

Long Prairie - Grey Eagle



Coach/Advisor Handbook

Handbook Purpose:

The purpose of this handbook is to define activity policies and procedures of Long Prairie-Grey Eagle. The success of the athletic/activity program depends upon the understanding, teamwork, and cooperation of administration, staff, athletes, and parents in carrying out the activity policies. In addition to the information in this handbook, the LPGE athletics is governed by the rules and regulations of the *Minnesota State High School League*.

It is important that we provide a good example to our students. We should strive to communicate effectively with both parents and students to ensure our program expectations, rules, and procedures.

If, at any time, there are concerns, talk it over with the Activities Director. The district wishes to have everyone work where they feel comfortable, can have open communication, and not be afraid to fail.

Developing relationships with parents, student participants, and fans is vital to our success. Parents should know the rules and expectations of the coaches for each program. When everyone understands and agrees, it is a lot easier to maintain support and direction in each program.

ACTIVITY PHILOSOPHY:

School Activities are a part of the extra-curricular educational process of LPGE. It serves as an arena for learning. We strive to have each student enjoy a positive experience while developing competitive teams. Within this framework, the participation of all students who are interested in any type of activity is encouraged, without compromising that competitive nature.

Why Do We Play Philosophy:

We play to give students more. When we are intentional, the more leads to development of important life skills like:

- Being responsible;
- Striving for excellence;
- Learning from mistakes and failure;
- Helping others succeed;
- Overcoming adversity; and
- Being a contributing member of a team

Activity Code for the Activities Director:

- Place the athletic policy of the school district in writing and communicate it often to coaches, students, parents, spectators, and support groups.
- Cooperatively lead the school and community in creating and maintaining an atmosphere which is conducive to an educationally sound activities program.
- Develop schedules which are educationally and physically sound for students.
- Originate contracts with school and officials which are complete and specific.
- Hire officials who have the confidence and agreement of both teams, and arrange for their comfort and security.
- Support officials in cases of adverse rulings, and rate officials objectively on the basis of all parts of their effort and all events, not isolated parts of a single contest.
- Provide every student on each level in activities proper equipment and uniforms for practice/competition.
- Prepare and maintain the contest site in the best possible condition.
- Maintain sidelines for exclusive use of players, coaches, and officials, and handle crowds so there is no encroachment on playing space.
- Refuse admission to contests to persons who have shown lack of sportsmanship.
- Provide printed programs which accurately report names of players and help spectators understand the purpose and rules of the activity and to encourage good sportsmanship.
- Provide working accommodations for media covering the contest.

Duties of the Activities Director:

- The Activities Director acts as the principal's designee in all matters concerning the activities program. He/she is charged with the supervision of the activities program.
- The Activities Director should constantly be aware of the need for good public relations with the staff, administration, patrons, and opposing schools. This also includes maintaining a highly acceptable level of publicity for the entire activities program.
- It is the duty of the Activities Director to work with the principal and coach/advisor of the activity in season in setting up a schedule of games that does not conflict school procedure.
- Formulates all schedules for interscholastic contests. In doing so, considers suggestions from the head coach in each sport and makes contracts with the approval of the principal.
- Contracts and makes payments to all game officials. Considers the coaches' recommendations pertaining to which officials to hire.
- Checks and keeps on file scholastic eligibility of each athlete.
- Verifies and keeps on file athletic physical and parent consent forms.

- Keeps on file an inventory of all activities equipment and supplies as reports by the head coach/advisor.
- Keeps records on file pertaining to each activity win-loss record by season, letter winners, and individual record holders as reports by each head coach/advisor.
- Arranges all transportation for away activity contests and practices.
- Schedules the use of all facilities, with the cooperation of the coaches/advisors involved.
- Oversees ticket sales and collecting money for contests, home and away as needed.
- Supervises advertising and publicity for contests. This may be delegated to coaches as deemed appropriate.
- Supervises maintenance of equipment and facilities. Facility maintenance will be coordinated with building administration.
- Schedules all ticket takers and sellers and supervisory help for home contests.
- Provides supervision of all home contests and has responsibility for crowd control.
- Submits all forms to the MSHSL pertaining to tournaments.
- Order and distributes tournament tickets.
- Works with parent organizations in promoting LPGE Activities.
- Works cooperatively with any booster clubs to develop a procedure for funding requests.
- Evaluates coaches
- Orders equipment, materials, and uniforms following purchasing procedures for the school sponsoring the activity.
- Authorizes payment for equipment, materials, and uniforms ordered and received.
- Keeps financial record of all receipts and expenses of each activity.

Activity Code for Coaches/Advisors:

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

- Develop an understanding of the role of interscholastic athletes and communicate it to players, parents and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
- Develop, communicate and model policies for student participants conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
- Develop fair, unprejudiced relationships with all squad members.
- Allow student participants to prove themselves anew each season and not base team selections on previous seasons or out- of-season activities.
- Allow student participants time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- Give the highest degree of attention to student participants physical well-being.
- Teach student participants, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
- Teach student participants strict adherence to game rules and contest regulations.
- Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
- Attend required meetings, keep abreast of MSHSL policies regarding the sport, and be familiar with MSHSL eligibility and contest regulations.
- Sportsmanship is a must. Lead by example, everywhere and at all times

Duties of Coaches/Advisors:

General Duties:

1. HAVE FUN, LEARN, TEACH, WIN
2. If a coach/advisor is sick on a given day, it is their responsibility to notify the Activities Director of the sponsoring school. Whether the coach/advisor is able to coach in practice or at a game on that particular day will be at the discretion of the Activities Director. General rule of thumb, if you are too sick to work or teach, do not coach.
3. Be present and actively working in a coaching capacity at all practice sessions and contests.
4. Be responsible for the good conduct of your team members.
5. Be visible and energetic to promote a positive image.
6. Conduct themselves in a professional manner at all times; especially when directing our student participants in competition with other schools.
7. Treat school equipment and property better than you would your own.
8. Do not leave anything lying out after practice and return all equipment to proper storage facilities.

