

# **PILLAGER SCHOOL ACTIVITIES HANDBOOK**

**Middle School (grades 6-8)  
High School (grades 9-12)**

**Updated and approved by School Board  
July 15, 2019  
for 2019-2020 school year**

## **PURPOSE**

This Activities Handbook has been prepared to foster communication within the activity and academic family. It also establishes guidelines, responsibilities and suggestions for providing a positive experience for all students. Its purpose is to create a sense of community, a standard of fair play, and the development of good sportsmanship. A further goal is to establish a balance in values between academics and other school activities.

## **INTRODUCTION**

The activities program of the Pillager School District is an important and integral part of the educational experience. As teachers and coaches, it is essential that we support and help one another to increase the personal value of the student-athlete and to assure that a healthy balance exists between academics and activities.

In pursuit of increasing personal values, the teachers and coaches should foster the development of positive self esteem, the values of good sportsmanship in winning and losing, character development, teamwork, tolerance and school pride.

Academics are the number one priority in the Pillager School District. However, athletics and other co-curricular activities are known to enhance academic excellence and to teach lessons that play a significant role for success in life. Success in academics and activities requires a commitment within the school district. The commitment begins at the school board level and funnels down through the administration, the entire school staff, coaches, students, parents and the community as a whole. A commonality exists between each group to provide the opportunity for a balanced development of academics and activities for Pillager students.

# PILLAGER SCHOOLS ACTIVITIES HANDBOOK

## TABLE OF CONTENTS

I.	PHILOSOPHY	
	A.	Statement of Philosophy 5
	B.	Coaching Expectations and Responsibilities 5
	C.	Code of Ethics 8
	D.	Conduct for Activities Personnel 8
	E.	Individual Development 9
	F.	Fundamentals of Sportsmanship 9
II.	ELIGIBILITY	
	A.	Scholastic Eligibility 11
	B.	MSHSL and Pillager Training Rules 11
	C.	Citizenship 11
	D.	Non-School Competition and Training 12
III.	APPROVED SPORTS AND ASSIGNMENTS	
	A.	Fall 12
	B.	Winter 12
	C.	Spring 12
IV.	HIRING PROCEDURES	
	A.	Philosophy 12
	B.	Certification 12
	C.	Coaching Qualifications 13
	D.	Coaching Selection and Assignment Procedures 13
	E.	Terms of Coaching Letter of Assignment 13
	F.	Non-Faculty Coach 14
	G.	Volunteer Coach 14
	H.	Non-Discrimination Policy 14
V.	DUTIES AND RESPONSIBILITIES	
	A.	Activities Director 14
	B.	Head Athletic Coach 15
	C.	Assistant Athletic Coach 17
	D.	Non-Certified Coach 19
VI.	SAFETY AND LIABILITY GUIDELINES	
	A.	Commitment to Facilities and Physical Plant 19
	B.	Potential Areas of Liability 19
	C.	Safety Guidelines 20
	D.	Emergency Care Plan 21

VII.	ATHLETIC PASSES AND FUNDRAISING	
A.	Ticket Prices	21
B.	Participation Fee's	21
B.	Season Passes for Staff	22
C.	Fundraising	22
VIII.	PRE-SEASON PROCEDURES	
A.	Review Pre-Season Checklist	22
B.	Team Correspondence	23
C.	Captain's Practice	23
D.	Open Gym	23
E.	Selection of Team	23
F.	Moving Athletes up a Level	24
G.	Participation in Olympic Development Programs on National Teams	24
H.	Team Meetings	24
J.	Violation of Policy	25
IX.	IN-SEASON PROCEDURES	
A.	Review In-Season Checklist	25
B.	Dual Sport Participation	25
C.	Deadline for Joining a Sport/Dropping a Sport	25
D.	Personal Use of School Apparel	25
E.	Locker Room and Building Responsibilities	26
F.	Student Driving	26
G.	Practice Policy	26
H.	Meal Money Policy	27
X.	POST-SEASON PROCEDURES	
A.	Review Post-Season Checklist	27
B.	End of Season	28
C.	Overlap of Sport Seasons	28
D.	Athletic Awards Night	29
E.	Lettering	29
F.	Awards	30
G.	Captain Selection	31
H.	Evaluation of Coaches	31
XI.	PROCEDURE FOR HANDLING PLAYER/PARENT CONCERNS	32
XII.	APPENDIX	
A.	Uniform Purchasing Rotation	33
B.	Academic Eligibility Policy	34
C.	MSHSL/Pillager High School use of mood altering chemical	34
D.	Interpretation of training rules	34

# I. PHILOSOPHY

## A. Statement of Philosophy

Activities at Pillager are an interscholastic program. This implies that we are involved in the development of students and athletes who will be asked to compete at a very high level against quality competition. In preparing the athletes there are three levels of play:

1. Middle School: At the Middle School level our goal is for those in the program to have a positive experience. This can be gained by participation. However, the transition from elementary to Middle School include dedicated work in the off-season. Those individuals putting in extra time with work on their individual skills, open gyms, camps, and summer leagues should be rewarded for their efforts. Practice efforts and attendance will also determine playing time. Therefore, the emphasis will begin to shift toward winning, but definitely not at all costs. Coaches should consistently keep participation in mind as much as possible. Game situations should be used as a guide for participation.
2. 9<sup>th</sup>/C Squad/JV: This level should follow similar guidelines to the Middle School level regarding the extra playing time for those putting in the additional efforts during the off-season. The “Junior Varsity” Squad is the direct line to the “Varsity” Squad; therefore, it is necessary to properly prepare our athletes to make that next transition. Participation remains an important element but athletes must remember that there is a direct correlation between off-season preparation, practice effort and attendance and playing time.
3. Varsity: The primary emphasis at the “Varsity” Squad level is on being as successful as possible. To achieve this goal, it may require playing certain athletes the majority of the time. The coaching staff should have the best idea whom has put forth the most effort during practice sessions, as well as off-season preparation. They should be rewarded accordingly. A good coaching staff should always keep the team concept in mind. When game situations permit, efforts should be made to play as many deserving players as possible. A successful program should be a combination of winning, strong team morale and good sportsmanship from coaches and players.

*Also, in football, where our number one concern is the safety of the athletes, if an athlete's physical stature could put them at risk of an injury, the coach could limit their playing time.*

## B. Coaching Expectations and Responsibility

1. Coaches Professional and Personal Relationships and Expectations. The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Pillager School District objectives. For each activity, these major performance areas stand out above others;
  - a. Leadership – Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition – all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes while being supportive of the athletes is very important.
  - b. Discipline – Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season – at home and away, and the conduct of the crowd – especially where the student body is concerned. Desire

to do well, to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

- c. Improvement – A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district and conference meetings, rules, clinics, special workshops and clinics in specific fields and similar in-service training programs is strongly encouraged. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also encouraged. Coaches are encouraged to be involved in all aspects of their athletes' off-season improvement. Examples may include summer camps, clinics, weight room and leagues.
- d. Clinic/State Tournament Policy: 200.00 per coach (9-12) to be used towards workshops/clinics/state tournaments per program per year. Each school employed coach will receive one day paid to be used toward a workshop/clinic/state tournament (anything beyond one day will be personal or comp time).
- e. Cooperation – The district expects give and take between all individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, the parents of the coaches players and media representatives. Good rapport and an image of competency are invaluable for the coach.

