



WATFORD CITY HIGH SCHOOL  
COACHES/ADVISORS HANDBOOK  
2025-2026

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## **ACTIVITIES DIRECTOR'S MESSAGE**

Welcome to Watford City Public School Activities. The school district supports the activities programs as a positive extracurricular activity for all students. We will use the following guidelines:

1. Activity participants are treated as regular students. No special consideration is given to them for grades or assignments.
2. The activities programs are conducted for the benefit of the participants with maximum concern for their safety, health, and well being.
3. Full allegiance must be given to the North Dakota High School Activities Association and its constitution and by-laws.
4. Coaches/Advisors employed as regular faculty members and just as other teachers, are expected to exhaust all legitimate channels for promoting the highest level of excellence in the program, and are to be evaluated on the basis of their loyalty and contribution to the total school program.
5. All involved must be mindful that participation in activities is a privilege earned by meeting certain expectations.
6. It is the policy of McKenzie that educational activities, employment programs and services are offered without regard to race, national origin, sex, religion, disability or age. Dr. Holen is the contact for Title IX compliance, Dr. Holen for Section 504 and ADA compliance.

In pursuance of these policies and beliefs, the activities are organized under the direction of the Activities Director, who is directly responsible to the Superintendent.

Students are encouraged to participate in at least one of the activities offered by the Watford City Public Schools to bring added fulfillment to their school experience.

Bradley Foss  
Activities Director  
Watford City Public Schools

## **Responsibilities and Expectations of Head Coaches / Advisors**

**Functions:** To plan, organize and implement an effective co - curricular activity program and to carry out the goals and objectives of the Watford City Public Schools and the regulations of the North Dakota's High School Activities Association.

**Directly Responsible to:** High School Principal and Athletic Director.

**Supervision:** In conjunction with the athletic director, the head coach advises, coordinates and supports a staff of high school assistants and junior and elementary coaches.

### **General Responsibilities:**

- Formulate goals and objectives for the coming season in accordance with your long term vision for the program.
- Be informed of and follow all WCHS and NDHSAA regulations.
- Register and create a Role on the NDHSAA site.
- Stay abreast with new trends and techniques in your activity.
- Follow designated school procedures for ordering equipment, supplies, uniforms, etc.
- Obtain permission by filing the appropriate form for conducting a fundraiser or conducting a camp.
  - Fundraiser profits are to be turned over to the business manager to be placed into your activities account.
- Collect money from participants before ordering student purchased items.
- Work with the athletic director on scheduling contests, officials and transportation issues.
- Make administration aware of facility and equipment needs.
- Publicly support the entire WCHS co - curricular activities program.
  - Do not conduct open gyms etc. without the permission of the ni season athletes head coach.

### **Pre-Season Responsibilities:**

- Attend or watch the NDHSAA rules clinic.
- Plan and hold a parents meeting.
- Meet with all levels of your coaching staff to outline procedures and expectations.
- Ensure that all participants have a current physical form on file.
- Ensure that all participants have a current parent/athlete form (registration) on file.
- Explain to your participants all WCHS, NDHSAA and your rules and regulations.
- Coaches of football, volleyball, and basketball are ot place schedules and rosters on the NDHSAA web site.
- Arrange for systematic issuance of equipment.
- Work with the athletic director to make sure all paperwork is completed on time.
- Prepare and file with the athletic director a pre season form including:
  - Your team rules.
  - Lettering policy.

### **In-Season Responsibilities:**

- Assume responsibility for care of equipment and keep administration informed if facility work is needed.
- Email rosters to schools we will be playing this season.
- Assume supervisory control over all phases of your activity.
  - Bi-Weekly meetings with your staff & MS Coaches
    - Things to discuss with staff (practice plans, skill development, schedule)
- Conduct and have a player evaluation meeting.
- Hold students to high academic standards.
- Hold students to high behavioral standards.

- Maximize the contributions of your assistant coaches.
- Teach and develop the fundamental skills necessary for achievement in the activity.
- Make certain that your students are properly supervised:
  - Locker room, Practice area, Game area, Busses, Road trips
- Promotes a sportsmanship and applies discipline in a firm and positive manner
- Prepare a well organized practice schedule
  - Fundamentals - must be included in all practices.
  - Team
  - Enthusiasm
  - Safety
- Develop a plan to give your team the best chance of success vs. each specific opponent.
- Conduct yourself in an ethical manner at all times. (Use chain of command in all cases)
- Arrange to have game results reported to the media. (Newspaper Articles, school website)
- Work with the activities director to provide tournament directors needed information according to the appropriate timeline
- Keep faculty informed of when and who will be missing class for early dismissal.
- If an athlete leaves your team, be sure to collect all uniforms and equipment from them.

**Post Season Responsibilities:**

- Collect and inventory all uniforms and equipment.
  - Report any equipment damage or not returned to the athletic director.
- Clean and store all equipment and uniforms.
- Clean coaches' office, training room and practice area.
- Develop and Maintain an approved off- season program.  
\*Summer Camps, Scrimmages/league, off season weights.
- Complete evaluations of all coaches in your program.
  - Please be aware that sub varsity season will end before your season concludes. The evaluations of those coaches will be needed before your season ends.
- Schedule an exit meeting with the athletic director within two weeks of the conclusion of your season.
  - Bring out your exit meeting.
    - Completed season summary form.
      - Include recommendations for next year's schedule and officials.
      - What is going to change for next season?
    - Completed inventory.
    - List of letter winners and award winners.

**A Coaches Pocket Guide to Media Relations**

- **Be Yourself** - Don't Stiffen up - Relax and share the enjoyment of your sport.
- **Be Precise** - Avoid generalities. Use specific examples to clarify and to make people care about your view.
- **20 Second Rule** - Make your point in 20 seconds or less. Elaborate only if there is a need or interest.
- **Don't Use Jargon** -use words the general public can understand. It can build audiences and put fans in the stands.
- **Don't Forget You're Always On** - If you can see a microphone or notepad, assume you're on the record.

## ***PHILOSOPHY***

The program of interscholastic activities at Watford City Public Schools is organized and conducted as an integral part of the total educational program of the school. The objectives of the programs must conform in every respect to the general purpose of the school.

Strong and healthy bodies, alert minds, a high sense of sportsmanship, enjoyment, and a love of teaching and coaching should be the outcome of the activities programs at the school. For the student and alumni alike, the values include the development of a sense of pride in the total educational program, the development of tradition and school spirit, sportsmanship and loyalty.

Watford City Public Schools will attempt to fill head coaching/advisor positions with district certified personnel.

## ***BASIC PRINCIPLES***

This being the activities philosophy of the Watford City Public Schools, it follows that we adhere to certain principles.

1. Coaches/Advisors shall meet all requirements expected of faculty members and shall abide by the same rules and regulations and privileges pertaining to all other faculty members.
2. All participants shall be afforded the utmost protection while engaged in school sponsored events both on the field and while traveling to and from the events. The participants' general health and physical welfare must be the FIRST concern.
3. Sound equipment, safe playing conditions, and channels for assuring proper training and medical attention shall be available at all times.
4. No member of the staff or faculty shall feel that his/her job depends on winning or losing, although we shall strive to the utmost to give our best effort.
5. Activities during school time will be kept to a minimum as much as possible.
6. When school is dismissed due to inclement weather, Practices will be determined by the Administration with regards to safety.

