

# **DOVER- EYOTA HIGH SCHOOL**

## **COACH'S HANDBOOK**

**2018-2019**

**School Board Approval**

## **COACHES' INFORMATION CARD**

Please carry this with you to meet your needs or concerns as they arise.

MEDICAL EMERGENCY	911
Rochester Police (non-emergency)	328-6800
Eyota Ambulance	911
School Liaison Officer- Casey McFarlen	507-923-7622
John Ostrowski-Cell	507-696-4393
High School Office (7am-4pm)	545-2631
District Office (7am-3:30pm)	545-2924
DE Bus Garage	545-2633
Dustin Pagel-Cell	507-272-5527
Superintendent Mike Carolan	507-273-5432 (cell)
HS Principal Todd Rowekamp	507-259-0229 (cell)
Shauna Hoff-Mayo Trainer	507-429-2485 (cell)
HS Custodians	

If you are on a bus, have the bus driver radio the custodian on duty at the High School to open doors or help you out in any way.

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## **DOVER-EYOTA COACH'S HANDBOOK**

### **DOVER-EYOTA PUBLIC SCHOOLS MISSION STATEMENT**

The Dover-Eyota School system, in partnership with its community, will foster a safe, caring, and respectful environment to develop well-rounded, high achieving citizens who demonstrate character and integrity in an ever-changing world.

This handbook is being developed as a resource for the present Dover-Eyota athletic coaches as well as new coaches coming on to the D-E coaching staff. Many of our coaches are not on our teaching staff and this will help acquaint them to our rules and also provide a review for veteran coaches.

This handbook also will enumerate some of the duties and purpose of the coaches, along with help from the parents and athletes, to help promote and foster the following:

1. The ideals of competition, teamwork, and sportsmanship while looking to achieve success and participation.
2. The development of self-confidence, self-discipline, and organization.
3. The concept of the relationship of a sound mind and body leading to a lifetime appreciation for personal fitness and exercise habits.
4. Good school spirit through students, coaches, and parents.

### **THREE RIVERS CONFERENCE**

The Three Rivers Conference Schools join together in requesting that all people attending games follow a code of ethical sportsmanship. This would include appreciation for the rules of the contest and respect for officials and opponents. Excellence in sportsmanship is the major goal of the Conference programs. The coaches can influence fan behavior by their actions. All coaches should be cognizant of displaying appropriate behavior.

#### **FUNDAMENTALS OF GOOD SPORTSMANSHIP – THREE RIVERS CONFERENCE**

- 1) Know, understand, and appreciate the rules of the contest.
- 2) Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the Officials.
- 3) Show respect for the opponent at all times. Good sportsmanship is the Golden Rule in action.
- 4) Recognize and appreciate skills in the abilities of the participants as amateur in status.
- 5) Good sportsmanship is concerned with the behavior of all involved in the game.
- 6) Show a positive attitude in cheering, refraining from intimidating or negative cheering

#### **THREE RIVERS CONFERENCE SCHOOLS**

- East Schools-Caledonia, Cotter, Fillmore Central, LaCrescent, Lewiston-Altura, Rushford-Peterson
- West Schools- Chatfield, Dover-Eyota, Plainview-Elgin-Millville, St. Charles, Southland, Wabasha-Kellogg

\*Wabasha-Kellogg will be in the East for WR and Golf.

#### **THREE RIVERS CONFERENCE OPERATING RULES**

The conference publishes a handbook of operating rules each year. Coaches must take the time to review this document as it contains information regarding the administration of each event. Information includes starting times, individual sport rules, base distances, media information, etc. The handbook can be found at [www.3riversconference.org](http://www.3riversconference.org).

### **MINNESOTA STATE HIGH SCHOOL LEAGUE**

#### **Mission Statement**

The Minnesota State High School League provides educational opportunities for students through interscholastic athletics and fine arts programs, and provides leadership and support for member schools.

#### **MSHSL Beliefs**

We believe that...

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.

- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

### **ACADEMIC DISHONESTY (CHEATING AND PLAGIARISM)**

Students found to have copied sections from books, encyclopedia, the Internet or other sources, and turned in this work, or the work of another person, as their own, will receive a reduction in grade and may be asked to re-submit the assignment. Students found to have cheated on assignments, exams, and/or other course requirements will receive no credit for that assignment or exam. Reductions or loss of credit due to cheating or plagiarism could result in a failing grade for the course. Academic dishonesty will be considered a violation of the "Good Standing" eligibility clause (Bylaw 206) of the MSHSL Code of Conduct and will result in an eligibility penalty.

### **ACADEMIC INELIGIBILITY (also see SCHOOL DISTRICT POLICY #599)**

A student earning a "Failing" grade or "No Credit" in one or more classes at mid-quarter or the end of a quarter will automatically be ineligible for athletic events and practices for one week. Students in grade 7, 8 will attend the after school program to work on failing or missing work. At the end of that week, a student who has been declared ineligible is responsible for taking a weekly course progress sheet (obtained in the guidance office) to his/her teachers, and having the teachers report the grades. The student will then return the sheet to the Activities Director or counselor which will result in regaining eligibility if the student is passing all classes. Failure to turn in a sheet on a weekly progress sheet will result in ineligibility until a sheet indicating passing grades is turned in to the Activities Director or counselor. The Activities Director will contact coaches and students' parents regarding students who have lost eligibility. Students earning an "Incomplete" grade at the end of a quarter will be ineligible until the incomplete grade is made up. Students in grades 6, 7, 8 receiving a 4<sup>th</sup> Quarter failing grade can attend summer school, complete their work and be eligible for fall sports. Students not attending summer school and failing to make up their grade will be ineligible for the first game of the fall sports season.

