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Hill City and Northland Community Schools

ISD #002 and ISD #118



Interscholastic Athletics Coaches Handbook

2024-2025

ISD #002 and ISD #118 does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, familial status, religion, creed, gender, marital status, genetic information, or receipt of public assistance in admission, access to, or treatment or employment in its programs and activities.

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STATEMENT OF PHILOSOPHY

The basic philosophy of the interscholastic athletic program of Independent School District #002 and ISD #118 is to provide an opportunity for as many students as possible to take part in as many sports activities as possible under the qualified leadership of a competent coach.

The students should be the center around which all activities are organized, with their welfare the focal point of the program. Although the district takes pride in winning, it does not condone “winning at any cost” and rejects all pressures and practices which tend to submerge good mental health beneath the desire to win.

The athletic program as designed and administered should contribute substantially to the total educational program offered to the students by the district. Participation in athletics shall be regarded in its proper perspectives as one of several worthwhile types of educational experiences.

OBJECTIVES OF PARTICIPATION

1. The development of a high level of physical fitness with emphasis on neuromuscular skills.
2. The development and practice of an appreciation for sportsmanship, to be gracious and humble in both victory and defeat.
3. The participation in interscholastic competition shall grow out of a broad program of participation for all students.
4. The development within each individual of a working knowledge of the need to practice teamwork and cooperation in their relationship with others.
5. The opportunities to observe and participate in a wide variety of individual and team sports.
6. The development of the qualities of leadership within the participants and also the qualities of recognizing good leadership.
7. The development of traits of character which will cause the participant to make the maximum contribution to society.
8. The development of knowledge of the rules of the game.
9. The development of the ability to budget one’s time in a number of activities.
10. The development of self confidence within the individual participants.

VALUE OF ATHLETICS

Interscholastic athletics is a definite part of the overall school program. Students who choose to try out and are selected to represent the school assume an obligation not only for themselves but also for those whom they represent. The athletic award represents, not only participation by the individual in a specified amount of interscholastic play, but also the good citizenship which can be expected of a selected representative student. The athletic program provides certain opportunities and emphasizes definite goals:

1. Athletes are taught to accept decisions and responsibilities. Then, and only then, will they become good citizens.
2. Athletic competition is a great equalizer; individuals are judged for what they are, not their creed or color, nor their economic or social status.
3. The intense emotional situation in competitive sports is a maturing factor. Athletes have an opportunity to learn their strengths and weaknesses.
4. Athletics provide for rapid physical development and give participants satisfaction in accomplishment that few other activities can match.

5. The desire to win is emphasized because it encourages athletes to try to do their very best.
6. Discipline and work habits are included in preparing athletes for competition.

CODE OF ETHICS FOR COACHES MINNESOTA STATE HIGH SCHOOL COACHES ASSOCIATION

As a Professional Educator I will:

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athletes.
3. Encourage the highest standards of conduct and scholastic achievement.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletes and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. 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

MSHSL Minimal 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.
- Handheld 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.
- Signs on sticks, balloons, or any other type of artificial, celebratory items are not permitted.
- Artificial noise makers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- Laser lights are strictly prohibited.
- No Pets Allowed
- Parents/Guardians are asked to supervise their younger child(ren) during the event.

RESPECT THE RIVALRY -- RESPECT THE GAME

Hill City and Northland High Schools encourage:

- Enthusiastic support of your team
- Good Sportsmanship
- Family Friendly Atmosphere
- Commitment to Safety
- Welcoming Attitude to all Fans and Visitors

Unacceptable Behaviors:

- Disruptive, unruly or intoxicated behavior
- Foul or abusive language or obscene gestures
- Rudeness to fellow fans or NHS personnel
- No one, other than the coaches and teams, is allowed on the field/court at any time
- Use of alcohol or tobacco at NHS athletic events
- Intoxicated or disruptive fans

Fans who display unacceptable behaviors will be subject to sanctions, including refusal of admittance, removal, and/or arrest.

