

**CARDINAL ACTIVITIES HANDBOOK**



**HOME OF THE CARDINALS**

**WILLMAR SENIOR HIGH  
2701 30<sup>TH</sup> ST NE  
WILLMAR, MN 56201**

**Ryan Blahosky  
ACTIVITIES DIRECTOR  
320.231.8331**

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## **Willmar Senior High Athletics and Activities**

Welcome to the Willmar Senior High Athletics Program!

On behalf of the entire department, we wish you the best of luck in your athletic/fine arts endeavors. Willmar Senior High wants every student to have a positive experience while he or she is involved as well as being a positive representative of Willmar Senior High. Being a member of a team, whether you play a little or a lot, whether you are a player, manager, or statistician, has great benefits. Being part of a team at Willmar Senior High builds physical, social, and emotional skills. Each student at Willmar Senior High is given the opportunity, if eligible, to try out for any team, line, or squad. We hope your experience is rewarding and gratifying.

Participation is a privilege. Along with this privilege of participating on a team or in a group comes responsibility. Each participant or fan, must remember they are representing Willmar Senior High. Willmar Senior High Activities Department will put a tremendous emphasis on respect, sportsmanship, citizenship, and character. Working together we can create a positive feeling of school loyalty and pride which can be shared by all - - athletes, students, parents, coaches, and the community as a whole.

The purpose of this booklet is to give you information on the guidelines and procedures followed in all of our programs. Please read the entire booklet and direct any questions to your coach or advisor.

Ryan Blahosky  
Activities Director

## Information Phone Numbers and Email Addresses

### WILLMAR SENIOR HIGH

|                                     |              |  |
|-------------------------------------|--------------|--|
| Activities Director – Ryan Blahosky | 320.231.8331 | <a href="mailto:blahoskyr@willmar.k12.mn.us">blahoskyr@willmar.k12.mn.us</a> |
| Activities Secretary –Brenda Coquyt | 320.231.8332 | <a href="mailto:coquytb@willmar.k12.mn.us">coquytb@willmar.k12.mn.us</a>     |
| Willmar Senior High Main Office     | 320.231.8300 |  |
| Willmar Senior High Fax             | 320.231.8460 |  |

WEB SITE: [www.willmar.k12.mn.us](http://www.willmar.k12.mn.us)

Events Calendar:

1. Go to Willmar Public Schools Web Site
2. Click on Senior High School
3. Click on Activities
4. Click on Central Lakes Conference
5. **Other Important Athletic Information Can Be Found At This Location**

### MINNESOTA STATE HIGH SCHOOL LEAGUE

WEB SITE: [www.mshsl.org](http://www.mshsl.org)

This is the governing body of high school athletics in the State of Minnesota. The web site will give you information on eligibility, section assignments, state meets, game results, etc.

### CENTRAL LAKES CONFERENCE WEBSITE

WEB SITE: [www.centrallakesconference.org](http://www.centrallakesconference.org)

This website contains all the schedules, maps, policies, and other important information relating to the Central Lakes Conference.

## Mission Statement

Preparing all students for a successful tomorrow

The goal of the Willmar Public Schools is to involve the students, staff, parents and community in the pursuit of these current beliefs:

- 1) Learning is a lifelong experience for all.
- 2) All individuals will be valued socially, culturally and academically.
- 3) All children can learn and succeed when given experiences appropriate to their needs.
- 4) The learning environment will be psychologically and physically safe.

## Activities Program Directives

Activities in the Willmar Senior High School shall be governed by activities policies formulated by an Activities Committee and subject to the approval of the Board of Education. Such policies may be modified whenever deemed necessary by the Committee and the Board.

The members of the Activities Committee shall consist of one WSH Parent representative, senior high principal, activities director, middle school principal, two girls' sport coaches and two boys' sport coaches.

## Philosophy

The Willmar Ind. School District #347 believes that a dynamic program of student activities is vital to the educational development of the student.

The Senior High Activities Department should provide a variety of experiences through interscholastic programs to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Activities should function as an integral part of the total curriculum and should offer opportunities to serve the institution, to assist in the development of fellowship and good will, to promote self-realization and all around growth, and to learning the qualities of good citizenship.

*We believe* that interscholastic athletic competition should be an integral part of the total school program and serve as a reflection of the needs of students and the school community.

*We believe* participants can be taught to win in a gracious manner and accept defeat in the same fashion.

*We believe* participants can find purpose in their school work and carry that purpose forward in their lives as a result of a sound athletic and activity programs in the schools.

*We believe* athletic competition provides real value for the student body and school community.

*We believe* a sound athletic department based on a sound philosophy can improve school and community morale and become a positive outlet for energy and enthusiasm.

*We believe* the welfare of the individual is always the primary concern. The competition exists for the student-athlete. The student-athlete does not exist for the game.

*We believe* the community should realize that control of, and responsibility for high school athletics rests *entirely* with the administration of Willmar Senior High and the Willmar School District.

