

INDEPENDENT SCHOOL DISTRICT  
No. 716

# **Belle Plaine Public Schools**



## **2025-26 Coaches/Advisor Handbook**

**Activities Director**  
John Bergs

***Expecting Excellence from Everyone, Every Day!***

# ***BELLE PLAINE ACTIVITY PHILOSOPHY COACHES/ADVISOR HANDBOOK***

## **Philosophy and Purpose:**

It is the basic educational philosophy of the Belle Plaine Schools to prepare its students to become productive, contributing citizens of their community and society. Co-curricular activities are school sponsored and directed activities designed to provide opportunities for pupils to participate, on an individual or group basis, in school and public events for the improvement of skills. The activities program is a complete extension of this philosophy.

Within this context, it is the purpose of the school's activities program to foster and promote:

- The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.
- The development of self-confidence, self-discipline, organization, decision-making skills and goal orientation.
- The concept of an integral relationship between a sound mind and a sound body leading to lifetime appreciation for physical fitness and good health habits.
- A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches/advisors, and the community as a whole.

## ***CODE OF ETHICS***

### **Statement of Philosophy:**

The Minnesota State High School League has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner.

The coach is an official representative of the school at interscholastic events. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

### **Code of Ethics:**

- Coach will be in violation of the standards for good sportsmanship established by the Minnesota State High School League by:
- Making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench, or through any public news media;
- Arguing with officials or goes through motions indicating dislike/disdain for a decision;
- Detaining the officials following the contest to request a ruling or explanation of actions taken by the officials; or
- Being ejected from any contest.

### **Actions and Response:**

Unsportsmanlike actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate.

Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.

### **Commentary:**

It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assume the responsibility for their actions. **Please remember that the AD will have to be able to defend your actions in and around our students.**

### **FEE SCHEDULE**

A. Football 9-12	\$200
Football 7-8	\$135
Boys/Girls Soccer	\$175
Boys/Girls Hockey	\$260
All Other Sports 9-12	\$175
All Other Sports 7-8	\$125
Fall Play	\$175
One Act Play	\$175
Junior High Play	\$125
Visual Arts **	\$75
JH Visual Arts	\$50
Robotics	\$175
Speech	\$175
Weight Room	No Fee

\*\*\* A fee will be required of pit orchestra members(musical) and crew members only if the student is striving for a drama letter.

B. Families on Free or Reduced Lunch pay 50% of the fee.

C. Family maximum = \$425 if one child.

\$600 if two children.

\$750 if three or more children.

D. Junior High Individual Max= \$325 (includes Athletics and Arts)

E. Refunds will be allowed during the first week of practice only; except in cases of extended illness or other situations that are unique and approved by the

administration. In no instance will a refund be granted after half the season has been completed.

### **ADMITTANCE FEES**

BPHS Event Admittance Fees will be:

\$7 for adults  
\$5 for students.

BPHS season passes will be available in the district office.

Family Pass Pricing will be:

\$150 = for adults  
\$75 = for students  
\$300 = for family  
Free = for Senior Citizens

### **STUDENT / ACTIVITY CONDUCT POLICY**

Belle Plaine Public Schools recognizes that students who participate in any school sponsored extracurricular activity are important representatives of the school and community. Therefore any Belle Plaine student who exhibits conduct that is unbecoming of a representative of the Belle Plaine Public Schools will receive disciplinary action as determined by school officials.

A Belle Plaine student participating in any school sponsored extracurricular activity who is guilty of illegal possession and/or charged by a law enforcement agency will be considered in violation of the Minnesota State High School League Eligibility Rules. That student will be disciplined according to current standards established by Belle Plaine High School and the Minnesota State High School League Eligibility Rules.

### **Sexual/Racial/Religious Violence and Hazing Policy:**

\*A student shall not engage in Sexual/Racial/religious or Hazing activity at any time while being involved in Belle Plaine Activity programs.

\*Any student deemed to be in violation of this policy will be subject to investigation by local Law Enforcement and BPHS Administration. Based on the findings of the investigation, students will be subject to suspension/punishment/removal as seen fit by the Belle Plaine High School Administrative team.