## 2. Coaching Techniques

- a. Use sound and acceptable teaching practices.
- b. Run well-organized practice sessions.
- c. Complete pre-season planning well in advance of starting date.
- d. Adhere to highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communication with patient, trainer (if available), doctor (if necessary), and parents.
- e. Construct a well-organized game plan.
- f. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the budget, as determined by the Activities Director.
- g. Keep assistant coaches, captains, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

## 3. Coaches' Responsibilities

- a. To the players – The main reason for having athletic teams within the school is to help provide opportunities for young people to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players and should consider the teams' needs as well as individual differences, needs, interests, temperaments, attitudes and environment.

Players have the right to expect coaches to have a genuine and up to date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual. Family interests and requests will also be given consideration.

- b. To the School District – As a coach, you are the frequent topic of conversation at various community locations – the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the Pillager School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

- c. To the School – A coach owes their school their efforts and loyalty at all times. They must constantly strive for excellence in all areas.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the student body with the same respect that you desire to be shown. Private, firm, fair and constant discipline must be maintained.

The coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and continued improvement in teaching and coaching.

The coach should give support to all school endorsed activities. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team

- d. To the Community – A coach is responsible for promoting their sport throughout the community. The coach should assist with clinics for coaches and players. Also the coach should be available to help/advise the city recreation and community education programs relating to their sport.

- e. To Fellow Coaches – The make-up of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on part of the staff. An important factor is human relations' skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

It is wise to praise assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do or even like to do. They must fulfill the responsibility to the head coach, the athletes and the sport itself.

The success of the school, the team and the coaching staff is dependent upon the quality and effort of the entire coaching staff.

- f. To Other Coaches in Your School – One must always bear in mind that the sport you coach is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong harmonious, interpersonal relationship must exist among coaches and other faculty members.

- g. Physical Plant – Each coach is responsible for the following:

- Keeping practice areas and locker rooms in order.
- Coordinate with custodial staff the storing of equipment neatly and using equipment properly.
- Pride in the equipment and facilities is of primary importance to all athletes and coaches.
- Keeping storage areas locked.

### **C. Code of Ethics**

#### **MINNESOTA STATE HIGH SCHOOL COACHES' ASSOCIATION**

As a Professional Educator – I will:

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athlete.
3. Encourage the highest standards of conduct and scholastic achievement among all athletes.
4. Seek to inculcate good health habits, including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and in spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through profession improvement.

### **D. Conduct for Athletic Personnel**

Coaches have earned a unique position of esteem in the community that allows them to influence many of the young people with whom they work. This prestigious position carries with it a special responsibility. Because young people respect coaches and emulate them, it is important that the coach respond by accepting this responsibility and exhibit conduct that is above reproach. Coaches should have a positive influence on the young people with whom they come in contact. Always be sure that the young men and women who have participated under the leadership of the Pillager coaching staff are more decent persons for having done so. Never place the value of a win above that of instilling the highest desirable ideals and character traits in athletes.

Adherence to the code of ethics from the Minnesota State High School Coaches' Association and the guidelines included in this manual will be expected from all coaches.

Setting an example for athletes by following the Minnesota State High School League Rules on alcohol, tobacco, drugs and sexual harassment when in contact with students and parent groups will help result in the best coaching situation.

The mature coach always has emotions under control, does not attack officials, never uses foul language and always keeps in mind the responsibility they have in setting a worthy example for the player and fan. Always maintain the dignity and decency of the coaching profession and the institution served.

#### **E. Individual Development**

1. To provide competent instruction in basic fundamentals when developing the student/athlete to their full potential.
2. To provide meaningful experiences beneficial to the educational process and individual development.
  - a. To develop a sense of loyalty and responsibility to the team and school.
  - b. To develop a sense of cooperation.
  - c. To develop a respect for discipline.
  - d. To develop a sense of respect for rules and authority.
  - e. To develop a sense of fair play and sportsmanship.
  - f. To develop competitive attitudes and a desire to excel.
  - g. To develop an ability to lead and follow leadership.
  - h. To develop self-confidence and a positive self-image.
  - i. To develop an ability to set realistic goals.
  - j. To develop a control of emotions under stress.
  - k. To develop a sense of pride and esprit de corps in being a part of Pillager athletics.
  - l. To develop the ability to handle failure and success in the proper perspective.
  - m. To develop conduct of good citizenship (conduct in relationship to duties, rights and privileges associated with the school and community).
  - n. To develop a responsible behavior (i.e., not using foul language, not abusing other players or coaches).
3. To develop an appreciation for sports and physical activity which encourages further participation.

#### **F. Fundamentals of Sportsmanship**

Show respect for the opponent at all times. When an opponent visits Pillager High School, the team and coaching staff should be treated as guests, greeted cordially on arriving, given good accommodations and accorded the acceptance and respect which all human beings deserve. When visiting another school, we should be cordial and appreciative of our host. Good sportsmanship is the golden rule.

Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.

Know, understand and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

Maintain self control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and have the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

1. Coaches and Players

Coaches and players have a unique position in the school community and have an opportunity to provide leadership for all school personnel by their actions while participating in the athletic program. It is important that this unique position of leadership be utilized in a responsible manner.

- a. Treat your opponent with respect. Make a special effort to be courteous and respectful even when you feel your team has not been treated fairly.
  - Be a humble winner and a proud, respectful non-winner.
  - Conduct yourself in a manner of controlled intensity.
  - Use only positive verbal interchange with any person from opposing team or school.
  - All coaches are expected to use professionally acceptable and appropriate physical contact with their athletes.
- b. Respond to officials' decisions in a controlled manner and with a spirit of good sportsmanship.
  - Use only positive actions and words toward officials.
  - Use principles of sportsmanship and fair play regardless of the situation or outcome of the contest.
- c. Make certain buildings and property are in good condition when you finish using them.
  - Respect opponent's school, locker room areas and any personal property in those areas.
  - Pick up any litter and leave the area used cleaner than you found it.

2. Band

Proper band etiquette for performance at athletic contests would include:

- a. Supervisor shall be present or have a faculty representative as a substitute when a music group officially represents a school.
- b. Band members shall be in proper attire when representing their school and in uniform when rules specify that they appear in uniform.
- c. Bands will perform at another school home contest by invitation only or tournaments.
- d. Instruments are to be used while playing music or for cheers under direction of the band director.
- e. All efforts of the band members should be positive and the use of instruments and selection of music should never project negative connotations.

3. Activities Director

The Activities Director's attitude toward good sportsmanship and the leadership projected by this person will have a direct effect upon the conduct of the coaches and the athletes representing the school. It shall be the responsibility of the Activities Director to:

- a. Work with the Principal in the development, implementation and coordination of the overall sportsmanship program.
- b. Have well-organized contests.
  - Start the contest at the time established by the conference.
  - Provide legal, safe equipment and facilities.
  - Provide competent officials.
  - Check the safety requirements for the activity.
- c. Monitor the conduct of coaches and players (by the guidelines presented in the section for coaches and players).
- d. Provide adequately for the safety and welfare of the officials.
  - Provide dressing facilities away from coaches, players and fans.
  - Provide police or adult protection for officials at the contest.
- e. Coordinate efforts with the Principal in the supervision of the spectators, band and cheerleaders.

4. Principal

The role of the Principal in the sportsmanship program should be as follows:

- a. To work with the Activities Director in the development, implementation and coordination of the overall sportsmanship program.
- b. Help educate the student body and adult spectators regarding proper conduct at high school athletic contests.
- c. Encourage the faculty to support the sportsmanship program.
- d. Help coordinate the efforts of all groups involved in the program: coaches, cheerleaders, band, etc.
- e. Deal with and hold accountable any individuals or groups who may be in violation of the sportsmanship program.

**G. Sportsmanship Policy**

The MSHSL adopted areas of Sportsmanship Code of Conduct.