## ***PARENT TRAINING RULE MEETING***

Coaches must hold a Parent Training Rule Meeting at the beginning of each activity season. Parents will be provided a copy of the rules and expectations to parents of children who plan to participate in each activity. These activities are: football, basketball, golf, cross country, baseball, softball, track, wrestling and volleyball. This meeting also includes parents of student trainers, student managers and statisticians (fees and physical forms are waived for these students, however permission forms need to be on file). Handbooks, permission forms and physical forms are distributed and discussed at the meetings and fees can be paid in the high school office. **Students cannot participate in the above activities until the fees and forms are turned in to the activities office.**

## **PHYSICAL EXAMINATIONS FOR ATHLETIC ACTIVITIES**

Every athletic participant (Grades 6-12) will need a yearly physical exam. The physical form should be turned into the high school activities office to be kept as a record. Any athletes not having a physical exam prior to or on the first day of practice will not be able to participate in activities until an exam form has been handed in to the coach or the high school office. The physical exam must not have been taken before April 15th of the previous school year.

## **CONCUSSION POLICY / MANAGEMENT**

If an athlete reports or exhibits any sign, symptoms, or behaviors of a concussion, that athlete must be removed from all physical activity, including sports and recreation. If signs or symptoms of a concussion occur, the athlete must (1) Be removed from play; (2) Ensure the athlete is evaluated by an appropriate health-care professional- MD (Doctor of Medicine), DO (Doctor of Osteopathic Medicine), LAT (License Athletic Trainer); with specialized studies in concussions; (3) Inform the athletes parents about the possible concussion and give them information; (4) Keep the athlete out of play the day of the injury and until an appropriate health-care professional says the athlete is symptom-free.

***Signs and symptoms of concussions include, but are not limited to: Headache, neck pain, nausea, dizziness, blurred vision, balance problems, sensitivity to light and noise, and confusion.***

***Once the athlete is determined to be symptom free, they must complete the return to play protocol. This return to play protocol should be supervised by a licensed medical professional.***

**Graduated Return to play protocol:** 1) Complete rest from physical activity until asymptomatic and Impact testing results return to baseline, 2) Light Aerobic activity for 20 minutes @ 30-40% of maximum exertion, 3) Sport specific exercise for 30 minutes should be done at 40-60% of maximum exertion, 4) Non-contact training drills for 30-60 minutes should be done at 60-80% of maximum exertion, 5) Full contact practice for the full duration of typical practice time.

**Each stage is to take at least 24 hours, but may take longer. Each stage should be completed while asymptomatic. Full return to play should be to the discretion of the supervising, licensed medical professional.**

### **S.W.A.Y. (Concussion Testing)**

All student athletes will be required to complete baseline testing in the following categories:

- 1) All 7<sup>th</sup> grade football players
- 2) All Freshman
- 3) All Juniors
- 4) Any student athlete new to McKenzie county school district #1
- 5) Any student who missed testing in their freshman or junior years

## Concussion Training

In accordance with North Dakota state legislation: any official, coach, or person designated to be responsible for athletes during practices or games; is required to receive biennial training concerning concussions. Completion of this training will be kept on file.

### **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

SECTION 1. A new section to chapter 15.1-18.2 of the North Dakota Century Code is created and enacted as follows:

1. Each school district and nonpublic school that sponsors or sanctions any athletic activity in this state and requires a participating student to regularly practice or train, and compete, is subject to the terms of a concussion management program.
2. The concussion management program must set forth in clear and readily comprehensible language the signs and symptoms of a concussion.
3. a. The concussion management program must require that a student be removed from practice, training, or competition if:
  1. (1) The student reports any sign or symptom of a concussion, as set forth in accordance with this section;
  2. (2) The student exhibits any sign or symptom of a concussion, as set forth in accordance with this section; or
  3. (3) A licensed, registered, or certified health care provider whose scope of practice includes the recognition of concussion signs and symptoms determines, after observing the student, that the student may have a concussion.
- b. The duty to remove a student under the conditions set forth in this subsection extends to:
  1. (1) Each official;
  2. (2) The coach of a student; and
  3. (3) Any other individual designated by the school district or nonpublic school as having direct responsibility for the student during practice, training, or competition.
4. The concussion management program must require that any student who is removed in accordance with subsection 3 must be evaluated as soon as practicable by a licensed health care provider who is acting within the provider's scope of practice and trained in the evaluation and management of concussion, as determined by the provider's licensing board.
5. a. A student who is evaluated in accordance with subsection 4 and believed to have suffered a concussion may not be allowed to return to practice, training, or competition until a licensed health care provider who meets the criteria set forth in subsection 4 authorizes the student's return.
- b. The authorization required by this subsection must be:
  - (1) In writing;
  1. (2) Presented or forwarded to the individual designated by the student's school district or nonpublic school for receipt of such authorizations; and
  2. (3) Retained by the student's school district or school for a period of seven years after conclusion of the student's enrollment.
- c. Any health care provider who signs an authorization in accordance with this section is acknowledging that the provider is acting within the provider's scope of practice and is trained in the evaluation and management of concussion, as determined by the provider's licensing board.

6. The concussion management program must require that each official, coach, and individual designated by the school district or nonpublic school as having direct responsibility for the student during practice, training, or competition receive biennial training regarding the nature and risk of concussion.
7. The student's school district or nonpublic school shall ensure that before a student is allowed to participate in the athletic activity described in subsection 1, the student and the student's parent shall document that they have viewed information regarding concussions incurred by students participating in athletic activities. The required information must be provided by the student's school district or nonpublic school and must be made available in printed form or in a verifiable electronic format.
8. This section does not create any liability for, or create a cause of action against:
  1. A school district, its officers, or its employees;
  2. A nonpublic school, its officers, or its employees; or
  3. An official.
9. A school district or a nonpublic school may contract for and accept gifts, grants, and donations from any public or nonpublic source, in order to meet the requirements of this section.
10. For the purposes of this section, "official" means an umpire, a referee, a judge, or any other individual formally officiating at an athletic event.

### ***SUPERVISION OF FACILITIES***

Under NO CIRCUMSTANCES is a student to be in a building of the Watford City Public School system without direct school staff supervision. Staff members will be here approximately 30 minutes before a school sponsored activity and 30 minutes after. Coaches are expected to be the first ones to arrive and the last one to leave. We ask parents to make sure to be here to pick up participating students in a timely manner after practice and events.

### ***HOME SCHOOLED STUDENT/ATHLETES***

Home schooled students with residence within McKenzie County School District # 1 will be able to compete at the high school level when they have reached grades 7-12. Each home schooled student will be required to take 6 classes. The home school parent will send grades each 5 week grade check of the school year in order to check eligibility. The grades should be based on the semester grade for the student / athlete. Home school students will follow all NDHSAA and WCHS rules and guidelines.