Complete description of the MSHSL Sexual/Racial/Religious Violence and Hazing Policy Below: (Penalty will be determined by local Administration)

**200.00 BYLAWS**

**\*THIS POLICY SHOULD BE REVIEWED EACH SEASONAL ELIGIBILITY MEETING**

### **WEDNESDAY AND SUNDAY PRACTICES**

The district believes that it is important to help minimize family choices made between family time and scheduled pre Kindergarten-12th grade sponsored functions. Therefore, from September 1st to April 30th, no school sponsored activities for which the district controls will be

held after 6:00 p.m. on Wednesday evenings, and no activities will be scheduled before 12 noon on Sundays.

The MSHSL bylaws prevent scheduling of practice or games on a Sunday, but there is not a bylaw to prevent scheduling games on a legal holiday. The Board discourages schools from scheduling games on legal holidays.

## **GENERAL ACTIVITY POLICIES**

### **CLINICS:**

The head coach of a sport or advisor of each activity is permitted to attend one clinic per year with the registration fee and substitute teacher at school expense. The request should be submitted to the Activities Director, when possible, at least three weeks prior to the clinic. Ass't. coaches need to use a personal day or staff development funds to attend. Approval is at the discretion of the Administration.

### **ATTENDANCE (NONPARTICIPANT) AT STATE TOURNAMENTS:**

- Head coaches/advisors of MSHSL sponsored activities will be dismissed from school for 2 days to attend the state tournament/meet.
- All assistant coaches/advisors in that sport/activity will be dismissed for one day.
- No tickets, meals, or any other expenses will be furnished by the school district, *except as the budget allows as determined by the AD/HS Principal.*
- Student participants may be excused from school to attend the state tournament, in their activity, if they bring written permission from a parent or guardian. The excuse must be given to the principal or activities director at least one day prior to the tournament.

### **3. ELIGIBILITY OF STUDENTS:**

a. Coaches/Advisors must give a list of participants to Activities Director as soon as possible. In all cases, your list of candidates is to be filed with the Activities Director at least one week prior to the first event.

b. For MSHSL sponsored activities the student must have on file in the Activities Director's office the following forms:

1. Physical form (For athletes)
2. Eligibility information form
3. Parent permit form MSHSL

No student is to participate in events until all fees and forms have been presented to the coach or the Activities Director.

**Students that are NOT currently enrolled at BPHS will NOT be eligible for Varsity/Junior Varsity competition. Example: Cologne Academy/St. Michael Catholic Schools(Prior Lake).**

#### PUBLICITY:

All head coaches/advisors are responsible for notifying all news media of results immediately after conclusion of event (when appropriate). The Activities Director will provide a list of media to each head coach/advisor if necessary.

#### DISMISSAL:

Before dismissing someone from your activity, a conference with the Activities Director is required. Please notify the Activities Director's office when a participant on your original list of participants drops the activity.

### **SPECIFIC POLICIES**

#### SUPERVISION:

All groups on the field and in the buildings shall be under adult supervision at all times as prescribed by the administration.

#### PARTICIPATION:

Participation in activities is open to all students who are enrolled, subject to rules of the MSHSL.

#### SCHEDULING:

All contests and activities must be cleared through the AD Office.

#### SCRIMMAGES:

All scrimmages must be cleared with the Activities Director. The district will not fund officials.

#### ACCIDENTS OR INJURIES:

- Reports must be filed with the Activities Director.
- Call to inform parents/guardian of injury.
- In case of serious injury, contact Activities Director or other administrative personnel. DO NOT LEAVE THE STUDENT UNATTENDED.
- Call the hospital or doctor and make arrangements before taking the injured person for medical treatment.
- If the person is suspected of head, neck, or back injury, or an injury that by moving them might possibly injure further, an ambulance should be called.
- Send a coach along with the injured student to the doctor or hospital. The coach should stay with the injured student until parents arrive. If only one coach is present, send a parent or another responsible adult with the injured player.
- A permit to participate form must be given by the student to the Activities Director upon return to school. This form must be signed by doctor before the student is allowed to participate in practice or play again after serious illness or injury.

#### TRANSPORTATION:

- When bus transportation is provided for activities, the student must ride the bus both ways unless the parent contacts the coach in person and signs a statement or have

written permission to the coach or AD in advance. In no instances can another athlete ride home with another student. Athletes may ride home with another parent with written permission given to the AD prior to the event.

- Each coach must fill out request for transportation so that a master list can be compiled for the coaches and administration.
- Upon return, coaches will remain with team members until all have received rides home.

#### PASSES:

The following passes should be honored for admission to all athletic events:

- School courtesy passes for school personnel.
- BSC Conference passes.
- State Coaches Association Passes.
- Senior Citizen Passes.
- State/National Activities Director Passes.
- Media.

