

**IHSAA**  
**SCHOOLS OF EXCELLENCE**  
**Citizenship Through Sports Administration Manual**



***Your Team***  
***Your School***  
***Your Community***  
***Our State***

**RESPECT**  
**HONESTY**  
**INTEGRITY**  
**TEAMWORK**  
**LEADERSHIP**  
**PERSONAL RESPONSIBILITY**





# IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION

Serving Idaho's Youth Since 1926

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## ACKNOWLEDGMENT

Our appreciation goes to the Nevada Interscholastic Association and the IHSAA Sportsmanship Committee for contributing materials for this Manual.

## **2024-2025 IHSAA SPORTSMANSHIP COMMITTEE**

District I	Josh Hegstad	Timberlake HS
District II	Katie Ball	Potlatch HS
District III	Dan Lunt	Rocky Mountain HS
District IV	Richard Whitelaw	Sun Valley Community School
District V	Hallie Erickson	Century HS
District VI	Zairrick Wadsworth	Skyline HS
Student Council	Owen Tiegs	Moscow HS
Student Council	Kymberli Jensen	North Gem HS
Parent Rep.	Kelli Knowles	Vallivue HS
Parent Rep.	Zach Kelsey	Murtaugh/Kimberly HS
Officials Rep.	Randy Winn	Burley HS

### **IHSAA Mission Statement**

The mission of the Idaho High School Activities Association is to coordinate, supervise, and direct interscholastic activities, which enhance and protect the total educational process of all student participants.

### **Purpose of a Citizenship Through Sports Program**

In order for sports to serve a purpose in the educational system, students must obtain positive educational benefits from athletics such as; responsibility, self discipline, sportsmanship, teamwork, work ethics, integrity and personal sacrifice for the good of others.

The goal of a Citizenship Through Sports program is to encourage and promote the ideals of good sportsmanship and good citizenship throughout the athletic department and the entire high school community.

Information found in this manual is provided to assist school administration in developing high levels of citizenship and sportsmanship and to provide materials that will assist in achieving high scores on the Schools' Self Evaluation form for the Citizenship component of the Schools of Excellence Award.

### **IHSAA Sportsmanship Philosophy**

The ideals of sportsmanship permeate virtually every aspect of our culture, and the ethics of fair play may be witnessed in all facets of life. However, the origins of sportsmanship have been firmly established in sports as a training ground for good citizenship and high behavioral standards.

The Idaho High School Activities Association, through its member schools, defines sportsmanship as those qualities of behavior that are characterized by generosity, respect and genuine concern for others. Further, an awareness of the impact of one's influence on others' behavior is an important aspect of sportsmanship.

The responsibility for developing sportsmanship rests with many different people. The complexity of this subject, in implementation, extends far beyond the boundaries of our definition. The IHSAA is philosophically and practically committed to the attainment and maintenance of all behavior guidelines addressed in this Manual. These modes of behavior explicitly define what is expected. Compliance is imperative in order to accomplish the real purpose: imparting the value of the other components of education.

# "SCHOOLS OF EXCELLENCE" INITIATIVE

## Academics - Athletics - Activities - Citizenship

### PROGRAM SUMMARY

The Idaho High School Activities Association is pleased to continue the "Schools of Excellence" Initiative, whereby schools earn points based on their varsity teams' achievements in the classroom, at the competitive venue, and in the area of citizenship/sportsmanship. Participation is voluntary, and the school in each classification with the best overall program is honored with a special award at the end of the year. The three major areas of high school participation - academics, athletics/activities, and sportsmanship/citizenship - are weighted equally. *Deductions are made by the IHSAA for any player and/or coach unsportsmanlike ejections during the year and also for unsportsmanlike school behavior at state championship events.*

#### Academic Component

Points are compiled by the IHSAA, based on cumulative team GPAs as submitted on the *Academic State Champions Application* or *Academic Report – Non Athletic Activities Form* by the due date for each season. 100 pts. maximum value per sport/activity program:

1. Highest GPA in classification	100
2. Second highest GPA in classification	95
4. Team GPA 3.50 – 4.00	90
5. Team GPA 3.00 – 3.49	85
6. Team GPA 2.50 – 2.99	80
7. Team GPA under 2.50	75

#### Athletics/Activities Component

Points are compiled by the IHSAA, based on place of finish at sixteen IHSAA-sponsored state championship events, as well as state speech arts events, state cheer and dance events, state music competition, and state baseball. 100 pts. Maximum value per tournament:

1. State championship - 1 <sup>st</sup> place team	100
2. State championship - 2 <sup>nd</sup> place team	95
3. State championship - 3 <sup>rd</sup> place team	90
4. State championship - 4 <sup>th</sup> place team	85
5. Qualifying for state tournament (team sports)	75
6. Places 5 through 8 (individual sports)	75

#### Citizenship Component

Schools monitor their sportsmanship/citizenship activities throughout the year and submit the enclosed *School Self-Assessment Form* to the IHSAA in May. Points are based on self-evaluation of seven separate areas. Deductions are made by the IHSAA for all player and/or coach unsportsmanlike ejections during the year and also for unsportsmanlike school behavior at state championship events.

