



Coaches  
Activities  
Manual

## **DISTRICT MISSION STATEMENT**

It is the mission of the Twin Falls School District Activities Committee to coordinate, supervise, and direct interscholastic activities that enhance and protect the total educational process of all student participants. All activities programs shall be formulated to promote citizenship and the academic mission of the school.

### **Sanctioning- CRHS & TFHS**

Included are interscholastic competitions in band, choir, orchestra, debate, speech, drama, football, cross country, tennis, volleyball, basketball, wrestling, track, golf, baseball, softball, soccer, cheerleading, and dance team.

### **Sanctioning- OLMS, RSMS & SHMS (2017)**

Included are interscholastic competitions in football, cross country, volleyball, basketball, wrestling, track, soccer, cheerleading, and dance team.

## **ACTIVITIES PROGRAM GOALS AND OBJECTIVES**

### ***To be a model of athletic/activity achievement in the State of Idaho by:***

1. Presenting a positive image of school athletics and activities by all participants including players, coaches, administrators, trustees and parents.
2. Striving for excellence that will produce quality teams and nurture sportsmanship and personal growth for the student.
3. Providing an environment where students develop physical, mental, social, and life time skills including but not limited to:
  - a. Development of team play that encourages loyalty, cooperation, accountability, honesty and commitment.
  - b. Leadership that stresses discipline, self-motivation, trust, excellence, and the ideal of good sportsmanship.
  - c. Emphasizing programs for the entire student body, faculty and community that will generate a feeling of unity.
  - d. Providing an opportunity for achievement of individual goals as set by the participant.
  - e. Developing an appreciation for activities that promote life-long participation and a healthy life style.
  - f. Developing high standards of fairness and honesty.
  - g. Nurturing self-discipline, emotional maturity, and proper social behavior while learning to make decisions under pressure.
  - h. Creating an environment that allows participants to reach full personal potential while achieving their personal goals and objectives.

## **CODE OF ETHICS FOR COACHES**

***The Twin Falls School District Activities Program endorses the Idaho High School Activities Association (I.H.S.A.A.) code of ethics and responsibilities, which include:***

Believing that mine is an important part in the nationwide school activities program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the activity, observe the work of other coaches or officials and will, at all times, and attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me, but to the young people in the activity.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship, but I will not make statements concerning official's decisions after an activity.
6. I will uphold all rules of the I.H.S.A.A. and the NFHS and give my complete cooperation to the school which I serve and to the I.H.S.A.A. which I represent.
7. I will shape my character and conduct so as to be a worthy example to the young people who play/perform under my jurisdiction.
8. I will be professional in my association with other coaches or officials and will do nothing to cause public embarrassment.
9. I will remember that the activity is more important than the wishes of any individual.

## I.H.S.A.A. Sportsmanship Guidelines for Coaches

### ***Responsibilities***

1. Demonstrate good sportsmanship and ethical behavior at all times.
2. Encourage respect for all activities and their values.
3. Help promote sportsmanlike crowd behavior during contests.
4. Refrain from using any profanity or abusive actions.
5. Refrain from making negative remarks to the news media.
6. Have and show respect for the opponents.
7. Display modesty in victory and graciousness in defeat.
8. Be responsible for the conduct of his/her players.
9. Educate the student-athletes as to the rules and regulations of the game.
10. Establish sound training rules and expect players to follow them.
11. Develop leadership, initiative and good judgment among players.
12. Inform team of their responsibilities as contained in this document.

## Preventative Measures

### **BEFORE EVENT**

1. Maintain an “open communication” network between coach, team, officials, and parents.

Suggestions:

- a. Invite officials to a practice session to review and discuss rule changes and interpretations with team and coaches.
  - b. Hold parent information meetings to promote understanding of their role in the development of sportsmanship.
2. Ensure that each athlete is aware of his/her responsibility as a very visible representative of the school.

