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Introduction
Hoonah City Schools believes extracurricular activities are necessary and extremely important to help students to mature into adults. Extracurricular activities teach many aspects of growing up, setting and striving for goals; coping with exhilaration, frustration, and disappointment; working with other people; developing skills; increasing self-esteem; being responsible; and a myriad of other aspects of growing up. It is the professional responsibility of every coach/advisor to foster positive growth in each participant.

Coaching and advising is a job no one does for the money. It is time consuming, energy consuming, stressful, but rewarding in a way that many teachers never experience. These are the jobs that make the greatest impact on the students for the rest of their lives- and that is why we do it. Coaching and advising at any level has tremendous responsibilities and rewards. A coach/advisor serves as a role model for the team, school, and community. In light of this, all coaches and advisors for Hoonah City Schools are expected to follow the guidelines of the district when serving in this capacity. Being aware of new techniques, student needs, and student progress are just a part of what it takes to have a meaningful experience. Working close with colleagues, parents, and students is necessary in building strong programs for the district, benefiting all.

Important Phone Numbers

School:
Hoonah High School Office (907) 945-3613
High School Office FAX number (907) 945-3607
Hoonah District Office (907) 945-3611

Home
Ralph Watkins, Principal (907) 945-3611 EXT 220
PJ Ford Slack, Superintendent
LaDonna Dybdahl, H.S. Secretary (907) 945-3695
LaDonna Dybdahl, A.D. (907) 945-3611

Coach/Advisor Information

Qualifications
Coaches/advisors must possess any necessary certification such as ASAA Fundamentals of Coaching certification, First Aid training, and concussion awareness training.
Coaches/advisors must fill out and pass a security/background check with Hoonah City Schools District office before they are eligible to be hired.

Coaches/advisors must be willing to work cooperatively with the Activities Director to plan and carry out all the necessary work there is to make their program successful.

**Qualifying for an Assistant Coach**

Whether an activity has an assistant coach is dictated by the number of participants in the activity. The assistant coach position will be based upon projected numbers. If students numbers warrant, an assistant coach contract will be offered after two weeks of practice. Payment of the contract shall be retroactive to the beginning of the season. The following guidelines set cutoff numbers for each activity.

- **Cross Country**: One coach
- **Volleyball**: 16
- **Wrestling**: 14
- **Basketball**: 16

Coaches/advisors must be willing to strictly adhere to AASA coaching ethics that follow below.

**AASA Coaches Ethics (from the AASA handbook)**

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches’ own, and his or her welfare should be uppermost at all times.

- **The coach** shall be aware of and implement the NFHS Suggestion Guidelines for Management of Concussions in Sports
- **The coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse.
- **The coach** shall avoid the use of alcohol and tobacco products when in contact with players.
- **The Coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- **The coach** shall master the contest rules and shall teach them to his/her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
The coach shall exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, sponsors, booster club, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct, which would incite players or spectators against officials. Public criticism of officials or players is unethical.

Coaches should follow these guidelines in performing their duties:

1. **Be friendly to your opponents.** Before and after contests, coaches for competing teams should meet, shake hands, and exchange cordial greetings to set the proper tone for the event.

2. **Do not exert pressure.** On faculty members to give student athletes special consideration.

3. **Be a model of good sportsmanship.** Refrain from running up the score or degrading the opponent in any way.

4. **Display modesty in victory and graciousness in defeat** in public and with the media.

5. **Respect the integrity of the officials**—even when you disagree with their judgment.

6. Refrain from the use of profanity or improper actions and expect the same from your players.

7. **Recognize good performances** and expect your athletes to recognize the good efforts of others.

8. Develop a program that rewards participants and spectators for positive, supportive actions.

9. Immediately remove any athlete from play that exhibits possible signs and symptoms of concussions. Ensure “Return to Play” status is allowed only after clearance by approved professional health care provider.