## Department Organization

Board of Education

Superintendent of Schools

Building Principal

Activities Director

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Assistant Activities Director

Head Coaches/Directors

Assistant Coaches

## OBJECTIVES OF PARTICIPATION

A sound athletic program must provide for all student-athletes:

- The understanding that participation is a privilege and not a right.
- The opportunity to learn and improve skill levels in a competitive environment.
- The development of physical vigor, desirable health habits, and safety.
- The opportunity to make lasting friendships with squad members, opposing players, and to visit and compete in other communities.
- Chances to observe, demonstrate, and exemplify fair play and healthy competition.
- The realization that interscholastic athletic competition is a privilege that carries varied and definite responsibilities.
- An association with ladies and gentlemen who exemplify well-rounded competitors in the person of our athletic coaches.
- A chance to learn that the violation of rules during athletic competition brings consequences, just as in life.
- Assurance that the degree of success depends upon hard work, devotion to task, and enthusiasm for the game, as well as the innate ability of each individual.
- An opportunity to exercise judgment, think quickly, to take directions, and to carry those instructions out during great stress and to the best of one's ability.
- An opportunity to promote positive community and faculty relationships through membership as a school representative of the overall school program.

## Willmar Senior High Athletic Program

### Fall Season

| <u>Sport</u>              | <u>Grade</u> | <u>No. of teams</u> | <u>Team/Level Offered</u>         |
|---------------------------|--------------|---------------------|-----------------------------------|
| Boys Cross Country        | 7-12         | 2                   | Varsity, Junior Varsity           |
| Girls Cross Country       | 7-12         | 2                   | Varsity, Junior Varsity           |
| Boys Soccer               | 7-12         | 3                   | Varsity, JV I, JV II              |
| Girls Soccer              | 7-12         | 3                   | Varsity, JV I, JV II              |
| Football                  | 9-12         | 3                   | Varsity, Junior Varsity, Freshman |
| Girls Swimming and Diving | 7-12         | 2                   | Varsity, Junior Varsity           |
| Girls Tennis              | 9-12         | 3                   | Varsity, Junior Varsity           |
| Volleyball                | 9-12         | 4                   | Varsity, JV I, JV II, Freshman    |

## Winter Season

| <u>Sport</u>             | <u>Grade</u> | <u>No. of teams</u> | <u>Team/Level Offered</u>                    |
|--------------------------|--------------|---------------------|--|
| Boys Basketball          | 9-12         | 4                   | Varsity, Junior Varsity, Sophomore, Freshman |
| Girls Basketball         | 9-12         | 3                   | Varsity, Junior Varsity, Freshman            |
| Dance Team               | 7-12         | 2                   | Varsity, Junior Varsity                      |
| Gymnastics               | 7-12         | 2                   | Varsity, Junior Varsity                      |
| Boys Hockey              | 9-12         | 2                   | Varsity, Junior Varsity                      |
| Girls Hockey             | 9-12         | 2                   | Varsity, Junior Varsity                      |
| Boys Nordic Ski          | 7-12         | 2                   | Varsity, Junior Varsity                      |
| Girls Nordic Ski         | 7-12         | 2                   | Varsity, Junior Varsity                      |
| Boys Swimming and Diving | 7-12         | 2                   | Varsity, Junior Varsity                      |
| Wrestling                | 9-12         | 2                   | Varsity, Junior Varsity                      |

## Spring Season

| <u>Sport</u>        | <u>Grade</u> | <u>No. of teams</u> | <u>Team/Level Offered</u>         |
|---------------------|--------------|---------------------|-----------------------------------|
| Baseball            | 9-12         | 3                   | Varsity, Junior Varsity, Freshman |
| Softball            | 9-12         | 3                   | Varsity, Junior Varsity, Freshman |
| Boys Tennis         | 9-12         | 2                   | Varsity, Junior Varsity           |
| Boys Golf           | 9-12         | 2                   | Varsity, Junior Varsity           |
| Girls Golf          | 9-12         | 2                   | Varsity, Junior Varsity           |
| Boys Track & Field  | 9-12         | 2                   | Varsity, Junior Varsity           |
| Girls Track & Field | 9-12         | 2                   | Varsity, Junior Varsity           |

\*\* Programming may change during the school year based on numbers, needs, or conference schedules.

## Athletic Participation Philosophy

### Freshman-JVII Teams

- 1) Emphasis is on blending competition with participation. Grouping by ability level begins. Coaches are encouraged to work with all participants equally. Playing time is at the discretion of the coaches.
- 2) If there are enough participants and resources for multiple teams, those teams will be established on ability level.
- 3) Because of district limitations and game availability cuts may have to begin at this level.

### Sophomore-JV-JVI Teams

- 1) Team is selected by ability level.
- 2) Coaches are encouraged to provide coaching time and playing time for all participants, but the amount of time is determined by the ability level of the participant.

### Varsity Team

- 1) Teams are made up of the best and most competitive student/athletes from grades 7-12.
- 2) Players are selected on the basis of ability.
- 3) Playing time is determined by the head coach on the basis of individual ability and team needs.
- 4) Coaching time will vary by ability level.