### **DURING**

1. Maintain proper bench control and demand appropriate sportsmanlike behavior from assistant coaches, bench personnel and team members.
2. Assist in maintaining good crowd behavior by demonstrating positive actions and mannerisms on the court or field.

### **AFTER**

1. Avoid directing frustration over the outcome of the contest to officials, players or spectators. Refrain from making negative remarks to the media. If a problem arises, use the I.H.S.A.A. as the investigative body.
2. Acknowledge and inform the I.H.S.A.A. when outstanding examples of officiating or sportsmanship are observed.
3. Avoid post-game "meetings" of officials and coaches.

## COACHING REQUIREMENTS FOR TFSD

- Adherence to all rules covered in I.H.S.A.A. Rules Manual and TFSD Policies and Procedures.
- State Teaching Credential and/or:
  - \*Fundamentals of Coaching Certificate
  - \*Sport Specific Certificate
- Current CPR and First Aid Certification (every 2 years)
- Current Concussion/Sudden Cardiac Arrest certification (even years)
- Head Coaches: Submission of program rules, regulations, and philosophy to building Activities Director
- Cleared through personnel at TFSD
- Signed “What Every Employee Should Know” completion form
- Signed “TFSD Coaches Activities Manual” completion form
- Read current year I.H.S.A.A./NFHS rules manual for all sports in which they will be coaching
- To properly prepare students, all coaches should participate in continuing education including attendance at seminars, clinics, and workshops and studying appropriate materials related to safety procedures, sportsmanship, coaching techniques, and medical concerns.



## **14 LEGAL DUTIES OF A COACH**

1. **DUTY TO PLAN:** Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce potential for injury and loss.
2. **DUTY TO SUPERVISE:** A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION:** Athletics administrators and coaches are required to assess the health and physical condition of athletes.
4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS:** Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments.
5. **DUTY TO PROVIDE PROPER EQUIPMENT:** Coaches and athletic administrators must ensure athletes are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe.
6. **DUTY TO INSTRUCT PROPERLY:** Athletics practice must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the development level of the athlete and that lead to an enhanced progression of player knowledge, skill and capability.
7. **DUTY TO MATCH ATHLETES:** Athletes should be matched with consideration for maturity, skill, age, size and speed.

## **14 LEGAL DUTIES OF A COACH Continued**

8. DUTY TO CONDITION PROPERLY: Practices must account for a progression of cardiovascular and muscular-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
9. DUTY TO WARN: Coaches are required to warn parents and athletes of unsafe practices that are specific to a sport and the potential for injury or death.
10. DUTY TO ENSURE ATHLETES ARE COVERED BY INJURY INSURANCE: Athletic administrators and coaches must screen athletes basic level of medical coverage.
11. DUTY TO PROVIDE EMERGENCY CARE: Coaches are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries—especially those that are potentially life threatening.
12. DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN: Athletic administrators and coaches must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured athlete.
13. DUTY TO PROVIDE PROPER TRANSPORTATION: In general, bonded, commercial carriers should be used for out of town transportation.
14. DUTY TO SELECT, TRAIN AND SUPERVISE COACHES: Activities administrators will be expected to ensure coaches are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

## **ADMINISTRATIVE PROCEDURES**

### ***Tryouts***

Coaches must insure that all pre-tryout requirements are met. A player physical is on file, and all Register My Athlete forms have been completed. The program head coach, with the assistance of the coaching staff, shall implement an evaluation process in written form. This tool can aid in the justification process when reducing participant numbers during tryouts for those sports that necessitate smaller numbers. The evaluation process and requirements need to be discussed with each athlete and a written copy made available for participants and parents.

### ***Middle School Tryouts***

- a. There is an option for multiple teams in cut sports (volleyball, girls and boys basketball). Number must justify multiple competitive teams at the discretion of the AD and/or the High School Program Director.
- b. If there are multiple teams, Program Directors will be directly involved with cuts at the middle school level to ensure multiple teams are formed as equally as possible. The division of multiple middle school teams at the 7th and 8th grade level is at the discretions of the High School Program Director and will be determined by the end of tryouts.