### **SERVING PENALTIES IN MULTIPLE ACTIVITIES**

MSHSL Bylaw 205.00 requires that a student who violates MSHSL eligibility rules must serve the applicable penalty for both Category I and Category II activities if he or she participates in both. If a student also participates in a non-MSHSL school sponsored activity, he or she must also serve the applicable penalty for that activity.

### **ACTIVITY BUS**

All busses for athletic events will be arranged by the activities director. An adult coach must be present on all athletic trips, no coach, no trip. Coaches will be responsible for all people riding on the bus to athletic contests. If you go on the bus, you must return home on the bus. Students are allowed to ride home with parents provided they follow the checkout procedure developed by each coach or advisor and there is a parent signature. Please share your check out procedure with your team and the parents.

Bus rules are posted in each bus as well as listed under BUS RULES AND REGULATIONS in this document. The coach is expected to enforce these rules.

### **ANNOUNCEMENTS**

Announcements must be turned in to the school office before 7:30AM to be considered for inclusion when daily announcements are read aloud over the PA system at 8:15AM. To minimize the disruption to class time, only certain items will be read over the PA. Other items will be considered for inclusion in the written daily announcements. Office staff reserves the right to edit or delete any announcements. Early announcements will be posted and available on the website prior to the end of first block. When late announcements are necessary, they will be made at the beginning of a block whenever possible. Occasionally, the weather dictates that cancellation/change decisions are not made until later in the day. In that case, the announcement will be made by 2:30PM.

### **ATHLETIC INJURIES**

The Eyota Ambulance and Mayo Clinic doctors are available at all Varsity home football games and home wrestling matches. Other sporting events will have to call the ambulance for emergency services. In the event of a student injury, please call and inform the parents as soon as possible. Call the hospital and make arrangements before taking the injured person for medical treatment. If the person is suspected of having a head, neck, back injury, or any other serious injury, wait for the ambulance. Arrange for an adult to meet the ambulance at the appropriate gate/door. If it is a serious injury, the athlete will need a doctor's permit before returning to

participate in that sport. A first aid kit will be taken to all games and practices. It is the responsibility of the coach to see that the kit is stocked with first aid supplies.

### **ATHLETIC TRAINER**

A certified athletic trainer (ATC) employed by Mayo Sports Medicine will be available each day to provide athletic training services to 7<sup>th</sup> through 12<sup>th</sup> grade athletes from 3-6pm. The trainer will cover all home events, grades 9-12. They will cover 7 & 8 grade games if they take place in the 3-6pm time frame **or while a 9-12 contest is taking place.** All services will be provided at the high school

### **ATTENDANCE IN SCHOOL (also see School District Policy #503)**

A student must be in attendance the whole day to practice or participate in an event. The high school secretary and activities director will monitor daily attendance and if students are not eligible to participate due to illness or tardiness to school, that information will be passed on to the coach by the activities director. Due to emergency situations at home or other excused absences, a student may be allowed to participate in a contest with approval of the principal or activities director. A suspended student will not be allowed to participate until the suspension has been completed. Coaches will excuse a student from practice with a written note from a parent. (Per Board action 2-7-90)

### **BOOSTER CLUB FUNDS**

Booster clubs cannot pay for students to attend camps or clinics. All fees and expenses for non-school participation, camps, clinics, leagues, etc., must be paid by the student or the student's parents.

Options:

- Booster clubs may sponsor a free camp to all interested students. The camp must be open to all students in the area and may not be limited to just the high school athletes
- Booster clubs may set aside money for jobs performed by students for which a reasonable hourly wage is paid to the student. This money may be used to attend a camp or clinic. The booster club will be responsible to provide a full accounting to the athletic director listing the students who worked, the job(s) performed, and the hours worked and the wages paid.

### **BUS RULES AND REGULATIONS (also see School District Policy #709)**

Students participating in any extra-curricular event or school activity must ride the school-provided transportation to the event. Students are allowed to ride home with parents provided they follow the checkout procedure developed by each coach or advisor and there is a parent signature. Cheerleaders or other guests on the bus are expected to ride in the seats designated by the coach in charge of the bus (i.e. front of the bus). Food/Snacks are allowed on afterschool/extracurricular trips. This allows the athletes the opportunity to have a snack and minimize hunger before their athletic event. More importantly it helps eliminate student athletes from having to go home hungry late in the evening. Cleanliness of the bus is the responsibility of the players and coaching staff. No use of drugs (including alcohol) or tobacco; students must keep all parts of their bodies inside the bus as well as keep their arms, legs, and belongings to themselves; students must stay seated while the bus is in motion and to face forward; no fighting, pushing, tripping, harassment, intimidation of others, or "horseplay"; students are expected to follow the directions of the bus driver at all times, talk quietly, and use appropriate language; no objects are to be thrown while on the bus; weapons of any kind or dangerous objects are not to be brought onto the bus; and finally, do not damage the school bus in any way.

