

Chaska High School Athletics

Coaches/Athletes/Parents Handbook



MISSION

To prepare each learner for successful completion of a post-secondary educational program, life-long learning, career opportunities, and meaningful contributions as a citizen of a local and global community by providing personalized, rigorous, and relevant learning experiences.

PURPOSE OF ATHLETICS

Chaska High School recognizes the value and importance of athletics programs as an extension of a good educational program. Participation in the athletics programs is a privilege and a valuable part of the overall school experience. It contributes to the mental and physical well being of our students. A primary goal of the athletics program will be the participation and involvement of maximum numbers of students. It is expected that all who participate will be afforded the training and wherewithal to compete successfully in athletics contests, but winning records are to be regarded as the outcome rather than the objective of a program which shall more appropriately seek to instill and develop life skills necessary for future success. Student participation will encourage individual development by providing opportunities for leadership, sportsmanship, fellowship, teamwork, commitment to goal achievement, character building, communication skills, competition and school pride. Through their involvement in our programs, student-athletes are expected to improve their decision making processes, develop self discipline and self esteem, respect individual differences, and promote a healthy attitude toward addressing challenges. We believe these are the characteristics that will support a successful high school program and a successful future for our student-athletes, wherever their path may lead. In addition, we hope to develop an appreciation and commitment amongst our student-athletes for life-long physical activity.

BELIEFS

We believe that:

- Athletics is part of our educational program.
- Athletics must teach positive values.
- Participation in athletics is important.
- Athletics provide opportunities for all students.
- Athletics provide students an appropriate place to develop and use athletic skills in a structured environment.
- Athletics enhance physical and mental well-being.
- Meaningful competition is healthy.
- Our community values athletics.

POLICIES FOR CHASKA HIGH SCHOOL PROGRAMS

We will:

- Require students to attend the entire school day in order to participate in practice or games.
- Require all parents, athletes, and coaches/advisors (PAC Meeting) to hold pre-season informational meeting.
- Require all participants to meet the academic requirements for participation in athletic activities.
- Require all participants to follow the citizenship guidelines for participation in athletic activities.
- Require that all students observe the MSHSL rules on chemical abuse and code of conduct.
- Require any athletic team member to abstain from the use of alcohol, illegal drugs or tobacco products.
- Expect positive sportsmanship to be exhibited at all times.
- Encourage students to pursue through athletics, a pattern of lifelong fitness.
- Charge a fee for participation in high school athletics programs.
- Actively recruit teachers to be our coaches.
- Choose members for athletic teams based on appropriate coach's criteria.
- Offer an adapted athletic opportunity each season for secondary school handicapped students; however, a student may participate in the regular athletic program.
- Allow the size of athletic squads to be regulated by the coaching staff with the approval of the athletic director and principal.
- Expect all coaches and teachers to be sensitive to scheduling conflicts arising from the athlete's involvement in other school activities and to assist in resolving conflicts in a reasonable manner.

CODE OF ETHICS MINNESOTA STATE HIGH SCHOOL COACHES' ASSOCIATION

As a Professional Educator, I Will

Strive to develop in each athlete the qualities of leadership, initiative, and good judgement.

Respect the integrity and personality of the individual athlete.

Encourage the highest standards of conduct and scholastic achievement among all athletes.

Seek to incorporate good health habits, including the establishment of sound training rules.

Fulfill responsibilities to provide health services and an environment free of safety hazards.

Exemplify the highest moral character, behavior, and leadership.

Promote ethical relationships among coaches.

Encourage a respect for all athletics and their values.

Abide by the rules of the game in letter and in spirit.

Respect the integrity and judgment of sports officials.

Display modesty in victory and graciousness in defeat.

Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.

I Will Not,

Approve commercialism, solicitation, subsidizing, or professionalism entering into high school athletics.

SPORTSMANSHIP GUIDELINES

Coaches and Athletes

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

- A. Treat your opponent with respect. Make a special effort to be courteous and respectful even when you feel your team has not been treated fairly.
 - 1. Be a humble winner and a proud, respectful loser.
 - 2. Conduct yourself in a controlled manner.
 - 3. Use only positive verbal interchange with any person from opposing team or school.
 - 4. A handshake or pat on the back is the only physical contact acceptable outside of normal contact allowed in each sport.
- B. Respond to officials' decisions in a controlled manner and with the spirit of good sportsmanship.
 - 1. Use only positive actions and words toward officials.
 - 2. Use principles of sportsmanship and fair play regardless of the situation or outcome of the contest.
- C. Ensure buildings and property are in good condition when you finish using them.
 - 1. Respect opponents' school and locker room areas; also any personal property in the area.
 - 2. Pick up any litter from the area and leave the area used cleaner than you found it.
- D. Check the safety requirements for the activity and report unsafe conditions to the athletic administration.

Cheerleaders

Cheerleaders have a unique opportunity to influence spectators in a positive manner and create an atmosphere that will promote outstanding sportsmanship. The following guidelines will assist them in creating the wholesome spirit of good sportsmanship.

- A. Be courteous to the opposing team and cheerleaders.
 - 1. Allow the visiting school the first opportunity to cheer during a time out.
 - 2. Cheer for your team and your opponents when they have an outstanding effort.
 - 3. Use only positive words and actions while cheering.
 - 4. Allow the visiting school to cheer without interruption or distraction and give them sufficient time to complete the cheer.
- B. Be courteous to game officials.
- C. Keep the fans in a positive, supportive frame of mind.
 - 1. Select cheers which are positive and supportive of your team and use only positive reactions to the opponent.
 - 2. Select appropriate times to encourage athletes from your school.
 - 3. Stay in control of cheerleading duties and equipment (megaphones, etc.).

EMERGENCY CARE PLAN

Recommended Procedures for Handling Athletic Injuries:

A. Administer immediate first aid

1. Control bleeding
2. Administer cardio-pulmonary resuscitation / AED
3. Treat for shock

B. Notify parents

C. Activate the Emergency Medical System

1. In the case of an emergency DIAL 911.

D. Accompany the athlete off the field or court

1. If the athlete must leave the field or court, he/she should be accompanied by a coach or trainer. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.