## **ADMINISTRATIVE PROCEDURES Continued**

### ***Scheduling***

Scheduling of all activities and contests will be directed and finalized by the building Activity Director. Consultation with program and team head coaches and the building principal will take place when warranted.

### ***Parent Meeting***

A pre-season parent meeting is required by all sports.

### ***Practice Schedule***

The athletic and activities practice schedules are determined by the head coach and building Activities Director in accordance with the rules and regulations of the I.H.S.A.A. Practices and training regulations must be carefully planned in order to minimize the potential for detrimental effects upon the health of the participants. It is recommended that one and one-half hours of practice time be used as a guideline at the middle school level and two hours for the high school level. This length of time is exclusive of dressing, showering and meetings. There will be no practices on Sundays.

## **ADMINISTRATIVE PROCEDURES Continued**

### ***Equipment/Inventory/Facilities***

Equipment will be issued as specified by the head coach and in accordance to I.H.S.A.A. rules and regulations.

The use of equipment and facilities are to be cleared with the building principal (in accordance with, I.H.S.A.A. rule 17-2-4) or their designee.

Head coaches will be responsible for:

1. Turning in inventory before and after the season
2. Communicating equipment needs to the Activity Director
3. Verify all participants are properly equipped.

### ***Supervision***

Supervision of all activities by the assigned coach and/or district employee is necessary to reduce the risk of injury and assure proper handling of emergency situations. The following guidelines should be observed:

1. Proper supervision requires the immediate physical presence of an authorized adult during all period of activity.
2. Emergency occurrences require the suspension of all student activity until proper supervision is provided. Primary attention must be given to an injured athlete.
3. Primary supervision responsibilities must be completed prior to becoming involved in other assigned duties or unassigned personal or school activities.
4. Coaches need to make sure all participants are gone before the coaches leave the area.

## ADMINISTRATIVE PROCEDURES Continued

### *Travel Policy*

1. District-approved transportation must be used at all times.
2. Any out-of-state transportation must have prior approval on file in building principal's office in accordance to district policy.
3. In accordance to Idaho Code, at any time that a coach or other authorized individual is driving a school district-approved vehicle, the driver must present a copy of:
  - a. Valid Idaho Drivers License
  - b. Proof of Insurance

*There must be 2 drivers over the age of 25 in each vehicle.*
4. Participants must travel together to and from contests away from their school in transportation provided by the school. The exceptions are:
  - a. Injury to a participant which would require alternate transportation.
  - b. Prior arrangements (24 hours in advance) between the participant's parent/guardian and the administration/coach for the student participant to return with his/her parent/guardian.
  - c. Travel for contests between Canyon Ridge High School and Twin Falls High School
  - d. **Participants are *not* allowed to ride with friends or family members other than a parent or guardian.**

## **ADMINISTRATIVE PROCEDURES Continued**

### ***Activity Awards***

Individual awards should conform to the Idaho Interscholastic Activities Association regulations.

The head coach and staff shall determine the number of individual awards with assistance from the building Activities Director.

The program head coach should meet with the building Activity Director and building principal to choose a time and location for banquets and end-of-season socials.

### ***Varsity Lettering***

The head coach of each sport will determine the requirements necessary to receive a varsity letter in said sport. These requirements will be communicated to the students by the head coach.

### ***Days with No School***

When school is closed due to transportation hazards, contests, activities and practice will be canceled. All facilities will remain closed on this day.

## **ADMINISTRATIVE PROCEDURES Continued**

### ***Funds Solicitation***

Fund drives and/or solicitations of funds from businesses or individuals are permitted only with:

1. Administrative approval
2. Bookkeeper procedural approval

### ***Budgets and Purchasing***

Expenditure of school district funds in accordance with the district's expenditure and budgetary regulation is authorized for the support of activities. Expenditures using team/activity budgetary funds need to be approved by the building Activities Director, and processed correctly through the bookkeeper.