### **CALLING OFF PRACTICE**

On days of early dismissal due to inclement weather, there will be no practices scheduled or games played. On days when school is canceled for the day **practices are also cancelled unless a request is made to the activities director.** After that request, a decision on varsity practices will be made by the administration by 1:00 PM. **Circumstances that may necessitate a practice may be timing of upcoming tournament events, number of games that week, etc.** Dover-Eyota will not play regular season games if school is cancelled. Unless conditions are considered dangerous, calling off practice is discouraged. Many times parents do not know that practice has been called off. Make sure you allow enough time for the student to call their parents and inform them of the practice change.

### **CARE OF EQUIPMENT**

Head coaches have responsibility for all equipment in their sport throughout the entire program (7-12). Each coach should keep an inventory of materials issued to any student. Coaches are responsible to see that all equipment and uniforms are returned at the end of the season. Equipment should be stored in its proper place and inventoried at that time. Any discarded items must be listed and all clothing should be cleaned and repaired for storage. Each head coach will turn in inventories and needs in writing to the activities director at the end of the season.

### **CELL PHONE USE IN LOCKER ROOMS**

The use of cell phones on busses to and from athletic events is under the discretion of the coach. Cell phone use is not allowed in the locker rooms. Under no circumstances are students allowed to make video or audio recordings of a staff member or another student without that person's knowledge and permission.

### **CHEMICAL ELIGIBILITY – MSHSL CATEGORY I ACTIVITIES**

The Minnesota State High School League (MSHSL) defines Category I Activities as “Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.” These activities include, but are not limited to: all athletics, Dance Team, Cheerleading, and Speech and Debate activities if they have regular season contests. Students who have been found to violate the MSHSL chemical eligibility rules will be declared ineligible to participate in Category I Activities in accordance with Bylaw 205.00 of the MSHSL Student Eligibility Bylaws.

### **CHEMICAL ELIGIBILITY – MSHSL CATEGORY II ACTIVITIES**

The MSHSL defines Category II Activities as “Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.” These activities include, but are not limited to: One-Act Play, Band and Choir Large Group and Solo/Ensemble contests, Visual Arts, and Speech and Debate activities if they do not have regular season contests. Students who have been found to violate the MSHSL chemical eligibility rules will be declared ineligible to participate in the next League-sponsored contest for a Category II activity in which they participate.

### **CHEMICAL ELIGIBILITY – NON-MSHSL SCHOOL SPONSORED ACTIVITIES**

The school sponsors and facilitates students’ participation in a number of activities which are not sponsored by the MSHSL. These activities include, but are not limited to: Clay Target Team, FFA, FCCLA, Knowledge Bowl, Math League, Student Council, National Honor Society, Peer Helpers, and Teens as Leaders (TAL). Students who have been found to violate the MSHSL chemical eligibility rules will be declared ineligible to participate in the next contest or event for the school-sponsored activity in which they participate.

### **SERVING PENALTIES IN MULTIPLE ACTIVITIES**

MSHSL Bylaw 205.00 requires that a student who violates MSHSL eligibility rules must serve the applicable penalty for both Category I and Category II activities if he or she participates in both. If a student also participates in a non-MSHSL school sponsored activity, he or she must also serve the applicable penalty for that activity.

### **CHEMICAL USAGE**

Any student found using illegal chemicals (tobacco, alcohol, drugs, E-cigarettes) or in possession of, will be subject to disciplinary action as determined by the Minnesota State High School League. Coaches are expected to report known MSHSL violations.

### **COACHES’ ATTENDANCE AT STATE TOURNAMENTS**

Coaches may choose to attend state tournament games as a form of staff development. District funds in the same amount budgeted for camps and clinics will be used. No expenses such as event tickets, parking, food or lodging will be paid. Requests to attend a state tournament must be received no less than one week in advance and will be approved based on the availability of substitute teachers.

### **COACHES’ INFORMATION CARD**

All coaches will be given a coaches information card, page 2 of this document. This card will include the following phone numbers in case of an emergency: ambulance, police, director of transportation, activity director’s home phone/cell phone, district office, high school office, athletic trainer, and high school principal.

### **COACHING CLINICS**

Coaches are encouraged to attend clinics as professional development in the sport area. The head coach and activities director will discuss the time needed to attend, cost, travel arrangements, number of coaches involved, and accommodations when deciding on approval. Approval will be based on the availability of substitute teachers.

### **COACHES CONTINUING EDUCATION PLAN**

ALL athletic administrators and sport coaches, 7<sup>th</sup> -12<sup>th</sup> grade, as well as fine art coaches and directors in speech, debate, and one act play will be required to complete MSHSL’s Continuing Education Requirement (CER). Head coaches may be required to attend a Coaches Education Class; the district will reimburse the cost of the class upon completion of the class. In addition, all athletic coaches will be required to complete the sport specific Rules Interpretation Meeting annually. You will need to register with the MSHSL, create a Coaches Clipboard, take the Rules Interpretation Tests and post scores. It will also be a vehicle for the MSHSL to contact you with information. Many coaches participate in coaching clinics for the X’s and O’s. Please look at this with the same idea of gaining information to make you better.