### ***Purchases by Coaches***

Purchases by coaches must be approved by the athletic director and follow the proper protocol for that purchase. Planned purchases are to be approved, submitted through the web link site and ordered by the District office. Quick purchases will also need to be approved by the athletic director, made with the P Card, and then the receipt will need to be submitted online. These purchases are then reconciled by the district office and the AD as to what account the monies will be taken from. Uniform Purchases will follow the following guidelines. 1. Must be approved school colors 2. No Names or personalization will be allowed. 3. Solicitation for uniforms will not be permitted. 3. Other items not included in the uniform will be handled on a case by case basis.

## ***MEAL MONEY***

Watford City High School will provide meal money for State Tournament Contests per individual and per day, as determined by administration. The amount to be allowed is \$25 per day. (\$10 for lunch and \$15 for dinner). Anything spent beyond that total will be to the expense of the individuals. Tips are not included in the \$25/individual rate! This will include all team members. Including players, coaches, statisticians, managers, and cheerleaders as determined by the administration. Regular season events will not be covered by the school. However, booster clubs, moms, and others may provide meals for the teams at their own expense.

## ***Fund Raising***

High school coaches and advisors must follow clear fundraising guidelines to ensure transparency, fairness, and compliance with school policies. Before starting any fundraiser, coaches should obtain approval (FundRaising Form) from the school administration and, if required, the district. All fundraising efforts must have a clear purpose, such as purchasing equipment or funding travel, and should be inclusive, avoiding pressure on students or families to contribute. Multiple FundRaising efforts are discouraged and may not be approved depending on the purpose. Funds should be handled through official school (07 account) or the WolfPack booster club account, with detailed records maintained. Coaches should collaborate with parents and booster clubs for planning and oversight, and all fundraising practices must be ethical, honest, and aligned with district and legal standards. Student safety and privacy must be prioritized, especially in online campaigns. After the fundraiser, coaches should evaluate its effectiveness, report outcomes to stakeholders, and thank supporters. Above all, coaches should lead by example, using fundraising as an opportunity to build community and demonstrate integrity.

## ***COMPLAINT PROCEDURES***

1. Depending on the nature of the complaint, try to resolve it directly with the coach involved by setting up an appointment with them the day after the event.
2. If the complaint is not resolved satisfactorily, the following chain of command is to be followed: assistant coach, head coach, activities director, superintendent, and school board.
3. Complaints given in writing will be shared with the coach.
4. "Playing time" is a non-negotiable matter and will be left to the discretion of the coach.
5. Do not text / email coaches with a complaint. Set up a time with the coach and / or administration.

## ***SPORTSMANSHIP***

The Watford City Public School District believes that sports programs serve educational purposes in the lives of the district's students. One of the purposes is the development of good sportsmanship. The primary focus of the challenge of achieving good sportsmanship is on the student, but others are involved. The School Board believes that administrators must insist that good sportsmanship is the goal; activities directors must realize the value of sportsmanship and set the tone for the implementation of its good practice. The coaches/advisors must accept the responsibility of making

each activities contest a showcase for education. They are expected to be models of self control and dignity for participants and spectators. The participants must be taught to handle themselves in a sportsmanlike way; they are also expected to project good sportsmanship in the activities in which they participate. Spectators must realize that they also must exhibit good sportsmanship at all activities. Spectators serve as a model for their own children and for other young people in the community. Spectators also need to demonstrate self control and dignity while participating in activities. Good sportsmanship practices will be demonstrated by administrators and coaches, students will be taught good sportsmanship and be held accountable for their actions, and spectators will be reminded and encouraged to be appropriate role models for young people.

## **EVALUATIONS**

Head coaches and advisors will be evaluated on a yearly basis by the Activities Director. While working with the Activities Director the head coaches and advisors will be responsible for the evaluation and placement of all assistant coaches / advisors in their program. Coaches will be shown the evaluation form during the pre-season meeting with the Activities Director.

## **SUPERVISION IN HOTEL ROOMS**

When overnight trips take place, the coaches need to secure a key to each room and make appropriate room checks. Reasonable curfews will be set each night and evening team meetings are encouraged. Head coaches are responsible for team members at all times and should check rooms and hallway after the initial lights out request, at minimum an hour past the initial time given to ensure students are settled in for the night. No one besides coaches and team members are allowed inside hotel rooms at any time. If a student / athlete does not follow any rules set by their coach and/or hotel the parents are to be notified to pick up their child and the student / athlete will not be able to participate in the following day or in any overnight events for the rest of the season. Coaches are not to be under the influence of anything while in a supervisory capacity.

## **SUPERVISION ON TRIPS**

All trips taken shall have adequate supervision as determined by the administration. Coaches, advisors, and/or chaperones need to disperse throughout the bus to ensure adequate supervision at all times. Any deviation from this procedure must be approved by the administration prior to trip departure. At no time should alcohol be consumed in the presence of students or prior to supervision of students.

## **FEE/UNIFORM COLLECTION**

Head coaches/advisors are responsible for ensuring that all participants have participation fees paid for before the first scheduled event in that particular activity. Uniforms must also be collected and inventoried before a second half check will be issued by the business office. Any participation fees or uniforms that have not been turned in will be deducted from the coaches/advisors paycheck.

## **REPORTING SCORES**

Head coaches are responsible for reporting scores and/or statistics (or ensuring that a delegated individual does so) on the evening following a home varsity game/meet/tournament. Results that should be reported on the evening of an event include: Cross country meet, volleyball

match/tournament, football game, basketball game, wrestling match/tournament, track meet, golf meet, baseball game, Information for local weekly papers will be issued as needed. We also encourage the posting of scores and pictures of events on our social media pages (Twitter / Facebook/ VNN)

## **Volunteer Status**

**Volunteer is an “Individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectations, or receipt of compensation for services rendered. But volunteers may be paid expense, reasonable benefits, a nominal fee, or any combination therefore, for their services without losing their volunteer status.**

- **All non-certified coaching personnel will be categorized as “Volunteer”**
- **Will NOT receive an Extra Curricular Work Agreement or contract.**
- **Will be paid a stipend at the end of the volunteer season.**

## **COACHES CERTIFICATION**

All coaches 7-12 will be mandated to become Certified Coaches. In order to become certified each coach will need to take and get each certificate to the activities director. The following will be mandated: Concussion in Sports-What You Need To Know, Fundamentals of Coaching courses from the NFHSLEARN website: <http://www.nfhslearn.com>. Along with First Aid / CPR / AED Training at the completion of all these courses each coach will receive reimbursement for the costs of the courses.

## **REMOVAL FROM WORK AGREEMENT**

If a coach or advisor is removed from their duties before the end of the season / activity the coach or advisor will lose pay based on a percentage of the activity completed. The coach / advisor of the activity may or may not be rewarded the work agreement the following year. If the coach / advisor does get offered the work agreement the following year they will be hired at the same step as the previous year.

## **LEAVE REQUEST / REDUCTION IN PAY**

All leave (practice or events) must be requested through the activities director, extended leave may result in a reduction in pay.

## **MATERNITY / PATERNITY LEAVE**

Coaches / Advisors on maternity / paternity leave will not be able to coach or advise while on leave. Extended leave may result in a reduction in pay.

