Activities Program. Coaches and sponsors will review and discuss this handbook with their participants to be certain that all rules and penalties specific to their activity are understood completely. For activities that begin before school starts, that coach/sponsor will review the handbook with those participants on the first day of practice and require a signed statement by the next practice. For all other students, the signed statement is due in the office by the first Monday after school begins. Exceptions will be made for transfer students as they enroll in the school.

**WGR COOPERATIVE FINANCES**

**Coaching Salaries –** High school **b**asketball coaching stipends will be paid on a percentage basis (Winnett 75%, Grass Range 25%). High school basketball coaching salaries shall be determined by the Coop Board. Each school will hire and pay the salary for a head track coach. If numbers indicate that an assistant track/cross country coach is necessary, each school will be responsible for hiring that individual and paying the salary.

In the event that one school does not have any participants, they are not expected to hire a head track coach. If one school has participants but is not able to hire a track coach, they may request the other school for a participation arrangement. If one school has no coach but has student participants, they can request to share equally the coaching costs of the other school of the “head track” coaching salary.

In the event that the track host school (Winnett) has no coach and no participants, they will pay the difference between the Grass Range head coaching salary and the Winnett “head track” coaching salary, for the administrative duties associated with track coaching.

**Participation Fee** – Grass Range School will pay a $50.00 fee per sport for each basketball and track and field participant that play on the varsity or junior varsity teams.

**Game Expenses –** Each districtwill pay for the cost of officials, scorekeepers (including shot clock), and ticket takers for home games from their own extracurricular funds. Gate receipts from home games will stay with the school hosting the contests. Winnett and Grass Range will agree on the price of admission. Student activity tickets issued at either school will be honored at both schools for WGR Coop functions.

**Uniform Expenses** - Uniforms purchases will be the responsibility of each school district as long as the teams continue to wear the uniforms of both Winnett and Grass Range schools.

The team will wear Winnett uniforms at all games.

Apparel such as shooting shirts will be the property of the individual, and must be purchased by the individual or with funds not associated with the school. MHSA prohibits spending school monies to purchase apparel owned by an individual. Any apparel bought with school funds shall remain property of the school.

**Admission Prices -** Gate admission prices will be set annually.

For the 23-24 school year:

**\*No family passes will be sold, only individual game tickets will be sold. Prices are listed below.**

**Activity passes for all WGR students and Staff will be sold for $30. If one doesn’t have a pass, they pay at the door.**

Adults: $7

Students K - 12: $5

Children ages 0-5 (pre-K): Free

Senior Citizens 65 and older: $2

Any fundraising done during a game will stay with the group that sponsored the event and must be approved by the administration.

#### COMPLAINT PROTOCOL-Complaints should be handled in the following manner:

If a person has a complaint, he/she should (1) talk to the coach/sponsor. If no satisfaction is received, he/she should talk to the (2) Activity Director(s), followed by (3) the administration. The last step is to request to be on the joint Board agenda. If a personnel issue comes to the Board, the involved staff member has the right to be notified that he/she will be discussed and has the right to be at the meeting.

In order that all schools stay involved in the problems, at level 2 both ADs should be present and at level 3, both administrators.

## STUDENT PARTICIPATION

#### MASCOT AND TEAM NAME-The team name for all WGR cooperative sports shall be the Rams.

#### PARTICIPATION-Participation in athletics will be open to all students in both schools. It is the wish of the Board that although try-outs may be held to vie for positions on various squads, that there will be no cuts of high school players.

ADs will work to schedule enough games for all squads.

If there is enough interest, there may be a joint drill team and/or cheer squad.

#### STUDENT INSURANCE-

**Important Notice to Parents concerning Student Injuries-**The Winnett School District does not provide medical insurance to pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardian. The District carries only legal liability insurance.

**PRACTICE POLICY-**Basketball practice will alternate between the Winnett and Grass Range schools on a weekly basis. A schedule will be distributed at the beginning of each season. Adjustments may be made during the season if facility or schedule problems occur. Participants and parents will be notified of any changes.

Practices will run for a maximum of 2 hours, bus/van will arrive at schools at approximately 45 minutes after the 2 hour practice.