**II. ELIGIBILITY**

**A. Scholastic Eligibility will follow the current Pillager MS/HS School Student Handbook.**

**B. Minnesota State High School League and Pillager Training Rules**

Pillager High School is a member of the Minnesota State High School League and is governed by the rules, regulations, and eligibility of the MSHSL. See Appendix L for rules and regulations. For interpretations of training rules and regulations see Appendix M.

**C. Citizenship**

An essential quality expected of our student athletes is that of being of good character. We expect our students to maintain acceptable norms of good behavior.

Improper behavior is unacceptable and may lead to either suspension or dismissal from the team. Examples of unacceptable behavior would be:

- Being intolerant of others
- Use of obscene gestures
- Use of abusive language
- Involved in criminal acts
- Behavior that is an embarrassment to the school and team
- Unsportsmanship conduct in a game

- Any reported incidents that can be judged as being unacceptable upon review

All matters are subject to appropriate due process procedures.

**D. Non-School Competition and Training**

Minnesota State High School League Policies – all coaches and athletes will follow all current MSHSL policies.

**III. APPROVED SPORTS AND ASSIGNMENTS**

<b>A. Fall</b>	<u>Boys</u>	<u>Girls</u>	<u>Boys &amp; Girls</u>
	Football	Volleyball	Cross Country
<b>B. Winter</b>	<u>Boys</u>	<u>Girls</u>	One Act Play
	Basketball	Basketball	Music Contest
<b>C. Spring</b>	<u>Boys</u>	<u>Girls</u>	<u>Boys &amp; Girls</u>
	Track & Field	Track & Field	Golf
	Baseball	Softball	Speech

++ Plus all cooperative sponsored sports being offered with Brainerd High School.

**IV. HIRING PROCEDURES**

**A. Philosophy**

Activities are a vital part of the school program. Indeed, some research evidence points to the conclusion that participation in activities may well be a more important factor in ultimate success in life than academic performance. Those who truly believe in quality in all aspects of the school program must be called upon to renew and increase their commitment to the “extra” curriculum. That curriculum can and should include at least the following:

When teaching vacancies occur, supervisors in all capacities within the entire school district should be aware of coaching needs and consider candidates capable of providing leadership in extra curricular activities and willing to involve themselves beyond the regular school day, week and year.

REQUIREMENTS FOR COACHING EMPLOYMENT

**B. Certification**

The Board of Education believes that each athletic coaching assignment normally should be under the supervision of a qualified and duly appointed certified faculty member. However, there may be situations in which certified and qualified faculty members are not available to supervise/coach the activity. After an effort has been made to secure the services of a qualified and certified faculty member, a qualified non-faculty individual may be employed. If such an individual is not available, a qualified non-certified individual may be employed for coaching.

### **C. Coaching Qualifications**

To qualify for employment as a coach, the applicant must have preparation in each of the following areas.

#### 1. MSHSL guidelines

The above guidelines must be met before a coaching contract will be issued.

### **D. Coaching Selection and Assignment Procedures**

The following regulations will be in force when coaching vacancies arise:

1. The Activities Director and head coach shall survey the coaching staff at the completion of each session to determine coaches' intentions for the following year and meet with the Activities Director.
2. When vacancies develop or new positions are added to the coaching staff, the following actions shall be taken.
  - a. The Activities Director shall post the position internally and externally (as appropriate).
  - b. Candidates may be considered from the following sources of potential coaching personnel.
    - Certified faculty assigned to the school where the coaching vacancy exists
    - Substitute teachers
    - Non-faculty school employees
    - Residents of the community and other individuals not employed by the district
    - The goal must always be to select the best available candidate for every coaching position. Other factors being equal, it is always preferable to select coaches from existing regular staff members
  - c. The Principal or designee, Activities Director and head coach (where appropriate) shall serve as the selection team to screen applications and identify qualified candidates to be interviewed. In any instance, where an applicant who is current staff member is not granted an interview, the candidate should be personally informed of the reasons for being eliminated from further consideration.
3. In addition to the routine procedures above, securing qualified potential coaching personnel shall be an integral part of the district's overall recruitment program. Where appropriate, coaching and other co-curricular needs will be identified in conjunction with the posting of teaching and other vacant positions. In filling positions at all levels, the Principal shall inform supervisors of existing coaching needs and provide selection team with application materials of candidates qualified to meet both curricular and co-curricular needs. When teaching qualifications are equal, preference shall be given to candidates who can also fill co-curricular assignments.

### **E. Terms of Coaching, Letter of Assignment**

All coaching assignments shall be for one school year. Letter of assignment shall be executed according to the adopted salary schedule. Fall coaches should notify the activities director in writing regarding their interest in returning the following season or not on/or before April 1. Winter/Spring coaches must notify the activities director by June 1.

- a. Each head coach shall schedule a conference with the Activities Director no later than one month after the final contest of the season to evaluate the program.
- b. The coach shall evaluate assistant coaches in writing and present evaluation to the Principal and activities director at the post season evaluation meeting.

- c. Subject to requirements of law, the Pillager Board of Education has final authority for employing or discontinuing employment of coaching personnel.

**F. Non-Faculty Coach**

Non-faculty coaches need to place emphasis in becoming familiar with the philosophies, goals and objectives of the department of athletics by:

- a. Meeting the coaching qualifications required of all coaches.
- b. Meeting with the Activities Director prior to the start of the season for indoctrination in the activities policies and regulations found in the Activities Handbook. (All non-faculty coaches must attend this meeting prior to the start of their sports season)
- c. Calling the activities office as determined on a pre-arranged basis with the Activities Director.
- d. Attending all program staff meetings or holding periodic conferences with the head coach.
- e. Following all procedures found in the respective coach's duties and responsibilities.
- f. Setting aside time before or after practices to meet individually with team members.
- g. Conferring with the Activities Director during last week of season to discuss the awards program, end of season reports and the collection and storage of equipment.
- h. Being loyal to the school, its traditions and supporting all of the programs by attending as many athletic contests as possible.

**G. Volunteer Coach**

All volunteer coaches must be approved by the Activities Director and the Principal. In the interest and safety of students all volunteer coaches must pass the same Bureau of Criminal Apprehension test that salaried coaches must. The fee for this service will be paid by the volunteer through the individual activities.

All volunteer coaches must follow the procedures stated in (F) above.

**H. Non-Discrimination Policy**

Equal Opportunity – See Appendix – Policy 102

**V. DUTIES AND RESPONSIBILITIES**

**A. Activities Director**

Title: Activities Director

Job Summary: The Activities Director organizes and supervises the extra-curricular programs for Grades 3-12.

Tasks:

- Organizes and supervises all practices, contests, and tournaments

- A. Schedules
  - 1. Practices
  - 2. Games/Contests

- B. Arranges for
  1. Transportation
  2. Ticket Sales
  3. Sideline Workers
  4. Officials

- Directs and coordinates the work of coaches
- Organizes supervision for all varsity athletic activities and makes sure officials are greeted.
- Provides instruction and interpretation of rules and procedures
- Mediates or intervenes in coach-parent-student problems
- Participates in interviews and provides recommendations for hiring coaches w/Principal
- Evaluates programs and recommends adding, reducing and/or eliminating programs
- Develops and coordinates publicity and information related to the various activities

- A. Organizes the printing of
  1. Activity calendars
  2. Contest rosters
  3. Informative materials for students/parents
- B. Organize the format and printing of
  1. Activity programs

- Assumes fiscal responsibility
  - A. Prepares a proposed activity budget
  - B. Authorizes purchase orders for equipment, supplies, or officials fees within the approved budget
  - C. Collects and accounts for activity fees
  - D. Accounts for and reports revenues from admission and concessions
- Supervises the activities of the Letter Winners' Club and the annual Activities Awards nights.
- Attends and participates in conference, region, or state meetings to promote programs and to keep informed on developments affecting programs.