RECOMMENDED SAFETY GUIDELINES

1. Team Supervision
 - One of the prime responsibilities of a coach is the supervision of their team. This includes all games, practices, and pre and post-game activities. No athlete should 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 a coach of another sport.
2. Facilities Inspection
 - Check all facilities you will be using for safety. This should include but is not limited to: fields, gyms, activity gyms, pools, rinks courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Director.
3. Equipment Inspection
 - Check all equipment issued to players for safety. Care should be given when inspecting protective equipment. Report all problems to the Activities Director.
4. Fitting Equipment
 - The coach has the principal 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.
5. Training Kit
 - The coach should work with the equipment manager/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 and should contain a list of emergency numbers for all athletes on the team.

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. Do not put an athlete in a game the first day he/she reports.
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.
6. Do not allow athletes to use a faulty facility. (For example, if your practice field has holes in it, alert the activities director 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 the emergency vehicle (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 readmitting him/her to competition or practice.
13. Captain practices should not be promoted by or conducted by Coaches.

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

Several years ago the Minnesota State High School League Sport Medicine Committee developed, and the Board of Directors adopted, a Heat/Cold Index which all schools must use when high school athletes practice or compete. That index is enclosed.

Gymnasiums can be just as warm as outside practice facilities...and sometimes they can be warmer.

- READ THE ENCLOSED INFORMATION TAKEN FROM THE MSHSL WEB PAGE
- FOLLOW THE HEAT INDEX
- WATCH KIDS CLOSELY
- TAKE LOTS OF BREAKS
- MAKE SURE ATHLETES ARE HYDRATED
- ATHLETES WHO TAKE ANTIHISTAMINES OR BETA BLOCKERS MAY BE AT GREAT RISK
- TRUST KIDS...THEY KNOW WHAT THEIR BODIES CAN TAKE
- DON'T LET PEER PRESSURE FORCE KIDS TO MAKE DECISIONS THAT MAY CAUSE HARM

All of us would be well advised to use extra caution during these difficult summer time conditions.

USING THE HEAT GUIDELINES

The heat stress graph is designed to give a competition safety estimate in hot, humid conditions. It is most relevant for long distance running and prolonged high intensity events like soccer, football, and tennis. It should be applied to practices and games.

Using a weather radio or local radio station, collect the air temperature and relative humidity data every hour during the event and plot it on the relative humidity vs. air temperature graph. In the late spring and summer months on bright sunny days a correction factor of up to 5 degrees Fahrenheit should be added to the air temperature from 10 AM to 5 PM. This should be plotted as a bar rather than a single point to give an estimate of maximum and minimum heat stress.

The decision to cancel or postpone an event should be made when the heat stress moves into the danger range. Although competition can be continued in the other ranges for increased heat stress risk, coaches and athletes should be aware that hypothermia and exertional heat stroke could occur in the lower risk ranges. Track and cross country runners should stay out of the heat between events and stay well hydrated. A rest break should be provided in activities that require continuous activity like soccer and tennis.

Thermal Injury Risk Recommendations and Flag System

Flag	Temperature	Recommendation
Black	> 82 degrees F WBGT*	Extreme High Risk for hyperthermia. No competition recommended. Cancellation should be considered.
Red	73 to 82 degrees F WBGT	High Risk for hyperthermia. Heat sensitive participants should withdraw. Consider slowing pace or intensity of play.
Yellow	65 to 73 degrees F WBGT	Moderate Risk for hyperthermia. Heat sensitive participants should slow pace.
Green	< 65 degrees F WBGT	Low Risk for heat injury. Hyperthermia can occur. Hypothermia can occur post-event.
White	< 50 degrees F WBGT	Very Low Risk for hyperthermia. Hypothermia risk rises as WBGT decreases. Wind and/or wet conditions increase risk of hypothermia.
	< 32 degrees F	Risk of frostbite to exposed skin or areas with poor circulation.
Blue	<-4 degrees F (Ambient Temperature)	FIS** — No competition limit. Severe frostbite and hypothermia risk. No metal jewelry. Eye protection for frostbite. Windscreen for genitalia. Cancel events which are > 1 minute in duration or produce speeds > 10 MPH or if wind is > 10 MPH.
Black	< -20 degrees F (Ambient Temperature) or < -40 degrees F wind chill	Recommended lower limit for practice and training. Extreme frostbite and hypothermia risk. No exposed skin. Extra layers. Wind shell for entire body. Rapid evacuation for injury.
* WBGT = Wet Bulb Globe Temperature = 0.7 (Wet Bulb Temperature) + 0.2 (Black Globe Temperature) + 0.1 (Ambient Temperature)		
** FIS = Federation International de Ski (Adapted from reference 2 and the FIS rules)		