The Alaska School Activities Association expects all coaches to be competent and know the rules, recognize the importance of his/her duties, respect dignity and integrity of officials and opponents, and promote good sportsmanship among all those involved.
Coaches/Advisor Responsibilities

Extracurricular Contracts
Coaches/advisors are responsible to have a parent/player meeting before the season starts during which the extracurricular contract is reviewed and signed (see appendix). Any other rules or procedures created by a specific coach/advisor and specific to a particular activity should also be written up, approved by the activities director, reviewed with students and parents and signed. A copy needs to be filed with the high school office.

Gym Schedule and Practice Times
Coaches are to meet with the activities director prior to the season to arrange schedules for practice times. Students are not to be in the gym area before or after their coach. Coaches are to secure the building before leaving.

Uniforms and Equipment
Coaches and advisors are responsible for organizing and maintaining all equipment. They need to make an inventory of all uniforms and other equipment at the beginning of each season before they are issued to players. A copy of that inventory should be turned in to the activities director. Coach/advisors are responsible for ensuring all uniforms are returned at the end of each season. Players will not be issued a uniform for an activity if they have failed to return their uniform from a prior activity that year or from the year before. Players who fail to return their complete uniform will have to reimburse the school of the cost of a replacement.

Varsity uniforms can be supported by the 1% sale tax rate provided to the school from the city of Hoonah. The use of this fund for uniforms will be allocated on a rotational basis for the different varsity teams as follows:

Volleyball..............2014/2015
Wrestling..............2015/2016
Boys Basketball.....2016/2017
Girls Basketball.....2017/2018
Cross Country.......2018/2019

Eligibility
Coaches and other extracurricular advisors have the obligation to make sure their students are eligible when they practice, travel, and participate. Grades checks will be performed every 3 weeks to determine who is eligible to travel. 5 days prior to the first event or match a “Master Eligibility List” of all eligible students must be submitted to ASAA. Check with the activities director or high school office to make sure this gets done.

In order to be eligible during the 2015/2016 school year, a student must:
1. Have passed at least 5 semester units of credit or the equivalent during the previous semester with an overall 2.0 GPA for the semester. Students who passed the required number of classes but who did not maintain an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school’s grading system.

2. Be enrolled in at least 5 semester units of credit or the equivalent during the current semester and maintain a 2.0 GPA for the semester. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school’s grading system.

Note: Seniors on track to graduate must take at least 4 semester units of credit or the equivalent.

Eligibility requirement for participating in home or away events require that a student may receive no more than one “D” on the previous grade check and a student must not have any “F’s” on the previous grade check.

Behavioral
Students who have received a behavioral referral during the academic school day will not be allowed to practice that day or any other day they have been assigned suspension. Any student assigned to serve in school intervention will not be allowed to practice that day. Any student who receives a detention by a teacher must serve that detention first before being allowed to return to practice. Coaches or other extra-curricular activity advisors will have their own rules regarding attendance at practices.

Attendance
Students with unexcused absences will not be allowed to attend extracurricular activities on the day of their absence. In order to attend practice a student must be in school for at least half of the school day. Students with an excused absence will be allowed to attend practice as long as documentation is provided to the school to verify the absence as excused.

Age
Students who turn 19 years of age on or before August 1 of the current school year are ineligible.

Student Activity Funds (SAF) Accounts
Money earned by teams, clubs and organizations is kept separate in Student Activity Fund (SAF) accounts. This is your money to use as your team sees fit. However, all outgoing money must still be requested with a requisition signed by the principal. Incoming money should be given to the main office and labeled as to the SAF account it goes into. Cash boxes for money making
events are available at the High School office, but must be requested ahead of time.

**Away Travel**
The activity director or designee will make travel arrangements in partnership with the coach. The coach should make sure the activities director has a list of participants at least two weeks before the trip—especially if commercial air travel is being used. Keep in contact with the activities director about the trip arrangements as the day of the trip nears. Students that have children **will not be allowed to bring their children on trips**. Before your trip you should get all paperwork.