Citizenship Component Values:            One-third of overall score (point values TBD)

#### 6A/5A Scoring

Points accumulated for both Academic and Athletics/Activities will be totaled and combined with points from the Citizenship Component (minus points for coach/player ejections) to determine winners.

#### 4A/3A/2A/1A Scoring

Total points accumulated for both Academic and Athletics/Activities will be converted to a percentage using the number of sports/activities offered by each school. There will be a minimum for each classification based on the average number of offerings by classification. Schools will be responsible for submitting a **Schools of Excellence Overview form**, listing the sports/activities offered. The score from the Citizenship Component (minus points for coach/player ejections) will then be added to determine winners.

# School Self-Assessment Summary

## "Schools of Excellence" Citizenship Component

**OBJECTIVE:** Development of Citizenship and Sportsmanship is a high priority for the IHSAA, and is in the best interest of interscholastic athletics and the total education of our students. This tool is provided to assist schools in promoting the ideals of citizenship and sportsmanship within the school community and at IHSAA athletic events.

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To be eligible for the Schools of Excellence award, schools shall evaluate themselves in the following areas and submit the completed checklist to the IHSAA by **May 15**:

<b>I. COACHES</b> <i>(ten areas in which to evaluate coaches)</i>	<b>(10)</b>
<b>II. ADMINISTRATION/ATHLETIC DIRECTOR</b> <i>(twenty-three areas in which to evaluate administrator/athletic director)</i>	<b>(23)</b>
<b>III. STUDENT SUPPORT/PERFORMANCE GROUPS</b> <i>(four areas in which to evaluate student support/performance groups) band/dance team</i>	<b>(4)</b>
<b>IV. PERFORMING ARTS GROUPS</b> <i>(five areas in which to evaluate student performing arts groups) choral/debate/drama/speech</i>	<b>(5)</b>
<b>V. STUDENT-ATHLETES</b> <i>(seven areas in which to evaluate student-athletes)</i>	<b>(7)</b>
<b>VI. CHEERLEADERS</b> <i>(nine areas in which to evaluate cheerleaders)</i>	<b>(9)</b>
<b>VII. STUDENT SECTIONS</b> <i>(seven areas in which to evaluate student spectators)</i>	<b>(7)</b>
<b>VIII. PARENTS/ADULT SPECTATORS</b> <i>(eight areas in which to evaluate parents and adult spectators)</i>	<b>(8)</b>
<b>IX. ATTACHMENTS</b> <i>(ten attachments)</i>	<b>(10)</b>

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### IHSAA Adjustments for Unsportsmanlike Behavior

The IHSAA will make adjustments to the Citizenship score for the following:

<b>Athlete - Unsportsmanlike Ejections</b>	<b>- 25 points per ejection</b>
<b>Coach - Unsportsmanlike Ejections</b>	<b>- 50 points per ejection</b>
<b>Improper Behavior at State Tournaments</b>	<b>- 25-50 points per event</b>

NOTE: IHSAA staff or the tournament director must witness improper behavior at state tournaments. Refer to state sportsmanship rules for list.

# **THE FUNDAMENTALS OF SPORTSMANSHIP**

## **Gain an Understanding and Appreciation for the Rules**

Know the rules. The spirit of good sportsmanship depends on conformance to a rule's intent as well as to the letter of the rule.

## **Exercise Representative Behavior**

The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. Your behavior influences others whether you are aware of it or not.

## **Recognize and Appreciate Skilled Performance, Regardless of Affiliation**

Applause for an opponent's good performance displays generosity and is a courtesy that should regularly be practiced. This not only represents good sportsmanship but also reflects a true awareness of the game by recognizing and acknowledging quality.

## **Display Respect for Officials**

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.

## **Display Respect for Your Opponent**

Opponents are guests and should be treated cordially, provided with the best accommodations and accorded respect at all times. Be a positive representative of your school, team or family. This fundamental is the Golden Rule in action.

## **Display Pride in Your Actions**

Never allow your ego to interfere with good judgment or your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

# ***SPORTSMANSHIP***

**RESPECT – INTEGRITY – HONESTY – TEAMWORK – LEADERSHIP  
PERSONAL RESPONSIBILITY**

## **PROMOTION: What Can Administration Do?**

An administrator's role in the development and implementation of a sportsmanship program is vital to the success of citizenship school-wide. It is an important responsibility of the activities director to work toward the ideals of this manual.