E. Reporting of Injuries

1. Inform the athletic director of all serious injuries.
2. The coach or trainer will complete an injury evaluation form if referral is made to a physician, police, rescue squad, or emergency room. The report form must be turned in to the athletic director/athletic trainer.
3. Trainers and coaches must keep a written record of all reported injuries and the treatment administered.
4. The Minnesota State High School League requires that any athlete seen by a physician to have written approval to return to practice/competition.
 - a. The athletic trainer will determine if an athlete should return to activity.
 - b. The concern for our athletes health must be the primary factor when determining their status for continued athletic participation following an injury.
 - c. Coaches, please notify parents regarding physician referrals and return the participation forms. This will help prevent any misunderstandings or conflicts that may arise following athletic injuries and return to participation guidelines.

AT NO TIME SHOULD AN ATHLETE THAT HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE IN, OR RE-ENTER A GAME OR PRACTICE, OR BE ALLOWED TO GO HOME OR GO TO THE HOSPITAL UNATTENDED.

MANDATORY REPORTING

Every coach, advisor, teacher, and administrator is a mandatory reporter. Whenever one of these adults encounters a student who the coach suspects may constitute a threat to himself or to others, that adult **MUST** report the issue to law enforcement, county social services, or to an administrator. Instances where an adult should report students include – but are not limited to – physical injury, sexual abuse, being under the influence of alcohol or a controlled substance, verbal or physical threats to harm another individual, verbal or physical indications of intent to harm themselves, self-abuse such as cutting, head banging, punching.

Under no circumstances should a mandatory reporter excuse, ignore, conceal, or cover up evidence of potential or actual harm to a student or the intent to do so. To do so renders the adult complicitous in the harm.

Any questions or doubts about the appropriateness of reporting or issue may be directed to an administrator or to law enforcement. When in doubt, error on the side of caution. You can call Carver County Dispatch (952.361.1231 or 911 for emergency).

Any student under the influence of alcohol or a controlled substance at a school sponsored activity, contact law enforcement or school administration immediately.



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| <p><u>Sudden Cardiac Arrest (SCA) Symptoms:</u></p> <ul style="list-style-type: none"> • Racing hearts, palpitations • Dizziness or lightheadedness • Fainting or seizure, especially during/right after exercise • Chest pain or discomfort • Excessive fatigue • Excessive shortness of breath | <p><u>If someone collapses and is not breathing:</u></p> <ol style="list-style-type: none"> (1) Call 911 & Phone Contacts Jon Summer – 612.231.3239 Nichole Anderson – 605.695.6720 (2) Start Chest Compressions <ul style="list-style-type: none"> - Person on back - Put hands on middle of chest - Arms straight, push hard & fast (3) Get the AED <i>CHS</i> - Door 1 – office wall <i>CHS Act</i> - Door 31 – common wall <i>PRMS</i> - Door 10 – vending machines <i>CMSE</i> - Door 1 – office wall <i>CMSW</i> - Door 2 & 5 – hallway gym wall (4) Turn AED on & follow prompts |
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ATHLETIC INJURY INSPECTION CHECK LIST

Coaches, trainers, officials, and school administrators should be aware of and alert to the following signs or conditions which may promote the presence of a communicable disease or infection.

Check List:

Remove athletes from practice/competition until areas are covered when these conditions exist:

- A. Open sore emitting pus
- B. Cracks and cuts which do not heal
- C. Scabs which are soft and tender
- D. Bleeding of any type which is not controlled by bandage or dressing

To Promote Disease Control:

- A. Prohibit athletes from contact with others (physical contact, sharing clothing, towels or soap) when the following infections exist: ringworm, impetigo, boils, cold sores, and any form of herpes.
- B. Instruct athletes to inspect for and be aware of unusual skin conditions and report them to the coach as soon as discovered.
- C. Conduct regular visual inspections of athletes and refer unusual conditions to a physician for evaluation.
- D. Disinfect daily.
- E. Wash and disinfect work-out or competition equipment after each use.
- F. Require athletes to shower with soap after each practice.
- G. Disinfect locker rooms on a daily basis.

INJURY TREATMENT CHECK LIST

If a player is injured during practice or competition the following steps should be taken:

- A. Stop play.
- B. Remove player from game.
- C. **GLOVES!**
- D. Treat wound.
- E. Have athlete or assistant spray uniform with an antituberculin antiseptic (i.e. virahol).
- F. Properly dispose of soiled gauze and/or towel. (Anything that is saturated with blood or body fluid **MUST** be placed in a biohazard bag.)
- G. Remove gloves.
- H. **IMMEDIATELY** wash hands with soap and water or towlette.

SAFETY GUIDELINES

TEAM SUPERVISION

One of the prime responsibilities of a coach is the supervision of his/her team. This includes games, practices, and pre- and post-game activities. Athletes should not be using athletic facilities without a coach present to supervise them. **The coach should attempt to be the first “member of the team” to arrive at the locker room and be the last “member of the team” to leave.** This responsibility cannot be delegated to a student manager, aide, equipment manager, or coach of another sport.

1. No athlete is allowed to use school facilities without a coach present.
2. If you open a door, YOU are responsible for securing the door when your practice/event is completed. If someone follows you, confer with the next coach of their responsibility.
3. Before leaving the premises, make the following final check:
 - a. All showers are shut off
 - b. All lights shut off
 - c. All doors in gym, locker room, stadium are locked and secured
4. Do not, under any circumstances, leave while there are students still in a building under your supervision.

FACILITY INSPECTION

Check all facilities you will be using for safety. Problems should be reported to the athletic director.

EQUIPMENT INSPECTION

Check all equipment issued to players or used by players for safety. Particular care should be given when inspecting protective equipment. Report all problems to the athletic director.

FITTING EQUIPMENT

The coach has the principle responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets should be fit according to manufacturer's instructions.

TRAINING KIT

The coach should work with the trainer to see that the training kit is properly stocked with first aid supplies. The kit should be readily available during practices, scrimmages, and games.