#### COACHES EDUCATION/RULES INTERPRETATION MEETINGS:

Head coaches must take the MSHSL required Online training for Coaches Education. This requirement is good for 3 years. Rules Interpretation meetings will also be a part of the Coached Ed. Online Education. This must be done yearly.

#### CHANGING SPORTS / DROPPING SPORT:

A student cannot drop one sport for another after two weeks (10 days) of the official starting time of the activity without the consent of both coaches involved. The Activities Director will resolve conflicts based upon individual circumstances. In all cases, 7-12, please inform the Activities Director's office when a player drops from your sport.

#### PRACTICE SESSIONS:

Athletic practices and MSHSL activities can be held every day except Sunday. Other BPHS activities can practice on Sunday, when necessary. If you plan on not practicing on a normal practice day, please inform the Activities Director. Unless prior approval in an extraordinary situation, practices will not be held during a time when the coach is to be at parent-teacher conferences. All coaches will provide season practice/game schedules for their participants.

#### BUS SCHEDULES:

Master bus schedules are set at the beginning of each season and all scheduling is done by the District Activities Director and Bus Coordinator.

#### POST SEASON REPORT:

All coaches will turn in a summary at end of season. The details should be equivalent to the level at which your team participates and is to be prepared within two weeks of the completion

of each season, sent to the AD (minimum is summary, participants).

**Head coaches must include the following:**

- Season End Report
  - List of participants Grades 7-12
  - Season record (if applicable)
  - Paragraph summary of season and another summary for compilation book
- Season stats (if applicable)
- Requisitions for next season
- List of Letter persons
- Equipment checked in (if applicable)
- Inventory of all equipment, uniforms, etc. (if applicable)
- Schedule Requests
- Staff meeting of all coaches in program

Final payment for extracurricular assignment is delivered upon completion of postseason report.

**HALF TIME ENTERTAINMENT:**

Any request for half time entertainment must be cleared with the Activities Director.

**LOCKER ROOMS:**

- The head coach and/or assistants must be in the locker room before practice and be the last one to leave when practice is ended. Be sure the locker room is locked and clean.
- Coaches should see that the locker room is left reasonably clean.

**HOSTING OF TOURNAMENTS:**

Regular season tournaments must be cleared with the Activities Director. The district will attempt to host tournament contests.

**MILEAGE AND MISCELLANEOUS:**

- All mileage allowance for scouting must be approved by the Activities Director in advance.
- Meal allowance for State Tournament (as participants) will be determined by the AD.

**BANQUETS, AWARDS PROGRAM:**

Each activity must hold a culminating activity at the conclusion of their season. This can be waived only by administrative permission. Team and individual awards, letters and all conference awards should be handed out at this time. The families of the participants may be included in the program. The costs of a banquet will need to be shared by parents and the coaches.



**MSHSL, BSC & BPHS RULES:**

- All coaches are responsible for knowing and observing MSHSL, Big South Conference and BPHS regulations. The head coaches will receive a copy of their sport regulations prior to the beginning of the season.
- BPHS reserves the right to withhold BSC All Conference or other honors.

**BPHS LETTERING:**

- Upon earning a first letter, participants will receive a chenille letter, pin, bar and certificate.
- Additional letters will be a printed certificate and bar.

**COACHING VACANCIES:**

All vacancies in coaching positions will be handled by the Activities Director

**POLICY OF STUDENT INSURANCE:**

The parents are responsible for any coverage of insurance for a boy or girl in interscholastic athletics.

**POLICY ON PHYSICAL EXAMINATIONS:**

The Minnesota State High School League requires that any student who intends to participate in high school interscholastic athletics and cheerleading activities shall certify readiness for participation by completing a physical examination every three years. Physical forms must be on file in the Activities Directors office.

**CANCELING PRACTICE:**

- If weather conditions are considered dangerous, practice should be canceled. Contact the Activities Director, if possible, before doing so.
- There will be no practice on days when school has been called because of inclement weather.
- Inform the Activities Director of any practice cancellations.

**ATTENDANCE POLICY**

In order for a student to participate in an extracurricular practice, game, event, or contest, she/he must be in class all day. Any exception must be approved by the Activities Director or building principal. (Exceptions can be, not limited to, funerals, college visit, field trips. Any student whose parents have called in to excuse them for a doctor or dental appointment will not be affected by this policy).