# **Procedures and Guidelines for Participation in Willmar Senior High Athletics**

## **Registration Process**

Every student must have an updated physical on file at Willmar Senior High to register and participate in school sponsored athletic programs. Registration is to be completed before the first day of practice for your particular sport. Students must have: Physical, MSHSL Athletic Eligibility Form and Emergency Contact form turned in before they can participate. Students will not be issued a team uniform or any school equipment until they have paid their participation fee. Please contact the Activities Office with any questions.

## **Financial Assistance and Alternative Payments**

Student-athletes that qualify for the free-reduced lunch program are eligible to pay a reduced participation fee. Alternative fee plans are also available for student-athletes. Students may apply for financial assistance from the Willmar Public Schools Foundation. Any student-athlete requesting an athletic participation financial assistance form or an alternative fee plan must complete the proper paperwork prior to the start of the season. Paperwork can be obtained through the Athletic Office. Please direct all questions to the Activities Administrative Assistant.

## **Participation Fees**

HS Sport Fees: 1<sup>st</sup> sport \$300 – 2<sup>nd</sup> sport \$200 – 3<sup>rd</sup> sport \$100

\*\*Reduced Lunch Qualifier \$80 per sport

\*\*Free Lunch Qualifier \$40 per sport

\*\*MS students that compete at the HS will be charged \$200 per sport.

HS Activity Fees: \$60 per activity

Speech, Fall Musical, Jazz Band (full year), Knowledge Bowl, One Act Play, Choir Ensembles, Robotics

\*\*Reduced Lunch Qualifier \$40 per activity

\*\*Free Lunch Qualifier \$20 per activity

MS Sport Fees: \$100 per sport/activity. (\$300 cap per student for sports/activities)

Family Cap \$700 –includes MS and HS sport and activity fees.

## **When is Payment Due**

Payment is due for all activities before the first contest/performance in order to participate. If using alternative payment plan students will become ineligible if payment is missed or late until the correct amount has been paid.

\*\*\*Students will not be issued team uniforms before fees have been taken care of.

## **Refund Policy**

- 1) All student/athletes are eligible for full refund up to first competition/contest.
- 2) No refund will be made to anyone who quits after the first competition or is dismissed, at any time, for violating team rules.
- 3) Prorated refunds will be made upon request when an illness, injury or exceptional circumstance prevents continuation in a program as determined by HS Administration. All refund requests must be substantiated by a physician's written statement indicating inability to continue participation. Refunds will be based on percentage of regular season remaining and will be dealt with on an individual basis.



## **Middle School Athletic Participation**

Middle school students are able to participate in high school athletic activities offered as 7-12 programs. They will pay \$200 participation fee and are subject to MSHSL regulations. MS offers XC and Nordic Ski, students that participate at MS level only will pay MS fee.

Exceptions that may permit middle school students to participate in 9-12 athletic programs arise from the following circumstances: low numbers of participants and /or the need for a specialty athlete (i.e., goalie or pitcher). There is also an exceptional athlete requirement that may be utilized. Each situation is determined on an individual basis. Middle school participants in 9-12 programs must be eligible to be listed on the varsity post-season rosters. Furthermore, no high school aged students may be eliminated from the high school program to make room or to create positions for middle school students. Such cases are handled by the Athletic Director who must follow the **Student/Athlete Advancement Policy**. All 7-12 student/athletes must complete the MSHSL paperwork to be eligible to participate at any level.

## **Student/Athlete Advancement Policy**

WPS believes student/athletes in grades 7-8 should participate at grade level whenever possible. In the event the MS does not offer an activity the HS offers, students in grades 7-12 are eligible for participation (See participation fees for MS students on HS teams) on the HS team. Movement of players to a higher level when the MS offers a program is discouraged. However, it is recognized that exceptional student/athletes and unique circumstances do appear in our programs. If a 7<sup>th</sup>-8<sup>th</sup> grade student is deemed talented enough and is physically and emotionally capable of participating on a higher level squad the coach will:

- 1) Obtain approval from the HS Activities Director
- 2) Notification of the MS Principal
- 3) Meet with to discuss the requirements and receive approval from the student/athletes parents/guardians
- 4) Meet with student/athlete to discuss move and expectations
- 5) Inform team of the advancement

Advancement of 7-8 grade students can only take place upon favorable approval from: HS Coaches, HS AD, MS Principal, Parent/guardian, and Student/athlete. In grades 9-12, coaches have the flexibility to move players to their proper level of competition based on ability, conditioning and program needs. Advancement of a student/athlete of more than 1 team designation will require approval from the HS Activities Director.

Student/athletes in 7-8 grades who have been advanced will not be moved back down in order to participate in lower level events or tournaments. Exceptional circumstances must be approved by the Activities Director.

## **Scholastic Eligibility**

All student/athletes must meet the minimum credit requirement to be making adequate progress towards graduation to be eligible for MSHSL sponsored activities. Credit requirements are listed in the HS handbook and verified by the guidance department prior to each activity's start date.