## **NATIONAL TRIPS/TRIPS OUTSIDE THE STATE**

Any trips that are considered a national trip or a trip outside the state (not part of a normal season game/ tournament) would need to go through the AD/Board approval process. These trip requests must be approved at least 1 year in advance. In addition, the lead supervisor would need to follow the application process and follow the guidelines set by the Administration.

## **OFFSEASON EXPECTATIONS & GUIDELINES**

- Develop and Maintain an approved off- season program.  
\*Summer Camps, Scrimmages/league, off season weights are an expectation.

Coaches should be respectful of other sports that are in season when scheduling out of season training. Out of season coaches should obtain permission from in season coaches

prior to any out of seasoning training/workouts. With that said, as a Class A school it is expected that coaches prepare an off season program/schedule and share with the Athletic Director for approval.

**COACHING CLINICS**

Coaches will get up to \$350 to attend the NDHSCA Convention each year or another clinic approved by the Athletic Director. In order to receive the reimbursement coaches must provide material from the conference and receipts for expenses to be reimbursed up to \$350 a year.

## **BASEBALL-SOFTBALL**

### ***GRADES 7-12***

The Head Baseball/Softball Coach is responsible to the Activities Director for developing and conducting the baseball/softball program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and evaluates the duties of all assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Baseball Coach:

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Responsible for keeping statistics and having information ready for area press following each baseball game, including calling in scores.
4. Conduct practices on non-game days and coach on all game days.
5. Arrange for bus transportation with Transportation Director.
6. Length of the regular season shall be determined by NDHSAA rules.
7. Attend region meetings.
8. Requirement for lettering: Must play in 1/3 of the total innings in a season. No unexcused absences from practice.
9. Annual team awards will be given at banquet.
10. The dress code consists of a game uniform, pants / shorts and athletic shoes.
11. Attend meetings set up by the Activities Director throughout the season.
12. Responsible for proper care of uniforms, supplies, and equipment.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school.
15. Responsible for the roster and team photo being placed on the NDHSAA website.
16. Program will be assigned concession duties to help provide revenue to the activities department.

# **BASKETBALL**

## **GRADES 9-12**

The Head Basketball Coach is responsible to the Activities Director for developing and conducting the basketball program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and evaluates the duties of all assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Basketball Coach.

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Responsible for keeping statistics and having information ready for area press following each basketball game, including calling in scores.
4. Conduct practices on non-game days and coach on all game days.
5. Arrange for bus transportation with the Transportation Director.
6. Length of the regular season shall be determined by NDHSAA rules.
7. Attend regional meetings.
8. Requirement for lettering: A participant must finish the season on the varsity team.
9. Annual team awards will be given at the banquet.
10. The dress code consists of dress pants, jeans, or dress shorts, dress shirts (no T-shirts), and dress or tennis shoes..
11. Attend meetings set up by the Activities Director throughout the season.
12. Responsible for proper care of uniforms, supplies, and equipment.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school.
15. Responsible for the roster and team photo being placed on the NDHSAA website.
16. Program will be assigned concession duties to help provide revenue to the activities department.
17. Coaching Staff in coordination with AD will be responsible for finding game workers for sub varsity contests.

## **GRADES 7-8**

The purpose of this program is to teach students basketball fundamentals, sportsmanship, teamwork, knowledge of rules, positive attitude toward team and opponents, and the development of good physical health. The intent of this program is to allow each student to reach his or her full potential. All practice sessions should be a time of fun, as well as a learning situation. Playing time is earned in practice, and coaches will have final say in the matter. However, all kids will get to play at some point.

The following items, in addition to the general description for all coaches, make up the duties of the 5<sup>th</sup> through 8th Grade Basketball Coaches.

1. Conduct four practices and/or games per week.
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Arrange for bus transportation with the Transportation Director.
4. Length of regular season shall be a maximum of 12 games.
5. The Coaches dress code consists of dress pants or dress shorts, dress shirts (no T-shirts), and dress shoes or tennis shoes. Coaches will be dressed appropriately for practices!
6. Responsible for proper care of uniforms, supplies, and equipment.
7. Coaching Staff in coordination with AD will be responsible for finding game workers for sub varsity contests.

## **CHEERLEADING ADVISOR**

### **GRADES 7-12**

The Cheerleading Advisor is responsible to the Activities Director for developing and conducting the sport to which assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Cheerleading Advisor coordinates the activities of assistant advisors.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Cheerleading Advisor.

1. Prepare regular practice schedule with the Activities Director and supervise all practices
2. Require that each participant has met all requirements to participate including physical and fees.
3. Provide cheerleaders a copy of cheer team regulations and requirements for lettering.
4. Order all uniforms for individual squads. The Activities Director will approve all purchases.
5. Help organize all pep rallies.
6. Provide, or make arrangements for, supervision at all games.
7. Organize and supervise tryouts for the upcoming year.
8. Develop good rapport between squad members, parents, coaches and administration.
9. Evaluate and make recommendations of programs at end of each year.
10. Encourage members of the team to attend cheerleading clinics.
11. Ensure the cheerleading team is supervised.
12. Report injuries to the Admin immediately.
13. The advisor will be encouraged to attain certification through the state Cheer Coaches Organization.
14. Take the NDHSAA Rules Clinic (not taking will result in the direct assessment of the NDHSAA fine).
15. Get approval in the event of using any other facility besides the designated practice facility.
16. Get approval on all purchases.
17. Responsible for the roster and team photo being placed on the NDHSAA website
18. Arrange / Set up transportation needs with transportation directors or coaches.
19. Program will be assigned concession duties to help provide revenue to the activities department.

### **GUIDELINES FOR CHEERLEADERS**

The most important thing for you to remember about sportsmanship is to always cheer positively. It is never good to cheer against the other team or to cheer an opposing player's mistake; it is much more effective to cheer for your own team.

#### **WHEN TO CHEER**

- As your team comes onto the floor or field
- When your own team or a player makes an exceptionally fine play
- When a substitution is made on your team (Cheer the outgoing and incoming players.)
- As encouragement and tribute to an injured player
- As encouragement to your own team in its drive for a score
- As encouragement to your own team in defense of its goal

#### **WHEN NOT TO CHEER**

- When an opposing player makes a mistake or the opposing team is being penalized--this is *POOR SPORTSMANSHIP*
- When an opposing player is injured
- When opposing player is shooting a free throw
- When an opponent is disqualified from competition.

#### **Cheerleading Competitions**

- The school will fund 3 cheerleading competitions (2 State and one in-state competitions)
- The cheer team will need to get permission to travel to out of state competitions on a yearly basis. These will be only approved by the administration and funded by their booster club. Age and strength of team will be a deciding factor in that approval.
- At least one hired coach will need to be supervising these trips. Coaches will be in charge of the team, parents can help to supervise, but cannot be responsible for the team.

## **FOOTBALL**

### **GRADES 9-12**

The Head Football Coach is responsible to the Activities Director for developing and conducting the football program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and evaluates the duties of all assistant coaches.

The following items, in addition to the general description for all coaches, make up the duties of the Head Football Coach.

