

# LTC 503

- ☐ **#15** Sportsmanship = **Recommend the NFHS “Sportsmanship Course”**
- ☐ **#16** Awards & Banquets / Types of Awards = different ways
- ☐ **#17** Fundraising Methods & Ideas
- ☐ **#18** Review Your Handbook
- ☐ **#19** **Recommend the NFHS Engaging Parents Course**

## Sportsmanship

Everyone involved with interscholastic athletic contests should be committed to the demonstration of good sportsmanship and ethical behavior. All contests should be conducted in a safe, fair and controlled atmosphere for athletes and fans alike. Violence in any form should not be tolerated before, during or after athletic contests.

Terms to identify:

1. Courtesy - A series of approved and expected behaviors that must be taught and reinforced annually which include:
  - a. Shaking hands with opponents
  - b. Control of spectator and player emotions, language and behaviors directed at opponents, officials and other spectators
  - c. Providing secure team dressing areas and bus parking
2. Management Plan - A supervisory model designed to facilitate the control of spectators including safe entrances and exits, separation from players and officials, behavior management and contingency models for ejections or emergencies.
3. Posters and Banners - Posted signs, flags or emblems that encourage appropriate crowd, player and spectator conduct and set a tone that indicates that appropriate behavior is expected.
4. Self-Control - The goal of all sportsmanship efforts is development of this attribute among spectators, coaches and players when emotions or challenges rise.
5. Announcers Neutrality - Emphasis on reporting the contest rather than editorializing or sensationalizing. Announcers must control personal emotions during heated play and must refrain from comments about opponents. Appropriate pronunciation of opponent names are also important.
6. Communicating Expectations - A variety or combination of techniques may be used to communicate expectations to players, coaches, and spectators. These include:
  - a. pre-season orientation meetings
  - b. public address announcements
  - c. student council involvement
  - d. printing expectations in contest programs
  - e. public service announcements

## Fund Raising

The athletic administrator must be skilled at fund raising techniques. In an era of shrinking budgets, it may be necessary to find and develop alternative sources of revenue. A sound fund raising promotion may provide additional benefits. In the same manner, a poor fund-raising activity can be very damaging to the athletic program. Developing a fund-raising campaign from start to finish is a complex task.

**Terms to identify:**

1. Expense Reports - Any of a series of accounting procedures used to demonstrate legitimate use of funds. This procedure becomes especially important when Booster clubs provide funds for the purchase of equipment, uniforms and supplies.
2. Project Timelines - A designated time frame in which a fund-raising effort is to be conducted which may prevent conflict with other projects.

3. Project Potential - An assessment of the revenue producing potential of a fund-raising initiative. Times required compared to the funds that can be raised are key considerations.
6. Project Benefit - Designation of programs or recipients of fund-raising initiatives.
7. Gate/Event Receipts - A source of revenues for the school, district or athletic department. This revenue may be incorporated within the overall budget resources.
9. Educational Compatibility - Certain fund-raising initiatives may not be compatible with the goals of education. These may include gambling and other games of chance, conducting door-to-door sales or late evening fund raising events.
10. Activity Approval - Fund raising efforts may require approval of the board of education, building principal and the city licensing bureau (sales or food permits).

## **Booster Clubs**

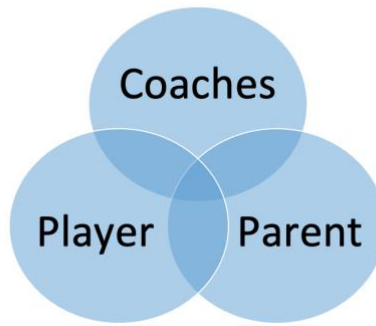
Booster clubs can be extremely effective in supplementing the funding and manpower which are necessary to manage athletic programs. Athletic administrators must be actively involved in booster activities to ensure that state, local board and school philosophies and policies are maintained. Additionally, the athletic administrator must have input into booster organization, constitution or bylaw development and philosophy so that school, student, and parent input is considered in making funding and other program decisions. However, the athletic administrator must understand that some decisions should be made with booster club input, but that the final responsibility and authority for decision-making rests with the athletic administrator.