- Model desired sportsmanship behaviors
- Instruct coaches in expected and acceptable behaviors
- Provide materials that will assist coaches in achieving high levels of sportsmanship in their athletic programs
- Develop programs for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, league, district and state
- Support and reward participants, coaches, support groups and fans that display good sportsmanship and actively discourage undesirable conduct
- Include sportsmanship criteria in the coaches' end of season evaluations
- Provide appropriate supervisory personnel for each contest
- Provide appropriate services for visiting teams for each home contest
- Support coaches and participants - attend events whenever possible
- Encourage coaches to discuss the definition, meaning and mechanics of sportsmanship with their players
- Encourage coaches to recognize and reward good sportsmanship
- Send coaches reminders and examples of good sportsmanship to discuss with their players
- Request coaches to submit a nomination for sportsman/woman of the year award
- Feature an article on the winner of the sportsman of the year award in the athletic newsletter
- Present a plaque to the sportsman of the year at the athletic award program
- Hang sportsmanship posters/flyers in and around school and/or activities facilities
- Use social media to promote a positive message of sportsman and provide examples of citizenship

## *The golden rule*

### **Hosting an Athletic Contest**

#### **ADMINISTRATION:**

- Provide an environment that is free of safety hazards.
- Provide appropriate number of supervisory personnel for the activity.
- Develop a plan of action to address inappropriate behavior at interscholastic contests. This procedure should be discussed and explained to all involved.
- Make contact with the visiting school's administrator and/or coaching staff.
- Meet and accompany visiting schools and officials to their locker rooms.
- Assure that visiting team and officials' locker rooms are secure.
- Escort officials and visiting team from playing area to their locker rooms at the completion of the contest.
- Provide the same services that are available to the home team to the visiting team, such as trainer, filming area, access to press box, whiteboards, etc.
- Display only signs that welcome opponents or that are positive toward your own school/team.
- Allow only positive cheers that boost their own team/spirit without antagonizing the opponents or the officials.
- Establish a designated area for cheerleaders to stand that causes the least distraction to players. At no time should cheerleaders be stationed directly underneath the basket.
- Provide students & fans from the visiting school adequate seating and cheering areas.
- Monitor the music played by bands, performance groups or over the PA system to ensure that it is appropriate and is played at the proper time during the athletic contest.
- Have the public address announcer read a prepared citizenship/sportsmanship message prior to each contest.
- Assure that the announcer acts in a professional manner absent of emotional favoritism and editorial comment.
- Remain at the site upon completion of contest to assure that all needs and concerns are met.

#### **COACHES:**

- Demonstrate good sportsmanship and ethical behavior at all times.
- Refrain from using any profanity or abusive actions.
- Refrain from making negative remarks to the news media.
- Have and show respect for the opponents.
- Display modesty in victory and graciousness in defeat.
- Be responsible for the conduct of his/her players.
- Educate the student-athletes as to the rules and regulations of the game.
- Establish sound training rules and expect players to follow them.
- Inform team of their responsibilities as contained in this document.

#### **PLAYERS:**

- Accept and take seriously your responsibility as a player and role model and also recognize your privilege of representing your school and community. Practice good sportsmanship at all times - on or off the playing field or court.

#### **CHEERLEADERS:**

- Serve as a support group for interscholastic activities.
- Strive to boost school spirit, promote good sportsmanship and develop positive crowd involvement at all athletic contests.



## Suggested Sportsmanship Time Table for Athletic Directors



### AUGUST

- Discuss the value of sportsmanship with coaches
- Distribute materials for "Schools of Excellence" Program
- Distribute memos to coaches introducing the sportsmanship program (page 13)
- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Select a public address announcer and discuss his/her role in the sportsmanship program
- Contact each fall athlete regarding citizenship/sportsmanship expectations (page 19)
- Contact parents explaining the citizenship/sportsmanship program (page 20)

### SEPTEMBER

- Require all coaches to include a section on sportsmanship in their team handbook
- Visit at least one practice for each fall sport
- Distribute Coaches Expectations (page 15)
- Distribute Student Athlete Expectations (page 18)
- Distribute Spirit Groups (Expectations (page 22)
- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Distribute sportsmanship t-shirts to reward positive behavior at athletic events
- Attend as many athletic events as possible

### OCTOBER

- Encourage coaches to present a sportsmanship award at their end of the season banquets.
- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Distribute sportsmanship t-shirts to reward positive behavior at athletic events
- Attend as many athletic events as possible