**B. Head Athletic Coach Duties and Responsibilities**

Title: Head Athletic Coach

- Qualifications:
1. Valid coaching license approved by the MSHSL
  2. Employment as a teacher in Pillager School District as appropriate
  3. Has the ability to organize and supervise a total sports program
  4. Has previous coaching experience in assigned sport, is advised
  5. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field
  6. Is in charge of all equipment safety and repairs

Reports to: The Activities Director, who provides overall objectives and final evaluation in conjunction with the high school Principal.

Supervises: In several instances the head coach must advise, coordinate and support a staff of high school assistant coaches and Middle School coaches in conjunction with the Activities Director and Principal.

Job Goal: To instruct in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

General: The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for a winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.

The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.

It is the express intent of these duties and responsibilities to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

#### Duties and Responsibilities:

1. Has a thorough knowledge of all the activities policies approved by the Pillager Board of Education and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations; implements same consistently and interprets them for staff.
3. To generate an attitude of good sportsmanship and fair play by adhering to the Minnesota State High School League "Code of Ethics".
4. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/developmental meetings that require attendance.

#### Staff Responsibilities:

5. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to insure staff awareness of overall program.
6. Trains and informs staff, encourages professional growth by encouraging clinic policy.
7. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
8. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
9. Performs such other duties which may be assigned by the Activities Director or Principal.

#### Administrative Duties:

10. Assists the Activities Director in scheduling needs requirements for tournament and special sports events.
11. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to the scheduled facility times.
12. To verify that all athletes have all forms and obligations cleared through the activities office before the athlete is allowed to practice.
13. Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
14. Advises the Activities Director and recommends policy, method or procedural changes.
15. To prepare and submit year-end reports including information as to participants, letter winners, grade levels, specific honors, record standings and recommendations for all levels of participation.

#### Student Responsibilities:

16. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.

17. To understand and support the district's chemical awareness policy and assist in its implementation.
18. Be aware of your student athletes' grades, conduct and school attendance.
19. By the coaches presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
20. Initiates programs and policies concerning injuries, medical attention and emergencies.
21. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities office within 24 hours.
22. Directs assistants, captains, student managers and statisticians.
23. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents and Activities Director when a student is dropped or becomes ineligible.
24. To develop a positive relationship between coach and athlete through open communication.
25. May counsel and advise athletes in their college or advanced educational selection.
26. Participates in the budgeting function with the Activities Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
27. Check-in inventory and store uniforms and supplies/equipment with the Activities Director.
28. Be certain all equipment is properly marked before issuing or storing.
29. Permits the athletes to be only in authorized areas of the building under special circumstances.
30. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility both at home and especially away games.
31. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
32. Instills in each player a respect for equipment and school property, its care and proper use.
33. Ensures that no student enters the building prior to a coach for practice and games. Ensures that a coach remains in the building until all athletes under their direction have left the building.

Public Relations:

34. Avoids criticizing, admonishing or arguing with an assistant coach or any staff member within ears or eyes of a player or parent.
35. Organizes parents, coaches, players and guests for pre-season meetings.
36. Promotes the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, community recreation programs, or in any other feasible manner.
38. Responsible for maintaining good public relations with news media, support groups, parents, officials, volunteers and fans.
39. Presents information to news media concerning schedules, tournaments and results.
40. To work openly and cordially with other head coaches.

**C. Assistant Coach Duties and Responsibilities**

Title: Assistant Coach (High School and Middle School):

- Qualifications:
1. Valid Minnesota teacher certification is desirable.
  2. Is employed as a teacher or substitute teacher in the Pillager District, if appropriate.
  3. Previous coaching experience in assigned sport is desirable.
  4. Has knowledge and background in the assigned sport.

Reports to: Head coach, in conjunction with the Activities Director and respective Principal.

Supervises: Athletes and team assigned to the assistant and assumes supervising control over all athletes in program when such control is needed.

Job Goal: To carry out the aims and objectives of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

1. Has a thorough knowledge of all the activities policies approved by the Pillager Board of Education and is responsible for its implementation
2. Has knowledge of the existing system, state and league regulations; implements same consistently,
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. To generate an attitude of good sportsmanship and fair play by adhering to the Minnesota State High School League "Code of Ethics".
5. Maintains discipline and works to increase morale and cooperation within the school sports program.

Administrative Duties:

6. To carry out responsibilities as designated by the head coach.

Student Responsibilities:

7. By his/her presence at all practices, games and while traveling, provides assistance and guidance to safeguards for each participant.
8. Maintains the discipline framework and philosophy outlined by the head coach.

Equipment and Facilities:

9. Is accountable to the head coach for all equipment and assists the head coach with the inventory, issuing and storing of equipment.
10. Recommends to the head coach budgetary items for next year in his/her area of the program.
11. Monitors equipment rooms and coaches' offices and authorizes who may enter.
12. Permits the athletes to be only in authorized areas of the building at the appropriate times.
13. Examines locker rooms before and after practice and games, checking on general cleanliness of the facility. Responsible for the cleanliness and maintenance of specific sport equipment.
14. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
15. Instills in each player a respect for equipment and school property, its care and proper use.

Program Responsibilities:

16. Assists the head coach in carrying out his/her responsibilities.
17. Instructs team members as to changes in the rules and teaches the fundamentals of the sport as outlined by the head coach.
18. Maintains a record of team statistics.
19. Works within the basic framework and philosophy of the head coach of that sport.
20. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
21. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
22. Helps in the planning and implementation of both in-season and out of season conditioning and weight programs.
23. Avoids criticizing, admonishing or arguing with head coach or any staff member within ears or eyes of players or parents.

24. Strives to improve skills by attending clinics and using resources made available by the head coach.
25. Attends most of the contests, when possible, of other teams in the program.
26. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach.

**D. Non-Certified Coach Duties and Responsibilities**

Title: Non-Certified Volunteer Coach

- Qualifications:
1. College degree is desired.
  2. Has reputable background in working with youth.
  3. Has previous coaching or playing experience in the assigned position.

Reports to: Head Coach and Activities Director

Supervises: Athletes and team assigned to the volunteer and assumes supervising control over all athletes in program when such control is needed.

Job Goal: To carry out aims and objectives of the assigned team as outlined by the activities department and board of education policy. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

1. Attends all meetings and meets all criteria pertaining to athletics that is required of a coach employed by the school district.
2. Daily communications with head coach or assigned coach to review daily coaching assignments.
3. Follows all criteria as outlined in the job descriptions for an assistant coach as determined by assignment.

**VI. SAFETY AND LIABILITY GUIDELINES**

**A. Commitment to Facilities and Physical Plant**

To allow for a safe practice and game environment, it is very important to have a spirit of cooperation. The activities department, district’s buildings and grounds and city recreation will work together in planning and providing for the best possible practice and game facilities. The Activities Director and head custodian shall meet monthly to plan and review the basic needs for general maintenance and upkeep of our facilities. This team planning is essential in seeking to provide the safest and best possible conditions for practice and games.

**B. Potential Areas of Liability in Today’s Coaching**

There is an interesting tendency for people to seek answers to problems occurring in athletics through taking the case to court. It is the contention of many people that coaches should be held responsible for their actions and that the court will support this concept. Therefore, it is important that coaches operate in a responsible and prudent manner. Coaches who follow the guidelines listed below should rarely have difficulty. The coach, who uses good judgement and has his/her squad and program under good control, rarely has difficulty with court cases if litigation should occur.