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Responsible for keeping statistics and have information ready for area press following each football game, including calling in scores.
4. Conduct practices on non-game days; coach on all game days.
5. Arrange for bus transportation with the Transportation Director.
6. Length of the regular season shall be a maximum of 9 games.
7. Conduct a banquet at the end of the season.
8. The requirement for lettering is the participant must Be at Practices from Pre-season to the final practice. Participate in 1/4 of the regular season games.
9. Annual team awards will be given.
10. The dress code consists of a uniform top on game day.
11. Attend meetings set up by the Activities Director throughout the season.
12. Responsible for the team roster and team photo being placed on the NDHSAA website.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school.
15. Responsible for proper care of uniforms, supplies, and equipment.
16. Program will be assigned concession duties to help provide revenue to the activities department.
17. Coaching Staff in coordination with AD will be responsible for finding game workers for sub varsity contests.

### **GRADES 7-8**

The purpose of this program is to teach students football fundamentals, sportsmanship, teamwork, knowledge of rules, and a positive attitude toward team and opponents. The intent of this program is to allow each student to reach his or her full potential. All practice sessions should be a time of fun, as well as a learning situation. Playing time is earned in practice, and coaches will have final say in the matter.

The following items, in addition to the general description for all coaches, make up the duties of the Junior High Football Coach (grades 7-8)

1. Conduct four practices per week.
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Contact the Activities Director to obtain necessary workers for home games.
4. Arrange for bus transportation with the Transportation Director.
5. Length of regular season shall be a maximum of 8 games.
6. Uniform top on game days.
7. Responsible for proper care of uniforms, supplies, and equipment.
8. Coaching Staff in coordination with AD will be responsible for finding game workers for sub varsity contests.

## **GOLF**

### **GRADES 7-12**

The Head Golf Coach is responsible to the Activities Director for developing and conducting the sports to which are assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Golf Coach.

1. Take the NDHSAA Rules Clinic (not taking will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practices and meet schedules.
3. Arrange for bus transportation with the Transportation Director.
4. Complete and send in entry forms.
5. Keep statistics of the events and individuals which are required to be on the regional forms.
6. Length of regular golf season shall be approximately 10 weeks.
7. Requirement for lettering: Golfer must play in at least two Varsity meets.
8. Annual Team awards will be given.
9. Attend meetings set up by the Activities Director throughout the season.
10. Assist the Activities Director and golf course when hosting meets.
11. Get approval in the event of using any other facility besides the designated practice facility.
12. Get approval on all purchases charged to the school.
13. Get results for area media.
14. Dress code consists of khaki jeans or shorts and a polo shirt. (no t-shirts or blue jeans)
15. Responsible for the roster and team photo being placed on the NDHSAA website
16. Program will be assigned concession duties to help provide revenue to the activities department.

## **VOLLEYBALL**

### **GRADES 9-12**

The Head Coach is responsible to the Activities Director for developing and conducting the program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and evaluates the duties of all assistant coaches. The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Coach.

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Responsible for statistics information ready for area press following each VB game, including calling in scores.
4. Conduct practices on non-game days and coach on all game days.
5. Arrange for bus transportation with the Transportation Director.
6. Length of the regular season shall be 14 matches and three tournaments.
7. Attend regional and state meetings.
8. Participate in Awards Night and Parents Night.
9. Requirement for lettering: A participant must finish the season in good standing on the varsity team.
10. Annual team awards will be given.
11. The dress code consists of dress pants or jeans (no blue jeans) or dress shorts, dress shirts (no T-shirts), and dress shoes. Dress code for day long tournaments will consist of travel gear / sweats.
12. Attend meetings set up by the Activities Director throughout the season.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school
15. Responsible for the roster and team photo being placed on the NDHSAA website.
16. Program will be assigned concession duties to help provide revenue to the activities department.
17. Coaching Staff in coordination with AD will be responsible for finding game workers for sub varsity contests.

## **GRADES 7-8**

The purpose of this program is to teach students volleyball fundamentals, sportsmanship, teamwork, knowledge of rules, and a positive attitude toward team and opponents. The intent of this program is to allow each student to reach his or her full potential. All practice sessions should be a time of fun, as well as a learning situation.

Playing time is earned in practice, and coaches will have final say in the matter.

The following items, in addition to the general description for all coaches, make up the duties of the Elementary and Junior High Volleyball Coaches (grades 5-8).

1. Conduct at least three practices per week.
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Arrange for bus transportation with the Transportation Director.
4. Length of regular season shall be a maximum of 12 matches.
5. The dress code consists of dress pants, jeans, or shorts, a dress shirt, and dress shoes or tennis shoes.
6. Responsible for proper care of uniforms, supplies, and equipment

## **WRESTLING**

### **GRADES 6-12**

The Head Wrestling Coach is responsible to the Activities Director for developing and conducting the sports assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Wrestling Coach.

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and match schedule.
3. Responsible for keeping season statistics and have information ready for area press following each match, including calling/faxing in scores.
4. Conduct practices on non-game days and coach on all game days.
5. Arrange for bus transportation with the Transportation Director.
6. Length of the regular season shall be approximately 14 weeks.
7. Attend regional meetings.
8. Ensure that the mat is properly set up for each home match/tournament.
9. Arrange a night for a banquet and awards.
10. Requirement for lettering: Participate as a varsity wrestler in the Region Tourney or the State Tourney, or wrestle in four varsity matches, or win three matches.
11. Annual team awards will be given.
12. The dress code consists of jeans, dress shirts (no T-shirts), and dress or tennis shoes.
13. Attend meetings set up by the Activities Director throughout the season.
14. Responsible for the roster and team photo being placed on the NDHSAA website.
15. Get approval in the event of using any other facility besides the designated practice facility.
16. Get approval on all purchases charged to the school
17. Program will be assigned concession duties to help provide revenue to the activities department.

## **Music (Vocal / Instrumental)**

### **GRADES 7-12**

The Music Director is responsible to the Activities Director for developing and conducting the activity assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Music Director coordinates the activities of all students involved along with any assistant coaches.

The following items, in addition to the general description for all non-athletics and advisors, make up the duties of the Music Director.

1. Attend a music clinic and regional meetings each year to become updated on rules, regulations, etc.
2. Extend the invitation to all students who are interested in any music activity.
3. Inform and encourage students of the various activities and contests in which they can participate.
4. Keep record of student participation.
5. Play pep band at home events. Make a schedule. Pep bands will play at least 50% of all home varsity games.
6. Have a Fall and Spring Concert. Help out with music for Graduation and Homecoming.
7. Be responsible for music/National Anthem at all home games that the band plays. When band doesn't or cannot play, performers for the National Anthem will attempt to be found. If no one can be found, a recording will be used. The Music Director is not responsible to be present for the National Anthem when the band does not play. Make a schedule.
8. Play pep band for one night of district, regional, and state tournament basketball tournaments (If teams are in attendance) provided enough students are available to play.
9. Practice with each student in each category to coach them on their performance.
10. Arrange participation in regional and state contests.
11. Accompany students to all away events.
12. The requirement for lettering is as follows: (A) Student must be a member in good standing (no NDHSAA or Watford-City ineligibilities due to alcohol, controlled substances, or behavior). (B) Students must be in band and/or choir both semesters of the school year to be eligible for letter. (C) Students must have a grade no lower than a C. (D) Band and choir members are to participate in all required music events and performances. All performances count toward grade. For a performance to be excused a valid written excuse signed by a parent must be turned into music director. The excuse must state a valid reason for missing performance. Validity of the excuse is determined by the music director.
13. If band/choir is playing or performing, band/choir students will be excused from participating in any other activities or practices scheduled during the time band/choir is performing. However, varsity players of school sponsored events are excused from band/choir to play for their athletic games. B and C squad players are expected to play in band/choir. Players playing in away scheduled school sponsored events will also be excused if their games are scheduled during the time the band/choir performs. Students participating in other school sponsored extracurricular events not at the same site are

not excused from playing in band/choir unless their events are scheduled during the same time as band/choir performs.