POTENTIAL AREAS OF LIABILITY IN TODAY'S COACHING

There is an increasing tendency for people to seek answers to problems occurring in athletics through hiring an attorney and taking the case to court. It is the contention of many people that coaches should be held responsible for their actions and that the courts will support this concept. Therefore, it is important that coaches operate in a responsible and prudent manner. If you follow the guidelines listed below, you will rarely have difficulty.

1. Never mismatch participants. For example, putting a 140-pound athlete in a wrestling match with a 200-pound athlete, or matching a beginner with a seasoned athlete.
2. Always have an adequate conditioning period.
3. Have an adequate instruction period before putting an athlete in a competitive situation.
4. Know your coaching material. The competency of a coach can be challenged.
5. Do not allow athletes to use faulty equipment. For example, check all gymnastics equipment, etc.
6. Do not allow athletes to use a faulty facility. For example, if your practice field has holes in it, alert the athletic office so the holes can be filled.
7. Treat injuries with first aid; then send the athlete to a doctor. If the injury is serious and the athlete needs immediate attention, call 911.
8. Make certain the facility is adequate for the activity. For example, don't put too many basketball games on the same court or sprint players in an area where there are things in the way.
9. Keep good squad discipline. Rowdiness is a potential problem. Do not allow such behavior on a bus, in a gym, or in any athletic area.
10. Supervise athletes in the gym, on the field, and in the locker room.
11. Do not allow an athlete to treat his/her own injury.
12. Make sure an injured or ill athlete has had sufficient recovery time before re-admitting him/her to competition or practice.
13. Always accompany the team in the bus and maintain control at all times.

There is no substitute for good judgement. The coach who uses good judgement and has his/her squad and program under good control rarely has difficulty with court cases and should have no fears if litigation should occur.

COACHING ASSIGNMENT

CERTIFICATION

All head coaches must meet Minnesota statute licensure requirements.

TERMS OF COACHING CONTRACT

All coaching assignments shall be for one school year and will be reviewed annually.

NON-DISCRIMINATION POLICY

It is the policy of the district to provide, through a positive and effective affirmative action program, equal opportunities for employment, retention, and advancement regardless of race, color, creed, national origin, political affiliation, or sex.

VOLUNTEER COACHES

Volunteers are not permitted to coach players unless under the supervision of a certified or licensed coach. They are not permitted to take players to contests on their own. During the summer or off-season, a volunteer coach cannot coach any athlete who is on an eligibility list in the sport in which they are volunteering. The supervising coach is to ensure that a volunteer coach adheres to all policies and rules of the school, district, and MSHSL. **Background checks are required of ALL coaches by law.**

SALARIES

Salaries will be in accordance with ISD #112 Teachers' Master Contract

POST SEASON PAY

Coaches and advisors shall be compensated for extended season duty for each day spent in state or higher competition with participants. The extended season includes any state level or higher competition following the section post-season contests and is competition that is not regularly scheduled season competition. The number of assistant coaches that will be paid is based on the MSHSL "official squad" section/state policies. Any program requesting extended season compensation for more coaches than defined by "official squad" needs approval from Athletic Director. For programs not governed by the MSHSL "official squad" the number of coaches/advisors/supervisors paid will be the number deemed by the Athletic or Activities Director as essential and required for those extended season events. Coaches/Advisors will receive 5% of their base plus experience pay for each day of competition in the extended season. If supervisory duties are required in the event of out-of town travel on a non-competition day, a coach/advisor/supervisor shall be paid at a rate of \$60 per day. Total extended season pay is limited to 20% of base plus experience pay for each coach/advisor/supervisor (supervisory fee is not included in extended season compensation cap).

CHECKLIST OF PROCEDURES TO PREPARE FOR AN INTERSCHOLASTIC SEASON

The following list of items may serve as reminders and suggestions for coaches. The list is not necessarily all-inclusive.

PRE-SEASON

- _____ 1. Check out keys from the athletics administrative assistant for the locker room and coaches' office.
- _____ 2. Check all equipment and facilities prior to season. Report problems to AD.
- _____ 3. Set up preseason meeting with AD.
- _____ 4. DO NOT ALLOW AN ATHLETE TO PARTICIPATE UNTIL ALL FORMS ARE COMPLETED and the student is on your try-out list.
- _____ 5. Read the MSHSL (Minnesota State High School League) Official Handbook and Athletic Rules for your sport.
- _____ 6. Be familiar with policies and procedures as found on the conference website.
- _____ 7. Check the time and date of rules interpretation meetings. All coaches are required to complete these online meetings, when applicable. Rules interpretation meetings are done online via the MSHSL Coaches Clipboard.
- _____ 8. Review procedures relating to the use of seventh, eighth, and ninth grade students on the high school team.
- _____ 9. Prepare a Bus Request Form and submit it well in advance to the AD's Administrative Assistant for approval.
- _____ 10. Conduct student-athlete informational preseason meeting.
- _____ 11. Conduct Parent/Athlete/Coach (PAC) meeting
 - Review Chemical use, sexual harassment & hazing policies
 - Review procedures for handling athletic complaints
 - Review team handbook – attendance, lettering, etc. Give copy to AD Office
- _____ 12. Arrange equipment issue with the equipment manager. Check all equipment and facilities you will be using for safety. Submit any work orders to the athletic director.
- _____ 13. If needed, obtain a security number from the athletic director/principal.
- _____ 14. **To ensure that there are no conflicts with community use of facilities and your use, please work in advance with AD to schedule all facilities that will be needed for the season!**
- _____ 15. Coaches planning to enter teams or individuals in invitational meets must inform the athletic director. The information should be given to the athletic director before schedules are prepared, and must include the dates, sites, and fees of all such invitationals. Payment for fees can take up to three weeks. Requests should be submitted early.
- _____ 16. A personal contact from the coach will be made if an athlete is cut from the squad.

PRE-MEET/GAME

- _____ 1. Submit your team roster for programs to the athletic office.
- _____ 2. Check bus times and destination for your transportation. If at any time a meet/ game should be cancelled or rescheduled, a contest added, or a change made in site, confer with the athletic office.
- _____ 3. Be familiar with emergency procedures and emergency Contacts – Bus Garage!
- _____ 4. Provide score books for the official scorer.
- _____ 5. Instruct team members about meet/game etiquette.