Activity program participants are expected to be in attendance at all practices unless excused by the coach. Missed practices caused by illness or injury need disclosure for illness and treatment. The participant needs to bring in a “return to play” note from the doctor when the student is ready to resume practice and competition.

Participants must be in school to attend practice unless arrangements have been made with administration.

#### WGR COOPERATIVE TRAVEL -

**Travel Policy-**Winnett and Grass Range will each furnish one bus and one driver for away basketball games if needed. Winnett will furnish a bus for track meets. Winnett is responsible for transporting students to Grass Range when games/meets are at Grass Range or west, or north of Grass Range. Grass Range is responsible for transporting students to Winnett for games to Winnett or when the bus will be traveling east. Buses traveling south will meet at the junction of Highway 244 and Highway 87. Other travel arrangements may be made upon mutual agreement between participating schools.

Each student is expected to travel with his/her team or group in a vehicle provided by the school. A student may be excused to ride with a parent to or from an event provided that the parent signs a dated-release form which each coach/sponsor will carry. In extenuating circumstances, prior arrangements may be made with the superintendent to release a student to a non-custodial adult. In that event, the coach/sponsor will be notified by the superintendent before leaving for the event/contest. Final discretion in the event that he/she believes it is unsafe to release the student is given to the superintendent, the coach, or the sponsor in charge. It is the responsibility of the coach or advisor, not the bus driver, to know where students are and make sure they are signed out appropriately.

All activity travel will be chaperoned by a coach or sponsor. The chaperone will be responsible for appropriate seating arrangements as well as other disciplinary issues that may arise. Co-ed travel will require seating arrangements. Each gender will be separated by the coach(es) or sponsor(s) of the group. Girls/boys may not sit together on the bus.

No student vehicles and/or student drivers will be allowed on school-sponsored activity trips. For home games/practices at Winnett, Grass Range School will be responsible for transporting students to Winnett. For home games/practices at Grass Range, Winnett School will be responsible for transporting students to Grass Range.

Overnight trips by activity members will generally be limited to activities, such as tournaments and/or competition at district, divisional, or state levels. Winnett School will provide appropriate living quarters for any approved overnight stay. Any student who rides the activity bus must return to WGR on that bus, unless a written permission statement is given by the parent(s) or guardian(s) to the advisor/coach to leave the bus in the company of the student’s parent(s) or guardian(s). Students participating in tournament activities must ride the bus unless unusual circumstances make it necessary for parent(s) or guardian(s) to bring the student to the game. Parents must provide a written request to the advisor/coach should their student participant not ride the bus to the activity. The student should ride the bus home unless a written permission statement is given by the parent to the advisor/coach for the student to leave the bus in the company of his/her parents(s) or guardians(s).

**Meal Policy-**Students will pay for their own meals in regular season play and all but one meal per day in post-season play unless an overnight stay is necessitated. In post-season play, the Winnett athletic fund will purchase that one meal. When tournament competition involves an all-day/overnight out-of-town stay, the Winnett athletic fund will provide two meals per day.

**Hotel Policy-**Basketball rooms will be limited to 3 rooms for players, 2 rooms for coaches, 1 room for bus driver, 1 room superintendent, 1 room AD. Cheerleaders, managers and JV players will travel with band and stay with band. Track rooms will be limited to qualifiers, alternates and coaches. Cross country will be limited to 8 runners and coaches. Teams will return home after competing in final sporting event. Overnight stays for band, cheerleaders, managers and JV players will be at the discretion of the superintendent, AD, and sponsors.

**Bus Reimbursement Policy-**Circumstances may occasionally arise where the host school is unable to provide a bus and/or driver for a competition. In that case, the cooperative school may choose to supply their bus and/or driver, for which they will be paid for the driver and fuel. Invoices and/or receipts will be provided sent in a

timely manner for bookkeeping purposes.

**COOPERATIVE TOURNAMENT TICKET POLICY-**District/Divisional/State Tournament: There will only be 12 players traveling with the team. It will be entirely the coach’s discretion to determine the 12 players. Any extra players or support staff will be at the discretion of the superintendent and AD.

The respective district will purchase additional passes, if such a pass is available. The cost of purchased passes will be divided by the schools. District tournament passes are always available, but divisional passes may not be. Passes will be distributed in the following manner:

* Coaches: One for spouse
* Administrators: One for spouse
* Activity Directors: One for spouse
* Pep band director: One for spouse
* Trustee: One per trustee, one for spouse; the spouse’s pass will be purchased by the respective district.