9. All doors and facilities must be locked up after use.
10. Instruct athletes on proper use and storage of equipment.
11. Complete any Rules Meeting as required by MSHSL
12. Complete SafeSport Training
13. Abide by all binding MSHSL, and LPGE school policies and regulations.
14. Attend all athletic and MSHSL required meetings.
15. Rate officials in accordance with MSHSL.
16. Attendance at your sports state coaches' association annual conference is highly recommended.
17. Organize and schedule scouting method/assignments for the program.
18. Continued education within your activity and keep informed as to new techniques, points, plans, ideas,
19. *Never conduct a one-on-one meeting behind closed doors without the presence of a third party. Never transport a students or athlete outside of athletic contests.*
20. Develop and provide opportunities for out of season training, skill development and team building.
21. Organize and carry out youth programs, including summer camps.
22. Maintain statistics and records to submit at the end of the year.
23. Initiate and attend out of season activities that will promote your sport.
24. Make efforts to attend and support LPGE students at other activities outside of your sport.
25. Cooperation and respect for scheduling facilities with other coaches in regard to use of locker rooms, practice areas, equipment etc.
26. Participate in the post season banquet.
27. Develop and maintain positive public relations with the media and media personnel.
28. Provide pre/current/post season information to the media and allow access for featured articles to all media outlets. Also report contest results to local media:
 - Newspapers
 - Radio Stations
 - MSHSL
 - Television Channels
29. Submit a school announcement to the Activities Directors after each contest for posting on the website.
30. Coaches must ride the bus to and from away contests.
31. Communicate with parents to keep them informed about your program including camps, practices, games, fundraisers etc. and provide a minimum of one direct communication tool for parents to contact you.
32. Hazing and/or bullying is not tolerated at any level.
33. Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
34. Create an activity specific handbook that consists of your rules/expectations for your

athletes, along with your philosophy of your activity.

35. Conduct pre-season parent/student meeting which should include: Reviewing activity handbook/activity specific handbook, Practice routines, schedule, tryout information (if necessary), lettering requirements, practice guidelines/team rules (written form).
36. Conduct a pre & post season meeting with each student to review their role throughout the season, and how the season ended.
37. Develop assistant coaches including sharing guidance, goals, and focus.
38. Participation of all students in activities is encouraged, especially at the lower levels of competition.
39. Nominate student participants for post season awards.

Coaches Duties Regarding Student Athletes:

1. Encourage all of our student participants to excel in the classroom as well as in activities.
2. Do not leave student participants unsupervised.
3. Strive to develop qualities, in our student participants, of sportsmanship and fair play.
4. No student participant may try, neither practice nor play without a physical. Copies of physicals should be carried with you at all games and practices.
5. Ensure that all athletes meet MSHSL requirements.
6. Follow MSHSL and LPGE procedures for return to play following an injury.
7. You are responsible for the conduct of all your student participants while under your supervision before, during and after the activity.
8. Encourage and promote healthy living practices, including hygiene and proper apparel.
9. Advise student participants to lock up their belongings.
10. student participants must wear appropriate clothing while at school facilities and shirts must be worn at all times.
11. Report ALL injuries to the Athletic Trainer and follow the member school emergency procedure when necessary.
12. Ensure student participants safety and well-being during all supervised activities.
13. Report any unusual conduct or problems, team or individual, to the Activities Director.
14. Actively assist student participants and their families with college recruitment.

Coaches Duties to the Activities Director:

1. Have team rules and expectations to Activities Director prior to parent meeting.
2. A facility use form must be completed and submitted to the activity's office for all out of season activities.
3. In cooperation with the Activities Directors, prepare a season practice schedule a minimum of 1 month prior to the start of the season, so it can be posted to the school websites.
4. Inform the activities office of changed, cancelled or added practices.
5. Create a developmental plan for the entire program from youth through varsity and age

- appropriate playbooks.
6. Coordinate any participation in tournaments with the Activities Directors.
 7. Assist the activities department in submitting paperwork for all tournaments.
 8. Evaluate all assistant and volunteer coaches using the provided evaluation tool.
 9. Submit roster list to the activities department after the first practice. Resubmit your roster list before the first contest with uniforms and demographic information.
 10. Collect physicals, team rules and sport consent forms.
 11. Assist the activities office in recruiting game workers. Provide lists of such workers to the activity's office.
 12. Hold student participants financially responsible for all unreturned school-owned equipment.
 13. Scheduling scrimmages: Activities Director must be informed and give final approval. Head Coach will be responsible for finding officials, if necessary.
 14. Responsible for any paperwork required to order equipment and supplies.
 15. Assist the Activities Director in the hiring process for hiring sub-varsity positions.
 16. Collect Equipment and Inventory: when your season has been completed, coaches/advisors are to collect equipment issued to the students. Do not allow student participants to keep any school equipment during the off season. The inventory should be turned in to the Activities Director.
 17. Final Meeting: Each head coach should meet with the A.D. for a post-season review. This meeting will cover the following: roster, letter winners, special awards, team accomplishments, summary of the season, recommendations for the future, inventory of equipment, evaluation of sub-varsity coaches, and intent to continue assignment. The meeting should be completed with the activity's director within fifteen days of the close of season.