**Traveling Team Criteria**
Each activity is allowed to select a traveling team. The means for qualifying for this team will be determined by the coach. The traveling team may change throughout the course of the season if the coach wishes to do so. The following outlines the size of the traveling team for each activity.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>14 (7 boys and 7 girls)</td>
</tr>
<tr>
<td>Volleyball</td>
<td>10</td>
</tr>
<tr>
<td>Wrestling</td>
<td>10</td>
</tr>
<tr>
<td>Basketball</td>
<td>10</td>
</tr>
</tbody>
</table>

Make sure you have accounted for:
- Student Eligibility
- Necessary Chaperones
- All airline, and/or ferry tickets or purchase orders
- Any vehicle rental information and/or purchase orders
- Hotel reservation information and/or purchase orders
- Emergency money
- Per diem check

You may want to get the paperwork early enough to cash your per diem check before the trip. The check should be available at least 1 day before departure date. Should an emergency occur or if a coach/advisor has to pay for a taxi or other unforeseen expense keep all receipts. If receipts are not kept the coach/advisor may not be reimbursed by the school.

1) All chaperones must have a signed chaperones contract and agreement form (see appendix) on file with the activities director or designee. Activities advisors/coaches need to make sure any chaperone they bring along have signed and filed a form before they leave.
2) All chaperones must have on file a background/security check (see appendix) with the activities director or designee before being able to travel.
3) Never leave a student or students if they are late for the ferry or plane. If there is more than one chaperone, one of you should remain behind while
the others return home. If this were to occur, call the Principal or Superintendent and we can then figure out the next course of action.

4) Follow the travel schedule that you received from the High School Office. If plans change due to weather, please notify the Principal or Superintendent. At this point you should use your professional judgment for alternative travel plans along with the help of the administrator.

5) Do not make final arrangements to play other teams without activities director, Principal, or Superintendent approval.

6) If you have to take someone to the hospital, be sure to contact the parents ASAP. Call your principal or superintendent at the same time.

7) Individual team rules will vary from coach to advisor. New coaches, here are a few suggestions:
   a. Students must be at the designated places and times promptly or be left behind the next trip.
      • Students (couples) may not show any displays of affection on trips. Holding hands, locking arms, and high fives are expectable. Anything besides that is considered displays of affection.
      • Studying will take place during trips and students should take necessary materials and have a completed "Extra Curricular Activity Travel Policy Sheet," with them. Coaches are responsible for setting aside study time and checking that homework is being completed.

8) For coaches or chaperones that are teachers detailed lesson plans must be completed for the time gone on a trip.

9) If you have any doubt whatsoever, call the activities director, Principal, or Superintendent.

10) Consumption of alcoholic beverages while supervising students or any time during student travel is prohibited. This is a school policy and Federal Law.

**Housing**

- Request a housing list from the host school with names, addresses, and contact phone numbers for the families housing students.
- Request phone numbers for the principal, AD, coach, and main office of host school
- Students are not to be housed singly. Students must be hosted at least in gender-same pairs.
- Coaches have final say in regards to housing buddies
- Coaches/Chaperone will call the housing host the first evening to check on students and to provide contact information for the coach/chaperone to the host family.
- When teams are housed out, students will not be housed with the coach unless arrangements have been approved by the activities director.

**Group Housing**

- Coaches/Chaperones will sleep in same area as students
• Coaches are responsible for informing students that they will be group housed and should pack appropriately for sleeping on a floor
• Mixed gender groups will be housed in segregated areas. At curfew, boys will not be allowed in the girl’s area and girls will not be allowed in the boy’s area
• Areas used for group housing will be kept orderly. Upon vacating, the area will be thoroughly cleaned and arranged as found.

**Hotels**
• Coaches/Chaperones will sleep on same floor as students whenever possible.
• Coaches/Chaperones will do room checks at curfew and periodically throughout the day when appropriate.
• When traveling with Athletics that have mixed genders, boys may not go to the girls’ rooms and girls may not go to the boys’ rooms without a chaperone.
• A minimum of three students will be housed together in hotel rooms.
• Pay-per-view movies will be turned off for all rooms housing students and telephone constraints will be initiated.