#### EXTRA-CURRICULAR TRAINING POLICY RULES AND PENALTIES-

#### General Information-A student’s privilege to participate in school-sponsored activities will be maintained as long as it does not infringe upon the right of the Board to meet and uphold reasonable standards. These standards include but are not limited to:

1. No student will be allowed to start athletic practices without a physical.
2. No student will participate without a parent signature acknowledging their receipt of a copy of the activity participation handbook.
3. Parents are expected to assist in ensuring that students follow the training rule policy.
4. Cell phones are not to be used in the locker rooms or bathrooms.
5. No practice or playing of games on the day(s) the student is absent from school, unless approval is secured from the administration.

Training rules are in effect during the entire school year, regardless of sports, music, or academic “seasons.” All students become participants in the Activities Program upon the signing of the Participation Agreement. Penalties accumulate through one school term only, with the exception of a second violation of the training rule within the same school year which requires completion of Alcohol, Tobacco, and Drug classes before being reinstated into the Activities Programs and participation in future activities.

The superintendent in conjunction with the AD and coach/sponsor will handle all discipline problems resulting in suspension from the team. Cooperation with the law is a top priority. A student who is given a citation by the law for possession/use of alcohol, tobacco, or other illegal drugs**,** any criminal behavior or any behavior that results in a school suspension will automatically be in violation of those rules with our Activities Program. However, the coach/sponsor, superintendent, and AD will have the authority to investigate and penalize for training rule violations, even if the law has not yet been involved.

**First Person Reports-**

* + - 1. The first person report, actual proof, or student acknowledgment that an infraction did occur must be presented before any action will be taken.
			2. Any person making a report about a student concerning the abuse of extracurricular training rules will be asked to verify the report in writing.
			3. Reports of violations must occur within forty-five (45) days of the alleged violation.

**Rule 1: No Possession or Use of Alcohol, Tobacco, E-Cigarette, Vape Products, or Other Illegal Drugs-The first violation will result in suspension for fifty (50) calendar days from all activities defined in the Activities Program. Suspension will begin on the day that the infraction is verified or determined to be a violation by the administration. Attendance at practice will depend upon the activity and will be determined by the sponsor/coach. First violation will be recorded, even if no activities fall within those fifty (50) days for that student.**

**If the student agrees, and their parent/guardian allows them to participate in a tobacco, alcohol, and drug educational component determined by the administration, the suspension will be cut from fifty (50) calendar days to twenty-five (25) calendar days. The educational component will consist of a minimum of eight (8) hours of seat time.**

**A second violation will result in suspension from all activities defined in the Activities Program for the remainder of the school year, or until the last state interscholastic competition ends for that year, whichever is later. A second violation of the Activity Participation Policy at any time of the school year will cause a student to be ineligible for lettering or other awards. The student will also be required to complete Alcohol, Tobacco, and Drug classes before being reinstated into the Activities Programs. The parents will be responsible for the cost of these classes.**

Any suspension greater than 20 days will be brought to the participant’s local School Board for approval.

## Rule 2: Other Criminal Behavior-The penalty will be determined by the consensus of coaches/sponsors, AD, and the superintendent.

**Other Rules-**For unbecoming conduct while traveling with a team/group and representing the WGR Coop, please refer to the Student Handbook, Conduct Section.

Coaches/sponsors may develop their own rules in addition to the above rules governing participants. These rules will be distributed to the participants and their parents and/or discussed with them at preseason meetings. Such rules and regulations are not to be in conflict with District Policy, must be approved by the administration, and must be placed on file in the AD’s office.

**Cell Phone and Other Electronic Equipment-**Cell phone usage is to be determined by individual coaches. The school is not responsible for any lost, damaged or stolen cell phones or other electronic equipment**.**

**Absolutely NO cell phones or cameras will be allowed in locker rooms or bathrooms!**

**Physical Appearance-**A student representing a team or group from the WGR Coop will maintain the dress and grooming standards of the team/group. Non-compliance with these standards may result in a student not being allowed to participate at the sponsor/coach’s discretion. Repeated non-compliance may result in suspension from the activity for the remainder of the season.