Coaches Duties Regarding Facilities:

1. You are responsible for locker room supervision. Be sure that you are the last to the leave the locker room and facility after all activities.
2. School issued keys/cards are NOT to be given to student participants for their personal use
3. No cleats are to be worn in the building beyond the locker room entrance.
4. Report any facility and equipment damages that have occurred to the Activities Director and a plan for replacement.
5. Responsible for set up and take down of equipment before and after contests.
6. Keep accurate record of all equipment and supplies issued to their athletes.
7. At the conclusion of the season, collect, inventory and store equipment and uniforms.
8. Collect, clean and store uniforms and equipment at the conclusion the competitive season. School-owned equipment and uniforms are not to be used outside of authorized practice or competition.
9. See that activity areas are safe prior to the start of and secure following the conclusion of their practices.

Open Gym Expectations and Responsibilities:

- A facility use form must be filled out by a single individual that is willing to take responsibility for the open gym times requested. This individual will be the supervisor.
- The supervisor will be responsible for those individuals attending the open gym.
- The supervisor will be responsible for turning in a schedule of the individuals who will be supervising the open gyms if the designated supervisor happens to be unavailable. This schedule must be turned in to the Activities Director at the time of the request for the facility.
- The gym may be signed out 1 month at a time. This would be the 1st day through the last day of each month.
- Treat school equipment and property better than you would your own.
 - Properly store all equipment and clean up facility after use.
 - Lock up everything, every open gym.
 - Instruct student participants on proper use of equipment.
- You are responsible for the conduct of all your student participants while under your supervision.
- Always be the last to leave the building. Do not leave student participants unsupervised. Be sure that the student participants are gone before you leave.
- School issued keys/cards are NOT to be given to student participants for their personal use.
- If student participants use the locker rooms, be sure that they are clean before you leave the facility.
- student participants must wear appropriate clothing while at open gym.
- Report any misconduct or problems to the Activities Director.

Coaches Personnel Expectations:

As a professional educator, the coach will:

- Be encouraged to join State Associations and attend coaching clinics
 - See State Tournaments/Clinics
- Exemplify the highest moral character, behavior, and leadership
- Respect the integrity and personality of the individual athlete
- Abide by the rules of the game in letter and spirit
- Respect the integrity and judgement of sports officials
- Demonstrate a mastery of and continuing interest in coaching principals and techniques through professional improvement
- Encourage a respect for all athletics and their values
- Display modesty in victory and graciousness in defeat
- Fulfill responsibilities to provide health services and an environment free of

- safety hazards
- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to inculcate good health habits including establishment of sound training rules
- Strive to develop skills in each athlete such as:
 - Leadership
 - Responsibility
 - Initiative
 - Good judgement
- Volunteer Coaches who are a part of a LPGE Activity Program will no longer receive Professional Leave for leaving early for games/events/meets. This impacts their volunteer status. Hourly employees will need to punch out, and salary employees will need to take personal time. If a salaried employee can find coverage without the need for a substitute or coverage with someone not being paid extra, then in that particular circumstance, leave would not need to be taken due to being contracted.

Coaches Responsibilities Out of Season

MSHSL Bylaws

Coaches and Advisors recognize that everyone needs to work together to follow the MSHSL Bylaws to assure that our programs are being run in compliance with MSHSL Rules

Head Coaches/Advisors and Assistant Coaches/Advisors cannot organize out of season opportunities for students that are JV or Varsity athletes in the sports that they coach. It also includes undue influence that places students in situations where they feel that they have to participate in out of season sports to earn or retain a roster spot on in season teams.

Communication:

Head coaches must communicate with each other and administration before any of our season information is given to students or parents. This will help support student involvement in school activities.

Youth Programs:

Head coaches need to oversee skill based elementary programs that provide all students an opportunity to gain skills in practice and competition. Participation numbers in school activities are possibly being affected by student involvement in non-school activities.

District Support:

The school district will support head coaches that implement rules against out of season participation during in season activities.

Guidelines for Coaching Out of Season- MSHSL Bylaw 208

What may a coach do and not do before and after the high school season with his/her athletes?

May do:

1. Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your activities director to do so.
2. Coaches/Advisors approved for summer coaching may provide coaching during the prescribed time of summer
 - a. Summer Coaching Waiver:
 - i. Member schools shall have the authority to approve a coaching waiver following the fourth Friday in May through July 31 of the same calendar year. Coaches who have been granted a summer coaching waiver by their high school to coach a summer league team may continue to coach that team through Labor Day if that team participates in an end-of-season tournament as a natural extension of the summer team season. The high school athletic director of that school must approve said exception, in writing.
 - b. Summer Camp/Clinic Waiver:
 - i. Member schools shall have authority to approve a coaching waiver for camps and/or clinics following the fourth Friday in May and ending July 31.
 - c. Procedure for Granting Summer Coaching or Summer Camp/Clinic Waivers:
 - i. The designated school representative of the member high school shall document, in writing, and keep on file in the school.
 1. A letter of verification from the coach indicating an agreement to coach the students;
 2. The letter required for summer coaching shall be documents on an official League Summer Coaching Form, which is available on the league website.

May NOT Do:

During the school year, prior to and following the sports season

1. May not provide coaching, instruction, training, etc. to any members of their high school team, B-Squad, JV, or Varsity other than during the season or under the summer waiver.
2. May not influence or direct a player's non-school play. This includes:
 - a. Directing athletes to play in a league or attend a camp/clinic.
 - b. Place athletes on a roster, develop or organize a team roster; draft players for a team; select, secure, evaluate or otherwise influence the placement of athletes on a team for leagues, tournaments, camps/clinics other than those athletes approved for the summer coaching waiver.
 - c. May not direct, or unduly influence an athlete to participate in open gym, captain's practice, or non-school teams, leagues or camps.
 - d. May not organize, supervise, direct or otherwise be involved in the organization of a captain's practice.