### NOVEMBER

- Contact each winter athlete regarding citizenship/sportsmanship expectations (page 19)
- Contact parents explaining the citizenship/sportsmanship program (page 20)
- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Distribute sportsmanship t-shirts to reward positive behavior at athletic events
- Attend as many athletic events as possible

### *DECEMBER/JANUARY*

- Visit at least one practice for each winter sport
- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Distribute sportsmanship t-shirts to reward positive behavior at athletic events
- Attend as many athletic events as possible

### *FEBRUARY*

- Distribute sportsmanship t-shirts to reward positive behavior at athletic events
- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Encourage coaches to present a sportsmanship award at their end of the season banquets
- Attend as many athletic events as possible

### *MARCH*

- Contact each spring athlete regarding citizenship/sportsmanship expectations (page 19)
- Contact parents explaining the citizenship/sportsmanship program (page 20)
- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Attend as many athletic events as possible

### *APRIL*

- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Accept nominations for Sportsperson of the Year
- Attend as many athletic events as possible

### *MAY*

- Attend as many athletic events as possible
- Distribute a "SPORTSMANSHIP HINT" (page 23-24)
- Encourage coaches to present a sportsmanship award at their end of the season banquets
- Thank coaches for their help in promoting the sportsmanship program.
- Select the Sportsperson of the Year.
- Present Sportsmanship of the Year Award.
- Recognize Sportsperson of the Year in athletic newsletter.



## **IHSAA Coaches Code of Ethics**

**The function of a coach is to educate students through participation in interscholastic competition. Interscholastic programs should be designed to promote citizenship and enhance the academic mission of the school.**

### **The Coach Will**

- Be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- Uphold the honor and dignity of the profession. The coach shall strive to set an example of the highest ethical and moral conduct. The coach/school will honor contracts regardless of possible inconvenience or financial loss.
- Master the contest rules and shall teach them to his or her team. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- Demonstrate respect and support for officials. The coach shall not indulge in conduct, which would incite players or spectators against the officials. The coach will not make statements concerning officials' decisions after a game.
- Work with school faculty to promote overall educational growth of the student. The coach shall not exert pressure on faculty members to give student-athletes special consideration.
- Honor the commitment to student based programs that supplement the educational growth of each student-athlete.
- Be professional in association with other coaches. The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- Exert his or her influence to enhance sportsmanship of all extracurricular activities.
- Cooperate with different media sources in an appropriate manner that promotes all aspects of the sport, school and community. Public criticism of officials, opponents or players is unethical.
- Uphold all policies and procedures of the school, district, IHSAA and the National Federation.

## IHSAA/NFHS Public-Address Announcers Guidelines

1. **Be early and be prepared.** If possible arrive at the facility one hour before game time. Visit with both coaches to ensure proper pronunciation of players and coaches' names. Also, review any scripted pre-competition announcements required by the school (i.e., National Anthem, emergency procedures, concession and facility announcements, etc.).
2. **Work with the officials.** Communicate with the officials before the game regarding plans for the pre-competition, during competition and post-competition announcements and ask for their feedback. Make sure the final plan works for all involved.
3. **Promote sportsmanship.** Create a positive competitive environment through non-biased promotion of fair play. This may be in the form of a scripted pledge of sportsmanship and/or in the vocal display of respect for all participants (players, coaches and officials).
4. **Stick to the basics.** Deliver pertinent information while avoiding the use of play-by-play and cheerleading.
5. **Be accurate.** Understand the proper terminology used for the sport and avoid the use of slang terms. Wait until officials complete their call(s) before reporting to the spectators.
6. **Never talk over the action.** Understand the appropriate information to be announced and the proper time in which to announce for each sport.
7. **Be on your toes and keep your cool.** Weather alert, emergency evacuation, severe injuries are possible reasons that play could be delayed, and communication becomes essential to facilitate coordinated school/facility emergency procedures. Be familiar with the emergency management plan. The calm tone and direct delivery of instructions to participants and spectators is essential.
8. **Be professional.** Take your job seriously by addressing coaches, officials, administrators and athletes with respect regardless of team affiliation. Be properly dressed and exhibit professional behavior at all times by respecting all school/facility policies.



## **IHSAA/NASPAA Announcers Code of Conduct**

The National Association of Sports Public Address Announcers (NASPAA) is the professional association for sports public-address announcers. The following principles and expectations underscore the NASPAA's public-address announcing philosophy. Public-address announcers who utilize these guidelines will be in a position to announce virtually any athletic event with confidence.