## **Attendance**

Attendance at school and practice is very important to stay current on academics and with the progression of the team. Students must meet the following criteria to be eligible for practice/competition:

**Practice:** Students in attendance for any part of the school day must attend practice.

**Competition:** Students are expected to be in school the entire day. All Absences must be excused.

**\*\*Examples of excused absences:** Court appointment, funeral, doctor appointment, drivers test, college visit, family emergency. (Sleeping in is not an excusable absence) Repeated absence from school for "medical/sick/personal" reasons may require documentation.

## Student Discipline Policy

Students participating in extra-curricular activities will be treated as any other student regarding conduct. All violations of school behavior/discipline policy are subject to MSHSL Good Standing and Student Code of Responsibilities, MSHSL Bylaw 206.

### Transportation

A student shall ride to and from contests on the transportation provided by the school. This builds team unity and safely transports all of the athletes. **A pre-approved note is needed (prefer an email) and must be approved by AD to have any other form of transportation provided.** In special circumstances parents/guardians may sign their child out, from the head coach, to ride home with them after a contest. Students are not allowed to drive themselves to contests, ride with friends or other parents, without previously granted permission from the Activities Director, Head Coach and parent/guardian. Bus rules are the same as riding the bus to and from school. All safety rules and conduct rules apply.

### Injuries

Injuries can be a part of a high school career in athletics. Student/athletes that are injured must inform their coach and if it occurred at a school function an injury report must be filled out. Injuries that require physician care must be accompanied by signed documentation from the physician regarding limitations. This documentation must be given to the Athletic Trainer and will be shared with the school nurse. Athletes that are restricted by a physician must obtain clearance in writing from a physician to return to practice/competition. Notification and documentation from the Athletic Trainer to the Head Coach is required before return to participation.

### Meals

Pre or Post game meals paid for by District 347 for team members and coaching staff are only permitted when the MSHSL or other sponsoring agency of a tournament provided funding or reimbursement to the school District. Meal money for individuals will be provided for State Tournament Finals events at a rate of \$17 per day (\$3, \$5, \$9 per meal).

### Fundraising and Gifts/Donations

Fundraising is an integral part of HS programs and helps to offset the cost of team clothing, meals, supplemental equipment, uniforms, supplies, etc. Each student athlete will participate in one large fundraising campaign at the beginning of the school year and a fund donation drive in the spring of the year. Funds raised will be divided directly to the sports the student participates in. Any additional fundraising done by student/athletes must be spearheaded by that sports booster club. Any person or group wishing to make a financial contribution in support of athletics may do so by donating to the Willmar School Foundation or the Willmar Senior High Activities Fund. Any exceptions to this policy must be approved by the superintendent of schools.

### Admission and Passes

Admission for all regular season sporting events will be:

Adults \$6.00  
Students (K-12) \$4.00  
Spectators age 65+ \$4.00

Passes: Multiple passes are available for purchase at WEAC or the Senior High. Passes may be used for all regular season athletic events. Passes will not be accepted for: Invitationals, Tournaments, Playoff games and Fall Musical.

|                     |  |  |
|---------------------|--|--|
| Full year passes:   | Adult  | \$100.00   |
|                     | Student  | \$40.00 (K-12 enrolled in WPS)                                 |
|                     | Family   | \$225.00 (1 Family unit: 2 Adults and their K-12 WPS students) |
| Punch pass:         | 10 punch   | \$50.00  |
| Student Sports Pass | Any student that pays a High School participation fee will receive a pass for the entire year to all regular season sporting events. Winter/Spring athletes can pay in the fall to receive pass. |  |

## Awards

Letter awards are presented in each varsity sport. Criteria for receiving varsity letters vary from sport to sport. Coaches should present the lettering awards and participation certificates at an end of the season banquet/gathering. All-Conference Awards are dictated by Central Lakes Conference policy.

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

- Complete the season in good standing
- No letter or participation certificate will be issued until all school issued equipment is returned
- Meet program's individual expectations to earn a letter.

NOTE: Students will only receive one (1) "W" letter whether earned in Arts, Athletics or Academics.

1. First letter in your sport, athlete has **not** previously received a letter in Arts, Athletics or Academics:  
\*\* Athlete receives a certificate, and a "W"
2. First letter in your sport, athlete **has** previously received a "W":  
\*\* Athlete receives a certificate
3. Additional lettering in your sport:  
\*\* Athlete receives a certificate
5. Coaches may institute special awards tailored to the various sports.
6. Managers are eligible to earn a varsity letter based on coach's recommendation.

Activity Letter Awards: Each co-curricular activity director will have the option to award the "W" letter to their students after establishing appropriate criteria subject to the principal's approval.

1. First letter in activity, participant has **not** previously received a letter in Arts, Athletics or Academics:  
\*\* Student receives a certificate, and a "W"
2. First letter in activity, participant **has** previously received a "W":  
\*\* Student receives a certificate
3. Additional lettering in activity:  
\*\* Student receives a certificate
5. Coaches may institute special awards tailored to the various sports.

