

# COACHES HANDBOOK



SCHOOL SPONSORED ACTIVITIES GRADES 7-12

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Welcome to Independent School District 726, home of the Bulldogs. We are excited to have you as part of our Activities Department. This manual is intended to give you an overview of your responsibilities and opportunities, as well as general information about your coaching/advising assignment. It is not intended to cover every possible question that may arise during your time as a coach/advisor, therefore, you are encouraged to contact the Activities Director if you should have questions.

## **ACTIVITIES PHILOSOPHY**

The contents of this handbook apply to all Becker Public Schools sponsored activities in grades 7-12 unless specifically stated otherwise.

The activities programs in Becker will provide the opportunity and the incentive for each student athlete to develop mentally, physically, morally, and socially to the fullest of his/her abilities. The activities programs shall be directed toward the welfare and the best interest of the student participant.

Becker High School is of the belief that athletics and activities are an integral part of the educational system. It is believed that activities contribute to the educational process of developing well-rounded individuals and young adults. Through the combined support and efforts of the community; school district and activities staff, students are given the opportunity to participate in the activities program as spectators and competitors.

These educational experiences allow students to benefit in such areas of development as: interpersonal relationships, group interaction and cooperation, self concept and character, goal setting and values, leadership, initiative, discipline, loyalty, sportsmanship, physical skills and growth, and the personal pride and satisfaction participating and competing in these activity programs.

Since life demands many of the same qualities that are developed through activities, this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

## **SPORTS PHILOSOPHY**

1. Participation in activities is not a right but a privilege that is earned through sportsmanship, team play, mental discipline and hard work.

2. Varsity Sports Philosophy: Becker has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes to develop their abilities through this type of program. By no means is it a 'win at all costs' philosophy but a strong effort to win the contest will be made by the players and the coaches through the application of strategies that provide the highest probability of the best result. The goal of winning may have priority over full participation of all individuals.

3. Junior Varsity and Middle School Sports Philosophy: At these levels of competitions the emphasis is put on participation both during contests and during practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. The priority is participation of all individuals over winning.

### **Activities Department Mission**

District Vision: Developing self-directed learners to thrive in a changing global community

Becker Activities Vision: Instilling key life principles for success

We believe that:

1. participation in activities develop **positive attitudes, good citizenship, sportsmanship, a competitive spirit, and confidence**
2. student activities provide **life-long learning opportunities**
3. student activities promote **perseverance and resilience**, whether winning or losing the student participants face challenges with a “can do” attitude and the ability to bounce back from adversity or experiencing a loss to continue to compete
4. student activities provide a program where everyone understands the **safety and welfare** of the participants shall, at all times, be paramount to the outcome of the contest
5. student participants learn the value of **teamwork** through developing positive relationships with teammates, opponents, coaches, spectators, and officials
- 6.. student participants **enhance** their physical, mental, and spiritual **well-being** through participation
7. the **character** of the student participant is enhanced through the successes and failures that come through participation

## **BHS SPORTSMANSHIP CODE OF ETHICS**

Sportsmanship is characterized by courtesy, fairness and respect. It is interpreted by the conduct of the participants, coaches, advisors, school staff and spectators. We at Becker are continually striving to maintain and improve these qualities.

Becker School District has adopted the following Sportsmanship Code:

1. We will be courteous in speech and action at all times.
2. We will respect our opponent at all times.
3. We will be loyal to our own team but also applaud the abilities of players on all teams.
4. We will obey instructions given by schools and those in charge.
5. We will play according to the rules of each game or contest.
6. We will respect the decisions of game officials.
7. We believe to have a successful team we must have a will to win but will enjoy the contest; win, lose, or draw.



## COACHES

### CODE OF ETHICS

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#### NATIONAL FEDERATION COACHES ASSOCIATION

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the NFCA Board of Directors has adopted the following guidelines for coaches.

**The coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach** shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The coach** shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The coach** should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

**The coach** shall not exert pressure on faculty members to give student-athletes special consideration.

**The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

### **Coaches Contract Information**

Upon your assignment to a coaching/advising position, the Activities Director (A.D.) will outline your approximate dates of employment, as well as your compensation. In general, your “season” runs from the first allowable practice date as set by the Governing Organization—generally the Minnesota State High School League (MSHSL) (Note: a start date may be set as determined by the A.D. for lower level activities) until the conclusion of your season. For varsity activities, the season ends with the last day of the State Tournament. The compensation is determined by the contract between the district and the Becker Education Association (BEA) for Schedule C positions. Each coach/advisor will be paid in two equal installments according to the season sport schedule.

### **Hiring process for coaches/advisors**

All Schedule C positions will be posted/hired according to the provisions of the contract between School District 726 and the designated collective bargaining unit (BEA).