- Announcers shall understand that their role is to provide pertinent information in a timely manner and to do so professionally and not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to entertain or to draw attention to himself or herself.
- Announcers shall understand that because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team is inappropriate.
- Announcers shall promote good sportsmanship and a positive environment by what they say and how they act.
- Announcers shall treat the opponents and their fans as guests, not the enemy.
- Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.
- Announcers shall respect the participants of all teams and remain neutral when introducing the starting participants, announcing substitutions and the outcome of plays or performances of the participants.
- Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.
- Announcers shall be prepared, such as being familiar with the correct pronunciations of the participants' names, knowing the rules of the sport, the officials' signals and how the game is played.
- Announcers shall exhibit professional behavior and represent their school, organization or association with respect and dignity at all times by what they say, how they act and how they appear.
- Announcers shall avoid using alcohol and tobacco products at the venue.

## APPENDIX “A”

### Sample Public Address Announcements for Athletic Events

GOOD EVENING AND WELCOME TO \_\_\_\_\_HIGH SCHOOL.

TONIGHT'S EVENT WILL FEATURE THE \_\_\_\_\_OF  
(mascot)

\_\_\_\_\_HIGH SCHOOL AND YOUR \_\_\_\_\_  
(mascot)

PLEASE REMEMBER THAT SPORTSMANSHIP IS A TOP PRIORITY OF OUR SCHOOLS AND THE IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION. YOUR PAID OR COMPLIMENTARY ADMISSION TO THIS EVENT ENTITLES YOU TO ENJOY AND EXHIBITION OF SKILLS DEVELOPED BY OUR STUDENTS IN AN EDUCATIONAL SETTING. PLEASE GIVE THE PARTICIPATING ATHLETES YOUR POSITIVE ENCOURAGEMENT AND SUPPORT. YOUR EFFORT TO APPLAUD THE TALENTS OF ALL PLAYERS WILL BE APPRECIATED. BOOING, TAUNTING OR INTIMATING THE OFFICIALS AND OPPONENTS IS UNFRIENDLY AND UNACCEPTABLE.

PLEASE BE AN EXAMPLE TO THOSE AROUND YOU!

AT THIS TIME WE WOULD LIKE TO THANK THE UNITED DAIRYMEN OF IDAHO AND DAIRY WEST AS THE OFFICIAL SPONSOR OF THE IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION...THANK YOU DAIRY WEST

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WELCOME TO TODAY'S CONTEST BETWEEN \_\_\_\_\_OF  
(mascot)

\_\_\_\_\_HIGH SCHOOL AND YOUR \_\_\_\_\_  
(school) (school & mascot)

AS MEMBER SCHOOLS OF THE IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION, WE REMIND YOU THAT SPORTSMANSHIP AND THE OBJECTIVES OF EDUCATIONAL INSTITUTIONS ARE A TOP PRIORITY! YOUR COOPERATION AND SUPPORT OF THE VALUES OF RESPECT AND GOOD CITIZENSHIP IS APPRECIATED.

PLEASE BE AN EXAMPLE TO THOSE AROUND YOU!

AT THIS TIME WE WOULD LIKE TO THANK THE UNITED DAIRYMEN OF IDAHO AND DAIRY WEST AS THE OFFICIAL SPONSOR OF THE IDAHO HIGH SCHOOL ACTIVITIES ASSOCIATION...THANK YOU DAIRY WEST

## APPENDIX “B”

*(sample memo)*

Coaches' Introduction to Manual

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### HIGH SCHOOL ATHLETIC OFFICE MEMORANDUM

TO: ALL COACHES

FROM: \_\_\_\_\_, Athletic Director

SUBJECT: *Citizenship Through Sports Manual*

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The Idaho High School Activities Association is committed to the development and promotion of good citizenship/sportsmanship among our student-participants. The information contained in this Citizenship Through Sports manual is taken from the "Citizenship Through Sports Alliance", which includes all major high school, college and professional sports organizations.

Because of the size of our state and the IHSAA Board's commitment to the promotion of citizenship and sportsmanship, we have a unique opportunity to make a tremendous, positive impact on our student athletes and our communities.

In order for sports to serve a purpose in the educational system, students must obtain positive educational benefits from athletics. These benefits include: responsibility, self-discipline, respect for self and others, teamwork, work ethic, sportsmanship, integrity and personal sacrifice for the good of others.

**According to student athletes, the coach is the single most influential person in determining the behavior of participants. Take that responsibility very seriously!!**

#### **What you can do:**

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship a top priority.
- Respect the judgment of contest officials, abide by the rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, participants and fans with respect. Shake hands with the officials and opposing coaches in public.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.