Students representing the WGR Coop will follow the school dress code. In addition, student athletes will wear dress pants or colored jeans, which are new looking and not faded, button down shirts, dress polo shirts, or sweaters. Girls may wear dresses or skirts that are in compliance with the school dress code. Absolutely no caps or blue jeans will be allowed in athletic or school facilities. Additional requirements may be set forth by the coach/sponsor of the sport.

Team Travel attire will be permitted at discretion of coaches & administration.

**Eligibility-**In accordance with the Montana High School Association (MHSA), to be eligible to participate in an Association contest, a student must have received a passing grade in at least twenty (20) periods of prepared work or its equivalent during the preceding semester in which he/she was in attendance. If a student is assigned an “incomplete” or a “condition” in a subject, or if he/she has not received a passing grade in the subject after two weeks, the grade will become an F. The record at the end of the semester is final, and scholastic deficiencies may not be made up in any way.

In addition, the WGR Cooperative Board has established the following standards for academic eligibility:

1. Students will be monitored on a weekly basis.
2. Students will maintain a “C” cumulative average in each class.

In order to help students maintain acceptable grades, the following measures will be taken:

1. If a student falls below a “C” in a class after one week, a warning will be issued, and the student may be required to attend an after-school study hall at the discretion of the teacher until the grade reaches a “C.” This will be known as a “probationary week.”
2. If a student is below a “C” in a class for two successive weeks, the student may be required to attend an after-school study hall at the discretion of the teacher and will be suspended from participation in extracurricular events for the week.
3. Teachers will report grades to the office for the cumulative quarter grade on Tuesday morning for any student falling below a “C.” In the event that a student is ineligible for extracurricular activities, copies of the report will be filed in the superintendent’s office, mailed home to the parent/guardian, and placed in the student’s locker.

1. Grades below a “C” at the end of a quarter or semester will result in an automatic one-week suspension from event participation, and the preceding rules will apply for successive weeks.

**Homeschool Eligibility-**In accordance with Montana High School Association policy, in order to be eligible to participate in an Association Contest, a student must be enrolled in twenty hours per week and in regular attendance in ten hours per week at the school where the student participates. Regular attendance is defined as actual physical presence in the building (bricks and mortar). The exception and guidelines for non-public or homeschool students are stated below:

**Exception – Non-public or home school students who meet the requirements of 20-5-109 can**

**participate in MHSA member school extra-curricular activities with the following stipulations:**

1) The same standards for participation must be met as those required of full-time students enrolled in the school (besides enrollment).

2) The same rules of the MHSA apply including age, semesters, and academics.

3) The academic eligibility for extracurricular participation for a student attending a nonpublic school must be attested by the head administrator of the nonpublic school. The academic eligibility for extracurricular participation for students attending a home school must be attested in writing by the educator providing the student instruction with verification by the MHSA school principal. Academic eligibility includes provisions 3.1, 3.2, and 3.3.

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

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

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

**3.4** In the case of two or more schools entering into a cooperative sponsorship of activities, a student enrolled as a student and otherwise satisfying eligibility requirements would be eligible to participate in any activity sponsored by the school, regardless of whether the activity is sponsored only by the school or in conjunction and cooperation with another school, without being in violation of Article II, Section 2.

4) The student may only participate in the school in the student’s attendance area and cannot transfer. Exception – Home school or nonpublic school students who reside in a school district with more than one high school can participate in extracurricular activities at any high school in their district if approved by the school district. Districts that enforce attendance area restrictions may enforce those restrictions with home and nonpublic school students. Once a student participates in any extracurricular activity in a particular school, that is the only school that student may participate at during the student’s high school activities career.

There is no transfer in district after the initial approval.

Additional requirements and considerations:

5. No student may establish eligibility concurrently at two member schools and nonpublic school. Dual enrollment is not recognized for the purpose of eligibility in MHSA activities. A homeschool or nonpublic school student who participates at a MHSA member school is not eligible to concurrently participate in the same sport/activity that he/she participates in at the member school in any other league (nonpublic or homeschool). This provision protects member schools and nonpublic and home school leagues regarding dual participation.

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

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

8. A student may not compete “unattached” or “independently.” He/she must compete for and be eligible to represent his/her member high school.