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.

Additional lightning-safety guidelines have been developed with the assistance of the National Severe Storms Laboratory (NSSL), and are listed below:

1. As a minimum, NSSL staff strongly recommend that by the time the monitor obtains a flash-to-bang count of **30** seconds (equivalent to six miles), all individuals should have left the athletics site and reached a safe structure or location. Athletics events may need to be terminated.
2. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike
3. If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** If unable to reach safe shelter, stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.
4. A person who feels his or her hair stand on end, or skin tingle should immediately crouch, as described in item 3.
5. Avoid using the telephone, except in emergency situations. People have been struck by lightning while using a land-line telephone. A cellular phone or a portable remote phone is a safe alternative to land-line phones, if the person and the antenna are located within a safe structure or location, and if all other precautions are followed.

6. People who have been struck by lightning **do not** carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning.

PRESEASON CONDITIONING, PRESEASON PRACTICE, CAPTAINS PRACTICE, OPEN GYMS

Preseason Conditioning

The MSHSL philosophy is clear on this question:

- No school may engage in any game or games, practice, training or other activities between the close of one season and the opening of the next season. Group and individual physical development programs open to all students between the close of one season and the opening of the next season are encouraged. The use of high school gymnasiums and other athletic facilities during this same period is also encouraged. National Federation guidelines for conducting programs for physical development should apply. **This means that coaching of techniques and skills to students who have participated on high school teams is a violation of the rule and should not be included in the program which would emphasize physical development rather than skills and techniques of specific sports.** Chalk talks or team meetings emphasizing skills and techniques are violations of the rule. **There shall be no compulsion for athletes to participate in any preseason training program as a qualification for being on a high school team.**
- Activities conducted by secondary students and summer camps or clinics are not violations of this philosophy because they are student-initiated activities and not influenced or directed by a school.

Captains Practice

- It is believed that the words “captains practice” originated years ago as a description of the spontaneous gatherings of students for the purpose of preparing themselves for a level of physical conditioning prior to the start of a school sport season. There were physical conditioning meetings. The activities were usually led by the captains and included calisthenics and running. Hence the term, "captains practice”.
- The MSHSL has not developed a composite definition for Captains Practice. Captains Practice is primarily for the purpose of physical conditioning and **salaried or non-salaried school personnel may not be involved in any capacity**. It is the responsibility of school officials to become aware of the preseason activities in their school district and to verify that the spirit and intent of the League rules are respected.
- **A coach who in any way plans/organizes captains practices is in violation of the sport season rule and is liable for injuries during these unsanctioned practices.**

Open Gym

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

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

Can high school coaches participate as a player on a non-school league team or in games during open gym with students they coach on their high school team?

- No. It is the philosophy of the Minnesota State High School League that students should have the opportunity to engage in a variety of activities prior to and following the high school sports season provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's high school coaching staff. The presence of the student's high school coach as a participant violates the intent of the rule which seeks to prevent school personnel from exerting undue influence on students to participate on non-school teams or attend open gym.

Is it permissible for a student to participate on a non-school sponsored team and on a school team at the same time?

- Yes. A student may participate on a non-school sponsored team and a school sponsored team at the same time provided the non-school team is not in the same sport.

May non-school teams use school facilities and/or equipment?

- In as much as these are non-school teams, schools may not provide school facilities or equipment.
- However, schools may lease/rent facilities and/or non-personal equipment (volleyball standards, wrestling mats, etc.) as they would for any other non-school group or organization in accordance with the school's non-school facility use policy.
- Schools uniforms may not be used by non-school teams.