### **Adding coaches/advisors**

Safety, Title IX and a positive activity experience are important factors for the Activities Department when considering the number of coaches each activity will hire. In general, coaching requests should be made a year ahead of time within the normal budgetary process. On occasion, a specific activity may have a larger turnout than expected which may necessitate the hiring of additional coaches/advisors. If the head coach/advisor of an activity believes there are sufficient number of participants to warrant an additional position, they are encouraged to speak with the A.D. and have the justification (statistics) to justify their request. Upon hearing the justification, the A.D. will review the budget numbers and will determine whether or not an additional paid (schedule C) position is requested. All paid (schedule C) positions must be approved by the Becker Board of Education. The addition of an unpaid (volunteer) coach or advisor will be requested by the head coach and approved by the A.D.

### **Professional and Personal Relationships:**

**Rapport:** A coach must develop good rapport with any number of individuals and groups at the outset: with team personnel; with the student body; with members of the professional staff involved (teachers, custodians, bus drivers); with the community as a whole and particularly with the parents, spectators, and athlete; with the media representatives; and with the corresponding coaches of the league and district.

**Cooperation:** The Activities Director expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive activities program. Coaches must work hand-in-hand with the Activities Director, Principal, and other members of the staff. Limited budgets, extended activity programs, and heavy demands on limited facilities make “**cooperation**” the magic word.

**Leadership:** A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and game conditions. A coach is responsible for every facet of description: school codes and regulations, MSHSL training rules, game rules,

ideals of sportsmanship, even student body and crowd behavior. A coach must instill the “desire” to win, to do well, and to lose with dignity.

### **General Responsibilities For All Coaches**

For the purpose of this manual, the term “coach” refers to any director, advisor, or coach employed by Becker Public Schools. Any coach in charge of participants at any level and in any activity will be expected to maintain a high degree of integrity for carrying out their duties and responsibilities. Be an example for your athletes in language and behavior (profanity must not be used).

Listed below are general expectations / responsibilities:

1. One coach should be the first to arrive and the last to leave.
2. Be sure that all participants have the proper paperwork completed before they are allowed to practice. Check all players’ eligibility online at [www.beckeractivities.com](http://www.beckeractivities.com).
3. Establish a policy handbook for your activity that includes team rules and regulations, attendance requirements, awards, discipline, and other pertinent information.
4. Prepare team rosters and load onto the rSchools website prior to the first contest allowing visiting teams to print.
5. Determine bus times and load onto the rSchools website.
6. Have first aid equipment and medical information available at all times. Have an Emergency Action Plan in place for serious injury.
7. Always have supervision in the locker room and practice area when possible.
8. Demonstrate the manner in which equipment is to be worn and make sure all participants are properly equipped.
9. Have a practice plan for all practices.
10. The head coach is responsible for teaching the skills and techniques of the activity and for instructing other coaches in the program on how the skills and techniques are to be taught.
11. Coaches should be dressed in appropriate workout gear during practice and dress appropriately for all games and trips. Coaches should expect their team to dress appropriately and they should set a good example.
12. Assign managers and their duties.

## **Head Coaches:**

The head coach has the year-round responsibility for the development of his/her particular program. In doing so, the coach is expected to instruct the athletes in the fundamental skills, strategy, and physical training necessary to realize a degree of individual and team success. In addition, the coach shall provide student participants instruction that will lead to the formulation of good moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

1. Have an understanding of the rules and regulations regarding the sport as presented in the MSHSL and NFHS rulebook and has a thorough knowledge of the athletic policies in the Activities Handbook as well as the policies of the MN State High School League, and is responsible for implementation of those rules, regulations and policies with the entire coaching staff of their program.
2. Must satisfy all licensure or certification requirements to be a Head Coach in the State of Minnesota.
3. Must complete all MSHSL coaching requirements on or before the deadlines set by the League.
4. Has full responsibility for the overall supervision of the program including Varsity, Junior Varsity, B-team, 9<sup>th</sup> grade, and Middle School teams.
5. Is in charge of assignments and the delegation of duties for assistant coaches in the program.
6. Encourages professional growth by joining the state coaches association and attending coaching clinics with the recommendation that assistant coaches also do the same.
7. Organizes pre-season meetings for parents, coaches/advisors, players, and guests.
8. Is responsible for ensuring all participants have completed the necessary eligibility paperwork before being allowed to participate in the program.
9. Is responsible for the general health and welfare of the students in the activity.
10. Is responsible for the conduct and actions of all participants when under his/her supervision.
11. Is responsible for handing in bus schedules needed in the program and for clearing departure times with the Activities Director or Activities Director's Assistant. A list of the students departing early will also be provided for early dismissals.
12. Will ensure that all participants have transportation home after returning from an away event. In addition, will not leave until each player has been picked up after returning home.
13. Is responsible for supervision of and proper conduct in locker rooms, shower rooms, and play and practice areas and is to make sure these areas are clean and safe for the participants. Must make sure that locker rooms are supervised until all students have left the building.
14. Will secure all doors, lights, and locks before vacating the building.
15. Is responsible for reporting scores and statistics to proper newspapers, radio, and TV stations.
16. Is responsible for keeping emergency phone numbers easily accessible for all coaches in the program and for having an Emergency Action Plan to handle serious injuries. This Plan is also to be on file in the Activities Director's office.
17. Is responsible for the general upkeep and protection of the equipment in the program.
18. Is responsible for a detailed inventory of all equipment at the end of the season, and is responsible for properly cleaning and storing all equipment in the designated areas.
19. Instills in each participant, a respect for equipment and school property.
20. Works with the Activities Director to recommend program purchases within the allocated budget for their program.
21. Is responsible for keeping records as requested by the Activities Director, especially attendance, injuries, disciplinary problems, and post-season awards. Lists of post-season awards will be given to the Activities Director immediately following the season for record keeping and/or for the printing of awards.