14. If the band/choir is playing for more than one game on a particular day, varsity athletes will play in the band when not playing their athletic event.
15. No other activities will be scheduled on concert or festival days.
16. Special practices and meetings will not be scheduled to interfere with band/choir or other music performances. If they are, music performance is priority over practice.
17. Establish your dress code for band, National Anthem, regional and state contests and festivals.
18. Responsible for the roster and team photo being placed on the NDHSAA website
19. Program will be assigned concession duties to help provide revenue to the activities department.

## **DRAMA ADVISOR**

### ***GRADES 9-12***

The Drama Coach is responsible to the Activities Director for developing and conducting the activity assigned in accordance with the policies of the school district and the rules of the NDHSAA.

1. Read scripts to find a suitable one for the particular group giving the play, taking into consideration all that wish to be involved.
2. Assist the Activities Director with coordinating practice and performance schedule.
3. Conduct try-outs for casting the play.
4. Conduct practices lasting from two to four hours.
5. Supervise students as they build, paint, and decorate set.
6. Procure costumes suitable for the play.
7. Arrange stage technicians.
8. Prepare articles for publicity and advertising.
9. Prepare programs.
10. Following performances assist in set removal to assure that all properties and furnishings are returned properly.
11. Members of the play cast will be grades 7-12 for high school productions plus other students that may be needed to assist.
12. The letter requirement consists of attending practices regularly and finishing the production as well as cleanup and following all guidelines set down by the NDHSAA.
13. Program will be assigned concession duties to help provide revenue to the activities department.

## **TRACK and FIELD**

### ***GRADES 6-12***

The Head Track Coach is responsible to the Activities Director for developing and conducting the sports assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Track Coach.

1. Assist Activities Director with scheduling and coordinating practices and meet schedules.
2. Arrange for bus transportation with the Transportation Director.
3. Complete and send in entry forms which determine the athlete's events and relay teams.
4. At many meets it is required to provide help to time the running events or measure and record the field events. Coaches usually work at the meets.
5. Keep statistics of the events and individuals which are required to be on the regional forms.
6. Have statistics and information ready for area press following each track meet.
7. Work with the Activities Director and assistant coaches to organize home meets.
8. Length of regular track season shall be approximately 10 weeks.
9. Requirement for lettering is the scoring of a point in at least one varsity meet and competing in Regionals.
10. Annual team awards will be given.
11. Attend meetings set up by the Activities Director throughout the school year.
12. Responsible for proper care of uniforms, supplies, and equipment.
13. Provide the office with a list of athletes attending away meets at least one day in advance.
14. Get approval in the event of using any other facility besides the designated practice facility.
15. Get approval on all purchases charged to the school.
16. Responsible for the roster and team photo being placed on the NDHSAA website
17. Program will be assigned concession duties to help provide revenue to the activities department.

## **CROSS COUNTRY**

### ***GRADES 6-12***

The Head Cross Country Coach is responsible to the Activities Director for developing and conducting the sports assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Cross Country Coach.

1. Assist Activities Director with scheduling and coordinating practices and meet schedule.
2. Arrange for bus transportation with the Transportation Director.

3. Complete and send in entry forms.
4. Keep statistics of the events and individuals which are required to be on the regional forms.
5. Have statistics and information ready for area press following each cross country meet.
6. Length of regular cross country season shall be approximately 10 weeks.
7. Requirement for lettering is attending all practices and meets.
8. The special awards may include Most Valuable Runner and Most Improved.
9. Attend meetings set up by the Activities Director throughout the school year.
10. Responsible for proper care of uniforms, supplies, and equipment.
11. Responsible for the roster and team photo being placed on the NDHSAA website
12. Program will be assigned concession duties to help provide revenue to the activities department.

## **SPEECH**

The Head Speech Coach is responsible to the Activities Director for developing and conducting the sports assigned in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items make up the duties of the Head Speech Coach:

1. Length of regular speech season shall be approximately 12 weeks.
2. Attend NDHSAA rules clinic and regional meetings throughout the year as required.
3. Assist the Activities Director with scheduling and coordinating practices and meet schedules.
4. Arrange for bus transportation with the Transportation Director.
5. Assist students in selecting and/or writing appropriate speeches for competition.
6. Conduct practices at least two to four times per week. Practices will be at flexible times for students who are involved in other activities or athletics.
7. Keep records of judge ballots and comments for student improvement throughout the season.
8. Complete and send in entry forms and entry payment to meet managers.
9. Responsible for proper care of stopwatches and speech materials for meets.
10. Arrange participation in the regional speech meet and in the state speech meet for students who qualify.
11. Establish a business dress code for all meets unless otherwise specified by the meet manager.
12. Letter requirement shall be attending and competing in at least 50% of regular season meets (including the regional meet) and/or qualifying for the state speech meet. All letter earners must compete at the regional speech meet.

13. Special awards may include Best Interpretation, Best Extemporaneous Speaker, Best Public Speaker, and Most Improved.
14. Program will be assigned concession duties to help provide revenue to the activities department.

## **STUDENT COUNCIL ADVISOR**

### ***GRADES 7-12***

The Student Council Advisor is responsible to the Activities Director for developing and conducting the activity assigned in accordance with the policies of the school district and the rules of the NDHSAA.

1. The Advisor is expected to represent WCHS by attending all student council meetings/functions.
2. The Advisor is expected to chaperone students at winter student council conferences. This is held over multiple days and requires travel and overnight stays.
3. The Advisor is expected to communicate regularly with administration and the activities director regarding planning for activities and events.
4. Conduct Elections of executive committee members.
5. Supervise monthly meetings and committee meetings during and after the school day.
6. Supervise students as they work on and plan student led activities.
7. Communicate with community leaders to collaborate with student led activities.
8. The Advisor is responsible for planning all aspects of our Homecoming activities: spirit week video and promotion, hiring of the DJ, , spirit week dress/lunch activities, the Homecoming assembly, the Homecoming game (organizing of all pregame and halftime activities, including the script) and the Homecoming Dance (selling tickets, distributing guest forms, decorating for the dance, and coordinating plans with Administration).
9. Prepare articles for publicity and advertising.
10. The Advisor will discuss building needs with Administration to find possible for sources of funds to accomplish building goals
11. The Advisor is ultimately responsible for all student council events and activities. Student Council members are under the Advisers supervision, if problems arise or deadlines are not met- it is the Advisor who accepts responsibility.
12. Program will be assigned concession duties to help provide revenue to the activities department.