### **CONTACT LISTS - PARENTS AND PLAYERS**

Coaches should be creating distribution lists of players and parent contacts. These lists should be used by the coach for cancellations when daily announcements will not reach the team members. Examples would be Saturday tournaments and practice ending early due to inclement weather.

## **CORRESPONDENCE**

The activities director or the high school principal must approve any letters sent from a Dover-Eyota coach on behalf of the athletic department.

## **DISMISSAL TIMES FOR ATHLETIC EVENTS**

A 3:15 bus time indicates the bus will leave as soon as the teams are ready. Please work to get to the bus ASAP. Early dismissals- Players are dismissed 15 minutes prior to the bus departure time. All players need to have their equipment at school ready to leave for the event. · They will not be excused to run home and get their gear.

## **EARLY DISMISSAL FROM SCHOOL FOR CONTESTS**

The administration feels that teams should not leave early for contests. If a need exists, the activities director will notify the high school principal and secretary with information that will be given to the teachers. The coach is responsible for getting a list of those individuals participating in the event to the office for daily announcements, this information should precede the event by one week.

## **ELIGIBILITY OF ELEMENTARY STUDENTS**

Students enrolled in grades K-6 are ineligible to compete on high school teams. They are ineligible to participate in practices as well as games.

## **EQUIPMENT – SUMMER USE**

Schools may not issue their uniforms or personal equipment outside of the high school season. Schools may, however, lease their equipment other than uniforms to non-school camps, clinics/teams. Schools may only issue balls and goalie equipment.

## **FEES AND ELIGIBILITY**

The Activities Director is responsible for the collection of fees. Athletic Department policy states that after the first practice all fees must be paid or the athlete will not be allowed to practice. If coaches collect fees, the name and grade must accompany the payment so it can be credited to the right person. MSHSL Eligibility Forms and physical forms should be collected before the first practice. Parents are provided these forms at the preseason meeting or they can be accessed on our school website. These slips must be turned in to the activities director as soon as possible. Students who cannot pay the fee should see the Activities Director. A decision on the student's ability to pay will then be determined as part of the Free and Reduced Lunch Process.

## **FUND RAISING (also see School District Policy #511)**

All fundraisers must have the permission of the activities director. Request must go to the Activities Director, superintendent's secretary, and to the school board for the final approval of any fund raising project. Request forms are available in the District Office and should be submitted for Board approval prior to beginning the fundraising activity.

## **GOOD STANDING ELIGIBILITY** Good Standing rule applies to all Category I, Category II, and school sponsored activities.

According to MSHSL Bylaw 206.00, a student is in "Good Standing" when that student is eligible under all of the conditions and eligibility requirements of the school as well as the eligibility requirements of the MSHSL. In order to remain in good standing, students must adhere to the MSHSL Student Code of Responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state, and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

## **HIRING OF COACHES**

If a coaching position opens within the district, the activities director will let the present staff know of the time frame and process for filling the position. Conversation at that time will occur as to their interest in the position. Should a vacancy open during the school year and no teaching positions are available, we will post internally as well as externally in search of applicants. If it is a head coaching position, the activities director will assemble an interview team and be part of the interview process, selection of the candidate, as well as let the unsuccessful candidates know of the selection. Should an assistant coaching position open up, we will post the position, the activities director will go through the applications with the head coach, but may not sit in during the interviews. If a coaching vacancy occurs in the same time frame as a teaching opening, we will list the position in the same sources as the teaching position. Efforts will be made to interview candidates for both, if their experience meets our teaching requirements. All coaching applicants will fill out a district application before they are to be considered for the position and submit to a background check before final approval.



## **KEYS**

Each varsity coach should have a key to the uniform storage area. All coaches will have a key to the equipment storage area, his or her locker room, as well as a building FOB and alarm code. The activities director will see that you get keys, a FOB and an alarm code. Should you have problems with the alarm, call the Activities Director.

## **LETTERING**

Each coach will develop a process for the awarding of athletic letters. Parents and athletes should be made aware of the criterion that is necessary to obtain a letter at the start of each season. Coaches are responsible for handing out letters, chevrons, and pins at their end of year recognitions.

## **LOCKER ROOMS**

Each coach is responsible for his or her locker room. The coach is responsible for opening and closing the room. Locker rooms should also be locked during practice sessions. Any episodes of theft will be referred to the coach of the student involved. No student should be left responsible for the locker room. Coaches should have players pick up after themselves and leave the locker room as clean as possible. When we play away from home that locker room should be left as clean as possible. The coach should be the first one in and last one out of the locker room, home or away. Coaches may also want to collect and lock up all valuables in coaches' room to help deter theft.

## **MEETINGS**

The following meetings are mandatory for head coaches: coaching meetings, All-Conference Meetings, Three Rivers Conference Annual Meeting, and the Section 1A Meeting.

## **MSHSL**

Dover-Eyota High School is a member of the Minnesota State High School League and is subject to its rules and regulations.