## APPENDIX "C"

*(sample memo)*

### Coaches' Introduction to School Sportsmanship Program

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## HIGH SCHOOL ATHLETIC OFFICE MEMORANDUM

TO: ALL COACHES

FROM: \_\_\_\_\_, Athletic Director

SUBJECT: Sportsmanship Program

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One of the athletic department's goals for this school year is to implement and promote a Sportsmanship Program. We all know that when two schools or programs compete against each other there are really two objectives. One objective is to determine which school or program has the better team, and the other is to determine which school or program has instilled in its student athletes the desirable qualities of good sportsmanship, courtesy and fair play.

As educators and role models we have an obligation to teach and maintain good sportsmanship within our athletic programs. We must not only demonstrate adherence to the standards of good sportsmanship but we must also instill in our student athletes their responsibility to abide by these standards.

Listed below are a few additional things we can do to promote good sportsmanship.

#### DURING THE SEASON:

- MODEL AND TEACH THE IMPORTANCE OF GOOD SPORTSMANSHIP
- ENCOURAGE AND PROMOTE SPORTSMANSHIP AT EVERY OPPORTUNITY
- REWARD DISPLAYS OF GOOD SPORTSMANSHIP (T SHIRTS, FREE COUPONS, DAILY ANNOUNCEMENTS, ATHLETIC NEWSLETTER, ETC.)

#### POST SEASON:

- PRESENT A SPORTSMANSHIP AWARD AT EACH ATHLETIC BANQUET
- NOMINATE AN ATHLETE FROM YOUR PROGRAM FOR THE SPORTSMANSHIP OF THE YEAR AWARD
- HIGHLIGHT AN ATHLETE WHO DISPLAYS GOOD SPORTSMANSHIP IN AN ARTICLE IN THE ATHLETIC NEWSLETTER

#### END OF THE YEAR:

- PRESENT A SPORTSMANSHIP OF THE YEAR AWARD AT THE AWARDS PROGRAM
- PRESENT THE RECIPIENT OF THE SPORTSMANSHIP OF THE YEAR AWARD A \$100.00 GIFT CERTIFICATE FROM SPORTING GOODS STORE.

Hopefully, the Sportsmanship Program will be another step toward maintaining our quality athletic programs. Thanks in advance for your support of this program and please feel free to submit any recommendations or suggestions to my office.

Thanks once more for your time, effort and commitment to athletics at \_\_\_\_\_ High School.



## APPENDIX “D”

*(sample memo)*

### Expectations for Coaches

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## \_\_\_\_\_**HIGH SCHOOL** **ATHLETIC OFFICE MEMORANDUM**

**TO:** ALL COACHES

**FROM:** \_\_\_\_\_, Athletic Director

**SUBJECT:** Citizenship/Sportsmanship Expectations for Coaches

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The following are expected behaviors of coaches at \_\_\_\_ High School and will be part of the criteria your end-of-season evaluations will be based on:

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation, will not be tolerated.
- Set a good example for players and spectators to follow please refrain from arguments in front of players and spectators; no gestures which indicate an official or opposing coach does not know what he or she is doing or talking about; no throwing of any objects in disgust. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public. Demand the same of your players.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote athletics and the student/athlete. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the people at the event.
- Display modesty in victory and graciousness in defeat in public and in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Be no party to the use of profanity, obscene language, or improper actions.

## APPENDIX "E"

### SPORTSMANSHIP SELF-EVALUATION FOR COACHES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SPORT / LEVEL: \_\_\_\_\_ / \_\_\_\_\_

Please complete the following evaluation and submit to the Athletic Director.

A. Please rate yourself in the following areas:

**1** needs improvement

**2** fair

**3** good

**4** very good

**5** excellent

- |    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| 1. | Encourage players to play within the spirit of the rules                   | 1 | 2 | 3 | 4 | 5 |
| 2. | Encourage players to respect officials                                     | 1 | 2 | 3 | 4 | 5 |
| 3. | Encourage players to treat opposing teams with respect                     | 1 | 2 | 3 | 4 | 5 |
| 4. | Encourage players to react properly to spectators                          | 1 | 2 | 3 | 4 | 5 |
| 5. | Encourage players to handle winning and losing in an appropriate manner    | 1 | 2 | 3 | 4 | 5 |
| 6. | Supervise players in a manner that helps to prevent sportsmanship problems | 1 | 2 | 3 | 4 | 5 |
| 7. | Set a proper example for players concerning sportsmanship                  | 1 | 2 | 3 | 4 | 5 |

B. 1. The thing that I did this year for my team that most promoted sportsmanship was...

2. The area of sportsmanship that I could most improve in as a coach is...

3. The biggest problem that we had this year with sportsmanship was...  
(include your opinion - was this preventable?)

4. Coaches' comments

## APPENDIX "F"

*(sample memo)*

Reminders for Coaches

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### ATHLETIC OFFICE MEMORANDUM

TO: ALL COACHES

FROM: \_\_\_\_\_, Athletic Director

SUBJECT: CITIZENSHIP/SPORTSMANSHIP REMINDERS

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Just a reminder about the role each coach plays in our citizenship/sportsmanship program.  
Each coach should do the following:

- At the beginning and during each season talk with your student athletes about the importance of good sportsmanship.
- Each week select an athlete on your team that displays good sportsmanship and present him/her a sportsmanship award of your choosing in front of his teammates.