1. Always have an adequate conditioning period. Coaches must follow MSHSL requirements.
2. Have an adequate instruction period before putting an athlete in a competitive situation.
3. Never mismatch participants.

4. Do not allow athletes to use faulty equipment. (For example, check all volleyball net equipment, etc).
5. Do not allow athletes to use a faulty facility. (For example, if your practice field has holes in it, alert the activities office so the holes can be filled).
6. Make certain the facility is adequate for the activity. (For example, don't put too many basketball games on the same court or sprint players in an area where there are things in the way).
7. Know your coaching material. The competency of a coach can be challenged.
8. Keep good squad discipline. Rowdiness is a potential problem. Do not allow such behavior on a bus, in a gym or in any athletic area.
9. Supervise athletes in the gym, on the field, in the locker room, in whirlpool, in the building and in the weight room.
10. Do not allow an athlete to treat their own injury.
11. Treat injuries with first aid. If the injury is serious and the athlete needs immediate attention, call the emergency vehicle (911).
12. Make sure an injured or ill athlete has had sufficient recovery time before readmitting them to competition or practice.
13. Any athlete treated by a doctor must have doctor's note for clearance before starting to play again and note must be given to the Activities Director prior to participation.

### **C. Safety Guidelines**

1. Fitting Equipment  
The coach has the primary responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets should be fitted according to manufacturer's instructions.
2. Equipment Inspection  
Check all equipment issued to players or used by players for safety. Particular care should be given when inspecting protective equipment. Report all problems to the Activities Director.
3. Facility Inspection  
Check all facilities for safety. This should include, but is not limited to, fields, gyms, activity gyms, pools, rinks, courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Director.
4. Team Supervision  
One of the prime responsibilities of a coach is the supervision of the team. This includes games, practices, and pre and post game activities. Athletes should not use athletic facilities without a coach present to supervise them. The coach should attempt to be the first "member of the team" to arrive at the locker room and be the last "member of the team" to leave. This responsibility cannot be delegated to a student manager.
5. Training Kit  
The coach should work with the trainer to see that the training kit is properly stocked with first aid supplies. This kit should include ice or ready made ice packs. The kit should be readily available during practices, scrimmages and games.

**D. Emergency Care Plan**

Recommended procedures for handling athletic injuries:

1. All coaches will complete an EAP (Emergency Action Plan) for team follow
2. Administer Immediate First Aid
  - a. Control bleeding using AIDS control
  - b. Administer cardio-pulmonary resuscitation
  - c. Treat for shock
3. Activate the Emergency Medical System/Emergency Action Plan

If the athlete is experiencing a medical emergency (i.e. head, neck, back, breathing, bleeding, internal shock or fracture), DIAL 911.

4. Accompany the Athlete Off the Field or Court

If the athlete must leave the field or court, they should be accompanied by a coach or trainer. If the coach is alone, the practice or game should be suspended until another responsible staff member can observe and care for the injured athlete.

5. Notify Parents

5. Report Injuries

- a. Inform the Activities Director of all serious injuries. If the AD cannot be reached, the Principal should be notified.
- b. The coach or trainer will complete the Injury Report Form (see Appendix for Injury Report Form). The report form must be turned into the Activities Director.
- c. Trainers and coaches must keep a written record of all reported injuries and the treatment administered.
- d. A Minnesota State High School League Participation-After Injury Report (Form J) must be filed with the Activities Director before the athlete resumes participation following a serious injury or other doctor’s permit.

An athlete who has been unconscious should not be allowed to compete in or re-enter a game or practice and should not be allowed to go home or to the hospital unattended.

**V. TICKET PRICES**

**A. Ticket Prices**

	<u>Single</u>	<u>Season</u>
Student Prices (all events)	\$3.00	Pillager students K-12 free K-4 must be with an adult
Adult Prices (all events)	\$5.00	\$50.00 – Fan Card

**B. Participation Fees**

Youth Sports (Grades 3-6)	\$40.00	(includes 2 <sup>nd</sup> grade for track and cross country)
Musicals, One Act Play, and Speech	\$40.00	
JH Sports (grades 7-8)	\$50.00	(additional \$50.00 fee for Little Falls programs)
JV/V Sports (grades 9-12)	\$75.00	(additional \$50.00 fee for Little Falls programs)
Family Max	\$300.00	
Brainerd Programs	Students pay Brainerd participation fees	
COOP Fees.....	Pillager Schools pays \$500.00 of the administrative costs set by other Schools we COOP with. Families will be invoiced for the remaining balance.	

## B. Policy on Season Passes for Staff

Definition: Staff and support staff, is all school employees including school board members.

Philosophy: It is important for all school personal to be in contact with students outside the regular school day. Students are motivated by staff members attending their co-curricular activities. We would like Pillager to have a friendly learning environment.

Policy: Staff members of Pillager ISD#116 will be given a season pass to attend activities such as athletic events, musicals, and one act plays. The Staff I.D. badge will act as the pass to get a staff member and one guest into these events free of charge.

## C. Policy on Fundraising

Pillager does provide an adequate amount of funds for each sports budget to maintain a high quality of operating. If the funds are not sufficient, a coach should discuss this with the activities director. If a fundraiser is approved, they must follow the following criteria:

1. All fundraising must be approved through the District Office/principal.
2. A coach shall not bypass the Activities Director by incorporating the use of a booster club to raise funds.
3. All monies or equipment raised by boosters is subject to rejection by the Activities Director and Principal.

## VI. PRE-SEASON PROCEDURES

### A. Review of Pre-Season Checklist

- \_\_\_\_\_ 1. Meet with the Activities Director
  - \_\_\_\_\_ a. Discuss season objectives, responsibilities, player information booklet, etc.
  - \_\_\_\_\_ b. Check out keys for the locker room and coach's office.
  - \_\_\_\_\_ c. Check equipment and facilities you will be using for safety. Discuss problems with the Activities Director.
- \_\_\_\_\_ 2. Read the Minnesota State High School League Official Handbook and Athletic Rules for your sport. Keep abreast of rule changes throughout the year via the monthly bulletins.
- \_\_\_\_\_ 3. Check the time and date of rules interpretation meetings. Head coaches are required by the MSHSL to attend these meetings. Failure to attend results in notice of censure sent to the superintendent by the MSHSL.
- \_\_\_\_\_ 4. Read the established conference and district policies and procedures. Check your conference handbook and be familiar with these policies. Check the time and date of the conference pre and post season coaches' meetings. Head coaches are required to attend.
- \_\_\_\_\_ 5. Review student eligibility procedures relating to physical examination, insurance, MSHSL Athletic Eligibility Information Bulletin and participation fees. Do not allow participation of an athlete until all forms are completed.
- \_\_\_\_\_ 6. Review the Pillager High School Activities Department Policy Book.
- \_\_\_\_\_ 7. Hold a pre-season meeting with the parents/guardians, squad members and coaching staff.

- \_\_\_\_\_ 8. To ensure that there are no conflicts with community use of facilities and your use, indicate your needs to the Activities Director. See space allocation regarding priority usage.
- \_\_\_\_\_ 9. Submit a practice, game and scrimmage schedule to the activities director.
  - \_\_\_\_\_ a. Confirm your schedule(s) as printed by the activities office and compare it to the official conference schedule.
  - \_\_\_\_\_ b. Coaches planning to host an invitational contest must submit a request to the Activities Director.
  - \_\_\_\_\_ c. Coaches planning to enter teams or individuals in invitational meets must inform the Activities Director. The information should be given to the Activities Director before schedules are prepared and must include the dates, sites and fees of all such invitationals.
  - \_\_\_\_\_ d. An extended field trip application must be completed for all extended and overnight trips. This application should be submitted to the Activities Director.