May students who have been members of a school athletic squad now attend specialized sport camps and/or clinics during the school year?

- Yes. A student who has been a member of an A-squad, B-squad, junior varsity, or sophomore team in a given sport may attend a school, camp or clinic in that sport during the school year provided the student receives approval from the high school principal.

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

MAY DO

1. Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your athletic director to do so.
2. Coaches approved for summer coaching may provide coaching during the prescribed time period. Ref. Bylaw 208.3-C, 1 & 2.

MAY NOT DO

During the school year, prior to and following the sport season:

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

MSHSL AWARDS POLICY

1. Awards presented to and accepted by students who participate in a League activity shall be of a symbolic nature rather than those which have intrinsic value. School officials will make certain that awards approved conform to the letter, spirit and intent of the law.
2. Acceptable awards which are not a violation of League bylaws include:
 - a. Such things as medals, ribbons, trophies, golf balls, plaques, athletic insignia, cups and other items of little or no intrinsic value.
 - b. Honor banquets of a non-promotional nature, if they are held with the approval of the high school principal.
 - c. Free and reduced price admissions accepted from colleges or universities for their events. Such presentation must be made through the high school principal and have the principal's prior approval.
 - d. Awards of transportation, tickets and expense allowances, by member schools or clubs of member schools, for attendance at League-sponsored, and/or college and university events if they have prior approval of the high school principal.
 - e. Awards of transportation and entertainment by colleges and universities for recruiting purposes, when carried on within the limitation of NCAA, NAIA, AIAW, provided that there is prior approval of the high school principal.
 - f. Subject to the approval of the superintendent of schools or the principal of the high school involved, a scholarship award made on the basis of a combination of two or more factors such as scholarship, character, athletics, and citizenship, made by a non-promotional type of organization, to a graduating senior, shall not be considered to be a violation of the awards bylaw.
 - g. Awards for participation in non-school athletics which meet the provisions of the amateur bylaw.
3. The provisions of this bylaw do not void the right of a student to accept an award for achievement in a non-League activity.
4. Awards constituting a violation include:

- a. Items such as jackets, rings, jewelry, watches, merchandise, services, trips, free or reduced price admissions in which the value of the award(s) exceeds \$100.
 - b. Awards made by individuals, business concerns, private enterprises, and service clubs, unless they conform to the limitations of 204.02. Such awards must be of a non-promotional nature and be accepted only if awarded through the school with prior approval of the high school principal.
 - c. Free Tickets: The acceptance of a free ticket valued at more than \$100 is a violation of League bylaws provided the award is presented as a result of participation in League sponsored athletic events. For reduced priced tickets a violation occurs provided the full value of the ticket less the amount charged exceeds \$100. High school athletes may, however, purchase a \$100 ticket or receive a free one from an organization without violating the bylaw, providing the same privilege is available to all other students.
5. Penalty:
- a. Violation of any part or all of this bylaw on awards shall render the student ineligible for all further high school competition. A school violating the bylaw is subject to suspension from membership in the League.

SCHOOL PROCEDURES

Gym Practice Schedules

When more than one sport is in season a gym practice schedule will be established by the Activities Director. Outdoor sports will be scheduled for the first 4 weeks of the seasons. After the 4th week, the regular schedule may be continued or time will be split 50/50 between sports. Each sport shall have access to a gym. Head coaches need to share gym time with their junior high program.

Athletes Changing Sports

It is expected that each coach will try to promote his/her program and that they will encourage students to become involved in athletics. Coaches, however, should not recruit athletes who are currently in a sport of the same season or who were in that sport the previous year.

If an athlete chooses to change sports during the first three weeks of a season, they must talk with the coaches of each sport involved. The coaches need to also make contact with each other to verify that the student contact had been made.

Academic Standards

Student-athletes must make progress towards graduation. To do this, they must be receiving credit in every class and passing all classes. The following is the Hill City and Northland Community Schools procedures for student progress.