### ***Pre-season Staff Orientation***

The program head coach of each sport will schedule and facilitate an orientation meeting for staff prior to the beginning of each sport season. Attendance of all coaching staff is required.

The following are required agenda items:

1. Alignment: Grades 7-12
2. Identify specific goals and objectives for each program that are measurable, time sensitive, and that support the mission statement of district athletic programs.
3. Staff input.
4. Review updated rules and points of emphasis from the I.H.S.A.A./NFHS rules meeting.



## Participation Requirements (refer to policy 3381)

An athlete who is mentally, emotionally and physically conditioned for an activity is less susceptible to injury. Preparation requirements include the following:

1. The following paperwork on file at the school:
  - a. An Idaho High School Interscholastic physical examination is a requirement for participation in any sport (on a yearly basis, after May 1<sup>st</sup> for the following school year with exception of Dance and Cheer, after March 1).
  - b. TFSD Drug Testing Consent Form
  - c. Emergency Contact Information
  - d. Players/Parents have read the TFSD Player and Parent Activities Manual, and have signed the Athletic Pledge
  - e. Meeting the district and state academic requirements
  - f. Activity Card (non-traditional students included)
2. Prior to participation, each coach must be satisfied that every student is mentally and emotionally suited for the particular activity.
3. Student preparedness is of concern throughout the season. Students must not be required to perform beyond their level of ability with regard to physical condition, performance techniques, or level of competition.
4. ADEQUATE BODY FLUIDS ARE CRITICAL. Provide an adequate water supply at all times. Individual fluid needs vary so do not limit fluid intake of the participant. Carefully monitor fluid loss.

**b, c, and d are all accessed through the Register My Athlete website!**



## Participation Requirements Continued

Activities will be open to all students while interscholastic activities will be administered according to the following standards:

1. All I.H.S.A.A. guidelines
2. All District guidelines (Refer to Policy 3381)
3. A student must be in attendance at least one-half day the day of a contest. Truant or suspended students are not allowed to participate. (Refer to Policy 3381)

***10 Day Practice Rule:*** A student must have ten days of practice prior to the first interscholastic athletic competition in the sports season (excluding Golf). Football players must have 2 days of practice with helmet and no pads and 2 days of practice with helmet and shoulder pads before practicing with full pads.

Wrestling must have 10 days of practice in that sport.

### ***TFSD Athletic Transfer Rule (refer to policy 3010)***

#### Varsity Sports

It is recommended that a student who is considering submitting an open enrollment application to this district, and who anticipates participating in a sport governed by the Idaho High School Activities Association (I.H.S.A.A.) should review I.H.S.A.A. rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year. Consult with your building Activities Director on any transfer situations following the beginning of the athlete's Freshman year.

## Participation Requirements Continued

***Amateur Status:*** A student who represents a school in an interscholastic sport must be an amateur in that sport.

***Non-school Sport Participation:*** A student who is a member of any team may not participate during that sport season on any non-school team in that sport. I.H.S.A.A. rule 8-11-1: Outside competition is defined as a student who competes in organized, non-school contests or events (including practice) after the starting date of the high school season in that sport.

### ***IHSAA Rule of "2" 17-2-3:***

a. No more than two students may be coached at one time by a member of their high school (grades 9-12) staff of that sport during the school year. (i.e. A boys basketball coach may coach girls basketball players of the same school and vice versa).

***Two Sport Participation:*** Students may participate in two activities during a current season. Agreement must be received from both sports' coaches and the building Activities Director.

***Athlete Insurance:*** The District does not insure the individual athlete against injury. All athletes turning out for sports of any kind are recommended to carry some type of acceptable insurance protection or have a waiver on file signed by the parent/guardian. Student accident insurance is available to all students.