## MSHSL Discipline Policies

Students participating in activities sponsored by the MSHSL, or listed in this handbook as subject to their policies by WPS, will be governed by the rules as stated by the League. Each student participant will be given a written copy of the MSHSL Eligibility Brochure to be signed and returned by the student and their parent/guardian. Full League handbook can be found at: [www.mshsl.org](http://www.mshsl.org)

## **MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)**

### **STUDENT CODE OF RESPONSIBILITIES (Bylaw 206)**

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student whose character or conduct violates the Student Code of Responsibilities or is suspended or expelled is not in good standing and is ineligible for a period of time as determined by the principal. A student not in good standing and suspended from school may not serve any penalty for MSHSL bylaw violations until they have returned to school and are considered to be in good standing at school. The student may be withdrawn from competition by the principal for academic or disciplinary reasons after an informal hearing with the student and the parents. Students will also jeopardize leadership roles in school programs based on violations of Bylaw 206.

### **Sexual/Racial/Religious Harassment/Contact and Hazing, Bylaw 209 (Cross Reference Bylaw 206)**

A student shall not engage in the sexual, racial or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year. Students will also jeopardize leadership roles in school programs based on violations of Bylaw 209.

### **Department Statement with Regard to Chemical Use in the Activity Program:**

We believe that the firm consistent application of the Minnesota State High School League rules is absolutely essential in helping young men and women work through their relationship with chemicals. Our general objectives are as follows:

1. Place a great emphasis on the commitment participants make to be chemically free.
2. Confront rather than ignore chemical use by participants.
3. Work with parents of participants in cooperative efforts to reduce chemical use or abuse.
4. Foster the attitude that caring does not mean condoning. It may mean confronting and it may mean imposing strict penalties.
5. Communicate and educate the effects of chemical abuse on individuals, teams, families, and the student body.
6. Communicate and educate with regard to policies regulation and penalties and their application.
7. Strive constantly to promote a more chemical free life style by helping participants to feel good about whom they are and the decisions they are making.

### **Chemical Eligibility (Bylaw 205 and Cross Reference Bylaw 304.B.1)**

The MSHSL form is a promise to yourself, your teammates, your coaches and your school that you will abide by the rules. Your signature tells us that you agree. Please read the form carefully with your parents. There are rules on conduct, harassment, participation, and on the use of mood altering chemicals. Penalties are accumulative beginning with the participation in a league activity and continuing through your high school career.

Willmar penalties and procedures supplement MSHSL Bylaws and Policies.

## **Category I consequences for MSHSL Bylaw Violation**

### **First Violation:**

- 1) After a violation has been determined, the student shall lose eligibility for the next *two consecutive interscholastic contests or two weeks, 14 calendar days*, whichever is greater, of a season in which the student is a participant. Students must complete the season for the violation to be successfully served.

### **Second Violation:**

- 1) After a violation has been determined, the student shall lose eligibility for the next *six consecutive interscholastic contests or three weeks, 21 calendar days*, whichever is greater, of a season in which the student is a participant. Students must complete the season for the violation to be successfully served.

### **Third Violation:**

- 1) After a violation has been determined, the student shall lose eligibility for the next *12 consecutive interscholastic contests or four weeks, 28 calendar days*, whichever is greater, of a season in which the student is a participant. Students must complete the season for the violation to be successfully served.
- 2) See MSHSL bylaw 205.2c

## **Category II consequences for MSHSL Bylaw Violation**

- Activities at Willmar Senior High that will follow/utilize MSHSL Bylaws for participation guidelines: Band, Choir, Orchestra, One Act Play, Robotics, Fall Musical. Student Council & National Honor Society will utilize MSHSL violation criteria to determine participation in their organization.

### **All Violations:**

- 1) After a violation has been determined, the student shall lose eligibility for the next 1 public performance of any kind. Student may be required to complete additional work/projects to maintain their grade if the performance is tied to their academic class.

### **Additional Local Consequences for MSHSL violation:**

- 1) Student/Athlete ineligible to be a captain for 1 calendar year from time of violation.
- 2) Student/Athlete ineligible for all school given awards at end of season including: Lettering, individual awards, etc.
- 3) Student/Athlete ineligible for Lions, Anderson, Erickson, Helin & True Grit awards if violation occurred during their senior year including the summer between 11<sup>th</sup> and 12<sup>th</sup> grade.

\*\*\*As an incentive to students who take responsibility for their actions and self-report an MSHSL violation, before the school is notified from another source, to the Activities Director, via in-person meeting, phone call/message (320-231-8331) or email, the Activities Department will waive consequences for #2 listed above.