DURING THE SEASON

- _____ 1. Send Email to Administrative Assistants announcing early release of student athletes from all schools (2 HS and 3 middle schools).
- _____ 2. Ensure Payment Voucher Cards (**Pick up in AD office**) are completed for each official prior to each game/event. It is important that these are **complete** and **accurate** to ensure prompt payment of the officials.
- _____ 3. After a game/meet, distribute scores to the media:

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| Star Tribune | (612) 673-4447 |
| Tim McGovern (952)-807-5461 or | Chaska Herald (952) 448-2650 |
| St Paul Pioneer Press | (651) 228-5516 |

- _____ 4. Provide for proper care and accountability of all equipment and uniforms.
- _____ 5. Get region passes for your sport from the athletic director.
- _____ 6. If applicable, make sure State Meet Information for the MSHSL is given to the athletic director by the due date. Coaches are responsible for keeping up to date rosters on the MSHSL website!

POST-SEASON

- _____ 1. Check in all equipment. Coaches are responsible for equipment turn-in. They must be present when the team checks in equipment. Coaches are responsible for the equipment and uniforms or the payment for lost equipment. Coaches should Set up a time to collect all uniforms. Do not tell athletes to drop off at AD's Office.
- _____ 2. Complete final reports within one week after the end of the season and submit the report to the athletic office. Schedule a conference with the athletic director should closely follow the season.
- _____ 3. Take an equipment inventory.
- _____ 4. Turn in your list of letter winners and All-Conference selections to the athletic secretary at least one week before your banquet.
- _____ 5. Return keys to the principal's secretary.
- _____ 6. Establish equipment and capital outlay needs for the following year using the Equipment Requisition in the post season report.
- _____ 7. Meet with the athletic director to determine non-conference scheduling for the following year.
- _____ 8. Have completed student athlete participation evaluations turned in to athletic office.

COACHES' INFORMATION / RESPONSIBILITIES

AFFILIATIONS

The Minnesota State High School League, together with the National Federation of Interscholastic Sports are the two governing organizations for the district's activity programs. The policies and regulations for participation, rules of play, length of season, post-season tournaments, and eligibility violations fall under the direction of the two organizations.

The school principal determines the academic eligibility standards for student athletes. The school principal may also impose an eligibility penalty for behavior not becoming of a student in extra curricular activities.

KEYS

Keys are to be checked out from the Athletics Office. Duplication or loaning of keys is prohibited. Students are not to be given or loaned keys. Keys are to be returned at the end of the sports season. Extended key check-out will be reviewed on an individual basis.

SECURITY NUMBERS

If a coach needs facility access to school building during hours when no custodians are on duty, see the athletic director well in advance for a security number and directions for use.

TELEPHONE CALLS

If long distance phone calls must be made, make arrangements through the athletic office.

COACHES' CLINICS

Coaches are encouraged to attend coaching clinics. Registration and a completed Convention or Conference Application form should be submitted to the athletic director for approval. We have limited funding for this, so only the tuition/ registration fee will be covered. Normally, the Head Coach and the Varsity Assistant(s) will have funding for attendance at one clinic per year.

COACHES' ASSOCIATION MEMBERSHIPS

There are coaches' associations for each specific sport. The Minnesota State High School Coaches' Association (MSHSCA) is the proponent of each of the specific associations. Taking an active roll in membership and participation is strongly encouraged. Membership applications will be provided to all coaches in the fall. Coaches must be members of their associations for their team to be eligible for academic honors.

PARENT-ATHLETE-COACH (PAC) MEETINGS

There will be a Parent/Athlete/Coach meeting at the beginning of each season. Attendance is required for all coaches and coaches are to require attendance of their team members and strongly encourage the attendance of the parents or guardians of his/her squad members. At this meeting the head coach is responsible for reviewing school regulations and policies such as:

- Introduction of assistant coaches
- Introduction of team captains
- Squad selection
- Objectives of participation
- Attendance requirements
- Lettering requirements
- The MSHSL general rules, non-school competition and training rules, and mood altering chemical rules
- The Chaska High School policies on participation fees, use of lockers and return of equipment. (Let families know all issued equipment and uniforms must be returned in a timely manner and to the appointed coach.)
- Risk in sport and insurance waiver
- Academic eligibility
- Season schedule
- Practice schedule and weather cancellation procedures
- Transportation policy / Travel releases for private transportation
- Complaint procedure

STUDENT FEES

The ability of the schools of Eastern Carver County to pay coaches and advisors is largely contingent on the receipt of student participation fees. It is one of the responsibilities of every head coach and advisor to enforce the eligibility rules. Students who have not paid their fees are not eligible to try-out in a sport or activity.

The Athletics Office will generate rosters of eligible students who can try-out at the start of each season. It is the head coaches' responsibility to cross check student trying out with this roster.

STUDENT ATHLETE SCHOOL ATTENDANCE POLICY

In order to participate in an athletic practice or contest during a school day or during the evening of a school day, students **MUST** be in school “**ALL DAY**” in order to participate in a MSHSL event. The exceptions are: school sponsored field trips, doctor appointment (with a note from the physician, time and date stamped), dentist (with a note from the dentist, time and date stamped) or a funeral. Exceptions to this policy will be:

- A. Administratively approved absence.
- B. Previous administrative permission to miss school.

Any other exceptions to this policy shall be considered only upon the advice and consent of the high school principal and the athletic director.

EARLY RELEASE FROM SCHOOL

When it is necessary for students to be released early from class, the head coach should email a list of participants to an Administrative Assistant in the AD’s Office. That list will be forwarded to teachers.

PAYMENT VOUCHER CARDS

It is the responsibility of the coach to ensure that Payment Voucher Cards are completed by each official prior to each game/event. It is important that these cards are **complete** and **accurate** and returned to the athletic office promptly.