22. Will complete the post-season evaluation materials provided by the Activities Director and will return those materials in a timely manner at the completion of the season. A face-to-face meeting will be scheduled with the Activities Director to discuss evaluation materials.
23. Will work together with booster organizations and other community groups to positively promote their activity.
24. Has a primary responsibility of striving to build good sportsmanship and developing good public relations in the school and community.

#### **Assistant Coaches:**

1. Have an understanding of the rules and regulations regarding the sport as presented in the MSHSL and NFHS rulebooks.
2. Keep abreast of all rules and rule changes; attend rules interpretation meetings, innovative ideas and coaching techniques by attending clinics and reading.
3. Assist head coach in overall development of the program.
4. Assume responsibility for care of equipment and facilities.
5. Assume supervisory control over participants and teams you have been assigned and over all participants when such control is needed.
6. Be in attendance at all practices and games and arrive early for games and practices.
7. Supervise locker room areas until all participants under your supervision have left the building.
8. Emphasize safety precautions; be aware of best training procedures and injury prevention action.
9. Apply discipline in a firm and positive manner.
10. Conduct self and teams in an ethical manner during contests and practices.
11. Instruct participants in rules of the game, rule changes, new developments, and innovative ideas.
12. Is responsible for teaching proper skills under the direction of the head coach.
13. Assist in return, storage, and inventory of equipment.
14. Recommend participants for awards.
15. Assist with awards banquet.
16. Additional responsibilities as assigned by the head coach.

#### **Middle School Coaches:**

Middle School coaches are under the direction of the head coach and the Activities Director. The responsibilities listed below are to serve as a guide to middle school coaches. Additional responsibilities may be inherent in certain programs and may be assigned by the head coach or the Activities Director.

1. Has full responsibility for the supervision of the middle school program and is answerable to the head coach and the Activities Director.
2. Is responsible for working with other middle school coaches in the program.
3. Is responsible for keeping practice periods within the confines of the practice schedule set up by the Activities department and for keeping the Activities Director informed of any changes.
4. Is responsible for the protection and upkeep of equipment.
5. Communicate regularly to the head coach and activities director regarding developments in the program.
6. Is responsible for a complete inventory at season end.

7. Is responsible for proper storage of equipment
8. Is responsible for keeping records as requested by the head coach and Activities Director such as attendance, injuries, etc.
9. Is responsible for teaching good sportsmanship and developing good public relations in the school and community.
10. Is responsible for seeing that each participant has turned in the proper eligibility forms.
11. Is responsible for the actions and conduct of the team at all times when it is under his/her supervision..
12. Will ensure that all participants have a ride home after returning from road trips, and will not leave until all participants have been picked up by a parent or parent designee.
13. Is responsible for making sure that locker rooms, shower rooms, and practice and game areas are safe and clean.
14. Is responsible for keeping emergency phone numbers easily accessible and has an Emergency Action Plan in place.

### **Volunteer Coaches**

Volunteers can be a vital component of successful activities programs. In general, volunteers should be used to augment, not replace, hired coaches and advisors. There are guidelines that must be followed for coaches/advisors to entertain the usage of volunteers in an activity. All volunteers must be pre-approved by the A.D. so a background check form can be filled out and submitted **BEFORE** they begin working with our student-athletes. This does not include the use of parent volunteers for one-time events such as scorekeeping or chaperoning. Volunteers should not transport students in vehicles. If volunteers are utilized, they can supervise students, but should not have sole supervisory authority for students. In other words, volunteers should not be the first or last one present at an activity and should not have duties such as unlocking/locking buildings, fields, etc. A paid coach/advisor must provide oversight of the volunteer.