***Non-traditional Student Athletes:*** Must be in compliance with current I.H.S.A.A. regulations.

## **UNDUE INFLUENCE**

The Twin Falls School District along with the Idaho High Schools Activities Association will follow Rule 8-18, **Undue Influence** which applies to all interested parties and states: The use of influence by any person connected directly or indirectly with one of our high schools or middle schools on a student to attend one school over another is not acceptable. If any school personnel are found to be in violation of the rule, they not only run the risk of jeopardizing the eligibility of the student, but they also risk losing their coaching position. If a violation were to occur, the standing of the high school in the I.H.S.A.A. may also be in question. (See the I.H.S.A.A. guidelines next slide)

## UNDUE INFLUENCE CONTINUED

**8-18-1** Definition of Undue Influence: The use of influence by any person connected directly or indirectly with an I.H.S.A.A. member school, to induce a student to transfer from one member school to the other, or to enter the ninth grade at a member school for athletic competition purposes, whether or not the school presently attended by the student is a member of the I.H.S.A.A. (Recruiting)

**8-18-2** The use of undue influence to secure or retain a student for competitive purposes is prohibited, shall cause the student to be declared ineligible for high school athletics for a period of up to one calendar year, and may jeopardize the standing of the high school in the Association.

**8-18-3** Evidence of undue influence includes, but is not limited to, personal contact by coaches and sponsors in an attempt to persuade transfer by gifts or money, jobs, supplies, coaching, free transportation, admission to contests, invitation to attend practices and or games, free tuition or any other considerations not accorded to other students similarly situated.

**8-18-4** Complaints or reports of violations of this rule will be investigated and handled on a case-by-case basis by the District Board of Control. Any school permitting such participation shall, upon satisfactory evidence submitted to the District Board of Control, be suspended from membership in the Association for a term not to exceed one calendar year.

## **GAME MANAGEMENT**

1. Coaches responsibilities include but are not limited to: facility set up and take down of equipment and facility maintenance.
2. Coaches shall have all emergency forms for immediate availability at all practices and games.

## **PROBLEM RESOLUTION PROTOCOL**

If patrons, parents, students and employees have concerns that need to be expressed, and in order to maintain continuity and best resolve issues of concern, the following district protocol is to be followed:

1. The first step is to take the concern to the assistant/head coach of the specific sport at that level. It is the goal to resolve the issue at this level.
2. If there is still a concern, it will be taken to the building Activities Director.
3. If the concern persists, it will be taken to the principal.
4. If the concern still has not been resolved to the satisfaction of all concerned, then it will be taken to the superintendent.
5. If the interested party still feels the concern has not been properly resolved, then he/she may appeal to the board of trustees by calling or writing the superintendent and asking to have the item placed on the agenda of the next regularly scheduled business meeting of the board.

**SOCIAL MEDIA POLICY/HARASSMENT AND HAZING**  
**(REFER TO POLICY 3290/3295)**

***PROFESSIONAL COMMUNICATIONS***

All employees are assigned an e-mail account for work-related correspondence. Employees are prohibited from communicating with students, or parents regarding a student, from a personal e-mail account. Employees are prohibited from discussing students on any social networking program, including, but not limited to, Facebook, MySpace, Twitter, YouTube, Wikki, Flickr, blogs, or similar means.

Employees are prohibited from responding to any student who has communicated to the employee's personal e-mail or social networking account (s), and are required to immediately report to their administrator any student communication that creates any concerns regarding the content of that communication.

## SOCIAL MEDIA POLICY/HARASSMENT AND HAZING CONTINUED

### ***COMMUNICATIONS WITH STUDENTS***

The board recognizes that there are occasions when a district employee may have a legitimate educational need to communicate with a student outside of school hours.

Any communication between a district employee and a student via telecommunications, text messages, e-mails, and/or any other medium must have an educational purpose and be professional in content and tone.