## **NOTIFICATION OF PARENTS**

All coaches are responsible for notifying parents when their child is no longer participating in the sport. Do not hesitate to call parents with your concerns about their child's attitude, attendance, practice habits, etc. Even more importantly, be willing to contact parents about positive behavior exhibited by their child, acts of sportsmanship, skill development, willingness to help others, etc.

## **OPEN GYM**

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

- the school facilities are available for students to participate in a number of activities;
- the recreational activities are open to all students;
- there is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program;
- there is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team;
- high school coaches may not participate in games, pickup games, provide instruction in the skills of a sport or otherwise influence a high school athlete's participation in open gym.

Open gym conducted as stated above is not a violation of League bylaws. Coaches are encouraged to work with Community Education to offer and find supervision for open gym opportunities. Community Education can sponsor specific open gyms without violation of rules and therefore coaches are not at risk of breaking MSHSL rules.

## **PARENT/ATHLETE/COACH COMMUNICATIONS**

Parents and athletes are encouraged to see the coach early with concerns, after the game is not an appropriate time to speak to the coach, set up a time in which you can visit with the coach and discuss the issue in an acceptable environment. **Conversation should be about your child's experience and conversations about other athletes or coaching strategy is not allowed.** Parents and athletes should try and abide by the following steps when faced with a concern:

Step 1 Player and Coach meet

Step 2 Player, Parent, and Coach meet

Step 3 Player, Parent, Coach and Activities Director meet

## **PARTICIPATION**

The Activities Program of the Dover-Eyota High School is a vital part of our educational system. This program is intended to enrich students' learning and development through activities which foster emotional, intellectual, and physical growth. Development of character and life skills (dedication, sacrifice, hard work, discipline, putting the team above self, accepting victory and defeat gracefully, and the need to set priorities) are included as integral parts of all levels of participation. In addition to the individual enjoyment and fulfillment of the student, the program's primary purpose is to assist students in growing and maturing into responsible members of society.

## **PLAYING TIME GUIDELINES**

The Dover-Eyota School District encourages all students to participate in any extra-curricular program offered by the district. The

district will do all it can to provide staff, equipment, and facilities for these programs. Students and parents must understand that there can sometimes be limitations and restrictions to the amount and level of participation that can be made available to the student.

Playing time is always a concern for players and parents. Our coaches recognize the value of game experience in the development of a player, and will make efforts to provide that experience. In order for a student to learn the values of hard work, cooperation, and teamwork, the playing time of a participant will be based on many factors as listed below, and assuming that all other team rules are being followed. Playing time is recognized as a coach's decision, being based on a player's:

- \* attendance at practice
- \* performance at practices and in competitive situations
- \* attitude
- \* effort
- \* commitment to the team
- \* the given event situation
- \* player match-ups

7th and 8th grade: This is the age where exploration of the activity occurs, and fundamental skills are emphasized. While playing time will be provided for every participant, practice also plays a very significant role in the overall development of the player. For some activities where the number of students deems it necessary, there may be split squad teams. Our district and others in our conference split squads, and add additional quarters to games, to help accommodate the need to have all students play. Skill development, introduction to competition, and teamwork are the emphasis, while winning is a secondary goal.

9th grade: Participation and individual development for all students remain the focus of the activity, but now winning will not necessarily be sacrificed so that everyone can have playing time. The coach is now charged with the beginning stages of developing those who have worked hard, shown exceptional skill, and have dedicated themselves to that activity. However, the coach will still see that everyone gets some meaningful playing time throughout the course of the season. Skill development, fundamentals, sport concepts, and teamwork are emphasized.

B Squad/Junior Varsity: Consisting of a wide range of grade levels, the main objective of participation here is to continue development of those participants who have worked to improve their skills, while providing student athletes with opportunities to achieve success at the varsity level. While all members of the team will continue to be seen as "developing", and continue to receive some playing time, the amount of playing time at this level will be weighted toward those who are more skilled and developed as deemed by the coaching staff in accordance with the Playing Time Guidelines above. Teamwork and skill development continue to be the emphasis.

Varsity: The goal of the varsity squad is to provide the most competitive team possible to represent Dover-Eyota High School, while adhering to principles of sportsmanship, teamwork and cooperation. This will consistently mean playing the best available athletes within roles designed by the coach to produce the most success possible for the team. Playing time will be given to those who will most help the team attain these objectives. In situations where an individual may not understand why playing time is limited, the coach is expected to explain, upon request, what will be necessary in order for playing time to increase. Everyone must remember that this is competitive interscholastic athletics and that the amount of playing time will not be guaranteed.

Varsity Team Rosters: While it is the preference of Dover-Eyota High School that all interested students be allowed to participate at the varsity level that may not always be possible. When participation numbers exceed the MSHSL tournament roster limit, it may be necessary for varsity coaches to enact a system to reduce the size of the squad to those roster limits. If a varsity coach chooses to take steps to reduce the team's roster to the MSHSL tournament roster limit at any time, the following steps shall be taken:

1. a letter sent to parents prior to try-outs defining factors that limit the final squad number.
2. An outline of the sport-specific skills to be observed, and grading manner defined, for the athlete.
3. Try-out sessions will be held at a time of the season determined by the coach.
4. A personal conversation with each player not making the team in lieu of a publicly posted list.