### **MSHSL Coaches Dashboards and Continuing Education Requirements**

All coaches of teams in Grades 7-12 are required to create a Coaches Dashboard on the MSHSL website. Once this has been done, coaches of athletes in grades 7 and 8 must complete Continuing Education Requirement (CER) Units 1 and 2 and coaches of athletes in grades 9-12 must complete CER Units 1-3. CER #1 includes the Concussion Protocol, and CER #3 is the General Rules meeting, and CER#3 is the Sport-specific Rules meeting.

### **Practices**

All practices are to be supervised by the contracted coach or advisors at all times. Any replacement coach/advisor must be approved in advance by the AD.

1. All practices must be scheduled so they can be put on the facilities calendar. Coaches are to do their best to avoid scheduling practices during parent-teacher conferences or open houses so as to not interrupt the opportunity for students and parents to discuss academic achievement with staff during those events.
2. Sunday meetings or practices with activity participants are prohibited by the MSHSL. Practices on other holidays must be voluntary with clear indication that they are voluntary. Practices when there is no regular classroom instruction scheduled or over

extended periods without school may be scheduled by the coach with the approval of the AD. No practices will be held after 6:30pm on Wednesday.

### **Injury Care and Reporting**

All participants must be reminded repeatedly to report all injuries to their coaches as soon as possible. Coaches should administer first aid they feel qualified to handle and refer the participant to the Athletic Trainer, parents, or physicians for severe injuries.

Each coach/advisor, regardless of level, is ultimately responsible to provide a safe environment for each participant. All coaches/advisors are encouraged to maintain a current CPR and First Aid certification, if possible. If a participant is injured, the coach/advisor shall provide a detailed description of how the injury took place and what steps were taken by the coach(s) or if the Emergency Action plan was enacted. This description should be shared to the Athletic Trainer, School Nurse, and the Activities Director. The coach should also contact the parents of the injured athlete to inform them of the injury. Emergency parent contact information is available for coaches at [www.beckeractivities.com](http://www.beckeractivities.com).

When an athlete/participant is injured and must seek medical treatment, the coach/advisor will ensure that the athlete does not participate again until the participant is cleared/released by the Athletic Trainer. The Athletic Trainer will be responsible for injury management and written clearances/releases provided from a doctor.

### **Discipline With Participants**

From your position as coach, you may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total educational experience. Your practice procedures, attendance regulations and game tactics, as well as the manner in which you deal with rule violations will reflect your disciplinary abilities and greatly determine your effectiveness as a coach. The head coach is usually the judge of what shall be done when rules are violated, but the principal and activities director must be informed when any serious violation occurs.

Some standard guidelines might help to be more consistent when major infractions do occur:

1. We want to be firm, but ensure that justice prevails.
2. We are concerned first about what is best for all participants and second with what is best for the individual.
3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the participant and makes it clear that the team will do without him/her if he/she does not live up to the standards set. It is here that explanations be given fully to the participant and his/her parents. The suspension may be for a definite period of time or it may be indefinite if some type of corrective behavior must be displayed.

Discipline may be the key to the success of your team. Be firm, be fair, and be consistent. Make sure your athletes know the standards by which you are going to run your team.

## **Transportation Requirements and Guidelines**

All team members and managers must travel on the assigned bus to and from the event. Written permission from the parent or guardian is necessary in the Activities Office before leaving on the trip if a student will be riding home with an adult over the age of 21 who is not their parent or legal guardian. The coaches/advisors will receive notification from the Activities Office if permission is granted.

## **Coaches Responsibilities On Trips:**

1. Hold a team meeting before departure to finalize the itinerary. Participants should inform parents of these facts. This should be done in writing for special trips such as state meets or overnight trips. Include addresses and phone numbers of hotels. Each participant must double check equipment and assume responsibility for it throughout the trip.
2. Prepare a checklist of equipment needed.
3. Any injured participant may only be released to parents or to the doctor.
4. Inform participants on the safekeeping of valuables.
5. Travel itinerary should be cleared with the Activities Director's office.
6. No inappropriate behavior will be allowed and no obscene language will be allowed. Set standards of behavior and hold to them.
7. Bus/Restaurant/Hotel Conduct:  
The coach should double check locker rooms, hotel rooms, restaurants, and buses to make sure nothing is left and that everything is picked up and that no damage is done. Do not tolerate horseplay, loud shouting, hanging out of windows, or other inappropriate behavior. Set rules up ahead of time. The coach is responsible for bus conduct, not the driver.
8. Use of Opponents Dressing Facilities:  
Coaches should discuss with team members appropriate conduct when using dressing rooms. The condition of the facility should be noted upon arrival and before leaving to protect against vandalism. Also, guard against stolen items. Any item found is to be turned in to the Activities Director for return to the opponent. Also, double check so equipment is not left behind.