**PLEASE MAKE A COPY OF THIS RULE AND GIVE IT TO EACH  
PERSON IN YOUR ACTIVITY OR SPORT.**

**ACADEMIC ELIGIBILITY POLICY**

**JUNIOR-SENIOR HIGH ACADEMIC ELIGIBILITY POLICY & REQUIREMENTS**

A student participating in a MSHSL or in Belle Plaine extra-curricular activities must be in good academic standing. Grades are checked every four to five weeks, with three grading checks taking place each semester. A student who is not passing at a grading check is ineligible until they have reached a passing grade for the course. Reasonable time must be given to the teacher to allow them to correct a submission to adjust eligibility status. A student who fails the first semester is ineligible until the first grade check of the second semester. A student who fails a second semester course is ineligible for the remaining events of the current school year, including Sub-Section, Section and State competition.

\*All academic eligibility appeals will be addressed with the Principal and Activities Director.

\*Junior High Students who fail an Elective (quarter class) will be on academic probation and work with administration to gain eligibility.

**PARTICIPATION CONDITIONS**

All student athletes desiring to participate shall meet attendance, conduct, and scholastic requirements.

The Athletic Department believes student/athletes in Grades 7-8 should play at grade level. Movement of players to a higher level is discouraged. However, it is recognized that exceptional student/athletes do appear in a program. If a 7th-8th-9th grade student is deemed talented enough to participate on a higher level squad ( in a sport where this is not the norm) and if the player's abilities are a necessary component to the current year's team as a whole, movement can take place upon approval of all the following: Athlete, Parents, Coaches, Activities Director and Principal(s). In Grades 9-12, coaches must have the flexibility to move players to their proper level of competition. Student athletes in Grades 7-8 who have been moved forward in a program and have spent the majority of playing time at the higher level may not be moved back down in order to participate in tournaments.

**7TH AND 8TH GRADE TEAMS:**

The primary concern is to provide a program which will allow each athlete optimal participation regardless of their skill level. The following guidelines should apply to assure that the program is for the benefit of the athlete. These guidelines are as follows:

- All Athletes that meet the academic and attendance standard and actively participate shall be given practice time and game time.

- All team members have a uniform or are dressed alike (if possible) for competition. These three guidelines of participation are of philosophical nature. They are made possible by the coaches following the procedures listed here:
- Each junior high coach must follow the philosophy of participation. The desire to include every athlete is more important than the desire to win a given contest. Certain games or meet alterations are needed and worked out by all coaches to assure participation.
- Practices must be planned and organized effectively to deal with the large number of participants and the wide variety of skill levels.
- Facilities must be used to their greatest advantage. Cooperation is needed between boys coaches and girls coaches as well as between the other groups and organizations that share school facilities.

Coaches must remember that the above guidelines and procedures are a result of coaches working for the “development” of each participant. Each individual that comes to a coach has many human needs; physical, emotional, social, etc. It is important to coach the athlete as well as the sport. When dealing with athletes, several basic characteristics and needs of these athletes should be taken into consideration:

- Physical, mental and emotional growth and development.
- Directed leadership and supervision that stresses self-discipline, self- motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
- Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
- A need to belong to a group and be accepted by peers.
- The need to explore a variety of experiences.
- A chance to channel their energies in physical activity of some kind.
- A means of achieving self-satisfaction (Opportunity for success)

The coach must be willing to work with any athlete who is interested and has a need to belong, not just work with the gifted, highly skilled athlete. As a coach of young athletes, we must constantly be seeking to aid our participants in the best way possible. Each of them is an important individual whose experiences shape attitudes and action for the future.

#### **“C” TEAM:**

“C” Team is considered a transition year. Participation in practice and contest will continue to be emphasized and no squad members will be cut on the basis of ability. “C” Team coaches will make every effort to give significant playing time to all players throughout the OVERALL season, (playing time may be based on practice, cooperation and attitude). With the philosophy of participation, teams will strive to be competitive.

## **VARSITY AND “B” TEAMS:**

Participation by the most skilled participants, that will enable possibilities for individual and team success (in some cases it may be necessary and permitted, to limit the size of the Varsity and “B” squads to a workable number).

## **SELECTION POLICY FOR VARSITY AND “B” TEAMS**

### **Responsibility**

- Choosing the members of athletic squads is the responsibility of the Head Coach and coaches of those squads.