## **PRE & POST SEASON MEETING WITH ACTIVITIES DIRECTOR**

Within two weeks of the official start of practice, and two weeks upon the conclusion of the season, a meeting will be held between the head coach and activities director.

**Preseason Meeting:** Will include but not be limited to: review of coach's responsibilities, goal setting, practice schedules, transportation, lettering requirements, and equipment dispersal.

**Post season Meeting:** Evaluation of season and overall program, evaluation of assistant coaches, off season programs or summer camp plans, and scheduling for next year.

## **PRESEASON MEETING & END OF YEAR/SEASON PARTY**

Your attendance is mandatory at these events. Your responsibility at the preseason meeting includes but it is not limited to: 1) Passing out practice and game schedules; 2) Informing parents and players of team rules; 3) Informing players and parents of the requirements to earn a letter; 4) Informing players of your expectations for the upcoming season. Varsity coaches have the following responsibilities at the end of the season party: 1) Pass out letter and participation awards; 2) Present special team awards; 3) Give a short 5 minute talk about your season that stresses the positive.

## **PROGRAM**

The head coach is responsible for the development of his/her sport. Promotion of your sport may take on the form of summer camps, summer leagues and/or weight room supervision in the off season. The head coach will pass on any information he feels is necessary to his assistant coaches for the success of his program.

## **PUBLICITY**

Each coach is responsible for his/her sport. Media responsibilities include a) Preseason articles: Please promptly fill out preseason information for the media. Be optimistic in your hopes for the season; b) Calling in scores to media outlets, this list can be found in the Three Rivers Conference Operating Rules: Please call when you are the home team; c) Statements to the media: Please be careful when speaking to the media. Many will read a negative comment in the paper the next day. Help the media keep in perspective that these young people are only high school athletes. Other opportunities to promote our athletes are KTTC Athlete of the Week, KFIL Coaches Corner, pictures/articles for the Post Bulletin, and the Dover-Eyota Eagle.

## **PURCHASING OF EQUIPMENT**

All purchasing must be done through the activities director. At the end of your season, coaches will give the AD a list of equipment needs including brand, size, color, and number requested. In early June, a compiled list of equipment requests will be given to vendors after receiving the quotes back the AD will complete purchase orders and order equipment. All effort will be made to get the best equipment for the price. Remember: The district office requires that any purchases must have a purchase order number. These may be obtained from the District Office, via the activities director. Should you order equipment without following the process, you may be subject to paying for the items with personal funds.

## **RETURN OF FEES**

During the course of the season, an athlete may request his fee back due to lack of participation or from an injury which prohibits future participation. If an athlete has participated in one event the athlete will not have his/her participation fee returned. This request will be taken care of by the Activities Director.

## **ROSTERS**

Rosters of teams must be turned into the activities director. The MSHSL website must be updated by the head coach. Opponents will be using this information for their game night programs. No 6<sup>th</sup> grade students or younger will be allowed on high school teams. Rosters also need to be turned in to the HS secretary before each early dismissal, that if information is shared with the teachers.

## **RSCHOOL**

The district uses RSchool as our official activities website. You must use the “notify me” option to keep up to date with schedule, bus time and other changes. We are also using this as host for our team sites. Starting this year, coaches will have a mobile app that will keep you updated on ineligibility, fee payments, physical and MSHSL forms. No longer will you be getting hard copy papers from the AD regarding these issues. The district will also be taking on line registrations, fee payments and parents will be able to upload physicals and MSHSL forms.

## **SCHEDULING**

The activities director is responsible for scheduling, but does appreciate any help or recommendations from the coaches. Umpires and referees will be hired by the Activities Director.

## **SEASON END REPORT**

Each head coach must turn in an end-of-the-season report for his or her respective sport. Included in this report should be game results, team and individual statistics, participation list, and award winners at the team, conference, section, and state level. Any information resulting in changes to the teams’ record board should be shared at this time. Equipment requests for the following year should be turned in at this time as well.

## **SEXUAL/RACIAL/RELIGIOUS HARASSMENT AND HAZING (also see School District Policy #413)**

No student, teacher, administrator, coach, volunteer, official, or employee of the school shall plan, direct, encourage, aid, or engage in any of the above activities. No teacher, administrator, coach volunteer, official, or employee of a school shall permit, condone, or tolerate the above activities. This policy applies to behavior that occurs on or off school property and during and after school

hours. The school district will act to investigate all complaints and take appropriate action against anyone who has violated this policy (School Board Policy 413 Harassment and Violence).

### **SPORT EVALUATION BY COACH & ACTIVITIES DIRECTOR**

The activities director will evaluate all head coaches at the end of each athletic season. In return, all head coaches along with the activities director will evaluate those coaches (junior varsity, B squad, and C squad coaches) working with them. All coaches will turn in to the activities director a list of supplies and equipment needed for the following year.