## **School Closing**

When school is closed or dismissed after being in session due to inclement weather, no formal practice or scheduled events may be held that day. The following policy will be followed:

1. Early Dismissal: When school is dismissed early due to inclement weather, there will be no practices or scheduled events for the remainder of that day.
2. Closed for Entire School Day: When school is closed for the entire day due to weather conditions, there will be no formal practice or scheduled events that day. \*\*Rare exception may be for a Region-sponsored event. AD, Superintendent of Schools, and Transportation Director will discuss and make a decision based on the safety of any students/staff involved with the activity that is to take place that day.
3. Late start: When school has a late start, there will not be any practices or scheduled events before school. \*\*Exception would be if the Superintendent approves such a practice before school start times.

### **Budget and Purchasing**

1. Uniforms for each activity will be replaced as necessary upon the approval of the AD.
2. All purchasing will be the responsibility of the AD based on budget or fundraising availability.
3. Head coaches are responsible for submitting requests for purchases of equipment and capital items to the AD in a timely manner to ensure delivery prior to the start of their season.

### **Scheduling**

1. All activity schedules are the responsibility of the AD. Each coach is encouraged to assist in the scheduling as much as possible.
2. All officials will be scheduled by the AD. Recommendations from coaches are important.

### **Eligibility of athletes/participants**

Before a student can participate in a school-sponsored activity, they must meet certain eligibility requirements. Students should register online at [www.beckeractivities.com](http://www.beckeractivities.com). Once all of the paperwork is complete, a copy of their most recent physical has been turned into the Activities Office, and the activity fees are paid, they will show up on the online coaches report that they have met the eligibility requirements. Students should not be allowed to participate, even in practices, without all portions of the online eligibility paperwork complete.

It is the coaches/advisors responsibility to be familiar with both the School's and the MSHSL's rules for eligibility. Any reports of school or MSHSL violations should be forwarded immediately to the A.D. Players who are ruled ineligible by the A.D. will still be expected to be part of all team activities/practices and follow the same guidelines as those eligible participants, except in cases where the participant is excused from school or to be making up missing work or studying for class. Students must communicate with the coach if they miss practices due to academic responsibilities.

### **Fundraising**

Coaches/advisors should consult the ISD 726 policies on fundraising, as all school or team sponsored fundraisers must be submitted for prior approval by the Superintendent and the Board of Education. The accounting of the funds from these fundraisers shall be the responsibility of the coaches and/or individual sports associations or booster clubs. In general, participation in fundraisers shall not be a prerequisite for players or participants and shall not be used to determine playing time issues or status with the team. In addition, the utilization of fundraisers by individual teams should be kept to a minimum.

Money raised should be used exclusively for augmenting the experience for players and should not be used for coaching apparel or other coaching perks. All fundraising requests should be discussed with and submitted to the A.D. before it is presented to the Superintendent for approval.

## **Clinics and State Tournaments**

1. Coaches that are district employees that wish to attend coaching clinics or state tournaments must get prior approval from the AD and the building principal in which the coach works.
2. Any tuition expense for attending a clinic for credit must be paid by the coach.
3. Registration, tickets, and parking for clinics and state tournaments will be paid for by the school district and/or the activity account (Fund 15).
4. Each head coach and top varsity assistant coach/advisor may attend one day of the state tournament/performance for their activity. If the coach/advisor is an employee of the district, the substitute will be paid, but all other related expenses will be borne by the coach/advisor.
5. For teams/individuals participating in the state tournament/performance, the varsity and junior varsity level coaches in that activity will be permitted absences from school to perform their coaching duties.
6. State Tournament Pay (as per BEA contract): Coaches required to work beyond the regular season will be paid:  
For Team Participation: For every week beyond two weeks of the last regular season competition, varsity coaches and varsity assistants will receive 5% of their salary per week of competition.  
For Individual Participation: For every week beyond two weeks of the last regular season competition, varsity coaches and varsity assistant coaches will receive 3% of their salary per week of competition.  
A coach that meets both criteria will be paid the higher of the two amounts. A week is defined as beginning on Monday.

## **Expense reports (MSHSL, conference/section meetings, etc.)**

Occasionally, the MSHSL, the Section and Conference may require attendance at certain meetings for coaches/advisors depending on the level of the activity. For these required meetings, the district will either provide a means of transportation or will reimburse mileage to the coach/advisor. Each coach/advisor should consult with the A.D. in regards to the required meetings for the MSHSL sponsored activity and ensure that mileage reimbursement is built into the budget.