### **Procedure**

1. When a squad number is limited, the process will include three important elements.  
Each candidate shall:
  - a. Have an opportunity to participate in a minimum of (5) practices.
  - b. Be personally informed of the reason why the candidate was not chosen by the coach
2. Candidates not chosen for the squad will NOT BE POSTED.
  - a. Participation fees collected from athletes will be fully refunded to those not
  - b. Athletes not selected to the squads will not be allowed to practice due to space.
  - c. Athletes not selected will be encouraged to be part of the team through team management positions.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
4. If a coach foresees difficulties as a result of squad selection, he/she should discuss the situation with the Activities Director.
5. If the number of participants is low in any grade level, players will be allowed to move to equalize the numbers. This will not eliminate playing time for any individual.

### **Recommended minimum number of players for teams/events.**

Baseball/Softball	12	Basketball	10
Football	18	Volleyball	

Any adjustment to the recommendations must be approved by mutual consent of the Activities Director, Coaches and Administration.

## **PROBLEM/CONFLICT RESOLUTION**

As coaches we are professionals and are expected to conduct ourselves in a professional manner. We cannot promise that all concerns can be resolved to individual preferences, but we can promise that we will listen to concerns and respond to the best of our ability.

In order for our programs to be successful, we must all work together-parent, coach and participant. We strive to do what is best for each individual student within the concept of team. As teachers and coaches we care a great deal about your son or daughter and want to contribute to his/her individual development in a positive way.

To allow for an appropriate exchange of opinions when the need arises in our program of activities, the following procedure has been developed to create an open line of communication between school, parent/guardian, student and coach. The procedure will allow for an exchange of opinion in a professional manner.

1. Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, student, official or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker room are not appropriate places to handle conflict. If you have a concern, please call or arrange a meeting the following work day after the incident. Many of our coaches teach in the district. Most coaches have voicemail in the building where they teach. Leave a message and the coach will return the call. If you wish, a letter to the coach may be the most appropriate way to initiate a dialogue. If your concern has not been addressed to your satisfaction, then refer to the flow chart below. As you see, the first step is participant contacts coach.

2. Chain of Communication - Every organization has and needs orderly process to use when problems/issues arise. Follows is the Belle Plaine Schools chain of communication:

- Participant contacts Coach
- Parents contact Coach
- Parents contact Activities Director
- Parents contact High School Principal
- Parents contact Superintendent of Schools
- Parents contact School Board

Parents/athletes are strongly encouraged to follow this chain of communication whenever an issue arises concerning a coach or director. If a concern is not resolved to your satisfaction at one level, you are encouraged to go to the next level in the chain of communication. However, all concerns should begin with the coach/director and then advance up the chain.

### **PARENT'S RESPONSIBILITIES**

Parents are expected to encourage their children to perform to the best of their abilities both in activities and in the classroom. They should be a source of support for the athletes and the program in which they are participating.

Parents should be role models for children and set a good example for all of our students at Belle Plaine High School. As such, they will exemplify good attitudes by treating all players, coaches, fans, officials and other parents with respect and dignity. Parents must insist that

students abide by rules established by the coach, school district and the Minnesota State High School League.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar, racial, derogatory or disparaging remarks are never appropriate. Parents should allow their children to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

### **SEASONAL MEETINGS**

Once each season BPHS will hold a mandatory meeting for parents and students in which the Activities Director will highlight rules of the MSHSL and Belle Plaine HS. After this initial section of the program, students in grades 7-12 will meet with their coaches.

### **BASEBALL/SOFTBALL POLICY**

The Community and School Policy states that:

- No member of the high school baseball or softball team will be permitted to join the city program until the high school season is completed, unless permission is granted by the head coach after consultation with the Activities Director. A player/student must have successfully completed his/her sophomore year to be eligible to participate in the city program.
- In city tournaments, no high school player can receive cash prizes. It is recommended that awards and prizes for non-school participation should be of a symbolic nature. However, the acceptance of an award valued at less than \$25.00 when received for non-school participation will not constitute a violation of the amateur status.

***BE SURE TO SHARE WITH YOUR Bb/Sb PLAYERS***

### **WEIGHT ROOM POLICY**

The following policy's intent is to insure user safety and the safety of others while occupying Belle Plaine School District 716's weight room. These weight room rules and regulations are:

1. No person or persons shall occupy or utilize the weight room unless directly supervised by a responsible coach or adult trained in proper weightlifting techniques and safety spotting.
2. Weight room time schedule shall be posted on the entrance wall of the weight room, with the Community Service Office, and the District Office. Any changes in the above schedule must be authorized in writing by the Community Service Director.
3. Any fee for use beyond the regularly scheduled school district's physical education classes and/or extra curricular activities may be assessed at the discretion of the Community Service Director.
4. Any misuse of equipment or improper behavior will result in dismissal from the weight room.