**Ferry**
• No students allowed in staterooms.
• Coaches/Chaperones will sleep in the same area as students
• Coaches are responsible for informing students that they will be traveling by ferry and that they should pack appropriately for sleeping on the floor.
• No students allowed to sleep in the solarium unless accompanied by a coach/chaperone.
• Coaches/chaperones ensure that their groups are respectful of other travelers. Coaches and chaperones will arrange for students to get ready for bed and be quiet at a respectful hour.
• Students must travel in groups of two or more on the outside decks of the ferry.
• Coaches/chaperones will ensure that traveling groups clean up their area before leaving
• Boys and girls will sleep in segregated areas. At curfew, boys are not allowed in the girls’ area and girls are not allowed in the boys’ area.
• Follow the rules of the ferry system and the instructions from personnel on board the ferry.
• Coaches/chaperones have the right to set and enforce appropriate curfew times.
• Girls and boys should never share the same covers, sleeping bags, pillows, etc. during the day when traveling on the ferry.

**Student Release**
It is expected that students traveling with a team return to Hoonah with that team. A student can be released by the coach to the supervision of another adult only when prior arrangements have been made in writing. The arrangement should be a handwritten note granting permission for the coach to release the
student to a particular individual. A copy needs to stay with the coach during the trip and the High School office needs a copy as well. If, in the coach’s opinion, it is best for the athlete to stay with the team, the coach has the right to make that determination.

**Home Events**

For home activities, games, and/or tournaments, coaches/advisors need to work closely with the activities director and high school office to help organize the resource needed to insure a positive successful experience is had by all. A meeting needs to be scheduled and held with the activities director to cover the following aspects of an event.

- Event Scheduling
- Necessary referees and other bench/gate officials
- Pick-up and drop-off of all participants at the airport or ferry
- Local housing arrangements
- Necessary feeding arrangements
- Local Student Eligibility
- Hospitality room arrangement if needed

**Other Information**

**Activities**

Extra-curricular activities can be interesting and can make the high school experience far more enjoyable. Some of the activities that Hoonah has supported over the years are below:

<table>
<thead>
<tr>
<th>Basketball</th>
<th>Volleyball</th>
<th>Wrestling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross country</td>
<td>Pep band</td>
<td>Jazz Band</td>
</tr>
<tr>
<td>Yearbook</td>
<td>Concert band</td>
<td>School plays</td>
</tr>
<tr>
<td>Student government</td>
<td>Honor society</td>
<td>Rifle club</td>
</tr>
<tr>
<td>Gaaawt’ ak.aan dancer</td>
<td>Career fair</td>
<td>Close-Up</td>
</tr>
<tr>
<td>Tlingit Club</td>
<td>Running Braves</td>
<td>Girls on the run</td>
</tr>
</tbody>
</table>

**Student Eligibility Requirements**

**State Requirements**

The Alaska School Activities Association, of which we are a member school, has the following regulation by which we will abide:

a) Must be enrolled in a minimum of five (5) classes that led to the granting of credit.

b) Be in regular attendance at school classes in which enrolled.
c) No student enrolled in a four-year high school may participate in more than four seasons in any specific interscholastic activity.

d) Will not have reached their 19th birthday by August 1st.

e) After the first semester of the ninth grade, the student must have passed, for the immediately preceding semester, at least five (5) semester credits toward graduation. Seniors who are on track to graduate only need 4 semester credits.

f) Have a physical examination and parent consent for emergency treatment, and indication of accident insurance form on file signed by the parent, which is dated within the current school year. This must be completed before practice begins.

Hoonah City School Additional Student Requirements

a) In order to **travel and be eligible**, a student may receive no more than one “D” the previous grade check and a student may not have any “F’s” the previous grade check.

b) A beginning freshman will be eligible until the first grade check.

c) In addition to the above requirements, the coach for any sport may include other reasonable eligibility requirements at his or her discretion.

d) A student must have a signed extra-curricular activity contract on file before participation in any sport or extra curricular activity.