## **Keys/Fobs**

Paid coaches/advisors will be issued keys and fobs for the areas which they need to access for practices and contests. These keys are not to be lent to other unauthorized staff and it is the coaches/advisors responsibility to ensure that areas are secured when the activity is finished. Keys and fobs for lower level coaches shall be turned in to the A.D. at the end of the activity season.

## **Building Security**

Each district building utilizes a security system and coaches/advisors should become familiar with the operation of the system within a building they will be utilizing for practices or contests. Key fobs for the system will be issued to each paid position coach or advisor and shall not be lent to unauthorized users. It is the responsibility of the coach/advisor to ensure each room or locker room is locked and all participants have left or been picked up before they leave the premises. If the contest or practice is held outside

the normal school day or when custodial staff is not present in the building, the head coach/advisor will ensure the building is locked down and secured.

### **Fitness Center Usage**

Conditioning and strength are key components to successful performance. Supervision is a key factor in ensuring the safety of our students while in the fitness center.

Coaches/Advisors shall not open the fitness center for students without supervision. The coach/advisor shall remain in the fitness center to ensure that the proper lifting techniques and the safety of each student is being upheld. Coaches/Advisors should make sure that the Fitness Center and locker room areas are vacated and secured at the completion of the workout session.

### **General Facility Usage**

Coaches and advisors should work with the Community Education Assistant before each season to create a facility usage schedule. The scheduling of practice areas will require cooperation and collaboration by all facility area users to ensure maximum utilization of practice areas. Contests, whether middle school or upper level, will take precedence over practices. All activities using the facility must be on the facilities calendar so the custodial staff will be aware of facility usage and double-booking does not occur.

### **Equipment Check and Inventory**

Before each season, coaches/advisors will be responsible for an inventory and safety audit of their equipment and facilities and will inform the Activities Director of any deficiencies. It is the coaches/advisors responsibility to inspect the equipment and facilities to the best of his/her ability before the season in order to provide the safest possible experience for the participants. All equipment must be cleaned, repaired, and stored in the appropriate area at the completion of the season.

### **Coaches/Advisors Evaluations and End of Season Report**

Upon completion of each season, the Activities Director will provide each head coach/advisor with final evaluation/end of season report paperwork that will need to be completed by the coach/advisor. Each head coach/advisor should then schedule a time with the Activities Director to complete a season and program evaluation. At this time, the Activities Director shall discuss the progress of both the coach and the program and evaluate the direction of the program for the future. Areas of needed remediation shall also be identified (if applicable). Head Coaches/Advisors are encouraged to have a discussion with each coach in their program as an evaluation of their performance for the season. The Head Coach should be able to also notify the Activities Director of any coaching vacancies that the program may face for the next school year/season. It is the responsibility of the head coach to keep and maintain all records, both team and individual and to submit a summary of the season including participants, won-loss record, award winners, and recommendations for the program to the AD. This should be completed no later than 3 weeks following the completion of the season.

### Awards & Lettering Guidelines

A list of the activity awards are listed in the Activities Handbook. While an individual coach has discretion on the awards to be given, the Activities Department will only provide for three of those listed in the Activities Handbook. The purchase of any additional awards will be the responsibility of the individual program. All coaches/advisors are expected to follow the lettering guidelines as printed in the Activities Handbook. If lettering guidelines have changed, it is the responsibility of the head coach to inform the Activities Department of those changes so the handbook can be updated.

### Activities Banquets

The head coach will make arrangements for their individual awards banquet. The AD's office should be informed of the date so that it can be placed on the school calendar. The expenses for the activity banquets are the responsibility of the program.

### Conflict Resolution Protocol/Chain of Command

In order to respect the rights of all involved parties, a system has been implemented to deal with concerns that may arise during the season. This chain of command is important to ensure these concerns are dealt with in a timely and productive manner.

#### **I have a conflict? How do I proceed?**

Conflict is almost inevitable when working with passionate, highly focused and dedicated people. While good communications and clear guidelines will help limit conflict, there must be clear protocols in place to deal with conflict when it arises.

The following steps should be followed when a concern is voiced. Our goal should be to resolve conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary. It is always wise to keep the Activities Director aware of any conflicts that are being handled in your program, no matter what level the intervention is at currently. **School District Policy 103 will be followed regarding complaints from students, employees, parents, or other persons.**

#### **Steps in Resolution of Conflict**

Parents and coaches/advisors are strongly encouraged to maintain open lines of communication. A procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians and students, for the resolution of concerns related to the activities program.