### **STATE TOURNAMENT AND HOTEL RESERVATIONS**

Dover-Eyota will pay for room accommodations for the 9-12 coaching staff, team and individual participation in their respective state tournament competitions. The AD will make room accommodations for teams that qualify for state tournament games as MSHSL blocks off rooms for team competition. Coaches involved in sports where individuals qualify may make their own reservations prior to the tourney, but hotel costs will be paid either by check or through school credit card. Coaches need to give hotel information to the AD, information should include hotel name, address, cost per room including tax. We will not reimburse for rooms unless this procedure is followed.

### **STUDENT MANAGERS**

Per MSHSL rules, all managers must be in grade 7 or higher to be a student manager; this includes regular season, subsection, and section and state tournament games. Students in grade 6 or lower are not allowed as managers or practice partners.

### **SUMMER COACHING**

MSHSL Bylaws permit you to coach students from our school who have participated at the varsity, junior varsity, B-squad or sophomore level from approximately June 1 through July 31. You must fill out a Summer Coaching Waiver-found and submitted on line, [www.mshsl.org](http://www.mshsl.org). Be reminded that there is a No Contact period each summer during the week of July 4<sup>th</sup>. Consult MSHSL.org for specific dates each year.

### **SUMMER PROGRAMS AND CAMPS**

All coaches should encourage their athletes to participate in summer camps. Each head coach can conduct summer camps to promote their activity to the younger athletes in the district. The head coach and activities director should meet upon conclusion of their season to make preliminary plans. All summer plans need to be finalized by May 1 in order to allow time for promotion

### **SUPERVISION OF WORKOUTS**

Athletes during the season shall not workout on school property without direct supervision of a coach. For liability reasons, a coach must be in the area of participation.

### **TEAM CONDUCT**

All coaches should make sure that their athletes conduct themselves in a positive manner home and away. Each coach should have some type of procedure that is set up to handle all types of disciplinary problems. This should be explained to the students verbally and in writing, at the start of each season. Coaches should be the first one in the locker room and the last one to leave. Any problems arising in the locker room should be reported to the proper individuals whether you are at home or on the road.

### **TEAM PURCHASES**

All purchases of team t-shirts, sweatshirts, or jackets must be approved by the activities director prior to being purchased. No items should be purchased without a purchase order. Money collected should be placed in the activity account until payment needs to be made. Any profit from the sale of such items will remain in the team's activity account.

### **TRANSPORTATION TO SCHOOL SPONSORED ACTIVITIES**

When going on trips for chorus, band, athletics, speech, and other school events, students MUST use the transportation provided by the school. No student may drive him/herself unless arrangements have been made with the Activities Director. Misbehavior or disruptions may result in suspension from traveling privileges and that activity for a length of time as determined by school officials. Students are allowed to ride home with parents provided they follow the checkout procedure developed by each coach. Food/snacks are allowed on after school/extracurricular trips. Students are expected to clean up after themselves.

### **UNIFORMS**

All uniforms are to be collected at the end of each season. Coaches should not allow athletes to keep uniforms until the next season even if they are returning players. Students wanting their uniform(s) for senior pictures can contact the HS during the summer to pick up such equipment. Coaches can collect uniforms after the last game and bring them to the high school to be washed. Make sure to inform players they will need to wear other clothes home after the game. This is a very effective way to get uniforms turned in.

### **WEDNESDAY EVENING STUDENT ACTIVITIES (ALSO SEE SCHOOL DISTRICT POLICY #580)**

No school scheduled events, activities, or practices may be held after 6:30PM on Wednesdays without permission from the District Office. If an athlete needs to leave practice early on Wednesdays, the athlete needs to notify the coach.

#### **WEIGHT ROOM**

Any questions regarding weight room hours can be directed to the activities director or the High School Weightlifting Coach. Hours are posted on the Fitness Center door and printed in the Dover-Eyota *Eagle*. A qualified adult must be present at all times, it is the adult's responsibility to make sure that proper safety and lifting technique is occurring. All lifts should be approved by the weightlifting coach hired by the district. Additional rules, procedures, and clean up policies are posted within this area.

**Dover-Eyota High School**

**Emergency Action Plan**

Dover-Eyota High School has written an emergency action plan that should be followed in the event of a medical emergency. All coaches should be familiar with this document with this document and their role and responsibility in an emergency. Any questions should be directed to the head athletic trainer (or school administrator, in the absence of a licensed athletic trainer).

An **emergency** is the need for Emergency Medical Services (EMS) to give further medical care and/or transport an athlete to the hospital. It is important in these situations that coordination between the athletic trainer, coaches, administrators and student responders be effective. This guide is intended to delineate roles and outline the protocol to be followed should a medical emergency occur.

Situations when 911 should be called are:

- An athlete is not breathing
- An athlete has lost consciousness
- It is suspected that an athlete may have a neck or back injury
- An athlete has a major fracture (open or not)
- Severe heat exhaustion or heat stroke is suspected
- Severe bleeding that cannot be stopped

### **Chain of Command**

Team Physician  
Certified Athletic Trainer  
Athletic Director  
Administrator  
Head Coach  
Assistant Coach  
Athletes

The highest person in the chain of command who is present at the scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to activate EMS by calling 911, along with instructing others on how they may be of help. They will stay with the athlete until EMS arrives.