5. All lifters must work in groups of at least 2 people.

### **HIV INSTRUCTIONS**

Instructions for use of the sports spill kit for the control of Infectious Disease, including HIV and Hepatitis B Virus.

1. Stop play.
2. Remove player from game.
3. Put on gloves.
4. Give player gauze to stop bleeding.
5. Use toweling as needed.
6. Spray affected areas, equipment, uniform as needed.
7. Put all contaminated items into leak resistant bag.
8. On conclusion of event put filled bags into red bags (use labels if appropriate).
9. Take gloves off and use hand wipe and also put into the red bag.
10. Dispose of bags as per local regulations. (New Prague Hospital or Shakopee Hospital).
11. Complete Reporting Form when applicable.

Each coach or training kit should have a Bio-Fluids exposure control kit.

If you have any questions, please call or read the information from the MSHSL regarding control of Infectious Disease, including HIV and Hepatitis B Viruses.

### **DUAL PARTICIPATION POLICY**

A Belle Plaine athlete can compete in two varsity sports in the same season. The athlete must: In conjunction with parent, declare a major sport/minor sport; The student must have a GPA of 2.67 or higher.

## **MSHSL CATEGORY I, II, AND NON HSL ACTIVITIES POLICIES**

### **Category I Policy:**

1. During the calendar year, regardless of the quantity, a student shall not:
  - A. Use or consume, have in possession a beverage containing alcohol;
  - B. Use or consume, have in possession tobacco; or,
  - C. Use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

2. Penalties and Recommendations for Category I Activities:

Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

Athletic Activities: as listed in bylaw 412.00 - Sponsored Activities

Fine Arts Activities:

1. Debate
2. Speech Activities including One Act Play - when a school schedules a season of interscholastic contestants.

**First Violation Penalty**

The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

**Second Violation Penalty**

The student shall lose eligibility for the next six (6) consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

Recommendations:

1) It is recommended that before being readmitted to activities following suspension for the second violation, the student shall now evidence in writing that the student has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.

2) It is recommended that, when appropriate, the school refers a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

**Third or Subsequent Violation Penalty**

1) The student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks, 28 calendar days, whichever is greater, in which the student is a participant.

2) If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering program. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

Recommendations:

It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.



#### Accumulative Penalties:

Penalties shall be accumulative beginning with the student's first participation on a high school team or activity - B-squad, junior varsity or varsity - and continuing throughout the student's high school career.

### **Category II and Non HSL Activity Policy**

#### Activities:

1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.

2) Music and Drama activities.

3) Clubs and Organizations.

4) Visual Arts

1) The guidelines in this policy are in regard to Chemical Eligibility.

2) The guidelines in this policy are minimum standards and will cover students in activities during participation in Grades 9-12

3) Upon confirmation of violation, the following action will take place:

a. Student will meet with Activities Director. Student will be informed of the violation.

b. Student will be recalled to meet with the AD and other high school administrator and/or advisor to have final confirmation.

4) The length of penalties for violation shall be as prescribed below:

1st Violation: Student will miss the next public performance. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's public performance. If not a performance oriented activity, student will not participate in any activity of the group for two weeks. Student will serve up to five hours of community/school service at the discretion of the school administration.

2nd Violation: Student will miss the next two public performances. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's next two public performances.

If not a performance oriented activity, student will not participate in any activity of the group for six weeks. Student will serve up to five hours of community/school service at the discretion of the school administration.

3rd Violation: Student will miss the next three public performances. Student will also sustain appropriate academic, lettering, or production consequences as determined by the advisor/administration. No recognition will be given at the group's next three public performances. If not a performance oriented activity, student will not participate in any activity of the group for twelve weeks. Student will serve up to ten hours of community/school service.

If after the third or subsequent violations the student on her/his own volition becomes a participant in a chemical dependency or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL and BPHS activities after a minimum of missing two public performances or six weeks of an activity. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

After completion of all facets of the program (including penalties) related to the student's particular violation, the student will be eligible to reenter the activity.