## **B. Team Correspondence**

The coach is expected to communicate with potential players via individual letters, poster, school public address announcements and verbal communication through coaches or captains. Posters should be placed in the locker rooms, cafeteria and designated bulletin boards. This communication is for the purpose of informing the athletes as to times and dates of initial meetings and practices. All subsequent announcements can be taken care of through well-organized practices.

## **C. Captains' Practice**

Captains' practices are for the purpose of the athletes to prepare themselves for a level of physical conditioning prior to the start of a school sport season. All captains' practices must comply with current MSHSL policies.

## **D. Open Gym**

Open gym refers to the use of school facilities for recreation activities. The characteristics of an open gym are:

- a. The recreational activities are open to all students. (Female and male; grades 6-12)
- b. The open gym must be well publicized with enough advance notice to provide all students the opportunity to participate.
- c. The school facilities are available for students to participate in a number of activities.
- d. There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
- e. There is no requirement for students to attend open gym activities as a pre-requisite for membership on a high school team.

## **E. Selection of Team**

### **1. Philosophy**

In accordance with our philosophy of students and our desire to see as many students as possible participate in the activities programs while at Pillager High Schools, we encourage teachers and coaches to keep as many students as they can. Obviously, time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular activity. Squad size at the varsity, junior varsity and "B" squad may also be regulated by their coaching staff with the approval of the Activities Director and Principal when it is absolutely necessary to do so because of financial, space, or staffing limitations.

2. Upper-class students will only be allowed to participate at the “B” squad levels if numbers are down and they are needed.

#### **F. Moving Athletes Up a Level**

As a means of promoting and encouraging exceptionally talented students to develop their athletic skills to the fullest degree consistent with their maturational, physiological and psychological readiness levels and compatible with their educational needs, talented athletes may be afforded opportunity to participate at levels higher than their age group.

1. The final decision to move a student athlete up rests with the head coach/Athletic Director.
2. To aid in the decision making process the coach will hold a conference with the athlete and the parents.
3. If an athlete is moved up, they should play at the advanced level and not sit on the bench.
4. If an athlete is moved up then they should not be moved down to occasionally play. For example: If a ninth grader starts on the “B” squad, then they should not play in ninth grade games.

#### **G. Participation in Olympic Development Programs and on National Teams**

All coaches should be familiar with this specific MSHSL policy – Appendix XX.

#### **H. Team Meetings**

It is required that each coach hold a team meeting prior to the opening of your sport season. Information pertinent to your sport should be reviewed with the athletes, including the Student Athlete Information Guide. Suggested topics include:

- a. Philosophy of program
- b. Team and training rules
- c. Attendance rules
- d. Team selection
- e. Lettering policy
- f. Medical and training services for the athletes
- g. Organization and events of support (booster) groups
- h. Other pertinent information regarding your sport
- i. MSHSL Rules
- j. School District Rules
- k. Forms and signatures
- l. Fees
- m. Transportation Policy
- n. End of season, non-school tournament

#### **I. Violation of Policy**

Coaches who do not carry out MSHSL Policy or school policy will be dealt with. Cases will be dealt with individually and may vary. Consequences may be as follows.

- First Violation: Verbal Warning
- Second Violation: Written Warning
- Third Violation: Two weeks unpaid suspension of coaching duties
- Fourth Violation: Termination of coaching duties at end of season

Serious violation of policies (such as those which cause the districts to be fined) may be cause for immediate termination of coaching duties.

## **VII. IN-SEASON PROCEDURES**

### **A. Review In-Season Checklist**

- \_\_\_\_\_ 1. Check first aid supplies trainer kit, emergency procedures and telephone numbers of athletes.
- \_\_\_\_\_ 2. Check with Activities Director to cross reference player eligibility, i.e. fee payments, physicals, academic standing, etc.
- \_\_\_\_\_ 3. One week prior to your first contest, submit your complete team roster for programs to the Activities Director. The MSHSL tournament format will be used.
- \_\_\_\_\_ 4. Check bus times, field locations (where applicable), and destination for, your transportation. If at any time a meet/game should be cancelled or rescheduled, a contest added, or a change made in site, confer with the Activities Director.
- \_\_\_\_\_ 5. Approval for overnight trips.
- \_\_\_\_\_ 6. Instruct team members about meet/game etiquette.
- \_\_\_\_\_ 7. Provide score books for the official scorer.
- \_\_\_\_\_ 8. Provide for proper care of all equipment and uniforms.
- \_\_\_\_\_ 9. Distribute scores to the media.

### **B. Dual Sport Participation**

In some cases, it may be possible for an athlete to participate in two sports at the same time providing there is a mutual consent of the athlete, parents, coaches and activities director involved. One of the sports must be a truly individual sport such as cross-country, golf or track. This must occur prior to an athlete starting the season.

### **C. Deadline for Joining a Sport/Dropping a Sport**

- 1. A student may not join any team later than the 4<sup>th</sup> Monday from the initial day of practice. Anyone with extenuating circumstances wishing to join a team after 4<sup>th</sup> Monday deadline, may make application to the Activities Director.
- 2. A student may choose the sport they wish to enjoy. No student shall change sports after the third week of practice without the consent of each coach involved and the Activities Director.

### **D. Personal Use of School Apparel**

Athletes should wear school issued athletic apparel only when they are involved in practices or games. Athletic apparel is not to be used as physical education uniform or as personal clothing. Exception will be made for game days.

- 1. It is the responsibility of the coach to inform the participants on the team they coach of the proper use of athletic apparel.
- 2. The head coaches of each sport should feel the responsibility of insuring that this policy is conformed to by all levels of participation.

### **E. Locker Room and Building Responsibilities**

- 1. Security

- a. Each coach is responsible for the action of members of their squad from the time they report to the locker room for practice until they leave the building after practice.
- b. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away and stay until the last athlete has left. This is intended to mean they have left the building.
- c. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible. This includes all parts of the building that are made accessible to the participants.
- d. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area as neat and clean as reasonably possible.

## 2. Control of Keys

- a. All keys to the building, locker rooms, equipment rooms, etc. will be issued to coaches by the Activities Director. All coaches will return their keys to the activities director at the time of the coach's evaluation, unless permission has been granted for summer use of athletic areas.
- b. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.
- c. If keys to the athletic area are lost, the coach should report this to the Activities Director immediately.

## F. Student Driving

Practice and events at home sites: Students may be transported to home sites. However, their parents are believed to be the best mode of transportation. The district may provide transportation to designated sites for practices and games for those that need transportation.

Transportation for all cooperative sponsored activities require at least five (5) athletes in a sport. The district may provide transportation for less than five (5) per sport if the total number of athletes is five (5) or greater and transportation can be arranged.

Away events and practices: All students will be expected to ride district provided transportation. A student shall be permitted to be transported by their parent or guardian only if that parent or guardian, in person, requests permission from the supervisor with transportation responsibility at least 24 hours in advance. In a case of emergency, a parent may request to the Principal to grant permission for their child to drive. The supervisor of the activity has the authority to require all students in the activity to ride the "team" bus for reasons of building team rapport and camaraderie.

## G. Practice Policy

With the increasing number of Middle School through varsity level athletic contests, the amount of time needed for academics, along with the multitude of extra-curricular activities, it is necessary to develop a practice schedule that will meet the needs of the student athlete as well as maintain the necessity of family cohesiveness. The following for practice will apply:

1. No practice on Sunday.
2. No required Wednesday practice will take place later than 6:00 PM.
3. No organized 6-12 practice will exceed 8:00 PM on school days.
4. Morning practices during school days will be based on need. This will be determined by the Activities Director and coaching staff (i.e. facilities are not available after school, etc.).
5. Allowing for split afternoon practices: Split practices will be permissible on an as needed basis. An example of a split practice would be practice from 3:30 – 5:00 PM and from 5:00 – 6:30 PM. There will be no split practices on Wednesdays. An as needed basis for split

practices would be determined by the Activities Director and coaching staff (i.e. overlapping seasons, weather conditions, etc.)