Participation:

Varsity Programs

Varsity participants are those who have shown the most developed skills of those that are participating in the activity. They will have the opportunity to participate against other varsity teams from opposing schools. The purpose of the varsity team is to improve and refine the skills of those participating to provide the LPGE with the best win-loss record while promoting ethical play and positive character.

Junior Varsity Programs

Junior varsity programs are offered to those students, who do not yet possess the skills required of varsity participants, an opportunity to participate in a competitive setting. Junior varsity participants are in the process of gaining valuable knowledge, skill and experience required for varsity competition.

Junior varsity participants may participate in a varsity contest based on the discretion of the head coach/advisor. If the individual has shown significant progress, they may be rewarded by given the chance to show their skills against stronger competition. This should NOT be interpreted as a permanent move to the varsity team unless the head coach/advisor has indicated.

C Squad Programs

C squad participants are primarily freshman and sophomores, while exceptions are made, these are reserved for extenuating circumstances. C squad teams are offered to participants that do not yet possess the skills necessary to gain significant playing time on the junior varsity level. C squads are designed to provide a competitive setting in which to gain valuable knowledge, skill and experience required for promotion to the junior varsity team.

Junior High Programs

Junior high programs are designed to provide middle school students with the opportunity to participate in activities that will assist in the development of self-esteem, high ideals, and physical fitness. These programs will teach the basic skills of the activity to students who may choose to pursue these activities in the future. The main objective is to ensure that the competition provided is educationally sound without placing an emphasis on winning. We look to win when we can while providing everyone an opportunity to play. This is NOT to assume equal playing time.

Elementary Programs

Elementary programs are designed to provide an opportunity for elementary grade students to try new activities and to assist them in deciding if those activities are areas of interest. Emphasis at this level is placed on learning the rules of each activity, general fitness, fair play and sportsmanship. Fundamentals will be established to create a strong foundation upon which more advanced levels of competition are based. Students will learn in a fun atmosphere where winning is secondary to other goals. Students will be introduced to the idea of education-based activities. All students will be given quality minutes during the season.

Promoting Middle School Student Participants to High School Competition:

As students are considered for promotion to a higher level the welfare of the student is the first concern.

Approval Process:

**** There must be a demonstrated program need for promoting younger athletes to higher level of competition. ****

1. Promotion of athletes must be initiated by the coaching staff only.
2. A formal written request must be made by the high school coach to the Activity Directors for all schools involved in LPGE Activities.
3. Coaches at all levels must agree to promotion.
4. The coaches and Activities Director(s) must agree.
5. The Activities Director(s) will forward a recommendation regarding the promotion to the high school Principal for each school who is involved in this decision.
6. The Principal shall review academic standing and forward the recommendation regarding the promotion to the Superintendent(s) of the schools represented in LPGE Activities.
7. Final authority for any promotion shall rest with the Superintendent(s).
8. If the promotion is NOT recommended at any level it is considered unapproved.
- 9. There is no appeal process.**
10. The coach may reapply for promotion after the next scheduled contest.

Team Reduction Philosophy:

In accordance with our overall activity philosophy and our desire to see as many students as possible participate in any activity program while in school, we encourage our coaches to keep as many students as they can without unbalancing the integrity of their sport/activity. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport/activity; however, when developing your individual sport/activity policy in this area, please strive to maximize the opportunities for our students without diluting the quality of your program.

Limitation of Team Membership Policy:

Minimum and maximum team membership limits will be determined by the coaches of respective sports and the Activities Director. In cases when the "Squad Reduction Policy" is utilized, the coach should keep the Activities Director informed concerning the method and time of "cuts".

Team Reduction:

1. Responsibility
 - a. Choosing the members of any of our teams is the sole responsibility of the coaches/advisors of those teams and programs.
 - b. There is no such thing as a final team cut. The student's membership on any team is always subject to proper behavior and the following of specified team guidelines.
 - c. Sub varsity level coaches shall follow the policies as established by the head coach/advisor in that particular program when selecting team members.
2. Prior to try-outs, the coach/advisor shall provide the following information to all candidates for the team:
 - a. Extent of the try-out period
 - b. Criteria used to select team
 - c. Number to be selected
 - d. Practice commitment if they make the team
 - e. Every athlete has an equal opportunity to try out. Team membership is not pre-determined
3. Procedure
 - a. When a team cut becomes necessary, the process should include these important elements:
 - b. Have completed a minimum number of practices
 - c. Be allowed, when possible, to compete in a scrimmage situation.
 - d. Be informed by the coach of the cut and the reason for it in person.
4. Cut lists will not be posted.
5. Coaches/Advisors should take the opportunity to discuss alternative possibilities for participation in the sport/activity.
6. If a coach/advisor foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Activities Director ahead of time

State Tournaments and Clinics:

The school district shall reimburse the head coach and one assistant coach/advisor per activity when they travel outside the district for clinics or meetings. Permission to go to these events must be authorized in advance by the District 2753 Activities Director and will be dependent upon each activities budget. Expenses that are eligible for reimbursement are the following:

1. Transportation: Mileage will be paid according to the dollar amount said by the board at the annual meeting.
2. Registration Fees: As required for participation
3. Meals: Meals will be reimbursed for the actual costs up to limits set by the school district.

The head coach/advisor is allowed to attend two days of the state tournament(s) at their own expenses for the activity that they coached/advised. The program assistant coaches/advisors are allowed to attend one day of the state tournament at their own expense for the activity that they coached/advised. The school will pay their substitutes. **If coaches/advisors are going to their state tournament as spectators and bringing students to watch, the expectation is that they all ride together.**

Lettering Policy:

All high school coaches/advisors will follow district criteria for lettering within their activities. This policy should be discussed with students at the beginning of the seasons. This information should also be provided to the Activities Director.