Once it has been determined that EMS should be activated, the following protocol should be followed:

## **EMERGENCY ACTION PLAN**

1. The highest person in the chain of command or leader will stay with the athlete to monitor their condition and administer emergency care. If possible, a second person in the chain of command will stay to assist the leader. If not present immediately locate Certified Athletic Trainer to take over athlete care. The athletic director or an administrator should be notified that there is an emergency situation on campus as soon as it is practical to do so.
2. The leader will either make the call to EMS or designate another person in the chain of command to do so. Use the closest phone available, preferably a cell phone or a school land line if needed (dial 9 to get an outside line from a school phone before 911). EMS should be told the nature of the emergency, the condition of the athlete, and how to get to where the athlete is located. Also, include the current care the athlete is receiving if able. Tell EMS that someone will meet them at the closest intersection to aid in directing the ambulance to the appropriate location.
  - a. If EMS is on location, they will be called onto the field by two arms overhead with forearms crossed by the leader or someone designated by the leader.

- **IMPORTANT REMINDER: BE THE LAST ONE TO HANG UP!**

3. Phones at Dover-Eyota High School are located in the locker rooms (coaches' offices), fitness center, nurses' office, or main office. There is a phone located in the janitor's room at Dover-Eyota Elementary School. The athletic trainer, athletic director, and coaching staff have cell phones, use these whenever possible.
4. The leader will send runners to all intersections between where the athlete is located and where the ambulance will arrive to direct emergency vehicles to the athlete. They should remain in their position to wave the emergency vehicles through the proper turns to get to the athlete.
5. The leader will designate a person to attempt to contact the athlete's parents.
  - a. **Emergency contact information is located in the high school office, records room. Two burgundy binders are in the filing cabinet marked with a sign.**
6. If transportation is deemed necessary by EMS, the athlete will be taken to **St. Mary's Hospital, 1216 2<sup>nd</sup> St. SW, Rochester, MN 55902**, unless the parents request otherwise.

#### **Emergency Incident Documentation**

1. Describe the incident/mechanism of injury/time the event occurred
2. Describe initial injury management/calling 911/time of call
3. Describe ongoing management/triage of injuries sustained/timeline
4. EMS arrival/team management and hand-off information/time of arrival and hand-off
5. Fill out injury report form
6. Describe any management issues that may have come up during the emergency situation

#### **Dover-Eyota High School** is located at:

615 South Avenue  
Eyota, MN 55934

- The closest intersection is 6<sup>th</sup> St. SW & South Avenue SE (Hwy 142)

#### **Dover-Eyota Elementary School** is located at:

27 Knowledge Road  
Eyota, MN 55934

- The closest intersection is Knowledge Road & South Ave SE (Hwy 142)

#### **West Side Park** is located at:

West 5<sup>th</sup> St. (Co Rd 7 SE)  
Eyota, MN 55934

- The closest intersection is Hwy 42 & W. 5<sup>th</sup> St.

#### **Location of AED's**

1. Hallway outside of gymnasium at both High School and Elementary School
  2. Crow's nest of turf field, on the east wall of the storage area (garage door).
    - a. **This AED will be with Athletic Trainer during outdoor home events 9-12.**
  3. Fitness Center-east wall
- **Coaches should take note of the closest AED to their practice and game locations!**

#### **Important phone numbers:**

**Athletic Trainer:** Shauna Hoff

507-429-2485

**Athletic Director:** John Ostrowski

507-696-4393(cell)

**EMS:**

**911**



**Rochester Police (non-emergency)**  
**School Liaison Officer:** Casey McFarlen  
**High School Office (7am-4pm)**  
**District Office (7am-4pm)**  
**DE Bus Garage**  
**Director of Transportation:** Dustin Pagel  
**Superintendent:** Mike Carolan  
**HS Principal:** Todd Rowekamp

507-328-6800  
507-923-7622  
507-545-2631  
507-545-2924  
507-545-2633  
507-272-5527(cell)  
507-273-5432 (cell)  
507-259-0229 (cell)

**Zone 1: (High School gymnasium, fitness center, athletic training room, wrestling room)**

EMS Route: 6<sup>th</sup> St. SW & South Ave. SE, east parking lot, door #5

- Runner meets ambulance at Door #5 and directs them to either enter through door #5 or follow the bike path around the back side of the school to the appropriate location or nearest door to athlete.

AED: Hallway outside of gymnasium, east wall of fitness center

**Zone 2: (Football turf, soccer game/practice fields, track & field)**

EMS Route: 6<sup>th</sup> St. SW & South Ave. SE, east parking lot, door #5

- Runner meets ambulance at Door #5 and directs them to follow the bike path around the back side of the school to the appropriate location.

AED: Crow's nest-east wall of storage area (garage door)

**Zone 3: (Softball field, baseball field, JH football practice field)**

EMS Route: 6<sup>th</sup> St. SW & South Ave. SE, east parking lot, door #5

- Runner meets ambulance at Door #5 and directs them to the appropriate location.

AED: Crow's Nest, Hallway outside of gymnasium, East wall of Fitness Center (note closest location).

**Zone 4: (Elementary School gymnasium)**

EMS Route: Knowledge Rd & South Ave. SE, front door, #1

- Runner meets ambulance at Door #1 and directs them to the gymnasium.

AED: Hallway outside of Gymnasium.