6. During school vacations, holidays and special events coaches must excuse players from practice for excused and pre-arranged family absences. Excused absences may impact playing time per coach's discretion.
7. Two weeks prior to the start of the school year, practices for volleyball, football and cross-country must be coordinated with the Activities Director to attempt to eliminate overlapping transportation. However, all sports are different and require different amounts of practice time. Any practices scheduled by the coaches that are not coordinated with the other sports and Activities Director are considered not mandatory and attendance must be judged accordingly.

Please note that practices are for the betterment of the programs. Too many limitations can be detrimental just as excessive practices can. Excessive practices will not be tolerated.

### **Meal Money Policy**

1. During a state tournament activity, the following meal allowances may be paid for the student:
  - Breakfast: \$7.00
  - Lunch: \$9.00
  - Dinner: \$15.00
2. During a sub-sectional or sectional contest, meal money will only be paid to students if the following criteria are met:
  - In the best judgment of the Principal or Activities Director and with input from the coach is deemed appropriate

Meal money will be limited to the amounts listed above. To receive breakfast money, stay must be over night. To receive dinner money, return time must be anticipated later than 7:00 PM.

## **VIII. POST-SEASON PROCEDURES**

### **A. Review Post-Season Checklist**

- \_\_\_\_\_ 1. Check in all equipment:
  - \_\_\_\_\_ a. Collect all gear immediately following the last scheduled contest that they participate in. You, the coach, or one of your staff personally collect the gear from each athlete. Do not have them throw it into a basket.
  - \_\_\_\_\_ b. Take an equipment inventory
  - \_\_\_\_\_ c. Make a final review with the equipment manager or Activities Director.
- \_\_\_\_\_ 2. Contact the Activities Director in regards to equipment needing repair.
- \_\_\_\_\_ 3. Follow up on all obligations incurred by your athletes immediately.
- \_\_\_\_\_ 4. Notify Activities Director of any special honors earned by athletes in your sport.
- \_\_\_\_\_ 5. Notify Activities Director of those athletes who earned letters and those who will receive participation certificates.
- \_\_\_\_\_ 6. Turn into the Activities Director's office the participation evaluation form immediately following your season.

- \_\_\_\_\_ 7. Complete final reports within two weeks of the end of the season and submit the report to the Activities Director.
- \_\_\_\_\_ 8. Schedule a conference with the Activities Director (and Principal as appropriate).
- \_\_\_\_\_ 9. Meet with the Activities Director for a post-season evaluation.
  - Discuss equipment and capital outlay needs for the coming season.
  - Review past season.
  - Discuss recommendations for coming season.

**B. End of Season**

The end of the season for a particular sport will be when that team has completed its schedule and no further competition by Pillager High School teams has been scheduled by the conference, section or state. The purpose of this statement is:

1. To eliminate a player from being scheduled to practice in a completed sport and to allow the individual to start preparation for the next sport season.
  - a. To allow coaches with consecutive coaching assignments to be available immediately for the next coaching assignment.
  - b. To eliminate the conflict of determining priority in the scheduling of facilities.

**C. Overlap of Sport Seasons**

Whenever sport seasons overlap, i.e. fall/winter and winter/spring, the athlete who is completing a season must be allowed to finish that season before practice with the new sport.

**D. Activity Awards Night**

Activity Awards Night serve the purpose of celebrating the accomplishments of the team and the athletes. When a school activity has a banquet or award ceremony, it then becomes a school function and the school assumes the same responsibilities as it does for any other school sponsored activity. Therefore, it becomes imperative for the responsible staff member to comply with policies and guidelines established for the purpose of regulating banquets.

The following guidelines are to be observed when planning for recognition programs for athletic squads:

1. The Activities Director will coordinate the a seasonal all sports award ceremony.
  - a. Schedule these events well in advance to avoid conflicts with other events. Check with Activities Director for appropriate dates.
  - b. Committees for tickets, programs, menu, decorations, etc. may be organized.
  - c. If there is a charge for any planned ceremony, money should be collected in advance. (Checks for banquets should be made out to the committee designee).
  - d. All ceremonies or banquets are to be self-supporting. The Activities Director should be accountable for the disbursement of funds. The costs should not be prohibitive for athletes and their families. Provisions should be made to allow players and their families to attend the presentation of awards without their being required to purchase a meal.
2. An information letter should be sent to all participating athletes and their families.
3. An athletic team may hold a separate banquet or it may combine with one or more other sports.

4. If the use of the school facilities is desired, a building permit must be obtained through the Community Education office well in advance. The Activities Director can help with arrangements.
5. Banquets and awards programs may also be held at locations other than the school.
6. If a banquet is held at an establishment where alcohol beverages are served, they should not be served on this occasion. Parents or guardians, coaches and guests, as well as athletes and other students who participate in activities, are to be asked to respect this policy. In conforming to the tobacco free policy of the school district, no tobacco should be used at any banquets.

## **E. Lettering**

Coaches must have on file in the activities office the criteria for earning a letter in their sport. All requirements are based on varsity participation. They should include the requirements for a manager and/or statistician letter. Athletes must be informed in writing of the criteria at the beginning of the season. Letters will be awarded upon recommendation of the head coach with approval by the Activities Director.

A MSHSL code of conduct/violation may have impact on the lettering process per head coach's expectations.

All athletes must finish the season in good standing even if injured. In case of injuries all sports will include the playing time available for student athletes.

Listed below is the lettering process (listed alphabetically) for each sport/activity.

### **BAND:**

1. Six points required for a letter.
2. Full year participation in good standing: all performances = 3 points
3. Pep Band participation:  
up to ½ of the events = 1 point  
½ or more of the events = 2 points
4. Solo/Ensemble contest = 1 point  
2 points for excellent or better at state contest  
(not to exceed 3 events per year)
5. Participate on a regular basis in a community music group = 1 point
6. Private lessons out of school = 1 point
7. Senior Band Only: give a lesson to a younger student and complete an evaluation form = ½ point
8. Junior Band Only: Finish 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> in a Junior Band Olympic Event = 1 point
9. Final approval resides with director and high school Principal.

### **BASEBALL/SOFTBALL:**

1. Must participate in ½ of all varsity games
2. Coach's discretion

### **BOYS/GIRLS BASKETBALL:**

1. Participate in half the quarters played
2. Coach's discretion

### **CHOIR:**

1. Five points required for a letter.
2. Full year membership in good standing: all formal performances = 3 points
3. Superior rating at large group contest = 1 point for all Participating
4. Solo/ensemble contest = 1 point  
2 points for an excellent or better at state contest

(not to exceed 3 events per year)

5. Participate on a regular basis in a community music group = 1 point
6. Private Lessons out side of school = 1 point
7. Final approval resides with director and high school Principal.