**NOTE: If an athlete denies guilt and is later found to have violated MSHSL or District 347 policies, an additional nine weeks penalty will be imposed along with the original violation consequences. MSHSL Bylaw 304.B.1**

### **Captains:**

Serving as a captain is a unique privilege and carries a high level of accountability that requires commitment to self, program and community. Captains are the example we want each student/athlete to model. Captains at Willmar will be required to uphold the following criteria:

- 1) Perfect attendance at every team function including: practice, competition, team meals/outings, fundraising unless excused by Head Coach.
- 2) Be a leader during off season activities.
- 3) Attend monthly athletic council meetings with AD. (1 morning per month for 1 hour)
- 4) Realize that captains must adhere to a higher level of behavioral standards including but not limited to proper: language, dress, respect for self and others, conduct in public, etc.

## **Scheduling Conflicts (Athletic contests/Music Concerts)**

Conflicts between scheduled athletic contests and annual music department concerts are avoided by planning concerts on corresponding dates each year. If a conflict is unavoidable, the following criteria shall be applied:

- 1) A varsity sport student/athlete will choose the event they wish to participate in and no penalties may be applied by the director or coach involved
- 2) Non-varsity sport participant will be required to participate in the concert event. A non-varsity student/athlete will not be allowed to travel, dress, or play with their sports team even if they choose not to fulfill their concert obligation.

## **Language Trips and Athletic Conflicts**

The following policy shall be enforced in regard to World Language Trips. A student who chooses to participate in a language trip will be assured:

- 1) Upon returning from the trip the student will have the right to return to the athletic team that the student was on prior to the trip.
- 2) Coaches will not punish students who choose to participate in the trip. These students shall be treated just as they are when they miss games or practice for any other excused absence.
- 3) Conditioning and skill level should be the determining factors in regards to the amount of participation when the student returns to their team.

## **Rules of Conduct Regarding School Sponsored Trips**

Each sponsor/director will explain all the rules and expectations when on an extended (2 or more days) school sponsored trip. Each student and their parents/guardians shall be given a copy of these rules and expectations to be signed and dated by both parties and returned before departing on the trip.

- 1) Statement to be signed and dated by participant: "I have read and I understand the rules of conduct regarding students traveling as a Willmar Senior High group and I have received my parent's/guardian's signature which acknowledges receipt of these rules."
- 2) Statement to be signed and dated by participant's parent/guardian: "I acknowledge receiving the Willmar Senior High Rules of Conduct regarding student travel and will comply with all consequences and requirements regarding my child's behavior during the trip."

The following rules only reinforce what is considered to be appropriate behavior by our students. The rules are to provide consistency and are for the benefit of all students they are not punishments, but rather guidelines to clarify what we expect in terms of student behavior and support of parents in enforcing these rules.

What these rules reflect is what we think is just common sense good behavior. We believe that parent/guardian and student cooperation will greatly enhance our ability to continue to offer first class enrichment opportunities for the students of Willmar Senior High School while freeing us from having to deal with unresolved questions on student conduct.

If a student or parent does not believe that they can abide by these rules, the administration and coordinators request that the student withdraw from the trip.

## **Alcohol and/or Drug Use**

A student shall not at any time, regardless of the quantity: use or consume, have in possession a beverage containing alcohol; tobacco; buy, sell or give away any other controlled substance or drug paraphernalia or any products containing or used to deliver nicotine, tobacco products and other chemicals. Nor shall they use or consume, have in possession, buy sell or give away any substance or product where the intent of such use is to induce intoxication, excitement, or stupefaction of the central nervous system. Such products or substances shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts and any substances addressed by Minnesota or Federal law. Violators will be sent home immediately at his/her parent's expense.

## **Airplane/Bus/Hotel Behavior**

When groups travel, students should assume that all school and Minnesota State High School League rules still apply to them regardless of whether the group is at a location other than the school, at another location in the state, at a location out-of-state, or to another country.

The following rules also apply to students, as appropriate for the type of trip being taken. Obviously, not all trips away from the school will require overnight lodging or suitcases, etc.

- 1) Insubordinate behavior such as foul language, arguing with authorities, directors or chaperones, not following directions, etc. will result in the student being removed from participation and sent home at his/her parent's expense.
- 2) No student possession and/or use of alcohol, tobacco in any form, or any nonprescription drug (mood altering chemical) will be allowed. This includes possession or use of any of the above in hotel rooms or on buses or airplanes.
- 3) No pillows or blankets belonging to the hotel will be allowed out of the student's room at any time. Students are permitted to bring along their own pillows and/or blankets for use on the bus and should stay on the bus at all times. Hotel towels may be used at hotel swimming pools, as per hotel rules, but hotel towels, like any other kind of hotel property, may never be removed from the hotel grounds. Students who are found with hotel property in their possession will be required to reimburse the hotel for the value of the item(s).
- 4) When leaving on a trip involving overnight lodging, students shall agree to have suitcases searched prior to being loaded on the bus or being turned over to airline personnel. Further, every student going on the trip must submit to a cursory physical search of his/her person just prior to boarding the bus or airplane. Searches and personal checks will be conducted by chaperones who are the same sex as the students.
- 5) As described earlier, the physical presence of any contraband substance or item, including any form of drug paraphernalia, etc. will result in exclusion of the student from the trip. In addition, the following school rule will be applied when students return home: "Any student ejected from an athletic contest or other school event either at home or way, for drinking alcoholic beverage, use of drugs, vandalism, abusive language, or general misconduct will be indefinitely suspended from further school attendance. If the student is a participant in any extracurricular activity, the student will be suspended from one public performance in addition to the suspension."
- 6) The school will strictly enforce the eligibility rules of the Minnesota State High School League (MSHSL) as defined for students. (That information is explained in detail in a brochure distributed by the MSHSL.)
- 7) Students violating the rule on use/possession of mood altering chemicals will follow the regular procedures for being referred to building principals and the chemical awareness coordinator.