The steps below are designed as protocol to follow until resolution is reached. If an issue rises to steps 3 or above, it is to be guided back to step 1. **Every effort should be made to resolve all issues at the lowest possible level. A majority of issues are solved at the first step if allowed to occur.**

**Step 1 Coach/Advisor/Student:** The student and the coach/advisor will meet to discuss the issue. This meeting should occur within five days of the incident. The goal of this meeting is to bring closure to the concern.



**Step 2 Coach/Advisor/Student/Parent:** The parent and student should schedule a meeting with the coach/advisor within five school days of incident or within five days of the initial meeting between the coach and student. Meeting time must be convenient to both parties. The meeting agenda is limited to the initial issue. Coaches/advisors may request administrative presence at the meeting, but the coach/advisor will run the session and provide a detailed summary for the Activities Director.

In order for the discussion between the parent and coach to be productive, the following times to approach a coach/advisor should be **avoided**:

- either prior to or immediately following a game (**24-hour cooling off period**)
- during a practice session
- during a time when other teammates are present
- a time when it is apparent there will not be sufficient time to allow for a complete discussion.

**Step 3 Coach/Advisor/Student/Parent/AD:** If no closure is attained at the meeting, the coach/advisor must create a written summary of the meeting within five school days for review by the Activities Director. If the parent requests a meeting with the Activities Director, a **Step 3 Form** (that can be obtained in the Activities Office) must be completed by the person with the conflict and turned into the Activities Director. The Activities Director will set up a meeting with the coach/advisor, parent, and student (at the discretion of the Activities Director). After the meeting, the Activities Director will make a ruling on the issue and share the findings and solution strategy with the family, coach/advisor, and building principal.

**Step 4 Parent/Principal:** If the established ruling/strategy is still unacceptable to the family they may then meet with the building principal to discuss alternatives. The Activities Director, coach/advisor, and/or student will be present at the meeting with the parent and principal at the principal's discretion.

**Other key points:**

- Playing time and team selection are determined solely by the coaching staff. These discussions should be between the coach/advisor and the student. A parent may only be involved in these discussions if the student is present (should not exceed step two).
- Calls should be directed to school contact numbers only.
- Data privacy rules must be maintained; do not discuss other students.
- Failure to follow the process may impact the final ruling on the issue.
- If the parent refuses to involve the student in the process, the conflict resolution process is compromised.
- Respectful communication is expected between both parties; if at any time the meeting becomes confrontational, it will be terminated with a possible reschedule.

## **Guidelines for Playing Time**

All playing/participation time is not a right but a privilege that is earned through sportsmanship, team play, mental discipline, regular attendance at practices, and hard work.

## **Varsity Sports/Activity Philosophy**

Becker has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes/activity participants to develop their abilities through this type of program. By no means is it a win at all costs philosophy but a strong effort to win the contest will be made by the players/participants and the coaches. For non-competitive activities or ones without an opponent or standards based judging, a strong effort to achieve maximum potential will be the focus.

At the **Varsity** level, the head coach shall determine the playing time of individual players. An effort will be made to win the contest and there is no guarantee of playing time.

At the **Junior Varsity** level, the coach shall determine the playing time of individual players. However, the emphasis on winning will be less than at the varsity level. At the Junior Varsity level, coaches shall try to develop players to enable them to be ready for varsity level competition.

At the **Sophomore** level, the coach shall determine the playing time of individual players. At this level, an emphasis will be placed equally upon winning and player development. All playing time will not be equal, but all players will be given an opportunity to develop their skills through practices and contests.

At the **Freshman** level, the coach shall determine the playing time of individual players. Player development will be the main focus of this level, yet the goal of the contest will be to be competitive and win when possible while still allowing every participant the chance to compete. Extra time may be scheduled to allow the less skilled players the opportunity to compete.

## **Middle School Sports/Activity Philosophy**

At these levels of competitions the emphasis is put on participation both during contests and during practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. Teams may be divided by skill level, and the coach will still determine playing time for individuals, but an emphasis will be placed on equal time for all. A goal is set to win the contest but not at the cost of not allowing a certain individual a chance to participate. Playing time will be as equal as possible in the Middle School levels, but will be based on other factors as the level of the sport/activity increases by grade level.

### **Limiting Squad Size**

If an activity has a large number of participants, too large to safely and effectively conduct practices, the coach/advisor may limit the squad size. If this is deemed necessary, there will be an evaluation/tryout period for that activity as determined by the coach or advisor. If a student participant does not qualify for team membership following the evaluation/tryout period, the participant will be offered a full refund for the activity fee paid.

### **ACTIVITIES ACCELERATION POLICY**

Participation by students on athletic teams representing the Becker Schools will normally be limited to those students representing the school that they attend for regular classes (i.e. Varsity teams should have only students from the High School). Such teams constitute an integral part of the educational programs and are primarily designed to serve the needs of only the students of that school.