Eligibility Policy:

ELIGIBILITY (School Board Policy 510):

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

All students who are living within the LPGE School District but going to an alternative schooling are held to the same academic standard as our enrolled LPGE students. It is the parent’s responsibility to provide the school an update on academic progress every midterm and quarter. This is based upon the LPGE School Calendar. Failure to do so could jeopardize the student’s eligibility.

LPGE 7-12 Eligibility Policy

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades will be pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

Athletic Activities:

On the first "F", students will lose eligibility- 1 or 2 events, based on the activity.

- Basketball- 2
- Hockey- 2
- Softball- 2
- Baseball- 2

All other activities will be 1 event.

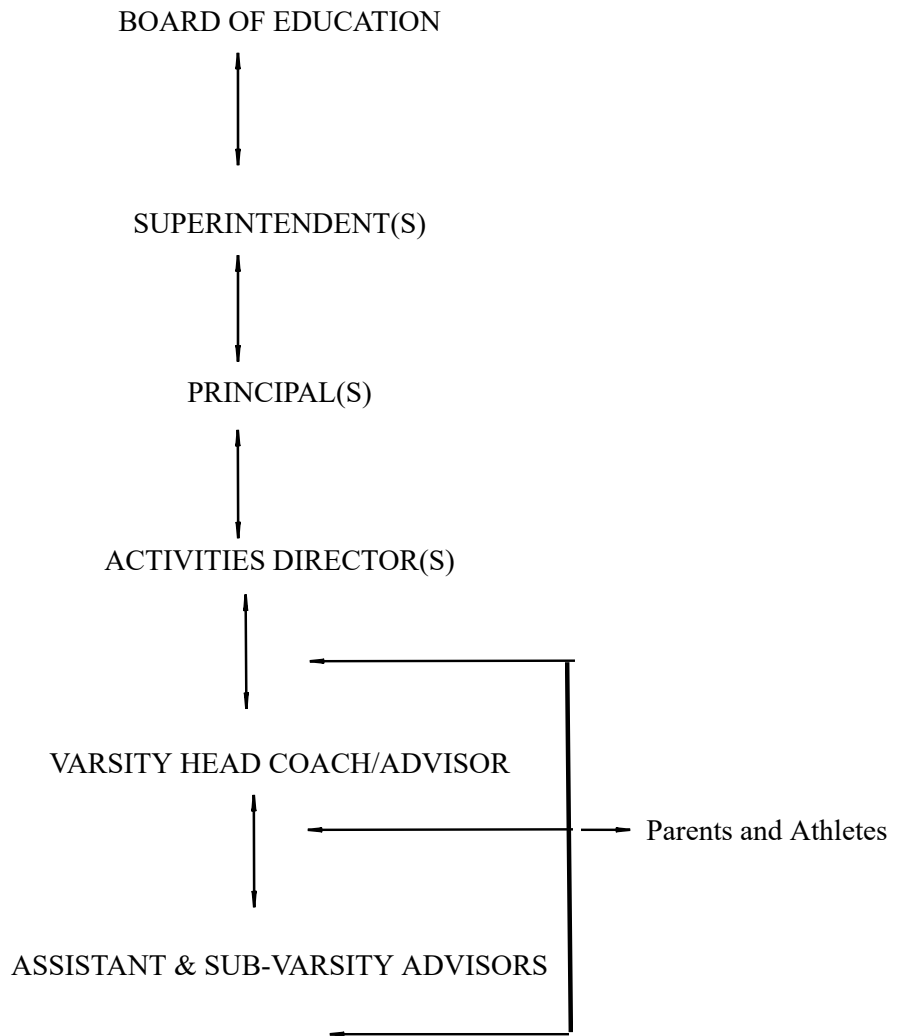
Fine Arts and Extra Curricular Activities:

On the first "F", students will lose eligibility for 1 event.

Communication Policies:

Chain of Communications:

The chain of command is a communication process that will be publicized to coaches, players, and parents in order to resolve concerns at the lowest possible level with the coach. In all competition, misunderstandings and disagreements can happen with all parties involved (coach, player parent, administrator, and school board). To deal with these concerns in the most effective and efficient way, there needs to be a chain of communication. The flow chart below represents a process for communication whereby any of the upset parties should understand how to bring a question/complaint for consideration. Information should flow from one end of the chain to the other.



The coach/advisor is directly in charge of team members. Concerns at this level, by student participant(s) or a participant's parent, should be directed to the coach as the primary step towards a solution. If a satisfactory result cannot be achieved, the next step in the chain is in order. While moving up the chain, it is recommended that all parties, including the coach be present for discussion.

This movement up the chain should also be used in all cases where a confrontational atmosphere is evident. In addition, any complaint from an organized group should be directed to the coach in the presence of the activities director.

Formal meetings between parties should be properly documented. If a situation is not remedied at the lower levels of the chain, this process can be followed to the top of the chain. Ultimately, the concern should be aired in a formal meeting of the school board. Though a rarity, such a meeting should include all parties that have been involved in this complaint or concern.

If any level of the chain has been passed over, it is the responsibility of the superior who received the complaint to redirect the persons involved to the appropriate level. Since communication in a small community is often of an informal nature, exception to this chain of communication will take place. For example, a parent may try to communicate directly to a school board member, superintendent, or principal. An appropriate response would be "I appreciate your concern, but you must first take your concern to the proper level. If you would like, I can set up a meeting for you."

This chain should be used when someone in the middle of the chain needs to express a concern. An individual's first step would be to address his/her immediate supervisor. If not satisfied, a further step up the chain is in order.

Finally, it should be noted that the chain of communications works both ways. Someone at the top of the chain must also direct concern through the proper links of the chain. For example, if the school board has a concern with a coach, it needs to first address the superintendent. The superintendent in turn would pass that concern on through the chain to the coach.