Employees who engage in such communications with students are expected to act as representatives of the district. Any communications with students may be subject to review by the district. Employees should not make any statements or forward information that could reasonably be perceived to be:

1. In violation of federal or state laws, or district policies
2. Personal in nature
3. Obscene, vulgar, or inappropriate in content
4. Harmful to a student
5. Disruptive of the educational process
6. In violation of FERPA and other confidentiality requirements.

At the discretion of the building administrator, employees may be required to copy all such communications to students to the building administrator or designee.

In the event an employee receives any communication from a student that is inappropriate in nature, the employee has an obligation to report such communication to the building administrator or designee.



## INJURY TO PARTICIPANTS DURING PRACTICES OR CONTESTS

### *Coaches' Responsibilities:*

1. Parents will be notified immediately.
2. A coach or any responsible member of the school's personnel should accompany the student to the hospital. This person should remain in attendance until the parent or doctor arrives. The student should not be left at the hospital at the completion of the activity unless the parent/guardian has arrived.
3. If the athlete requires attention beyond minor first aid, the principal, athletic trainer, and/or building Activities Director will be notified immediately.
4. Students receiving an injury that may warrant future professional medical care must be transported home by a parent/legal guardian or other arrangements approved by the school administration.
5. All accidents involving medical attention should be reported on a district student accident report form and turned in to the **Athletic Trainer**, building Activities Director and principal within twenty four hours.

## INJURY TO PARTICIPANTS DURING PRACTICES OR CONTESTS Continued

***Returning to activity after injury or illness requires the following consent:***

1. High School Level:

- a. Coach – Parent
- b. If the school's athletic trainer is seen then written consent of the school's athletic trainer
- c. If a doctor is seen then written consent from the doctor
- d. Even then, the final discretion rests with the coach. Special concerns are head injuries, concussions, heat illness, diabetes, and mononucleosis.

2. Middle School Level:

- a. Coach – Parent
- b. If a doctor is seen then written consent from the doctor.
- c. Even then, the final discretion rests with the coach. Special concerns are head injuries, concussions, heat illness, diabetes, and mononucleosis.

## CONCUSSION: RETURN TO PLAY GUIDELINES

*The following guidelines are to be followed for any student athlete who has sustained a concussion:*

1. Complete symptom checklist, repeat cognitive screen and compare to baseline
2. Education for student/parents regarding precautions and need for rest (physical and mental)
3. Education regarding need for continued medical care if symptoms worsen or neurological status declines rapidly
4. Must be symptom free for 24 hours prior to performing physical activity
5. Stages of return to play are as follows:
  - a. Rest, no activity until symptom free for 24 hours
  - b. Stationary bicycle
  - c. Running/light aerobic activity
  - d. Non-contact drills during practice
  - e. Full contact practice
  - f. Game play

\*\*\* Student must be symptom free for 24 hours before advancing to the next stage of return to play. If a student has symptoms with any of the above stages, they return to the rest stage until symptom free and then begin the stages again.

\*\*\* Students with concussions are to check in at the training room before each practice to repeat the symptom checklist to determine if able to advance to the next stage of return to play.

\*\*\* ImPact testing will be done post injury for students who have prolonged symptoms. Typically, post injury testing is done approximately two weeks after initial injury.

## **EMERGENCY PROCEDURE PREPARATION**

Handling all injuries requires detailed preparation including emergency information, instruction for staff and students, proper equipment, and coordination with authorized medical personnel, fire department, and emergency response units. All coaches and Activities Directors will have available:

- a. Emergency Response Units 911/311
- b. Hospital/Clinic 814-1000
- c. Building Principal
- d. District Office 733-6900
- e. Poison Control 800-222-1222
- f. Athletic Trainer
- g. Building Activities Director

**All home football games** shall have trained medical personnel OR an ambulance present at all times. Building Activities Director will provide an **emergency number list** with emergency phone numbers to each coach prior to the beginning of each season (updated each season). Coaches will be required to carry these numbers and the **emergency contact number** of their students to all contests.

Emergency procedures for **away contests**:

1. Predetermine the medical assistance available.
2. Adapt the district emergency plan to fit host schools' facilities and medical staff available.
3. Initiate basic emergency procedures.