Coaches are also encouraged to be active within the structure of the booster club, especially in the areas of membership drives and fund-raising projects. If the school's booster club has an individual sport support club, coaches and athletic administrators can use that satellite organization to promote specifically a particular sport so long as the support club activities do not interfere with the operations of the athletic booster club itself.

### **Terms to identify:**

1. Constitution/Bylaws - Define the function of the club-fund raising.
2. Appropriate Program Promotion - Athletic fund-raising initiatives should not compete with or harm other fund-raising efforts. Should comply with laws, statutes and board of education policy ordinances.
3. Support of Educational Goals - Certain fund-raising activities may not be compatible with the goals of education.
4. Relationship to the Athletic Program-The booster club should not be a decision-making, policy- making, or personnel committee.
5. Objectives - Specific behavioral targets that relate to fund raising.
6. Inappropriate Program Intrusion - Competition with the school store or local vendors may cause frictions. Booster club members should not expect to be involved in team selections or coach selections.
7. Fund Raising - Any series of methods used to assemble revenues to supplement the tax and/or ticket revenues that support the athletic program.
8. Marketing - Enhancing the image and attractiveness of athletic activities or fund-raising products.

# Handbooks



## ITEMS TO CONSIDER

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction</li> <li><input type="checkbox"/> Table of Contents</li> <li><input type="checkbox"/> Athletic Department Philosophy and Mission</li> <li><input type="checkbox"/> Athletic Code and School Policies</li> <li><input type="checkbox"/> Codes of Conduct for Coaches <ul style="list-style-type: none"> <li>• Coach, Athlete, Parent, Spectators, Sportsmanship</li> </ul> </li> <li><input type="checkbox"/> Philosophy and Mission Statement</li> <li><input type="checkbox"/> Sports and Levels offered</li> <li><input type="checkbox"/> Code of Conduct</li> <li><input type="checkbox"/> Eligibility</li> <li><input type="checkbox"/> Practice and Game Regulations</li> <li><input type="checkbox"/> Academic</li> <li><input type="checkbox"/> Transfer and Residency Rules</li> <li><input type="checkbox"/> Hazing</li> <li><input type="checkbox"/> Consequences</li> <li><input type="checkbox"/> Governance <ul style="list-style-type: none"> <li>• Sport Specific Rules</li> <li>• State</li> <li>• League</li> <li>• Local Structure</li> <li>• Sports offered</li> <li>• Fees</li> <li>• Websites/Scheduling/Standing</li> </ul> </li> <li><input type="checkbox"/> Job descriptions</li> <li><input type="checkbox"/> Team selections and playing time philosophy</li> <li><input type="checkbox"/> Player and parent information</li> <li><input type="checkbox"/> Inventory</li> <li><input type="checkbox"/> Practice plans and schedules</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Facility responsibilities</li> <li><input type="checkbox"/> Overnight trips/unity nights</li> <li><input type="checkbox"/> Chain of command and discipline chart</li> <li><input type="checkbox"/> Professional Development</li> <li><input type="checkbox"/> Volunteer Coaches</li> <li><input type="checkbox"/> Supervision and the Fourteen Duties</li> <li><input type="checkbox"/> Social Media</li> <li><input type="checkbox"/> Board Policies - harassment, hazing, controlled substances</li> <li><input type="checkbox"/> Evaluation (pre, mid and post)</li> <li><input type="checkbox"/> Medical Items <ul style="list-style-type: none"> <li>• Emergency Action Plans (EAP)</li> <li>• Accident Reports</li> <li>• Heat and Hydration</li> <li>• Concussion &amp; Return to Play Protocol</li> <li>• Lightning</li> <li>• Sudden Cardiac Arrest</li> <li>• Blood Borne Pathogens</li> <li>• First Aid/CPR/AED</li> </ul> </li> <li><input type="checkbox"/> Transportation <ul style="list-style-type: none"> <li>• Policy and procedure</li> <li>• School forms</li> <li>• Inclement Weather</li> </ul> </li> </ul> |
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