9. Schools may be more stringent in their policies.

**Other Eligibility Requirements-**Activity participants must be in school attendance all day on the day of any activity in which they plan to participate, unless prior arrangements have been made. For Saturday competitions or performances, participants must be in school the preceding day, unless prior arrangements have been made.

**AWARDS AND LETTERING-**

**General Guidelines-**

* + - 1. A student-athlete will letter providing he/she meets these general guidelines as well as the below mentioned specifics for each of the individual activities.
			2. A student-athlete will not letter if he/she is expelled from the team for disciplinary reasons or if he/she quits prior to the end of the season.
			3. A student-athlete will not letter if he/she fails to attend a practice or competition without valid reason as determined by the coach and administration.
			4. A student-athlete will be required to attend the highest level of competition when a conflict exists between two or more activities.
			5. A student-athlete may earn or be denied a varsity letter at the coach’s discretion if there are extenuating circumstances beyond the criteria listed below.

Awards and letters will be considered for all students completing their school year in good standing. Managers of team sports will letter at the discretion of the coach. First year lettermen earn their letter and sport emblem. Succeeding years lettering will earn a gold bar.

**Specific Activity Requirements:**

* Basketball: lettering will be for twelve (12) quarters of varsity play during the basketball season and/or tournament playing time at the discretion of the coach.
* Cheerleading: (MHSA sanctioned) varsity cheerleaders will letter providing they have fulfilled all requirements at the discretion of the advisor.
* Football/Volleyball: awards are governed by the host school in a co-op sport.
* Music: lettering in music will be earned by participating in the state music festival, pep band, or any other group that represents Winnett High School as specified by the music teacher.

* Track: lettering will be earned by representing the WGR Coop in an event at the divisional track meet, or in extenuating circumstances at the discretion of the coach

**CHEERLEADING GUIDELINES AND STANDARDS-**

* + - 1. WGR cheerleading may be offered if there is enough interest. Cheerleading will be a support group for boys’ and girls’ basketball. Although it is not a varsity sport as defined by the MHSA, cheerleaders will be held to the same standards as any other student-athlete. This includes the opportunity to earn varsity “letters” if participants meet all lettering requirements.
			2. If there are sufficient numbers as determined by the advisor and administration, the team will be split into junior varsity and varsity squads.
			3. Cheerleading will be a high school activity.
			4. The cheerleading advisor will select judges from each school to attend tryout sessions. Tryouts will be in the fall preceding the basketball season.
			5. Cheerleaders will be expected to attend all practice sessions prescribed by their advisor, but MUST attend at least 10 practices prior to their first performance. The cheerleading advisor will inform the participants of the criteria for approval of excused absences and missed games at the beginning of the season.
			6. The advisor will assign practice and performance sessions. All practices will be held in Winnett.
			7. Cheerleaders will use pyramids and throws ONLY when they and their advisor have been properly trained; safety is of utmost importance.
			8. Cheerleaders and their advisor will be encouraged, but not required, to attend clinics.
			9. At least two cheerleaders must perform at each athletic event in which cheerleaders are scheduled to perform. If there is one squad, cheerleaders must perform at all home and away varsity competitions. If there are two squads, then cheerleaders will also perform at junior varsity games when there is also a varsity contest. If just the junior varsity team has a game, then no cheerleaders are expected to perform.
			10. Cheerleaders will ride in district-owned transportation to travel to and from performances and practices unless previously approved by the administration.
			11. Cheerleaders must adhere to all academic extra-curricular and athletic training rules in addition to obtaining a physical prior to their first practice.

## PERSONNEL

#### ACTIVITIES DIRECTOR (AD)-The AD of Winnett High School shall be the primary contact for the WGR Coop. The duties of the Winnett AD within the cooperative will include:

1. Scheduling for basketball, track, and cheerleading.
2. Planning and facilitating all travel.
3. Transmitting rosters to competitors.
4. Devising transportation and practice schedules.
5. Maintaining an inventory and storing uniforms and practice gear.
6. Ordering uniforms, practice gear, equipment, and medical supplies as necessary.
7. Communicating with the Grass Range AD in order to verify schedules, travel plans, etc.
8. Scheduling officials for all home games.
9. Attending district and divisional meetings, and the annual Montana High School Association meeting.
10. Reminding coaches of mandatory coach education and clinic requirements.
11. Monitoring that coaching requirements have been met.
12. Assist coaches to schedule a pre-season meeting for each sport for coaches, athletes, and parents at which time expectations and rules will be explained.
13. Assist with coaching evaluations except when conflict of interest exists. For example, i.e. the AD is also involved in coaching in the program. It is not expected that any AD shall be put in a position to write an evaluation for his/her supervisor and he/she shall seek assistance from a superintendent if this might be an issue.