PURCHASING

- A. The coach will give the athletic director a description of the items needed for the next season using the Equipment Requisition in the post season report.
- B. The athletic director will keep an up-to-date account of expenditures.
- C. Requests should be placed well in advance of needs.
- D. In certain emergency situations, an item may be purchased immediately.
- E. Purchase orders should be placed by the Athletic Office.
- F. **Purchase orders will not be approved from 09 Accounts without AD checking on balance summary.**

FUND RAISERS

A Fundraising Request form must be completed and approved by a Chaska Athletics Director. A complete accounting of all moneys handled through assessments, fund raisers, etc. must be made to the Athletic Director at conclusion of the season.

CHASKA ATHLETIC BOOSTERS

The Chaska Athletic Boosters consists of a group of community people who provide support for our athletic teams. Each program has the ability to earn and request dollars throughout the season. Requested items must be equipment or clothing to be kept with the team from year to year. In order to be considered, the coach must supply names of program parents to volunteer at other sporting events selling tickets or concessions. The form used for this is the Booster Club Special Budget Allocation Request Form in the AD's Office. All requests must be made by the head coach in person at the monthly booster club meeting. A thank you note to the Boosters at the end of the season is expected.

LOCKER ROOM RULES

- A. Football, soccer, baseball, or spiked track shoes are not to be worn in the locker room or hallways.
- B. Do not throw or kick balls in the locker room or hallways.
- C. Keep tape, food wrappers picked up and in waste receptacles. No glass containers are permitted.
- D. Athletes are encouraged to shower after all practices and games.
- E. Only school locks are to be used. Always lock locker rooms!
- F. Each athlete is responsible for making sure that his/her locker is kept locked and is cleaned out immediately at the conclusion of his/her season.
- G. The locker room must be supervised at all times by a coach. The coach will make sure he/she is last out of the facility and that the room is picked up and locked.
- H. If a coach is the last person leaving the building, lights must be off and doors locked.

TEAM PICTURES

Team pictures will be scheduled as soon as possible for each sport. Must be completed within the first two (2) weeks.

- A. Teams should be in uniform at the scheduled time and location.
- B. Students may order team pictures at the time they are taken. Orders are to be pre-paid.
- C. A coach or team parent will collect money for team pictures. Be sure to set deadline date for payment and have money before you order pictures.
- D. Be certain the names of each athlete are recorded in order of appearance of photo, and if someone is left out of the team picture.
- E. Coaches are responsible for being sure that athletes have the information as to time, location, uniforms to be worn for the pictures, and cost of pictures.

- F. Team pictures are needed for programs, display case, trophies, yearbooks, record books, as well as being available to the individual team members if they so desire. Pictures will be scheduled with the photographer by the head coach.

TRANSPORTATION

- A. Bus Request forms can be secured through the athletic department. Fill it out and return to Administrative Assistant.
- B. At no time should students drive their own cars as a means of transportation to games. Students are to use the transportation provided by the school.
- C. A coach is to order the bus for the time it is needed so as not to pay for wasted time.
- D. The failure to cancel a bus (2) hours before departure may result in a charge to the district which will be charged against that sport's account.
- E. All student athletes are required to ride district provided transportation to and from away competition. A member of the coaching staff must be on the bus/van. The following are the only exceptions to the policy:
- 1) A completed parent permission transportation release. This completed form must be submitted to the athletic director a minimum of one day prior to competition. Under no circumstances will a student athlete be permitted to ride with another student or under-aged adult (under 21 years of age)
 - 2) The day of the event, with the coach's disgression, a student athlete may ride home with only his/her own parent. A handwritten note from parent to coach and a visual and verbal recognition after competition may allow for only that student athlete to leave with his/her parent
- F. Bussing is not necessary for in district activities.

FACILITIES BOOKINGS

Buildings are often used by individuals and groups not directly related to the school district. In order to coordinate the many competing demands for classrooms and other meeting spaces, the district maintains a detailed calendar for facilities usage.

Any coach or activity advisor wishing to use space in a school building must book the space through the Athletics Office. Please make the request as soon as possible to avoid conflicts and ensure space availability. Requests should include the date, time, and room number (or space name) and the nature of the activity taking place

Note: Scheduling should avoid placing unsupervised students in sensitive areas. Due to the presence of sensitive and confidential student data and/or dangerous materials, house offices, counselor and administrator offices, science rooms, computer rooms, media center and the special Ed Office may not be used for meetings involving students. Arrangements for use of computer labs and the media center should include contacting the building's technical coordinator to arrange for tech support. This will ensure that necessary equipment is available and operating, and that teaching equipment is fully operable the following school day.

ATHLETIC EQUIPMENT AND UNIFORMS - Coach's Responsibility:

- A. Inform athletes of their responsibility for the use and return of athletic equipment and uniforms. Explain procedures for issuing and returning equipment and the penalty for loss of misuse. Athletes are responsible for returning everything they check out. Do not return to Athletic Office – get to a coach.
- B. Inform athletes that uniforms are only to be used for athletic activities sponsored by the Chaska Athletic Department.
- C. Athletes quitting a team are to be cleared with the athletic office and the equipment manager immediately. Coaches are to notify the equipment manager immediately of all athletes that have quit or are dropped.
- D. Inform students of the specific date(s) and times(s) to turn in equipment and uniforms at the end of the season. All uniforms should be returned to the equipment manager no later than one week following the close of the season. It is extremely important that the coach be present at check-in time.
- E. It shall be the coach's responsibility to inform all of the participants and their parent(s) who have failed to account for their equipment. This is accomplished by using the Athletic Equipment Return Letter.

The participants shall be informed of the following:

1. The equipment they have failed to return
2. The fee they owe for the equipment not turned in
3. The denial of further sports equipment until all equipment is returned or fees paid
4. The withholding of their graduation diploma until all school bills are paid

SCHEDULING**Definition of a game or scrimmage**

It is important that the administrator of the athletic program be able to draw a distinction between a game and a scrimmage.

- A. Interschool Scrimmages and Intra-squad Scrimmages:

An inter-school scrimmage is defined as an instructional and practice training session. Scrimmage sessions shall not approximate or equal actual game conditions. A time clock may be used during the scrimmage in order to approximate certain game situations during which coaches may want to give instructions to their athletes. **Teams participating in a scrimmage MAY NOT:**

- Use a scoreboard or any other device to keep score or show points scored;
 - Keep an official or unofficial scorebook;
 - Use game uniforms or uniforms identifying the school. Practice jerseys are permitted;
 - Charge admission of any kind for the scrimmage. This includes free will donations;
 - Advertise or promote the scrimmage;
 - Officials can be used;
 - Record or report scores of the scrimmage.
- B.** All other contact between teams will count as one game toward the maximum number of games allowed during that sport season.
- C.** An Alumni game, if not played under the conditions described in A, must count toward the limit of games allowed.