Adult chaperones, directors, advisors, and coaches are doing the group a great favor in offering to help with the trip. These persons bear significant responsibility and agree to interrupt their own sleep at night to check rooms. Chaperones will not be assigned to supervise group participants who are their own sons or daughters. They will agree to report any rules violations, inappropriate behavior, or illnesses to the director, advisor or coach immediately. All situations will be handled immediately or as quickly as possible with penalties for trip rule violations being invoked as soon as a violation is reported.

Because we understand how special chaperones are, and because we admire and appreciate them for their willingness to help our groups, we ask that our students are respectful and helpful to chaperones at all times. Any insubordination or rude behavior will result in the student being sent home from the trip at the parent's expense. The more we all do to make every trip experience positive, the happier we all are going to be.

## **Willmar Senior High Athletic Department Parent/Coach Communication**

Both parenting and coaching are extremely tough jobs. By establishing an understanding for each position, we are better able to accept the actions of the other and provide a better experience for the student athlete. As a parent, when your child becomes involved in a Willmar Senior High athletic program, you have a right to understand the expectations that are placed on your child. This begins with clear communication from the coach of your child's team.

## **Communication You Should Expect From Your Child's Coach**

1. The philosophy of the coach and program.
2. The members of the coaching staff specifically working with your child.
3. Expectations the coach has for your child and other team members.
4. Locations and times of all practices, contests and team functions.
5. Team requirements, such as fees, special equipment, off-season conditioning expectations and team rules.
6. Procedures to be followed should your child be injured during practice or a contest.
7. Discipline procedures that may result in the denial of your child's participation.

## **Communication Coaches Should Expect from Parents**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific medical problems that could adversely impact your child's performance and/or safety.
4. Specific concerns should be directly communicated with the coach.

*As your child becomes involved in the athletic programs at Willmar Senior High, they will experience some of the greatest and most rewarding moments of their young lives. It is also vital to recognize and understand that there will be times when things do not go the way you or your child wish. At times such as these, discussion with your child's coach is encouraged.*

## **Appropriate Concerns to Discuss with Coaches**

1. The treatment of your child mentally and/or physically.
2. Ways to help your child improve.
3. Concerns about the behavior of your child.
4. Family concerns that may have an impact on your child and subsequent athletic participation.

*It is very difficult to accept your child's not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all members of a team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following items, must always be left to the discretion of the coach.*

## **Issues Not Appropriate to Discuss With Coaches**

1. Playing time
2. Team strategy
3. Play calling
4. Lineups
5. Substitutions
6. Other members of the team

## **Unacceptable Contact with Your Child's Coach**

1. Prior to and during team practice
2. Prior to and during any contest
3. Immediately following any contest or practice



These are typically either very busy times, or in the case of a contest, very emotional times for all parties involved. Things can and will be said that are not meant. Meetings of this nature do not promote resolution. There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties have a clear understanding of the others position. Any concerns brought to the AD or Principal will be referred back to the appropriate coach for an initial conference. When conferences are necessary, the following procedure and chain of command should be followed to promote an understanding.

### **If You Have a Concern to Discuss with a Coach this is the Procedure You Should Follow**

1. Initiate communication at an appropriate time with appropriate coach as your first step.
2. Call the coach first to set up an appointment.
3. If the coach cannot be reached, contact the Willmar Senior High Activities Director to assist.
4. If a satisfactory resolution was not reached, contact the Activities Director at Willmar Senior High and set up a meeting.

*Research indicates a student involved in an extracurricular activity has a greater chance of success during adulthood. Therefore, our programs have been established specifically for our student athletes. Many of the character traits required to be a successful participant are exactly those that will promote successful lives and careers after high school. We hope the information provided in this document makes both your child's experience and your experience with Willmar Senior High and its athletic programs less stressful and more enjoyable.*