Procedure

Every 3 weeks, student-athletes must turn in their progress reports, with a parent signature, to coaches.

- If the student has an F on this progress report, the student goes into "on watch." They do not have to sit.
- If two consecutive progress reports have an F, then the student must sit for half of the event. The student will still be expected to go to practice during their ineligibility. For football and basketball, it is a half. For baseball and softball, it is 3 innings. For volleyball, it is 2 sets. For cross country, it is missing every other event. This continues the entire 3 weeks. For other events, it will be up to coach and administration discretion.

- If three consecutive progress reports have an F, then the student is out for the entire event. The student will still be expected to go to practice during their ineligibility. This continues the entire 3 weeks.
- Once a student has a progress report of no F's, then they reset to the very beginning.
- At the beginning of each season, Activities Directors or Principals will look at the previous quarter grades to determine eligibility for the first 3 weeks of the season.

Consequences

- 1st Major Discipline Referral = warning
- 2nd Major Discipline Referral = sit for 1/2 of next game
 - Football and basketball = half a game
 - Baseball and softball = 3 innings
 - Volleyball = 2 sets
 - Cross Country and Track = every other event
- 3rd Major Discipline Referral = sit entire next event
- 4th Major Discipline Referral = sit entire next 2 events
- Etc.

*It will reset at the next sports season.

Behavioral Standards

Student-athletes are role models at Hill City and Northland Community Schools and should demonstrate our Eagle Pride every day. The following is the Hill City and s Community School procedure for student behaviors.

Consequences

- 1st Major Discipline Referral = warning
- 2nd Major Discipline Referral = sit for 1/2 of next game
 - Football and basketball = half a game
 - Baseball and softball = 3 innings
 - Volleyball = 2 sets
 - Cross Country and Track = every other event
- 3rd Major Discipline Referral = sit entire next event
- 4th Major Discipline Referral = sit entire next 2 events
- Etc.

*It will reset at the next sports season.

PROCEDURE FOR HANDLING USER FEES AND ELIGIBILITY FORMS

1. The following forms will be distributed to athletes by the coach, Activities Director or the high school office:
 - a. MSHSL Athletic Eligibility Information Form
 - b. MSHSL Sports Qualifying Physical Examination Form
2. Before a student can draw his/her equipment, the following must be returned to the coach who will turn it in to the office.
 - a. MSHSL approval by physician for participation form; physicals are good for three years and are required only if student does not have one on file that is current.
 - b. MSHSL Eligibility Form
 - c. User fee
3. Every athlete must have all forms turned in before being allowed to practice. **A coach who allows athletes to practice without fulfilling these requirements is violating a MSHSL rule.**
4. Coaches should have a meeting of athletes interested in their sport prior to the first practice to inform them of eligibility requirements as well as other matters related to their sport. The coach is required to read the eligibility information bulletin to their players.
5. The master eligibility list, which is kept on file in the high school office, will contain the names submitted by the head coach. The head coach is responsible for insuring that the master eligibility list contains all the names of his/her squad members.
6. Head coaches are responsible for keeping their assistants informed in all of these matters so that they can give correct information to athletes.

CHECKLIST OF PROCEDURES TO PREPARE FOR AN INTERSCHOLASTIC SEASON

- _____ 1. Check all equipment and facilities you will be using for safety. Report problems to the maintenance department or the Activities Director.
- _____ 2. Read the MSHSL Official Handbook and Athletic Rules for your sport.
- _____ 3. Complete **MSHSL Annual Requirements for Activities Specific Rules Module and General Coaches Online Rules Module via MSHSL Coaches dashboard.**
- _____ 4. Complete **MSHSL Continuing Education Requirements (every 3 years) via MSHSL Coaches dashboard.**
- _____ 5. Review student eligibility procedures relating to physical examination, insurance, MSHSL Athletic Information Bulletin and activity fee. Do not allow participation to an athlete until all forms and fees are turned in.
- _____ 6. Carry out the proper explanation and posting of MSHSL Eligibility Rules.
- _____ 7. Make sure any transportation forms and requests are turned in on time.
- _____ 8. To insure there are no conflicts with community use of our facilities, check with the Activities Director.
- _____ 9. Complete all necessary paperwork that is required by the Activities Director (attendance sheets, practice plans, emergency plans, etc.
- _____ 10. When issuing equipment check for proper fit and safety.
- _____ 11. Consult with the Activities Director regarding game and practice schedules.
- _____ 12. If you are planning to enter an invitational meet requiring an entry fee, fill out the proper paper work to receive a check. List this amount when completing budget packets.
- _____ 13. Uniforms must be inventoried before and after the season. Uniforms must be cleaned before storage between seasons. Report in writing all missing and permanently damaged uniforms to the Activities Director.
- _____ 14. Coaches will have emergency contact forms for all players with them at all times for both home and away contests.