Games

- A.** All-Conference games will be scheduled by the conference one year in advance.
- B.** Non-conference games will be scheduled by the coach after conferring with the athletic director.
- C.** Contracts for home contests will originate in the athletic director's office, and all contracts for home and away events shall be signed by the athletic director.
- D.** An extended field trip application must be completed for all extended and overnight trips. Pay particular attention to MSHSL rules regarding distance traveled.

Practices

- A.** The date of the first practice for a sport is established by the MSHSL.
- B.** It is recommended that participants be notified at the start of their season of any practices and scrimmages that are going to be scheduled on non-school days including Saturdays and vacation days.
- C.** Coaches must complete building use permits for all practices and scrimmages when district facilities are used. A minimum of two weeks advance submission is recommended.
- D.** Practices that are scheduled when there is an emergency closing of the schools must have the approval of the athletic director and the principal.
- E.** No coach or staff is to be involved in the organizing or administering of "captains' practices" during the off-season or on Sundays.
- F.** Sunday practices are not allowed.
- G.** Coaches are to submit their practice times for the season to the athletic office.

TOURNAMENTS

- A. Tournaments outside Chaska: Teams planning to participate in a tournament should notify the athletic director at the earliest possible date so the tournament can be placed on the schedule and proper budgeting can take place. If contracts are provided, they should be handled as indicated above under "Games."
- B. Tournaments conducted by Chaska: Teams planning to hold a tournament should inform the athletic director. A proposed budget should be discussed and an entry fee established.

OFFICIAL END OF SEASON FOR PARTICIPANTS

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

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

OPEN GYMS AND/OR CONDITIONING

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

- A. The school facilities are available for students to participate in a number of activities.
- B. The recreational activities are open to all students.
- C. There is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
- D. There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

Coaches' Involvement in "Open Gym":

- A. Coaches must not indicate either verbally or in writing that an "open gym" is mandatory for any students. Do not verbally tell them when or if a captain's practice will take place. This might be interpreted as undue influence.
- B. A responsible adult should be in attendance at all "open gyms".
- C. Although the head coach technically can be in attendance at an "open gym" situation (as long as he/she does no coaching), it is not always in the best

interests of the coach to attend open gym. Rationale for coaches not to be in attendance are:

1. A coach from another sport might think indirect pressure is put on an individual to attend this "open gym" in lieu of participating in a different sport.
2. A coach from another sport might feel indirect pressure to also be in attendance at his own sport's "open gym" opportunities.
3. A coach in attendance at an open gym runs the risk of being accused of coaching his players out of season.

SUMMER LEAGUE PLAY

The guidelines for summer waiver contact adopted by the Board of Directors are as follows:

- A. Definition** -- Summer is defined as June 1 – July 31. There will also be a one-week break (no contact). A completed Summer Waiver Coaching Form must be completed prior to working with students during this time frame.
- B. Use of school equipment** -- Requests for use of school equipment should be referred to the athletic director for approval.
- C. Coaching** -- A salaried or non-salaried member of the sophomore, junior varsity, or varsity coaching staff in a sport may not own, organize, administer, direct, or coach a camp or clinic that is attended by players without having a letter of approval on file in the athletic director's office. See Summer Waiver for Coaching Form
- D. Participation** -- There will be no limitation on the number of students from any one school who wish to participate on non-school-sponsored teams for summer play.

GUIDELINES FOR TEAM CAPTAINS

Team captains afford a positive opportunity to recognize and develop leadership and to assist the coaching staff in building team spirit and cohesiveness. Captains should be regarded as far more than honorary assignments or popular appointments.

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

The captains' responsibilities which appear to be common to all sports are suggested as follows:

- A. Assume responsibilities for developing and maintaining team morale and harmony.
- B. Serve as a leader with whom team members may discuss any circumstance comfortably.
- C. Serve as a mediator of internal squad matters and act as the first step of informal complaint resolution.

- D. Serve as an organizer of team get-togethers and social functions.
- E. Assume leadership role in planning recognition ceremonies.
- F. Generally assist coaching staff.

PROGRAMS

A program roster will be printed for home events by the athletic office. Rosters of home and visiting teams will be included.

TEAM ROSTERS

Beginning August 1, 2008, the MSHSL is requiring that all schools enter Varsity Schedules, Team Rosters (Varsity, JV and B-squad) and complete the Eligibility Verification Form by the Monday prior to the first possible contest date for each sport.

You will need to login to the MSHSL site (please keep this information confidential):
<http://mshsl.org/mshsl/administration/login.asp>

Check with the Athletics Office for login information.

TEAM WEBSITES

It is expected that head coaches will help maintain/communicate information with the athletics office that supports an updated website for their respective sports. The website should include (at a minimum), coaches contact information for all levels and practice and game schedules for all levels.

The school districts policy (Policy 432/524)for websites includes this information:

Internet School Web Site Required Details and Safeguards:

All pages posted to a District 112 Internet site require the approval of the building administrator or his or her designee. Individual work and pictures may be published on the web under the guidelines below.

- Student photos may be identified by **first name only**, except in activity or award photos.
- Student work may be identified by **first name only**, except for activities.
- Awards won by students/staff may be identified by first and last name with a picture.

HALF-TIME ACTIVITIES

All half-time and pre-game activities at home athletic events will be scheduled through the athletic office. Activities will be limited per contest and through the season. Requests should be submitted at the beginning of each season.

ATHLETE ADMISSIONS

J.V., sophomore, and ninth grade team members will be admitted free to home varsity games in their sport (Does not include Section Playoff games).

SECTION EVENTS

Chaska School District Passes and Metro West Conference Passes will not be honored. Each coach will receive a sectional pass for his/her sport.