### **Tips for Parents of Student/Athletes**

- 1) **TEACH RESPECT FOR AUTHORITY.** There will be times when you disagree with a coach or an official, but always remember they are trying to do their best.
- 2) **BE SUPPORTIVE OF THE COACH/PROGRAM.** When talking with your child about any coach, be supportive and positive about the decisions the coach is making. If there is a problem, speak directly with the coach about it.
- 3) **GET TO KNOW THE COACH.** Coaches can have a powerful influence on your child, take the time to attend all pre-season meetings and get to know the coach's expectations, philosophy, and guidelines for the season.
- 4) **LET THE COACH DO THE COACHING.** It is confusing for an athlete when they are hearing a different message from their parents. It may actually be affecting their participation if they are doing what you tell them and not what the coach expects.
- 5) **SHOW UNCONDITIONAL LOVE.** Let your child know that you love him/her whether they win or lose, whether they played in the game or not, and whether they played well or not.
- 6) **LISTEN TO YOUR CHILD.** Always take the time to listen and support your child, but remember to stay rational until you know the whole story. Keep winning and losing in proper perspective.
- 7) **BE A POSITIVE ROLE MODEL.** Take a good honest look at your actions and reactions in an athletic setting.
- 8) **INSIST ON GOOD GRADES.** Check on your child's grades frequently.
- 9) **INSIST ON FOLLOWING THE RULES.** Help lead your child to follow all MSHSL, WHS, and team rules. It is your duty to hold them accountable and report any violations to the head coach.
- 10) **NO EXCUSES.** Do not offer excuses if your child is not participating as much as you would like or if they are not at the level you would like.

### **Program Evaluation**

Parents and student/athletes will have an opportunity at the end of their season to fill out a brief online survey evaluating the program. We encourage participation in this as a way to continue to grow and develop our athletic programs. Survey results will be used to better our programs for everyone involved, not for disciplinary action.

## **NCAA ELIGIBILITY CENTER (formerly NCAA Clearinghouse)**

If you are planning to play college athletics at a Division I or Division II school, the NCAA Initial Eligibility Clearing House must certify you. Eligibility requirements are based on a 2.0 GPA in 16 core classes for D-I, 14 core classes for D-2 and an 18 ACT score. Application may be made online at: [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Currently D-I & D-II rules do not apply to Division III colleges. For information on initial eligibility and eligibility of students with learning disabilities contact the Guidance Office.

### **MSHSL CONTEST BEHAVIOR EXPECTATIONS**

- Respect the American flag and the National Anthem.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, “white” boards or other similar items contest/tournament officials deem to be in poor taste will be removed.
- Artificial noise makers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- Laser lights are strictly prohibited.

## Social Media Expectations

Student/athletes and staff members are asked to use discretion when participating in social networking avenues. For good or for bad; you are always “on the clock” when it comes to representing Willmar High School and yourself.

Student/athletes are representatives of Willmar Activities and are in the public eye more so than other students. Assume anything you post on your personal account could be read by Willmar school staff, teammates, classmates, opposing teams, recruits, alumni, parents or other family members, media members, a current employer, future employers or coaches, and law enforcement personnel.

### What is Social Media?

- Social media connects people in various corners of the world, helping to build relationships through social interacting using highly accessible communication techniques including but not limited to: Twitter, Facebook, YouTube, Snapchat, Vimeo, Instagram, Tumblr, LinkedIn, MySpace, Flickr, Foursquare and blogs.

### Best Practices:

- Remember the Internet is permanent. Once it is posted it is out there to be found.
- Avoid posting offensive or inappropriate language, pictures, videos or comments
- Ensure content posted on these sites does not depict inappropriate or illegal activities
- Don't post anything you wouldn't say in a public forum when representing Willmar school or anything you wouldn't say in a media interview
- Be in the right state of mind when you make a post – don't post when angry, upset, or your judgment is impaired in any way
- Check your privacy settings. It is recommended that the strongest security settings be used
- Never post your home address, local address, phone number(s), birth date or other personal information. Additionally don't post your “location” on Facebook and Twitter
- Understand that anything posted online is available to anyone in the world – any content placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online, even if you limit access to your page or account
- Ensure any information placed online does not violate MSHSL, Activities Department or WPS codes of conduct
- Do not comment on athlete injuries, rosters, playbooks, officiating or any other team information that should be kept confidential
- Do not comment on opponents, coaches, teammates or anything else that could put Willmar Activities, your team or you in a bad light
- **Student/athletes could face discipline and even dismissal for violations of team, department, school or MSHSL policies**

### Did you know?

- Many colleges and businesses will research your profile if you are applying for college or a job
- College coaches research your PARENTS online profile while recruiting you to see if they want your parents in their program

## **MSHSL ELIGIBILITY DETERMINATION POLICY FOR EL STUDENTS AT WILLMAR PUBLIC SCHOOLS**

Willmar Public Schools will determine eligibility for students participating in MSHSL sponsored activities based on the student making satisfactory progress towards graduation in all of their following categories.

Students must:

- Be passing all classes at Willmar Senior High School
- Be making adequate effort to improve their skills as determined by their classroom teachers.
- Make satisfactory yearly progress on ACCESS scores, determined by National benchmarks for progress for students that are new to country and English learners.
- Meet all other requirements for eligibility based on MSHSL Bylaws.

Satisfactory progress for students in the Willmar Public Schools EL program shall be verified by the EL Director of Willmar Public Schools and the High School Principal.