This policy represents the basic guideline for athletic participation in Becker. However, on rare occasions, a middle school athlete may be so physically and emotionally mature, as well as athletically gifted, that consideration should be given to allowing that student to leave his/her middle school team and compete at the senior high level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental, and emotional well being, and the best interests of the student's total development. In addition to the specific student concerns, the effect on the middle school and senior high school programs must be considered. At the middle school level, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the senior high level. The welfare of the student must be the focus of all recommendations and decisions.

### **CONSIDERATIONS TO EXAMINE**

- Physical abilities and emotional needs of the student(s).
- Effect on both middle school and high school programs.
- Academic performances of the student(s).
- Students, parents, coach, principal, and activities director are in agreement.

### **ACCELERATION PROTOCOL**

1. The head varsity coach will initiate in writing the proposed acceleration to the high school activities director.
2. The varsity coach, middle school coach, middle school Principal, middle school guidance counselor, high school Principal, and activities director will review the proposed acceleration and come to a mutual agreement if the acceleration should take place.
3. If the recommendation is to further consider acceleration, the parents/guardians and the student will then be notified by the head varsity coach and asked to review the recommendation in a meeting with the coach and activities director both present.
4. Once the student has been accelerated, the student will have a two-week evaluation period. At the end of that time, a final decision on placement for the season shall be made.

5. Once the student has passed the two-week evaluation period, the student must remain at the level and may not return to a lower level for the remainder of the season. The athlete would not play at the lower level when the accelerated level of competition has been completed in the same season.

## **DEFINITIONS**

- A. Grade levels 9, 10, 11, and 12 shall be considered as senior high programs.
- B. Grades 7 and 8 shall be considered the middle school program.

**C. Individual or Team Programs:**

Students in 7<sup>th</sup> and 9<sup>th</sup> grade are strongly encouraged to participate in programs available at their age level. While MSHSL rules state that all 7-12 students are eligible to participate in the 9-12 program, it is the general practice of School District #726 not to accelerate students from middle school programs to senior high school MSHSL team programs. However, when extenuating circumstances arise, any exceptions to this practice will be reviewed through the use of the Acceleration Protocol.

**D. Combined Individual/Team Programs:**

Some programs have combined middle and high school levels to ensure the opportunity for all students. In 7-12 combined programs, students are eligible to compete without use of the Acceleration Protocol.

All names of 7<sup>th</sup> and 8<sup>th</sup> grade students competing at a JV or Varsity level in combined programs shall be promptly forwarded to the Activities Office. This information will also be given to the middle school administration.

**NOTE:** 6<sup>th</sup> grade students are not eligible to participate in any 7-12 activity programs (as per MSHSL policy).

### **Title IX guidelines**

Questions concerning Title IX should be directed to the Director or Human Resources. Because compliance is a top priority for our programs, it is asked that coaches/advisors communicate with the Director of Human Resources on any issues that could affect our district's commitments regarding Title IX.

### **Recruiting Policies**

It is the goal of Becker schools to maximize participation in each of its activities. As part of this process, coaches and advisors are expected to recruit potential participants for their activity. In general, only those students not currently participating in a same season activity should be approached and/or asked to participate. A good rule of thumb is for all coaches and advisors to ask a student first if they currently participate in an activity during said season. If the student answers in the affirmative, wish the student luck in their activity. If not, then it is permissible and encouraged for coaches and advisors to invite the student to join their activity or learn more about the activities being offered during that time.

### **Academic Extracurricular Activities**

Becker offers several academic extra-curricular activities and encourages students to be involved in these activities. Some examples of current offerings include Visual Arts, Drama (HS Musical, MS Musical, and One and Three Act plays), and Yearbook.

Coaches of sports teams are encouraged to work with students who are involved in these academic extracurricular activities to accommodate schedules when possible. Advisors of these academic extra curricular activities are encouraged to work with the A.D. and communicate on a regular basis about said activity and provide suggestions or recommendations about the program and its needs.

### **Academic Lettering**

There are opportunities for students to earn recognition for academic achievement. Such opportunities include: academic lettering, academic all state awards, and MSHSL Spotlight on Scholarship awards, and the Scholar Athlete Award. Each coach/advisor should work with the A.D. to ensure that academic excellence is honored by each sport/activity.

### **Suggested Topics for Parent meetings:**

- Your Purpose Statement
- Contact information and best method/time to contact
- Practice schedules/calendar of events
- Eligibility/Registration paperwork
- Importance of Academic eligibility
- Lettering policy
- Conflict Resolution Policy- 24hr. “cooling off” period
- Team selection/evaluation process- Limiting Squad Size
- Playing time philosophy