At any point in the chain, if the authority involved chooses to expedite the process he/she may pass the responsibility to the next higher level with permission from aggrieved party as well as his/her superior. For example, if a situation seems very serious, and activities director who has been called into the situation may opt to invite the principal/superintendent to the meeting. At such meeting, all links of the chain involved should be present.

By making proper use of this chain of communication, most concerns or problems should be remedied with the beginning steps. If a serious problem does arise, all parties have been given ample opportunity to state their case. Each step will be properly documented for final consideration.

24 Hour Rule:

The 24-Hour rule is a rule that should prevent discussions regarding playing time, positions, tactics, or general decision making immediately following the game. It is essentially a “cool off period” that removes emotion from the conversation which allows both parties to collect their thoughts prior to speaking about events.

If anyone has a concern about an activity that his/her child is participating in, to contact the coach/advisor at the school and arrange a meeting with the coach/advisor and activities directors to discuss the concern.

We ask your cooperation and if you have any questions about this policy please feel free to call Activities Director, Kelsey Paurus at 320-732-2194

Parent/Coach Communications:

Students will be advised to advocate for themselves. Parents will be advised to only follow this protocol if their student participant has talked to their coach/advisor.

1. Contact the Head Coach to discuss the issue or request a meeting. Please do not make this initial contact immediately after a game or contest. There is a 24 hour cooling off period.
2. Share your concerns with the coach and focus on developing a solution. Concerns are limited to your student-participant only. Discussion of other student participants is not an appropriate discussion topic, but discussion about how your student participant can improve is appropriate. The student participant may be present at this meeting. Coaches are strongly advised to have a third party attend this meeting.
3. If a satisfactory resolution to the concern is not reached after speaking with the coach, contact the Activities Director to discuss the concern or request a meeting.
4. Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the Head Coach. The athlete will be present at this meeting.
5. Written appeals should follow the proper steps in the Chain of Communication protocol. Appeals will not be considered if the school policy was not followed.

Weight Room Rules:

Students shall be accompanied by an adult when they are in the LPGE Weight Room.

Students must have a spotter which is defined as someone who is strong enough to assist you and they are with you during the lift, especially for bench press, squats, power cleans, and inclined lifts.

Shirts must be worn by all lifters during workouts.

Belts must be worn for the following lifts: deadlifts, squats, power cleans.

Injuries and Accident Reporting Procedures:

The trainers or coaches/advisors will complete the School Injury Report Form immediately following all injuries or accidents that require medical care beyond immediate care by coach/advisor and/or trainer. This applies to all students under their supervision during practices, events, or while traveling to and from an event. The trainers or coaches/advisors are to call the Activities Director and inform him/her immediately if a participant is taken to the hospital.

The form shall be turned into health services the following morning with the trainer or coach/advisor retaining a copy.

When an accident report form is required, coaches/advisors will attempt to personally contact the parents or guardians.

If a physician, due to illness/injury, excuses a participant from events or practices, students must supply written statement from the physician allowing them to return to activity.

CONCUSSION MANAGEMENT RECOMMENDATIONS FOR MSHSL ATHLETES



Acute injury

When a player shows any symptoms or signs of a concussion, the following should be applied.

1. The player should not be allowed to return to play in the current game or practice.
2. The player should not be left alone, and regular monitoring for deterioration is essential over the initial few hours after injury.
3. The player should be medically evaluated after the injury.
4. Return to play must follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

Return to play protocol

Return-to-play decisions are complex. An athlete may be cleared to return to competition only when the player is free of all signs and symptoms of a concussion at rest and during exercise. Once free of symptoms and signs of concussion, a stepwise symptom free exercise process is required before a player can return to competition.

- Each step requires a minimum of 24 hours.
- The player can proceed to the next level only if he/she continues to be free of any symptoms and or signs at the current level.
- If any symptoms or signs recur, the player should drop back to the previous level.

The return to play after a concussion follows a stepwise process:

1. No activity, complete rest until all symptoms have resolved. Once asymptomatic, proceed to level 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise—for example, skating in hockey, running in soccer; progressive addition of resistance training at steps 3 or 4.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

The final return to competition decision is based on clinical judgment and the athlete may return only with written permission from a health care provider who is registered, licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment; is trained and experienced in evaluating and managing concussions; and is practicing within the person's medical training and scope of practice.

Neuropsychological testing or balance testing may help with the return to play decision and may be used after the player is symptom free, but the tests are not required for the symptom free player to return to play.

For more information please refer to the references listed below and www.concussionsafety.com.

Signs Observed By Coaching Staff

Appears dazed and stunned
Is confused about assignment or position
Forgets sports plays
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows behavior or personality changes
Can't recall events prior to hit or fall
Can't recall events after hit or fall

Symptoms Reported By Athlete

Headache or "pressure" in head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy
Concentration or memory problems
Confusion
Does not "feel right"

Concussion Care Plan		
RETURN TO LEARN	Functional Learning At Each Step	Progression To Next Stage
0 Step 0 Cognitive and Physical Rest 24-48 hours	Light cognitive activity. Limit television, computer, cell phone, and reading. Avoid schoolwork, physical exertion, and organized sports.	Symptoms start to improve OR after resting for 48 hours maximum.
0 Step 1 Light Cognitive Activity	Increase cognitive activity. Easy reading. Peer contact.	Progress to next level when able to complete 30 minutes of cognitive activity without an increase in symptoms.
0 Step 2 School-Type Work	School-type work for 30-minute increments Continued peer contact. Light physical activity such as walking.	Progress to next level when able to handle 60 minutes of cognitive activity without an increase in symptoms.
0 Step 3 Part-Time School	Partial school days. Core classes. Essential learning. Light physical activity.	Tolerating part-time school with restricted academic demands
0 Step 4 Full-Time School	Progressing to full days in school. Decreasing academic support as able. Limit homework and testing.	Progress when able to handle all class periods in succession without an increase in symptoms.
0 Step 5 Full-Time School	Minimal Learning Accommodations. Nearly normal cognitive activities. Routine schoolwork as able. Progressing to full homework.	Tolerating full academic load without worsening symptoms.
0 Step 6 Return to Full-Time School	No Learning Accommodations. Normal cognitive activities. Routine schoolwork Full curriculum load.	Student is now ready for final stages of return to play. Recommend 48 hours of relative physical and cognitive rest before beginning Return to Play Protocol.