#### **MAKE A BIG DEAL ABOUT IT!!!!**

- Submit the name of the athlete you've selected to the athletic office.

That's it!!!!

Remember, as educators and role models we have an obligation to teach and maintain good sportsmanship within our athletic programs.

Thanks for your assistance and cooperation.

## APPENDIX “G”

*(sample memo)*

### Expectations for Athletes

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## ATHLETIC OFFICE MEMORANDUM

TO: ALL COACHES

FROM: \_\_\_\_\_, Athletic Director

**SUBJECT: Citizenship/Sportsmanship Expectations for Student Athletes**

Coaches: You are responsible for letting your athletes know what is expected of them in terms of Sportsmanship by the coaching staff and the school administration. The following are expectations we support:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the coaching staff and the school administration.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than yourself can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, trashing talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.
- Win with humility; lose with grace. Do both with dignity.
- Avoid excessive celebrating after a play or at the end of a game.

## APPENDIX “H”

*(Sample letter)*

To Student Athlete

Date

Dear Sally Smith:

On behalf of \_\_\_\_\_ High School's Athletic Department, I would like to congratulate you on your recent selection to the \_\_\_\_\_ High School volleyball team. I'm sure you already know that athletic competition builds character and shapes lifetime attitudes. Our school Sportsmanship Program reinforces and promotes the principles of good sportsmanship, which are integrity, fairness, and respect.

As an athlete at \_\_\_\_\_ High School, your sportsmanship goals should include:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the game the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students; and acknowledging them from striving to do their best while you seek your best at the same time;
- Refraining from engaging in all types of disrespect behavior, specifically taunting, trash talk and other forms of intimidation
- Looking at athletic participation as a potentially beneficial learning experience, whether you win or lose;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship.

You are the spokesperson for our school when you represent us in athletic competition. Family and friends, opposing fans, the local community and media, view your actions. Your display of good sportsmanship will show the most positive things about you and our school.

We hope the upcoming season is a rewarding one for you.

Athletic Director

## APPENDIX "I"

*(Sample letter)*

### To Parents of Student Athlete

Date

Mr & Mrs. John Doe  
3800 Eastern Ave.  
Caldwell, ID 83605

Dear Mr. & Mrs. Doe:

On behalf of \_\_\_\_\_ High School's Athletic Department, I would like to congratulate you on your daughter's recent selection to the volleyball team.

I'm sure you already know that athletic competition builds character and shapes lifetime attitudes. Our school's sportsmanship program promotes and reinforces the principles of good sportsmanship, which are integrity, ethical behavior, fairness, and respect.

A good sport, whether a student or a parent, is a true leader in the community. As a parent of a student at our school, your sportsmanship goals should include:

- Realizing that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game.
- Encouraging our students to perform their best, just as we would urge them on with their class work, knowing that others will always turn in better or lesser performances.
- Participating in positive cheers that encouraging our youngsters, and discouraging any cheers that would redirect that focus including those that taunt and intimidate opponents, their fans and officials.
- Learning, understanding and respecting the rules of the game, the officials who administer them and their decisions;
- Respecting the task our coaches face as teachers, and supporting them as they strive to educate our youth.
- Respecting our opponents as student athletes, and acknowledging them for striving to do their best.

Develop a sense of dignity under all circumstances. **Be a fan.... not a fanatic!** The leadership role you take in sportsmanship will help influence your child, and our community, for years to come.

Thank you for your continued support.

Athletic Director

## APPENDIX “J”

*(Sample letter)*

### To Parent of Student Athlete Receiving an Award

October 1, 2010

Mr & Mrs. John Doe  
3800 Eastern Ave.  
Caldwell, ID 83605

Dear Mr. & Mrs. Doe:

Recently, Sally was chosen by her coach to receive a "GOOD SPORTSMANSHIP" award. She was chosen not only for displaying good sportsmanship but also for exercising self-control and consistently acting in a fair and courteous manner.

In addition to being recognized in front of her teammates, Sally will be acknowledged in the school's Athletic Newsletter.

Congratulations to you and your daughter.