## **BELLE PLAINE LETTERING POLICY**

### **Awards:**

The Monogram BP will be given after a student has earned the first letter. Only one letter will be issued to a student while participating in activities at Belle Plaine. An emblem will be given with the first letter indicating in which activity the student lettered. A bar will be given for each year and each activity a student letters in a sport or activity. Senior students will receive a certificate, (known as the **Senior Activities Award**), with all letters noted on the certificate, which have been earned by the student.

In order to qualify for a letter the following criteria must be adhered to:

1. The student must complete the season.
2. No letter will be issued until all school equipment is returned.
3. All fund raising money must be turned in or overdue fines paid before the letter will be awarded.
4. Coaches discretion.
5. An injured senior who was unable to finish the season may earn letter (depending on coaches discretion)
6. Display conduct and attitude which is commendable to the team, school and community.

NOTE: Each coach will determine his or her own criteria for obtaining a letter. A senior is not entitled to a letter unless the coach says he or she has earned one.

## **Individual Lettering Requirements:**

### **Boys Basketball:**

The player must participate in at least 1/4 of the total number of quarters in regular season games.

### **Cross country:**

1. Be on the Varsity Squad for at least 5 regular season meets.
2. Be on the Varsity Squad for the MRC or Section meet.
3. Anyone missing more than 3 practices or meets (total), will not letter or receive end of season award.
4. Complete a full season during your senior year. A senior must have participated at least two years in order to receive a letter.
5. Run a time of: Boys 18:36 5k, Girls 17:15 4k
5. Special consideration.

### **Baseball:**

Players must enter into 7 varsity games or have recommendation by coaching staff. Player must also have commitment to team on & off the field.

### **Softball:**

A player must enter into seven (7) varsity games or recommendation by the coaching staff.

### **Football:**

1. Participate in 8 quarters of varsity games.
2. Coach's discretion on players that do not reach the 8 quarter requirement, (injuries or outstanding practice player).

### **Volleyball:**

1. Participate in one-third of the total number of games in the regular season.
2. Coaches discretion which includes athlete's demonstration of teamwork, sportsmanship and attendance.

### **Golf:**

A Tiger golfer must accumulate a total of points equal to the number of meets the team competes in during the season. (Ex: If there are 16 meets, a player must earn 16 points. If one or more meets gets canceled because of bad weather, then the number of points will be adjusted.)

Points:	Varsity	B/JV
Compete	3	1
Place	5	2
Medalist	7	3

### **Tennis:**

1. Adhere to all MSHSL Rules.
2. Attend all scheduled practices & meets unless excused.
3. Exhibit sportsmanship on & off the court (as determined by coaching staff/AD)
4. Represent the team at three or more varsity matches.

5. Coaches discretion.

**Track:**

Must meet one of the following criteria:

1. Accumulate 12 team points throughout the season. 3 Bonus pts awarded for each year on the varsity team.
2. Place or earn in the conference or sub-section meet.
3. Earn several team points and through coaches discretion (teamwork, sportsmanship, attendance and improvement) .
4. Be a Senior
5. All letter winners must complete the season. (through the conference/sub-section meets)

**Wrestling:**

1. Coach's discretion
2. Sectional wrestler
3. 6 dual matches
4. Senior - "Paid Dues"
5. Injured & would have lettered.
  - a. Complete season.
  - b. At matches to cheer team
  - c. Help in any capacity
  - d. Supportive of wrestling program.

**Girls Basketball**

1. The player will complete the season.
2. The player will participate in regular season game.
3. The player will demonstrate a positive attitude, good attendance record, and display a positive influence on the team.
4. An exception can be made to the above criteria in case of injury, illness, or other extenuating circumstances. This will be at the discretion of the coach.

**Dance Team:**

Those girls wishing to earn a varsity letter in dance team will be considered on the basis of their daily contributions and dedication to the team and self improvement during both practices and performances. This can be achieved by following all MSHSL and dance team rules. The dancer must also perform in 67% of scheduled performances, including 1/2 of the competition/shows scheduled. Special consideration may be used at the coach's discretion.

**Speech:**

1. Student will adhere to all MSHSL and local regulations regarding eligibility.
2. Students must practice with the coaches regularly .

3. Students must participate in two-thirds of the meets and participate in post-season MSHSL - sanctioned tournaments.
4. Coaches may, at their discretion, determine the eligibility of a participant for a letter in speech.

**Drama:**

To earn a letter in Drama, in any given year, the following criteria are established:

1. Student must participate in two productions.
  - a. Cast
  - b. Crew
  - c. Orchestra (Musical)
2. Director has discretion if above criteria are not met.