Student Conduct and Rules

1) All extra curricular activity travel sheet are due in the principal's office by the end of the school day prior to the day of travel. Failure to comply with this will result in no travel. All participants are expected to complete all assignments. Upon return from a school-sponsored trip, a student must have each teacher initial the assignment sheet, showing that the homework has been completed. Assignment sheets are to be handed into the office by 4:00 PM on the first day back from a trip. Failure to do so will result in a 7:00 AM detention.

2) There will be no switching of rooms without coaches approval. If problems arise, students should check with the coach or chaperone. The coach or chaperone will set curfew regulations. Violators will be subject to appropriate disciplinary action.

3) When traveling as a team member, all students must dress neatly and look well groomed. Students will behave in a manner so as to bring credit to their school, community, and themselves.

4) Students may not practice is they are absent from school. Must be at school for at least half a day.

5) All students who are involved in travel as part of the Activities program are required to be in attendance **FOR THE ENTIRE SCHOOL DAY OR UNTIL THE**
TIME OF DISMISSAL. Failure to comply with this provision will mean forfeiture of traveling privileges for that trip. Likewise, students returning from travel are expected to be in school immediately upon return or the next day if school is already dismissed. The above rules regarding attendance at school apply to home contests as well. Absence from school during the day means forfeiture of the right to play in evening events.

6) The use of tobacco in any form is not allowed at or while participating in school sponsored activities. Parental and police contact will be made. School disciplinary action will also be taken whether the issue at hand concerns tobacco, alcohol, or drugs. Violations will also have to be reported to ASAA and documented with TAD.

7) Students who are involved in extra-curricular activities must maintain an acceptable level of behavior. Students violating this standard will be removed from extra-curricular participation and may be assigned appropriate disciplinary sanctions.

8) Physicals are required of all participants of varsity and middle school Basketball, Volleyball, wrestling, and cross country. Students may not participate in a try-out, practice, or work out without having a current physical on file with the High School Office. Physicals are good for one calendar year.

9) Participants are expected to present evidence of goof sportsmanship both on and off the playing area.

Accident Insurance

a) Hoonah City Schools makes insurance forms available for students enrollment at the beginning of each school year. It must be understood that the school makes this insurance available as a public service and does not assume responsibility or interpretation of the terms of the policy nor for payment of claims

b) In order to participate in extra curricular activities a student must have adequate insurance, school or otherwise.

Awards Guidelines

Guidelines for lettering are established in Hoonah High School to provide high standards for every athlete to work toward. An athlete who earns a varsity letter should show pride for him/herself, the school, and the community.

1) Certificates- Anyone accepted by the coach on a team of any sport who finishes that season is eligible for a participant certificate. This applies to grades 7-12.
2) Varsity Letters- In order to earn a varsity letter, an athlete must attain the following criteria and finish the season as a member of the team. As a student athlete, the student must be in good standing with the teachers and administration when the letters are issued.

- **Volleyball**- An athlete must participate in one third of the varsity games.
- **Basketball**- An athlete must participate in one third of the possible quarters.
- **Wrestling**- An athlete must earn 15 team points during the season.
- **Band**- Any student who participates for the entire year in an extra curricular music activity (pep band, jazz band) is eligible for a certificate. Any student who attends 90% of the rehearsals and performances will earn a letter.
- **Cross Country**- An athlete must run in 75% of the scheduled races for the year.

3) **Pins**- Pins denoting a particular sport will be given with the first letter earned in that sport.

4) **Captain’s Pins**- The captain of each sport will be given a captain’s pin.

5) **Most Valuable Player Medals**- Medals will be given for the most valuable player in each sport.

6) **Service Bars**- An athlete will receive one service bar for each year upon completion of letter criteria.

Other awards may be given at the discretion of the coaches.

**Awards Banquet**

An Award Banquet will be held during the school year to honor the athletes and musicians: Letter awards will be given at that time. Each sport will also present an award of Most Valuable Player. Any other awards are given at the discretion of the individual coach and without school financial support.

**Coaches Evaluations**

All coaches will be evaluated at the end of the season. Coaches will meet with the activities director to review season and evaluation before the end of the school year.