Sincerely,

Athletic Director

## APPENDIX “K”

*(sample memo)*

### Expectations for Spirit Groups

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## ATHLETIC OFFICE MEMORANDUM

TO: SPIRIT COACH AND/OR ADVISOR

FROM: \_\_\_\_\_, Athletic Director

**SUBJECT: SPORTSMANSHIP EXPECTATIONS FOR SPIRIT GROUPS**

Spirit Coaches: You are responsible for letting your students know what the school administration and coaching staff expect of them in terms of Sportsmanship. The following are expectations we support:

- Stimulate the desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning the opponents.
- Keep the crowd focused with positive cheers, especially in tense situations.
- Treat opposing cheerleaders, players and fans with respect.
- Respect contest officials and their decisions.
- Recognize outstanding performance on either side of the playing field or court.
- Know the rules and strategies of the contest in order to cheer or play at the proper times.
- Maintain enthusiasm and composure - remembering that they are role models.
- Know and follow the appropriate school/league/state sportsmanship rules at all times



## APPENDIX "L"

*(sample memo)*

### Sportsmanship Hints

## **\_\_\_\_\_HIGH SCHOOL ATHLETIC OFFICE MEMORANDUM**

### **SUBJECT: SPORTSMANSHIP HINTS**

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Promotion of good sportsmanship is a constant effort. Below are "SPORTSMANSHIP HINTS". These are short and simple informational messages. As you receive these short messages throughout your season, please take a few minutes to share these thoughts with your athletes.

Thanks for your cooperation and assistance.

### **SPORTSMANSHIP HINT #1**

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What is SPORTSMANSHIP? It is the practice of playing fair, of taking loss or defeat without complaint or victory without gloating, and treating opponents with respect, fairness, generosity, courtesy, etc.

Thanks for the extra effort!!

### **SPORTSMANSHIP HINT #2**

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Don't allow your student athletes to taunt other athletes.

What is taunting?

"Any actions or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters."

### **SPORTSMANSHIP HINT #3**

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Use every practice as an opportunity to demonstrate the characteristics of good citizenship and sportsmanship.

### **SPORTSMANSHIP HINT #4**

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When spontaneous acts of sportsmanship occur, praise the player at your first opportunity.

### **SPORTSMANSHIP HINT #5**

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Remind your athletes that they are never to be the first or third person in an altercation. If they unwillingly become the second person in a fight someone pushes them or swings at them they are to walk away.

They should either walk towards an official or towards their bench. Walking away is the difficult choice; it's easier to fight.

## **SPORTSMANSHIP HINT #6**

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Remind your athletes why honest, spontaneous celebration of achievement is not only allowed, but also welcomed, and why preplanned, showy displays designed to insult the other team are not.

## **SPORTSMANSHIP HINT #7**

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Make it a team goal to have no technical fouls (in basketball) or unsportsmanlike conduct fouls (in football) or ejections (in softball or soccer) for the entire season.

## **SPORTSMANSHIP HINT #8**

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Discuss sportsmanship in depth with your captains. They are your representatives with the team, and they need to be in step with you regarding sportsmanship. It's important for them to set an example for their teammates on displaying good sportsmanship.

## **SPORTSMANSHIP HINT #9**

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Remind your athletes that. . .

**“WINNING IS FOR A DAY.  
SPORTSMANSHIP AND CITIZENSHIP ARE FOR A LIFETIME.”**

## **SPORTSMANSHIP HINT #10**

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Remind your athletes that.....

**Sportsmanship is more important than wins or losses, because it reflects very accurately their depth and quality of character.**

## **SPORTSMANSHIP HINT #11**

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Coaches, you:

- Set the tone for the importance of sportsmanship in your sport's program
- Establish ground rules
- Define acceptable and unacceptable behavior, what a player can do after a score or a sack, and what actions are unsportsmanlike in your judgment
- Set the standard for sportsmanship behavior by what you say and do and by establishing expectations of your athletes
- You're the pivotal, most influential figure in heightening the code of sportsmanship among your athletes
- Have the tools necessary - time with the athletes and the inherent authority of your role to set a high standard of sportsmanship

## APPENDIX “M”

### United States Flag Code

#### PROCEDURES FOR SALUTING THE FLAG

During the school year, interscholastic athletic teams will find many occasions where the National Anthem will be played before a contest. In order to ensure that schools are following the proper procedures and paying proper respect when the National Anthem is played, below is the United States “Flag Code.” School administrators are asked to review the code

##### **§170. National anthem; Star-Spangled Banner**

The composition consisting of the words and music known as The Star-Spangled Banner is designated the national anthem of the United States of America.

##### **§171. Conduct during playing**

During rendition of the national anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.