LETTERING

Coaches must have on file in the athletic office the criteria for earning a letter in their sport. They should include the requirements for a manager and/or statistician letter. Athletes must be informed of the criteria at the beginning of the season.

Letters will be awarded upon fulfillment of specific lettering criteria as determined by the coach and approved by the Athletic Department. As a general practice, coaches discretion should be used for seniors involved in programs for two or more years or for unusual circumstances.

AWARDS SYSTEM

- A. A chenille letter will be given upon the first letter award
- B. A list of athletic awards/letter winners must be turned into the athletic secretary at least ten (10) days before the banquet.
- C. Certificates of Participation are available for lower level Team participants
- D. All-Conference players will be named at the end of each season. Plaques will be presented to these players by the Conference Coordinator of each sport after the end of each season.
- E. Students in grades 7 - 12 are eligible to earn these awards.

END OF SEASON BANQUETS

Programs are required to have an end of season banquet. The banquet is encouraged to be held in Chaska or other communities of District 112.

NOTIFICATION AND CELEBRATION OF ACCOMPLISHMENTS

Chaska High School is proud of its student athletes and performers. We endeavor to celebrate every student's performance in our co-curricular programs.

Coaches, directors, and advisors are urged to notify the Activities Office of our students' accomplishments throughout the year. The Activities Office will then post those outstanding accomplishments publically.

COACH'S END OF SEASON REPORT

Varsity head coaches will complete an end-of-season report and turn it in to the athletic director as soon as possible after the season ends. Please be as accurate as possible. In addition, varsity head coaches will schedule a one hour post-season meeting with the athletic director.

ATHLETIC REGISTRATION PROCEDURE - HIGH SCHOOL

- A.** The following letter and forms will be distributed to athletes from the athletic office:
1. Information Letter
 2. Chaska High School Activities Policies
 4. MSHSL Athletic Eligibility Information
 5. Student Registration Form
- B.** Before a student is allowed to practice with the coach, the following must be on file in the Athletic Office:
1. MSHSL Sports Qualifying Physical Examination/Sports Clearance Form
Physicals are good for two years and are required only if the student does not have one on file that is current.
 2. Athletic Insurance Waiver and fee paid
 3. MSHSL Athletic Eligibility Information Bulletin (signed by athlete and parent or guardian).
 4. Student **MUST** be on the roster given to head coaches **PRIOR** to try-outs.
- C. Transfer Students** - Prior to any new transfer student being certified as eligible for participation in interscholastic athletics, the student must have a completed MSHSL Transfer Form from his/her previous school of enrollment. This form must be completed and signed by the principal or athletic director. Along with that form, a copy of the student athlete's transcript from his/her previous school must be turned in to the H.S. athletic office for review. It is the student athlete's and parents' responsibility to have the proper form and transcript on file with the Chaska athletic office.
- G.** The athletic office will provide the coach with a list of eligible athletes on the first day of practice. It is the coach's responsibility to ensure all athletes are on this list prior to allowing the athlete to practice or draw equipment. Updated lists will be provided as needed. One week prior to the first contest, a final roster must be verified for the master eligibility to be submitted to the MSHSL.
- H.** Athletes who are cut or who voluntarily drop from a squad within two weeks from the start of the season will receive a full refund of their users fees. Once the athlete has returned all equipment, the coach should return to the athlete the Student Participation Permit. The student should bring this form to the athletic office and their user fee will be refunded. Refunds or partial refunds may be allowed after the first two weeks. The same procedure applies to these

refunds. See section on EQUIPMENT USE FEES FOR STUDENT ACTIVITIES for further information.

- I. Head coaches are responsible for keeping their assistants informed in all of these matters so that they can give correct information to the athletes.

PROCEDURE FOR HANDLING STUDENT AND PARENT CONCERNS

A. Athletes informal procedures for resolving problems/complaints:

1. Discuss the concern with team captain(s) when appropriate. If problem is not resolved,
2. Schedule conference with coach. If problem is not resolved,
3. Schedule conference with the athletic director. The coach(es) will also be present.

B. Parent of Athletes:

A parent desiring to resolve a complaint through informal procedures should begin the informal process at step (2) of the procedure outlined for athletes in A. In most situations, the student-athlete should be included in each step of the conflict resolution.

POLICY ON USE OF MOOD ALTERING CHEMICALS

Chaska High School follows the guidelines set by the Minnesota State High School League, as stated in the Guidelines & Registration Packet, under “Mood Altering Chemicals”, Section 19. In addition to these guidelines, Chaska High School will include “**possession**” or **consumption** of any mood altering chemicals as a violation. Chaska penalties and recommendations supersede MSHSL Rules. The student athlete will meet with the Athletic Director before continued participation is allowed.

PENALTIES AND SUPPORTIVE REQUIREMENTS FOR CATEGORY I ACTIVITIES

A. First Violation

The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks, whichever is greater.

B. Second Violation

The student shall lose eligibility for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.

C. Third Violation

The student shall lose twelve (12) consecutive interscholastic contests or four (4) weeks of a season, whichever is greater.

D. Captains

With any violation after being named a captain or during the season, the position of captain will be immediately forfeited.

EXPECTATIONS RELATING TO EXTRACURRICULAR PROGRAMS

Guidelines for Students

- Be aware of the time demands and commitments of the activity and accept the responsibility for being prompt and in regular attendance at practices and performances.
- Demonstrate a sincere interest and consistent effort to improve skills commensurate with ability.
- Demonstrate an attitude of cooperation and concern for the total group or team.
- Take proper care of, and have respect for, equipment and facilities used in the activity.