## **EMERGENCY PROCEDURE PREPARATION CONTINUED**

### ***Emergency Follow-up***

1. A written report of material facts and eyewitnesses, and the impounding of involved equipment and photographic evidence must immediately follow a catastrophic injury.
2. Prepare independently a narrative supplement which reports factual observation of all events leading to, during, and following the injury within 24 hours. (Do not include opinions.)
3. List all witnesses including name, address, and phone numbers. Attach a roster of any team members involved in the event, as well as all assigned staff and officials.
4. Impound involved equipment and any photographic record, with identifying tags indicating date, event, occurrence, and names of persons in chain of possession.
5. Notify proper authorities immediately.

### ***Prevention***

Athletic trainers will supply each sport with a medicine kit.

**Recommendations for Schools and Others Responsible for Children during a Wildfire Smoke Event**

| Activity   | GOOD<br>(10+ miles visibility) | MODERATE<br>(6 - 10 miles visibility)  | UNHEALTHY FOR Sensitive Groups*<br>(3 - 6 miles visibility)   | UNHEALTHY<br>(1.5 - 3 miles visibility)  | VERY UNHEALTHY/<br>HAZARDOUS<br>(<1.5 miles visibility) |
|--|--------------------------------|--|---|--|---|
| Access (15 minutes)  | No restrictions                | No restrictions  | Keep children with asthma or other respiratory problems indoors. Make indoor space available for all children.  | Keep all children indoors.   | Keep all children indoors.                              |
| P.E. (1 hour)  | No restrictions                | Monitor kids with asthma or other respiratory problems and limit their vigorous activities.  | Keep children with asthma or other respiratory problems indoors. Make indoor space available for all children. If outdoors, limit vigorous activities. Individuals with asthma or other respiratory illness should be medically managing their condition. | Conduct P.E. indoors. If outdoors, only allow light activities for all participants. Individuals with asthma or other respiratory illness should be medically managing their condition.  | Keep all children indoors.                              |
| Scheduled Sporting Events  | No restrictions                | Monitor kids with asthma or other respiratory problems and limit their vigorous activities.  | Individuals with asthma or other respiratory illness should be medically managing their condition. Increase rest periods and substitutions for all participants to lower breathing rates.   | Consider rescheduling or relocating event.   | Reschedule or relocate event.                           |
| Athletic Practice, Training & Games (2-4 hours)  | No restrictions                | Monitor kids with asthma or other respiratory problems and limit their vigorous activities.  | Individuals with asthma or other respiratory illness should be medically managing their condition. Increase rest periods and substitutions for all participants to lower breathing rates.   | Conduct practice and games indoors. If outdoors, allow only light activities for all participants. Add rest breaks or substitutions to lower breathing rates. Individuals with asthma or other respiratory illness should be medically managing their condition. | Conduct practice and games indoors only.                |
| <b>Examples of light activities:</b> <ul style="list-style-type: none"> <li>• Walking slowly on level ground</li> <li>• Carrying school books</li> <li>• Hanging out with friends</li> </ul> |                                | <b>Examples of moderate activities:</b> <ul style="list-style-type: none"> <li>• Skateboarding</li> <li>• Slow pitch softball</li> <li>• Shooting basketballs</li> </ul> |   | <b>Examples of vigorous activities:</b> <ul style="list-style-type: none"> <li>• Running, jogging</li> <li>• Playing football, soccer, and basketball</li> </ul>   |   |

If your child has lung or heart problems he or she may be more sensitive to air pollution and it is recommended that you talk with a doctor about his or her condition.

**How to estimate air quality based on visibility for areas without an air quality monitor or airport visibility estimate:**

- Face away from the sun.
- Determine the limit of your visible range by looking for targets at known distances (miles).
- Visible range is when an object you can easily see in the distance disappears.
- Use the visibility ranges above to determine the local wildfire smoke category.