**The above is a general guide - please be sure to consider factors such as environment, intensity, shift, and impact of decisions as this may influence patient progression.

Generally, each step should take 24 hours. If symptoms return, drop back to previous level and wait an additional 24 hours to progress again.

Concussion Care Plan		
RETURN TO PLAY	Functional Exercise At Each Step	Goal At Each Step
0 Step 1 Symptom Limited Activity	Daily activities that do not provoke symptoms (no participation in sports or physical education).	Gradual reintroduction of school, work, or other daily activities.
0 Step 2 Light Aerobic Exercise	Walking or stationary cycling at a slow to medium pace. May increase speed as tolerated. No resistance training. Minimize head movement and cognitive demand.	Increase heart rate
0 Step 3 Sports Specific Exercise	Jogging, skating, swimming, agility drills, jumping, shooting baskets, dribbling, serving, balance, training, simple plyometric. No head impact activities.	Add head movement (up, down, side to side), as well as full body movement.
0 Step 4 Non-Contact Training Drills	Harder training drills (e.g., passing drills, stick handling, catching throwing, sprinting, tumbling, dancing.) Progress to unstable/alternative surfaces (ice, pool, skates, bicycle, etc.) May start progressive resistance training.	Exercise, coordination, and increase thinking.
0 Step 5 Full Contact Practice	Following medical clearance, participate in normal training activities. May also return to physical education without restriction.	Restore confidence and allows for self-assessment.
0 Step 6 Return to Sport/Activity	Following medical clearance, full participation in sport and/or recreational activities, including contact sports.	Complete return to sport/activity upon final medical clearance. Recommendation: Complete at least 2 full practices before returning to competition.

**The above is a general guide - please be sure to consider factors such as environment, intensity, shift, and impact of decisions as this may influence patient progression.

Generally, each step should take 24 hours. No more than 1 step per day. If symptoms return, drop back to previous level and wait an additional 24 hours to progress again.

Emergency Procedure:

In case of serious injury, the following plan shall be implemented

1. If an athletic trainer is on site, follow their instructions before advancing
2. Call 911 and ask for an ambulance.
 - a. Who will call?
 - i. Assistant Coach
 - ii. Head Coach
 - iii. Responsible Adult
 - b. What to say on the phone:
 - i. Request an Ambulance
 - ii. What type of situation is it (life-threatening/non-life threatening)
 - iii. What type of injury?
 1. Head
 2. Neck
 3. Knee
 4. Etc.
 - iv. Is the athlete conscious?
 - v. The athlete's vital signs (if given)
 1. Pulse
 2. Breathing rate
 - vi. What assistance is being given?
 1. CPR
 2. Rescue Breathing
 3. Stabilizing Athlete
 4. AED
 - vii. Location of Phone
 - viii. Exact location of injury
 1. Town's Football Field, Town's Gymnasium
 - ix. ALWAYS HANG UP LAST

School Board Policies Included:

Please refer to the following policies:

- 413: Harassment and Violence
- 417: Chemical Use and Abuse
- 418: Drug-Free Workplace/Drug-Free School
- 419: Tobacco-Free Environment
- 510: Student Activities
- 514: Bullying Prohibition
- 522: Student Sex nondiscrimination
- 526: Hazing Prohibition
- 710: Extracurricular Transportation

Season Summary:

Sport/Activity: _____ **Year:** _____

Coach/Advisor: _____

Opponent:

Score:

- | | |
|-----------|-------------|
| 1. _____ | _____ W/L/T |
| 2. _____ | _____ W/L/T |
| 3. _____ | _____ W/L/T |
| 4. _____ | _____ W/L/T |
| 5. _____ | _____ W/L/T |
| 6. _____ | _____ W/L/T |
| 7. _____ | _____ W/L/T |
| 8. _____ | _____ W/L/T |
| 9. _____ | _____ W/L/T |
| 10. _____ | _____ W/L/T |
| 11. _____ | _____ W/L/T |
| 12. _____ | _____ W/L/T |
| 13. _____ | _____ W/L/T |
| 14. _____ | _____ W/L/T |
| 15. _____ | _____ W/L/T |
| 16. _____ | _____ W/L/T |
| 17. _____ | _____ W/L/T |
| 18. _____ | _____ W/L/T |
| 19. _____ | _____ W/L/T |
| 20. _____ | _____ W/L/T |
| 21. _____ | _____ W/L/T |
| 22. _____ | _____ W/L/T |
| 23. _____ | _____ W/L/T |
| 24. _____ | _____ W/L/T |
| 25. _____ | _____ W/L/T |

Season Record:

Conference Standing:

Section Standing:

Outstanding Performances and Accomplishments:

Sport/Activity: _____ ***Year:*** _____

Coach/Advisor: _____

Examples:

- ***All Conference, All Academic, All State, ETC.....***

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Coach/Advisor Preseason Review:

Sport/Activity: _____ **Year:** _____

Coach/Advisor: _____

1. Potential number of participants:

2. Team Strengths and Weaknesses:

3. Team Goals for individual games and season:

4. Areas of possible concern:

Coach/Advisor Interest Form:
(for next coaching season)

Name of Coach:

Current Position & Sport:

1. I intend to return to coach next year in the same coaching position

Yes

No

2. I intend to apply for a different coaching position next year, if available

Yes

No

3. If you answered “Yes” to above question, what position would be of interest to you?

I understand that answering the above information is not a coaching contract. The above information is merely to aid school administrators in determining my intent for coaching next season so that he/she may prepare accordingly.