Guidelines for Coaches

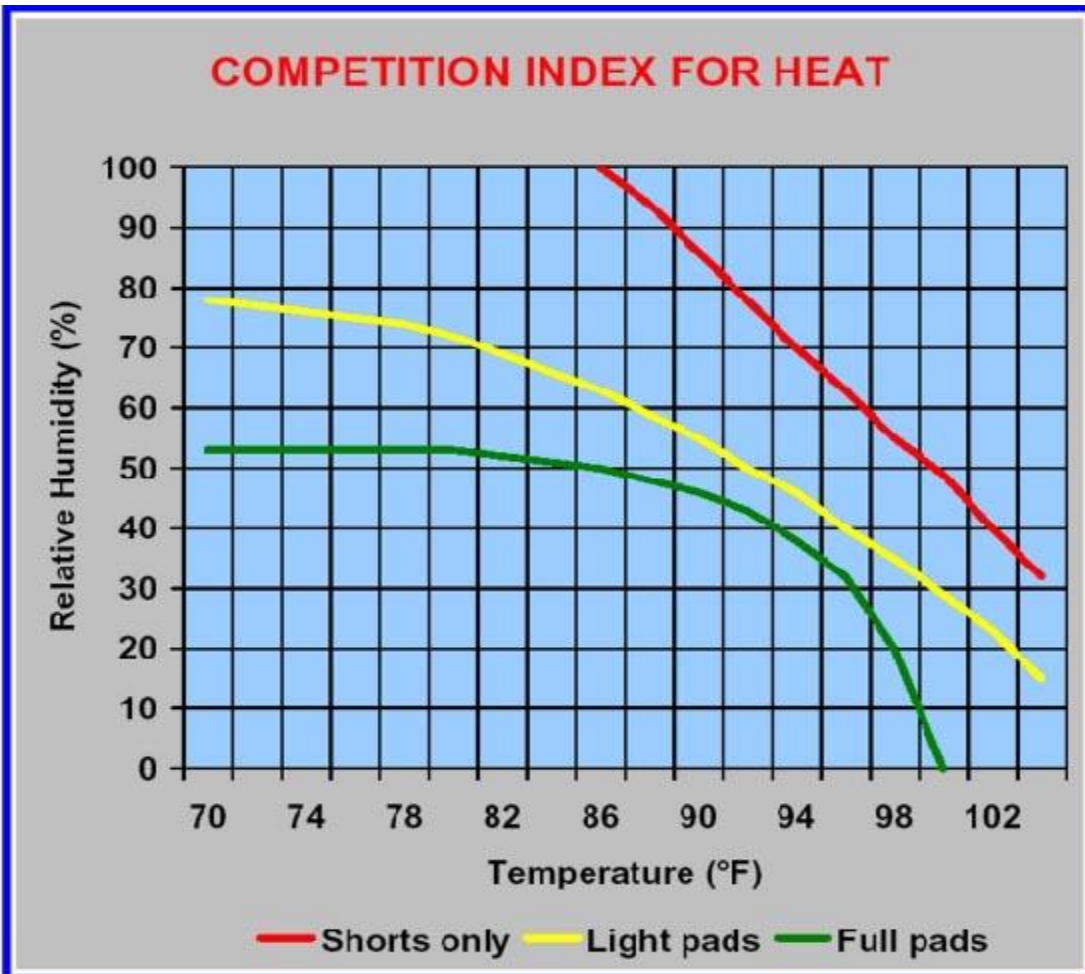
- Be prompt and in attendance at all practices and performances.
- Direct and control all activities during practices and performances.
- Outline time commitments to all participants at the beginning of the season -- identifying daily, weekly, evening, holiday, and weekend involvement.
- Recognize and give tolerant consideration to students facing occasional schedule conflicts arising from varied student involvement in other school and community activities.
- Understand that absences during school vacation periods shall not constitute a reason for dismissal from the activity.
- Keep extracurricular activities in proper perspective in relation to other demands on the student's time.
- Be sensitive to those times when a student must absent himself/herself due to a special or unique situation.

Guidelines for Parents

- Support extracurricular programs by being informed and having a positive, reasonable point of view regarding their objectives.
- Accept the time requirements and commitments necessary for the activity and give supportive encouragement to the student's acceptance of these requirements.
- Demonstrate concern by being patient, tolerant and understanding of both the discouragement and success in the ongoing individual development of physical skills and emotional maturity.
- Help in supportive ways, as needed, such as transportation, supervision, social events, and fund raising.
- Keep extracurricular activities in proper perspective in relation to other demands on the student's time.

WEATHER GUIDELINES (MSHSL)

Heat related weather

**Heat Stress Risk Temperature and Humidity Graph**

Reprinted with permission from Kulka T.J. Kenney WJ. Heat balance limits in football uniforms: how different uniform ensembles alter the equation. *Phys Sportsmed* 2002;30(7):29-39.

- GREEN LINE: Regular practices with full practice gear can be conducted for conditions that plot to the left of the green line.
- RED LINE: Cancel all practices when the temperature and relative humidity plot to the right of the red line; practices may be moved into air-conditioned spaces.
- BETWEEN RED AND YELLOW LINES: Increase rest to work ratio with breaks every 20 minutes and all protective equipment should be removed to practice in shorts only when the temperature and relative humidity plot between the red and yellow lines.
- BETWEEN YELLOW AND GREEN LINES: Increase rest to work ratio with breaks every 30 minutes and wear shorts with helmets and shoulder pads only when the temperature and relative humidity plot between the yellow and green lines.
- Heat risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and increased as the heat stress rises.
- Add 5 degrees to temperature between 10 AM & 4 PM from mid May to mid September on bright, sunny days.
- Practices should be modified to reflect the conditions for the safety of the athletes.

Lightning/Threatening Weather

Prior to the start of a contest, the host school is responsible for determining whether or not the conditions present a threat to the safety of participants and spectators, and will determine whether or not the contest will begin. Once the contest begins, the officials have the authority to postpone or suspend a contest due to unsafe weather conditions - that decision may not be over-ruled. School officials also still have this authority. The Superintendent or his/her designee may over-rule an official and suspend or postpone a contest once it has begun. In other words, once a contest has begun either the officials or school authorities may postpone or suspend a contest, and cannot be over-ruled by the other party. When in doubt, error on the side of safety.

While lightning on the horizon should warn of potential danger, lightning associated with thunder or thunder alone means that there is immediate danger to athletes, officials, and spectators. The adage — "If you can hear it, clear it." — should be used to make decisions to postpone or cancel the activity. Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds.

When considering resumption of an athletic activity, the MSHSL recommends that everyone should wait at least 30 minutes after the last flash of lighting or sound of thunder before returning to the field or activity.