## **ACTIVITIES ADVISORY COMMITTEE**

The Twin Falls School District #411 Board of Trustees will appoint a standing committee whose purpose will be to conduct investigation and research, provide advice/counsel to the district activities directors, secondary school principals, school district administration, and the board of trustees in the Twin Falls School District.

The activities committee will also offer recommendations as requested by the school district office and the district board of trustees. The Activities Committee will be a chaired committee. A Chair, Vice-Chair and Secretary will be elected by the membership at the final meeting of each year. The committee chair or his/her designee will present any new recommendations and ideas that come from the committee to the Board of Trustees. The activities committee will oversee those activities outlined by the Idaho High School Activities Association as shown below:

### **ATHLETICS**

Baseball Boys Basketball Girls Basketball Wrestling Football Volleyball Dance Cheer  
Boys Golf Girls Golf Softball Boys Track Girls Track Boys Tennis Girls Tennis  
Boys Soccer Girls Soccer Girls Cross Country Boys Cross Country

### **MUSIC**

Choral Instrumental

### **SPEECH ARTS**

Debate Drama Speech

## ACTIVITIES ADVISORY COMMITTEE Continued

### *The committee's purposes will be:*

1. Conduct an annual review of the Activities Manual and recommend revisions and/or updates that will keep the handbook aligned with state activities association rules and regulations and the Twin Falls School District Policy Manual.
2. Serve as a sounding board for new ideas that will better meet the needs of students while maintaining the fiscal integrity of the activities programs.
3. Accomplish other assignments as stipulated by the Board of Trustees.

### *The advisory committee will be comprised of the following fourteen (14) members:*

|                 |                                    |                              |
|-----------------|------------------------------------|------------------------------|
| Standing Member | Athletic Director                  | Twin Falls High School       |
| Standing Member | Athletic Director                  | Canyon Ridge High School     |
| Standing Member | Athletic Director                  | O'Leary Middle School        |
| Standing Member | Athletic Director                  | Robert Stuart Middle School  |
| 1 Year Term     | School Board Trustee               | Assigned by the TFSD Board   |
| 2 Year Term     | Secondary Administrator            | 1 Rep. between 2 assigned    |
| 2 Year Term     | Activities Advisory (non athletic) | Rotates between high schools |
| 1 Year Term     | Student Council Member             | Canyon Ridge High School     |
| 1 Year Term     | Student Council Member             | Twin Falls High School       |
| 2 Year Term     | Parent                             | TFHS/OMS                     |
| 2 Year Term     | Parent                             | CRHS/RSMS                    |
| 2 Year Term     | Coach                              | TFHS/OMS                     |
| 2 Year Term     | Coach                              | CRHS/RSMS                    |
| 2 Year Term     | Member at Large                    |                              |



THE TFSD COACHES ACTIVITY MANUAL DOES NOT TAKE THE PLACE OF, NOR DOES IT SUPERSEDE, ANY OF THE POLICIES THAT HAVE BEEN ESTABLISHED BY THE TWIN FALLS SCHOOL DISTRICT. THE ENTIRE TWIN FALLS SCHOOL DISTRICT #411 POLICY MANUAL CAN BE ACCESSED VIA THIS WEBSITE:

[HTTP://WWW.TFSD.ORG/YOURDISTRICT/POLICY/TABID/181/DEFAULT.ASPX](http://www.tfsd.org/yourdistrict/policy/tabid/181/default.aspx)

# Certificate of Completion



For satisfactorily completing  
***TFSD Coaches Activities Manual***

Following completion of this training material, please complete and return this certificate to your building Activities Director prior to your first day of coaching!

---

Employee Name

In signing this certificate, I certify that I have completed the training and understand the information presented.

---

Employee Signature

Date

---

Supervisor Signature

Date

After completing both signatures, copy this certificate and retain one for your files.

Please return the signed copy to the Human Resources Department. A copy will be placed in your personnel file.