**Visual Arts:**

Students must meet one of the following criteria:

1. Placing in the top three of your category at the local competition.
2. Earning an Excellent on two artworks at the local competition.
3. Earning a Superior at the local competition.
4. Earning a place on the Section Team.
5. Coaches discretion.

**Band:**

To earn a letter in Band, a student must participate in all four quarters and perform in all required concerts and pep band events. In addition the student must participate in an additional activity such as the BBQ Days Parade, Jazz Band, Pit Orchestra, Percussion Ensemble, Clarinet Choir, Saxophone Ensemble, or perform at the State Solo/Ensemble Contest in the spring. If a student receives a MSHSL violation, he/she is ineligible to letter ; this decision and others up to the directors discretion.

**Choir:**

To letter in choir, a student must participate in all activities of the choir for 4 semesters. These activities include all concerts and Large Group Contest. If anything is missed, the student will not letter. Missing for illness may be overlooked if the student has been a member in good standing, and makes up the absence with the instructor. If a student participates in extra activities, he or she can letter in two semesters. Extra activities include performing a solo or in an ensemble for a concert, performing a solo or in an ensemble for Solo and Ensemble Contest, going on a choir tour, or participating in Choir Day at St. Olaf College, or any activity that the choir does that requires preparation and performance. Pins are given out to members of permanent ensembles. Permanent ensembles meet for the school year and perform at most or all concerts, and Solo and Ensemble Contest

**FFA:**

To letter in FFA, student must successfully complete one credit of Agriculture Education, participate in the State FFA Convention, Maintain a 2.5 GPA or higher, and have an SAE in place and complete an application.

**BELLE PLAINE STUDENT/ACTIVITY AWARDS****SENIOR SCHOLARS ACTIVITIES AWARD**

- Senior Year Only
- Lettered in at least two MSHSL sponsored activities in the current year.
- Scholarship of B or better (2.8 )
- No MSHSL violations during the present school year or carry overs from preceding seasons to cause loss of competition.

**ATHLETE OF THE YEAR - 1 Male, 1 Female SENIOR**

A Plaque will be awarded + Scholarship from Tiger Club Fund

Years of participation; all-conference selection; leadership qualities; character of person; sportsmanship; No MSHSL violations during the present school year or carry overs from preceding seasons to cause loss of competition.

IF NO SENIOR ATHLETE MEETS THE REQUIREMENTS NONE WILL  
BE CHOSEN THAT YEAR.

**FINE ARTS PERSON OF THE YEAR - 1 Male, 1 Female. SENIOR**

A Plaque will be awarded + Scholarship from Tiger Club Fund Outstanding speech, drama, visual arts and music based on years of participation; leadership qualities; character of person; No MSHSL violations during the present school year or carry overs from preceding seasons to cause loss of performance.

**ELIZABETH ALBRECHT AND JERRY MILLER STUDENT ATHLETE AWARD**

1 Male, 1 Female SENIOR - A Plaque will be awarded + Scholarship from the Tiger Club Fund. Years of participation, all-conference selection, scholarship (B or better); cooperation with school personnel; character, must be a senior; No MSHSL violations during the present school year or carryovers from preceding seasons that causes loss of competition.

**LETTERWINNER CERTIFICATE**

To anyone in any activity that has lettered.

JH PARTICIPATION AWARD To anyone in JH sports; Coaches discretion

**Minnesota River Conference Sportsmanship Creed**

**All coaches, players, and fans**

- Accept officials decisions
- Be respectful at all times
- Respect public property
- Display good sportsmanship
- Show respect for coaching decisions during and after games.

**BELLE PLAINE HIGH SCHOOL**

**TIGER ACTIVITIES**

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**MSHSL CATEGORY I**

Football  
Volleyball  
Girls Tennis  
Cross Country

**MSHSL CATEGORY II**

One Act Play  
Large Group/SE Choir  
Large Group/SE Band  
Visual Arts

**Non MSHSL ACTIVITIES**

Three Act or Musical  
Art League  
FFA  
Student Council

Boys Basketball  
Girls Basketball  
Wrestling  
Baseball  
Softball  
B/G Track  
B/G Golf  
Speech  
Dance Team  
B/G Hockey  
B/G Nordic Ski  
B/G Soccer

Trap Shooting League  
Robotics

Yearbook  
MHS  
Concert Band  
Pep Band  
Concert Choir