Grass Range High School shall also provide an AD whose responsibility shall include:

1. Distributing information to Grass Range administration, students, parents, and community
2. Being an integral link in communication between the two schools
3. Planning and facilitating travel when necessary to transport students to Winnett for games or bus departures.
4. Maintaining an inventory and storing uniforms and practice gear
5. Ordering uniforms, practice gear, equipment, and medical supplies as necessary
6. Communicating with Winnett AD in order to verify schedules, travel plans, etc.
7. Scheduling officials for all home games
8. Attending district and divisional meetings, and the annual MHSA meeting
9. Assist with coaching evaluations except when conflict of interest exists. For example, i.e. The AD is also involved in coaching in the program. It is not expected that any AD shall be put in a position to write an evaluation for his/her supervisor and he/she shall seek assistance from a superintendent if this might be an issue.

# **Point of Emphasis-**It is the desire of the WGR Coop Board and administration that all problems be handled at the lowest level possible. Any concerns brought forth shall first be addressed with the involved coach. If patrons fail to be satisfied at this level, they are then encouraged to bring their concerns to the AD(s). The reasons for an AD at each school are to maintain a local person in each community as well as allowing for people to choose one person or the other if they have a problem. AD are expected to share with each other the concerns brought to them so that both are fully informed. The next level to take concerns is to the superintendents, and then finally WGR Coop Board. It is Board policy that this chain of command be followed with the only exception being if there is a conflict of interest.

**CONTRACTS & SALARY SCHEDULE-**Contracts will be issued after the joint Board concludes the employment procedure for that season. No employment of an individual will take place until a recommendation of the administration has been presented to the Board. A recommendation will be made to the Board by the coop committee comprised of the Superintendents and ADs of the cooperative. The coop committee will complete an evaluation of each coach at the conclusion of each season. An end of season meeting will be held with each coach/sponsor and members of the committee to go over the season and the coach/sponsor evaluation and notify the coach/sponsor if the contract will be recommended for renewal or non-renewal to the joint Board. This end of season meeting will take place within three (3) weeks of the team’s final contest. At the next scheduled meeting, the joint Board will vote to renew or non-renew the contract. If the contract is non-renewed the position will be considered open and will then be posted for a minimum of 15 calendar days. The position will also be considered open and will be posted if the incumbent notifies the administration in writing that they are resigning or will not be returning to the position. The Superintendents and ADs will screen applications and hold interviews. A recommendation will be presented to the joint Board at the next scheduled meeting. The position will be considered open until a contract is given by the joint Board. Contracts are due back 20 days from the date of issue.

The Superintendents and ADs of the cooperative will be responsible for making a recommendation to the board for hiring head coaches. Input from the head coach will be considered when making the recommendation for assistant coaches. When the head coaching position becomes open, either due to resignation or non-renewal, the assistant coaching position will also be opened. Every effort will be made to hire at least one coach in each community.

**Hiring Timelines-**

December meeting(s) will be held in Grass Range April meeting(s) will be held in Winnett

Volleyball Boys’ Basketball

Football Girls’ Basketball

Summer meetings will alternate between Winnett and Grass Range.

Hiring of Track and Junior High positions will take place at the respective individual School Board meetings.

**HEAD BASKETBALL COACH $3500 + $100 (for each year of experience up to 7)**

**ASSISTANT BASKETBALL COACH $3000 + $100 (7)**

**If the season extends past BB Districts, an additional $300 per week will be paid to each head coach and $250.00 per week will be paid to each assistant coach.**

#### COACHES-There will be one head coach for girls’ basketball and one for boys’ basketball. Each high school basketball team will have at least one assistant coach. Winnett will pay 75% and Grass Range 25% of the high school basketball coaching stipends.