**CROSS-COUNTRY:**

1. Run in 75% of varsity meets
2. Coach's discretion

**FOOTBALL:**

1. Athlete must start in half the varsity games
2. Athlete must play in half the total amount of quarters played
3. Coach's discretion

**GOLF:**

1. Participate in 50% of all varsity meets.
2. Have score count in at least 3 meets
3. Coach's discretion

**SCHOOL/COMMUNITY PLAY:**

(Three Act Play/Musical)

1. Student must attend 90% of the rehearsals.
2. Attend all performances whether in cast or part of tech crew

**TRACK:**

1. Score an average of one point per meet for regular scheduled meets and participate in sub-section meet or score 5 points or more during the season and place 4<sup>th</sup> or higher in the sub-section meet.
2. Relay points are divided between the athletes participating in the relay.
3. Coach's discretion

**VOLLEYBALL:**

1. Athlete must complete in half the total matches
2. Coaches discretion

**SPECIAL OLYMPICS:**

1. Grades 10-12
2. Complete 2 full seasons of training in a given sport
3. Complete in one competition (area, region, or state)
4. Coach's Discretion

++ Any senior who has completed 3 years of service in one sport will receive a letter.

++ Any manager may letter after 2 years of consecutive service, regardless of grade.

**F. Awards**

1. A chenille letter will be given upon the first letter award.
2. A gold medallion will be given upon the first letter award in that sport.
3. A gold bar will be given upon the first letter award and all subsequent letters in that school year.
4. A quality certificate of the sport will be given for all subsequent awards.
5. A manager's and/or statistician's letter award will be given upon the recommendation of the head coach.
6. Students in grades 7-12 are eligible to earn letter awards.
7. Trophies or plaques will be issued by the activities office for the purpose of individual awards. The head coach should discuss his/her needs with the Activities Director and turn in the winner after the season is done. Coaches need to break all ties. Most valuable means exactly that. Student participation and lettering records will be turned into the Activities Director's office. All awards are ordered by the Activities Director and no more than 5 awards will be given.

## **G. Captain Selection**

1. Selection: The selection/election of captains is generally a traditional rite by the various sports. The process for selection of captain should be outlined in the player information booklet pertaining to your sport. Generally, captains are elected at the conclusion of the season. Seniors need to be given preference in the selection process.
2. Guidelines for Team Captains: Team captaincies afford unusual opportunities to recognize and develop leadership and to assist the coaching staff in building team spirit and cohesiveness. Captaincies should be regarded as far more than honorary assignments or popular appointments. Any captain that has a MSHSL violation may be dropped from that position by the coach.

Coaches are encouraged to confer with captains at the time of their appointments to develop a list of duties and responsibilities which are commensurate with the perceived needs of the specific team and the leadership qualities of the appointee.

Captainship responsibilities, which appear to be common to all sports, are suggested as follows but are not limited to:

- a. Assume responsibilities for organizing pre-season practices.
- b. Serve as an arbiter of internal squad matters and act as the first line of informal compliant resolution.
- c. Assume responsibilities for developing and maintaining team morale and harmony.
- d. Serve as a peer figure with whom team members may discuss any circumstances comfortably.
- e. Serve as an organizer of team get-togethers and social functions.
- f. Assume leadership role in planning recognition ceremonies.
- g. Generally assist coaching staff in all possible ways.
- h. Additional duties may be assigned by the coaches of the various sports.

## **H. Evaluation of Coaches**

1. Statement on Evaluation of Coaches

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever he/she is evaluated. "Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game."

There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.

Without goals and objectives in the program and competencies desired in personnel identified, it is impossible to assess whether goals are being met or personnel possess the desired competencies.

To implement a broad comprehensive evaluation of the coaching staff in our school, it is necessary to incorporate a multi-step process. It includes: (1) a thorough job description, (2) a plan for self-evaluation by the coach, (3) a method for in-season assessment, (4) procedures for evaluation, (5) written end of season evaluation and (6) an opportunity for coach's comments.

## 2. Athletic Coaches' Evaluation Procedures

The evaluation forms represent appraisal forms for coaching evaluations. The basic purpose behind these forms and the effort of everyone is for improving instruction, guidance and ethical standards that athletes receive. Other purposes of an appraisal evaluation system are as follows:

- a. To afford an opportunity to identify, recognize and praise quality coaching and instruction.
- b. To provide an opportunity to identify potential leadership within a system.
- c. To create a climate to achieve individual improvement.
- d. To provide information necessary to make an objective assessment of the performance of a coach.
- e. To assure that quality coaching is a responsibility shared by the entire coaching staff and the Activities Director.

The following forms are to be used in the evaluation procedure (found in the Appendix):

Form E: Pre-Season Program Evaluation – by head coach  
Form F: Mid-Season Observation form – by Activities Director  
Form H: Post-Season Program Evaluation – by head coach  
Form I: Coaches/Program Evaluation – by activities director

\*All JH & assistant coaches will be evaluated by the head coach in a narrative form. The evaluation will touch on:

- 1) Performs assigned duties
- 2) Supervision
- 3) Organization
- 4) Ethics, etc.
- 5) Overall performance
- 6) Coach's recommendation for return

Within two weeks of the completion of the season, a conference with the head coach will be conducted to discuss the season and evaluations. A coach may write a rebuttal to the evaluation and have it placed on permanent file along with the evaluation.

## IX. PLAYER/PARENT CONCERNS

The coach/coaching staff for each sport is responsible for making and determining, (1) team selection, (2) length and content of practice sessions within limitations, (3) game strategy (game plans) and (4) individual playing time. These decisions will be based on the best judgment of the coach.

### **Procedure for Handling Activity Complaints**

To allow for an expression of differences that may occur within the district's activities, the following process should be followed:

1. No conflict between a parent, student, official, or coach (director) should be addressed during or immediately following a contest or production. The contest site, practice area, lobby, or locker room is not an appropriate place to handle questions and conflict. Coaches (directors) are not to meet or deal with questions or conflicts at these times or in these places. Problems should be addressed the next day, or as soon as possible.
2. If a parent/guardian or student has a concern, a meeting should be established following the procedures outlined below.

3. If a meeting becomes confrontational, it can be terminated by any party and taken to the next step of the procedure.

### **Steps for Conflict Resolution**

#### **STEP 1 – Participant Concerns**

A meeting between the student and the coach (director) should be held and may be initiated by the coach (director) or the student.

**OR**

#### **STEP 1 – Parent Concerns**

A meeting involving the coach (director) can be requested by the parent directly by calling the coach (director), or the activities director may be utilized as a point of contact for athletes and requested to set up the meeting. If so desired, the activities director may also facilitate the meeting. For activities outside of athletics, the Principal will serve in the same capacity.

#### **STEP 2 – Concerns**

If a resolution is not achieved and a parent and/or student desires further intervention or discussion of the issue, a meeting with the activities director and Principal may be held to handle an athletic-related issue. For other activities, a meeting with the Principal and, if the Principal has already been involved, with the superintendent may be held.

#### **STEP 3 – Concerns**

If the conflict still has not been resolved, it may be referred directly to the superintendent, and if he/she so chooses, the Board of Education.

## **X. APPENDIX**

### **A. Uniform Purchasing Rotation**

The activities office will designate a rotation for purchasing new uniforms. The amount of money allotted has been based on factors such as the number of squad members, the expense of the uniforms needed, the availability of other sources for purchasing uniforms, etc. Basic supplies are covered annually. The following schedule will be followed:

2019-2020	Boys Track; Girls' Track; Boys' Cross Country; Girls' Cross Country
2020-2021	Boys' Basketball; Girls' Basketball
2021-2022	Football
2022-2023	Softball; Baseball; Girls' Golf; Boys' Golf
2023-2024	Volleyball

### **B. ACADEMIC ELIGIBILITY POLICY**

All students involved in extra-curricular activities must comply with the current Pillager High School academic eligibility policy.

**C. MSHSL/PILLAGER HIGH SCHOOL USE OF MOOD ALTERING CHEMICALS**

- 1. State High School League Rules**

**D. INTERPRETATION OF TRAINING RULES**

- 1. State High School League Rules**