# Soccer

## **GRADES 7-12**

The Head Soccer Coach is responsible to the Activities Director for developing and conducting the Soccer program in accordance with the policies of the school district and the rules of the NDHSAA. The Head Coach is responsible for the total program. The coach supervises, coordinates, and evaluates the duties of all assistant coaches.

The following items, in addition to the general description for all Athletics and Coaches, make up the duties of the Head Soccer Coach:

1. Attend the NDHSAA Rules Clinic (not attending will result in the direct assessment of the NDHSAA fine).
2. Assist Activities Director with scheduling and coordinating practice and game schedule.
3. Responsible for keeping statistics and having information ready for area press following each soccer game, including reporting scores.
4. Conduct practices on non-game days and coach on all game days.
5. Arrange for bus transportation with the Transportation Director.
6. Length of the regular season shall be determined by NDHSAA rules.
7. Attend regional meetings.
8. Requirement for lettering: TBD by coach. No unexcused absences from practice.
9. Annual team awards will be given at the banquet.
10. The dress code consists of a game uniform, shorts and athletic shoes.
11. Attend meetings set up by the Activities Director throughout the season.
12. Responsible for proper care of uniforms, supplies, and equipment.
13. Get approval in the event of using any other facility besides the designated practice facility.
14. Get approval on all purchases charged to the school.
15. Responsible for the roster and team photo being placed on the NDHSAA website.
16. Program will be assigned concession duties to help provide revenue to the activities department.

# FFA

The Head FFA Advisor is responsible to the Activities Director for developing and conducting the FFA events to which are assigned in accordance with the policies of the school district and FFA Code of Ethics. The Head Coach is responsible for the total program. The coach will supervise, coordinate, and evaluate the activities of assistant coaches.

The following items make up the duties of the Head FFA Advisor/Coach.

1. Assist Activities Director with Scheduling of events.
2. Arrange for bus transportation with the Transportation Director.
3. Complete registration forms and send them in.
4. Serve as advisor for the FFA chapter
5. Assist students in coordinating FFA activities at the local, area, district, state and national levels.
6. Organizes, monitors, prepare and train FFA students for district, county, state and national contests. Head Coach will stay in contact with Activities Director to inform them on number of teams and students participating throughout these contests.

- A. **Local** (tryouts for competition)  
Length typically 2-4 days in fall and spring if necessary (District, State Winter CDE's and State FFA)
- B. **District** (competition every fall)  
Practice for 6 weeks 2-4 times a week (parli pro team does this schedule no matter what, other events vary)  
9-11 events need practice (depends on schedule of students)
- C. **State** ((Winter CDE's (Feb- end of March) State FFA (A week in June)  
Winter CDE's
  - 1. 1-8 contests depending on number of competitors
  - 2. 1-3 teams depending on number of competitors
  - 3. 8 weeks of practice 2-4 days a week depending on number of teams
 State FFA
  - 1. 1-20 contests depending on number of competitors
  - 2. 1-20 teams depending on number of competitors
  - 3. 4- 8 weeks of practice depending on number of teams (2-4 days a week)
- D. **National** (if a team won a state event)
  - 7. Assist students in preparing applications for proficiency awards, State and American Degrees.
  - 8. Organizes and supervises FFA community service projects each year.
  - 9. Assist students in conducting a public relations program for the local FFA chapter and agriculture

### **Program of Activities**

- 10. Supervise all FFA meetings and supervise all officer meetings. Also help prepare for meetings with officers (agendas, activities, minutes).
  - 1. Advisor will supervise students' SAEs through school-based, worksite, and home visits. Also, the instructor will provide feedback and direction to the students' SAEs.
  - 2. Outline a calendar detailing available FFA activities, judging contests, and/or livestock shows that he/she will be attending.
  - 3. Provide opportunities for students to participate in and be active in the local FFA Chapter.
  - 4. Organizes, supervises, and conducts fund-raising and sponsorship activities as required to support the chapter
  - 5. The instructor will provide opportunities for students to participate and be active in the local FFA chapter.
  - 6. Develop a calendar of activities for the year
- 11. Keep a balanced budget (maintain chapter account, collect dues, distribute fair premiums, collect money, pay bills).
- 12. Assist Secretary, Treasurer, and Reporter with officer books.
- 13. Assist the Reporter with the submission of articles to the newspaper.
- 14. Assist the Vice President with committee assignments and activities that occur throughout the year.
- 15. Maintain officer and student leadership development throughout the year.
  - a. Officer Meetings

- b. Winter Leadership Conference
  - c. Community Service Project
16. Conduct officer evaluations with appointed FFA member board.
  17. Help plan and organize the annual banquet.
  18. Select award winners with officers and order awards.
  19. Oversee Officer applications, interviews and final decisions of chosen officers.
  20. Program will be assigned concession duties to help provide revenue to the activities department.

## **NATIONAL HONOR SOCIETY**

**General Description:** The National Honor Society Advisor is responsible for advising and overseeing the activities of the National Honor Society. The National Honor Society creates enthusiasm for scholarship, service, leadership, character, and citizenship. The NHS is composed of students who have constantly maintained high academic standards and provided leadership for service to their community and NHS criteria. NHS members work on special service and fundraising projects throughout the school year as well as providing an induction ceremony for new members.

**Responsibilities:**

1. Supervise the NHS activities.
2. Determine the role of society members/officers and conduct elections.
3. Establish society goals for service and induction celebration.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Promote and monitor these goals to keep high standards.
7. Hold society meetings as needed throughout the year to discuss ideas for the good of the school and to plan future meetings and events
8. Encourage society members to promote scholarship, service, leadership, and character.
9. Help society plan fundraisers, school events, and any other activities.
10. See coaches handbook for further responsibilities outlined for co-curricular adviser descriptions.
11. Program will be assigned concession duties to help provide revenue to the activities department.

## Prom Advisor

**Job Summary:** The Prom Advisor is responsible for guiding and supervising a student prom committee in the planning, organization, and execution of the high school prom. This role requires strong leadership, communication, and organizational skills to ensure a successful, safe, and memorable event that aligns with school policies and student expectations.

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### Key Responsibilities:

- Serve as the primary adult supervisor and liaison for the student prom committee.
  - Coordinate with school administration, vendors, and venue representatives to secure prom location, entertainment, décor, security, and other logistical needs.
  - Assist students in managing a prom budget, tracking expenses, and organizing fundraising activities (if applicable).
  - Guide students in theme selection, event timeline, ticket sales, and promotional efforts.
  - Ensure compliance with school policies, eligibility, safety regulations, and relevant district guidelines.
  - Attend and supervise all prom committee meetings and the event itself, including setup and teardown.
  - Collaborate with parents, faculty, and staff as needed to support event success.
  - Address and help resolve any issues that arise during planning or the event.
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### Qualifications:

- Certified teacher or staff member employed by the school (preferred)
  - Previous experience advising student activities or event planning (preferred)
  - Strong organizational and time management skills
  - Effective communication and interpersonal skills
  - Ability to work flexible hours, including evenings and weekends
  - Passion for student development and engagement
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### Working Conditions:

- Requires evening work and extended hours leading up to the event
- Physical activity including standing, lifting, or moving decorations and event materials
- Collaborative team environment with students and school staff

# **TECHNOLOGY CLUB ADVISOR**

## ***GRADES 7-12***

The Technology Club Advisor is responsible to the Activities Director for developing and conducting the activity to which assigned in accordance with the policies of the school district.