Track and Cross Country will have two head coaches, one from each school. It will be determined by each respective School Board based on numbers whether an assistant track coach shall be hired. The respective schools shall be responsible for the head coach and assistant coach’s salary.

A coach from each activity **must ride the bus** to and from every activity; however, all coaches are encouraged to ride the bus. The head coach or assistant who rides the bus is the person responsible for collecting parental notes releasing their son/daughter from riding the bus.

**COOPERATIVE COACHING PHILOSOPHY-**The WGR Coop supports participation in extracurricular activities. The participant is to meet his/her responsibilities as a student first and as an activities participant second.

The Board expects the highest standards of sportsmanship and ethical behavior from athletes, activities participants, and their sponsors and coaches. Sanctions are to be imposed if these standards are not upheld.

All teams/groups, whether athletic, academic, or musical, are expected to be well organized, well trained, well-conditioned, and sound in fundamentals.

# **COOPERATIVE SCOPE OF RESPONSIBILITY-**The Cooperative’s administration, coaches, and activity sponsors have specific responsibilities for the operation of the activity program. For a properly functioning program, each must assume his/her respective responsibilities.

The Cooperative Board has overall responsibility for the operation of the interscholastic activities of the cooperative programs of basketball, and track.

The administration has the responsibility to develop procedures that reflect the expectations of the Board and comply with Montana High School Association rules and regulations.

Coaches/Sponsors are expected to comply with the policies and procedures of the Cooperative and MHSA. As part of their responsibilities, coaches/sponsors are expected to:

1. Provide a safe environment
2. Properly plan the activity
3. Evaluate students for injury or incapacity
4. Match or equate students
5. Provide adequate and proper equipment
6. Warn of inherent risks in the sport or activity
7. Instruct the students in the proper safety procedures for the activity
8. Know emergency procedures and require First Aid/CPR certification
9. Keep adequate records
10. Provide supervision of students at all times
11. Complete MHSA coach education/rules clinic requirements

#### TRAVEL EXPENSE POLICY-

**Mileage-**Scouting and other necessary activity mileage will be paid at the federal rate for use of personal vehicles when the district owned vehicle is not available. **Scouting trips must be approved by the administrator prior to the event.** Each district will pay administrative mileage from the general fund of each respective district.

**Room and Meals-**Coaches, drivers, and pre-approved chaperones will eat with and room at the same motel as students involved in the activity. Meals will be covered the same as student/participants as per this handbook. Room and meal charges will be paid for the coach, driver, or chaperone only; if family members accompany any of the aforementioned, they are responsible for paying any additional expenses incurred.

The individual student, coach, driver, chaperone or administrator must pay personal phone calls and any other personal expenses.

**Staff Development-** Reimbursement will be allowed up to $100 per activity season for attendance at approved optional clinics and workshops to be paid by the respective school districts. NFHS online coaching clinics are required for all coaches and volunteers. It is highly recommended, but not mandatory to attend MHSA sponsored clinics.

Required NFHS coaching education **prior to coaching student-athletes**:

* Fundamentals of Coaching core course every 5 years
* Concussion in Sports course once
* Every coach (all head, assistant and school-approved volunteer coaches) must meet the following requirements:
	1. Completion of the Fundamentals of Coaching core course prior to contact with student-athletes. Certification is good for a five-year period, inclusive of the first season in which the course is completed. www.nfhslearn.com
	2. Completion of the Concussion in Sports course prior to contact with student-athletes. Certification is good for a one-year period. www.nfhslearn.com
	3. Completion of the sport-specific online rules clinic. These clinics are available through the MHSA website at [www.mhsa.org](http://www.mhsa.org).

In addition, coaches are encouraged to utilize the other available elective or sport-specific NFHS courses.

Other advisors: There may be other NFHS modules that are required for other advisors (for example, copyright training for music teachers). The AD will communicate those requirements to the relevant advisors, as well as a timeframe for completing.

Coaches are responsible for ensuring that the AD receives verification that the courses are completed, who will in turn communicate with the appropriate school administrator(s). The school administrator is responsible for reporting to the MHSA annually that all their coaches have completed the requirements successfully.

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Chairman- WGR Coop Board Chairman- GRW Coop Board

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Secretary- WGR Coop Board Secretary- GRW Coop Board