Coaches Signature: _____

Date of Signature: _____

***Long Prairie-Grey Eagle Public Schools
Head Coach Evaluation Form***

Coach/Advisor: _____ Sport: _____ Date: _____

1. ***Exemplary:*** System wide Impact. A positive Role Model that supports the education of all students through athletics.
2. ***Proficient:*** Program-Wide Impact. A positive role model that builds a cohesive sports program.
3. ***Progressing:*** Meets Standards. A positive role model that narrows focus to a few sports programs.
4. ***Not Meeting Standard:*** Well Below Acceptable Best Practices. A poor role model that is not supportive of all sports programs.

Administrative Responsibilities:

- ___ 1. Cooperates with the athletic office regarding preseason responsibilities (coaches paperwork, player registration compliance, practice schedules, team rosters, etc.).
- ___ 2. Communicates roles, duties, and expectations to assistant coaches. Cooperates with requests for information from the athletic office.
- ___ 3. Hosts a parent/player preseason meeting to go over team Code of Conduct, player expectations, practice schedule, and season schedule.
- ___ 4. Follows all school policies, administrative directives, and MSHSL rules/regulations.
- ___ 5. Consults and communicates with the athletic director regarding any player-parent issues, practice/game scheduling requests, player discipline, officiating concerns/problems, etc.
- ___ 6. Provides proper supervision of athletes at all times/venues (locker rooms, fields, gyms, travel vessel and vehicles, practice area, locker rooms, etc.) whenever athletes are present.
- ___ 7. Follows proper budget and purchase order procedures with regards to any equipment/uniform purchases. Demonstrates proper care of school facilities and equipment.
- ___ 8. Maintains a detailed inventory of team equipment/uniforms and provides an updated report to the athletic department at the conclusion of each season.

___ 9. Submits an end-of-season report including a list of award winners in a timely fashion at the conclusion of each season of play.

___ 10. Maintains and updates team and individual student-athlete records regularly and in a timely manner. Works with the athletic department and media to publicize team and individual accomplishments.

___ 11. Provides a season ending celebration of player accomplishments and hands out all awards in a timely manner.

Relationships:

___ 1. Demonstrates enthusiasm for working with Jr/Sr high school student-athletes.

___ 2. Effectively communicates with all participating student-athletes and their parents.

___ 3. Fosters good relations with school administration, faculty, and coaching staff.

___ 4. Respect all opponents, their school, and other facilities.

___ 5. Develops and maintains a professional relationship with game officials.

___ 6. Respects all Thunder activities and encourages student-athletes to participate in a variety of activities throughout the school year.

___ 7. Works with the media regarding team information, statistics, and interviews.

___ 8. Works with student-athletes and their academic eligibility requirements.

___ 9. Communicates and cooperates with the athletic trainer in regards to student-athletes' health and physical well-being.

___ 10. Works to develop their program by working with student-athletes in the lower levels of the program as well as community youth development programs for those.

Coach/Advisor Performance:

- ___ 1. Keeps the sport interesting and fun for participating student-athletes.
- ___ 2. Conducts themselves in a professional and sportsmanlike manner.
- ___ 3. Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- ___ 4. Conducts a well-organized practice plan/schedule.
- ___ 5. Finds value in all participants on the team.
- ___ 6. Use praise and constructive criticism appropriately and effectively.
- ___ 7. Maintains discipline within the team while keeping enthusiasm, motivation, proper fundamentals and good sportsmanship in games and practice.
- ___ 9. Works to learn new strategies and trends in the sport by attending coaches' clinics and reading coaching publications.

LPGE Head Coach/Advisor
Evaluation Narrative

Activities Director's Comments

Coach/Advisor Comments

Coach/Advisor Signature: _____ Date: _____

AD Signature: _____ Date: _____

Long Prairie-Grey Eagle Public Schools
Sub-Varsity Coach/Advisor Evaluation Form

Coach/Advisor: _____ **Level:** _____

of Years @ Level: _____ **Total Years in Activity:** _____

All items listed below will be rated by the head coach, with input from the activities director as needed. They will be based on the rating scale of:

3: Highly Effective

2: Effective

1: Minimally Effective

0: Ineffective

N/A: Not Applicable

Professional Duties and Responsibilities:

- _____ Manage all matters relating to the organization and administration of the team under his/her direction.
- _____ Abides by all relevant policies and administration guidelines
- _____ Enforces all rules of the MSHSL related to his/her sport
- _____ Maintains a complete and accurate roster including, but not limited to submission to Athletic Director and changes on the roster throughout the season
- _____ Maintains supervision of student/athletes including: before, during and after the event
- _____ Ensures proper storage and care for all equipment and facilities; problems are reported to head coach
- _____ Assists with the preparation and presentation of team awards through the head coach in advance of awards banquet
- _____ Aids the athletic director/head coach with scheduling and facility use as needed
- _____ Enforces rules and regulations concerning conditioning of players, their health and safety, and conduct pursuant to safety and training guidelines
- _____ Reports injuries promptly and exercises great care in dealing with all injuries in conjunction with the medical orders and trainer recommendations
- _____ Following injuries in which a student/athlete is under a physician's care, the coach secures or ensures the signed approval of the physician has been secured before any athletic activity may take place