1. The Advisor is expected to represent WCHS by attending all Technology Club meetings/functions.
2. The Advisor is expected to supervise students at events.
3. The Advisor is expected to communicate regularly with administration and the activities director regarding planning for activities and events.
4. Video / Broadcasting of Events.
5. Supervise monthly meetings and committee meetings during and after the school day.
6. Supervise students as they work on and plan student led activities.
7. Communicate with community leaders to collaborate with student led activities.
8. The Advisor is responsible for planning all events that will be broadcasted / put on live streaming.
9. Prepare articles for publicity and advertising.
10. The Advisor will discuss building needs with the Administration to find possible sources of funds to accomplish building goals.
11. The Advisor is ultimately responsible for all Technology Club events and activities.
12. The Advisor is responsible for planning, organizing and supervising all events.
13. Work with / help with digital signage.
14. Put all information about the club on the school website.
15. Create videos that showcase our school district, help work on computers, create video games, etc
16. Work to create slides for the video boards / scoreboards.
17. Work with a Business Technology teacher on how to use equipment throughout the school.
18. Program will be assigned concession duties to help provide revenue to the activities department.

# Science Olympiad

## Grades 7 - 8

Science Olympiad is a science tournament with multiple competitive events. The 23 competition events change each year, and the parameters of those events are outlined in the Rules Manuals for Division B (middle school) and Division C (high school). Invitational tournaments allow students to test their abilities against their peers for practice.

Regional tournaments are organized by regional directors and take place at local colleges and universities. Teams that qualify can compete in the annual state tournament, and the team or teams that score best in the state tournament are invited to compete in a national tournament.

The job of the team coach is to interpret the event parameters of Rules Manual (ex. health topics that can be tested in a competition) and help students prepare for competition. The Science Olympiad season runs from November through May. During that time, we find that a “typical” Science Olympiad team will meet from 90 minutes to two hours at least twice a week. Outside of the time together with the team a coach can expect to spend an additional one or two hours a week preparing for practices or handling team related paperwork (e.g.; field trip approvals, arranging transportation, tournament registration). The average amount of time a coach is likely to spend on Science Olympiad is between 160 and 200 hours for a season.

The middle school team will practice three days a week.

The job is largely about preparing your team to compete in Science Olympiad tournaments but it also includes the responsibilities of recruiting the team and handling all the logistics associated with having a team (e.g.; permission slips, student travel, budget, supplies).

There is no limit as to the membership of the Science Olympiad team, but only 15 members of your team can compete in the 23 events at a tournament. These 15 team competitors can change from tournament to tournament, but no more than 15 can compete at a single tournament.

# ACTIVITIES DIRECTOR

## Job Description:

1. Supervise the scheduling and coordinating of athletic events and other activities such as concerts, plays, speech, and other programs.
2. Secure administration's approval for those activities and events.
3. Work with the administration on coaching assignments.
4. Provide the NDHSAA with registration and such other required reports as are needed for interscholastic competition or designate coaches to do the same.
5. Secure and contract officials for interscholastic events.
6. Be sure that the coaches check out uniforms and equipment if such procedures are needed.
7. Work with coaches to maintain an inventory of equipment and supplies for the athletic department.
8. Work with the business manager and superintendent to develop a budget that will be submitted to the administration for approval.
10. Submit to the superintendent any request for major equipment or uniforms.
11. Work with the coaches and administration to see that the training rules we have for our co-curricular participants are at a minimum in line with NDHSAA guidelines.
12. Meet with head varsity coaches prior to the start of the fall season to orient coaches on schedules, responsibilities, philosophy, and objectives and procedures of the programs and once during the year to review field requests for the coming year.
13. Provide to the business manager information necessary to obtain checks required for officials and to make other disbursements.
14. Attend or have a representative attend all conference and district meetings.
15. Be sure that coaches submit a report at the end of each season if such a report is requested.
16. Be sure that coaches submit practice schedules if there is any chance of conflicts arising in the use of facilities or the sites of the practices.
17. Assist administration in supervision of athletic events.
18. Assist the administration in investigating possible NDHSAA and/or Watford City Public Schools policy and rule violations.
19. Work with the music department to be sure that there is a presentation of the National Anthem at each home athletic event.
20. Coordinate any halftime entertainment.
21. Encourage coaches to submit articles to newspapers or newsletters.
22. Work with coaches to secure clock operators for home contests. Assist coaches in securing all workers needed for all home contests. (line judges, chain crews, scorers, clock operators, public address announcers, timers, etc.)
23. Procure cash box, stamp, tickets and workers required for paid attendance.
24. Oversee and administer P Cards.
25. Manage the Wolves Den Store.
26. Manage and secure workers for the HS, MS and Elementary Concession Stands.
27. Solicit sponsorships and advertisements as fund raising for the Activities Department.
28. Manage team hype. (eg. pictures, banners, videos, and other community events)
29. Create and maintain a 5 year strategic plan.

## ***Asst. ACTIVITIES DIRECTOR***

### **Reports to:**

Superintendent & Activities Director

### **Job Description:**

- Supervise the scheduling and coordinating of athletic events and other activities such as concerts, plays, speech, and other programs.
  - Emphasis on MS Programs
- Work with the administration on coaching assignments.
- Secure and contract officials for interscholastic events.
  - Emphasis on MS schedule
- Be sure that the coaches check out uniforms and equipment if such procedures are needed.
- Work with coaches to maintain an inventory of equipment and supplies for the athletic department.
- Work with the AD, business manager, and superintendent to develop a budget that will be submitted to the administration for approval.
- Work with the coaches and administration to see that the training rules we have for our co-curricular participants are at a minimum in line with NDHSAA guidelines.
  - Emphasis on MS Eligibility
- Meet with coaches prior to the start of the fall season to orient coaches on schedules, responsibilities, philosophy, and objectives and procedures of the programs and once during the year to review field requests for the coming year.
- Attend or have a representative attend all conference and district meetings.
- Work with coaches to schedule bus drivers for practices, games, and other activities.
- Be sure that coaches submit a report at the end of each season if such a report is requested.
- Be sure that coaches submit practice schedules if there is any chance of conflicts arising in the use of facilities or the sites of the practices.
- Supervision of athletic / activity events.
- Assist the administration in investigating possible NDHSAA and/or Watford City Public Schools policy and rule violations.
- Coordinate with the AD any halftime entertainment or parents' night events.
- Work with coaches to secure clock operators for home contests. Assist coaches in securing all workers needed for all home contests. (line judges, chain crews, scorers, clock operators, public address announcers, timers, etc.)
- Procure cash box, stamp, tickets and workers required for paid attendance.