CHECKLIST OF PROCEDURES FOR PRE MEET OR GAME

- _____ 1. One week prior to your first contest, submit your MSHSL eligibility list to the building secretary.
- _____ 2. Check first aid supplies.
- _____ 3. Check academic eligibility of athletes.
- _____ 4. Provide score books for official scorer.
- _____ 5. Instruct team members about meet/game etiquette.

CHECKLIST FOR POST MEET/GAME

- _____ 1. Provide for proper care of all equipment and uniforms.
- _____ 2. Distribute scores to Media
 - a. Associated Press 1-800-300-8340
 - b. www.minnesota-scores.net
- _____ 3. Post scores to rSchool

CHECKLIST FOR POST SEASON

- _____ 1. Check, clean and properly store all equipment and uniforms.
- _____ 2. Complete the following reports and submit to the Activities Director on a timely basis:
 - a. Return end of the season reports
 - b. Coaches' evaluations: Evaluations need to be reviewed with the people evaluated, and signed by the head coach and assistant coaches.
- _____ 3. Take an equipment inventory.
- _____ 4. Contact the Activities Director in regard to equipment needing repair.
- _____ 5. Establish equipment and capital outlay needs for the coming season. Contact sporting goods dealers to secure description and quotes on needed equipment.
- _____ 6. Inventory all uniforms. Present cleaned uniforms to the Activities Director for storage. Report in writing all missing/permanently damaged uniforms to the Activities Director.

INTERSCHOLASTIC ATHLETICS EMERGENCY CARE PLAN

Recommended procedures for handling athletic injuries:

1. Administer immediate First Aid
 - a. control bleeding
 - b. cardiopulmonary resuscitation
 - c. treat for shock
 - d. check for fractured bones
2. Notify Parent(s)
3. Emergency numbers
 - a. If the athlete is experiencing a medical emergency - **Dial 911.**
 - b. Information you should provide to the operator:
 - i. give your name
 - ii. address where you are
 - iii. telephone number where you can be reached
 - iv. nature of injury
 - v. where emergency vehicle should report (field, entrance, etc.)
4. If the athlete must leave the field or court, he/she should be accompanied by the coach. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
5. Reporting of Injuries:
 - a. Inform the Activities Director of all serious injuries. If he/she cannot be reached, notify the Superintendent.
 - b. It is recommended that the coach keep a written record of all reported injuries and the treatment administered.
 - c. An MSHSL participation after injury report form must be filed in the office before the athlete resumes participation following serious illness and injury.
 - d. It is required that all coaches complete a student accident report whenever an injury takes place.
6. **Utilize the MSHSL Emergency Plan each coach is required to complete.**

AT NO TIME SHOULD AN ATHLETE THAT HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR REENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.

STUDENT FUNDRAISING

All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.

SCHEDULING

Games

1. All conference games will be scheduled by the Activities Director, one year in advance.
2. Non-conference games will be scheduled by the Activities Director in consultation with the head coach.
3. Contracts for all events will be on file in the office of the Activities Director.
4. Coaches are not authorized to make any official commitment concerning games or contests.

MSHSL Definition of a Game or Scrimmage

1. Inter-school scrimmage - defined as a practice and training period or session, and said practice or training session is not to approximate or equal actual game conditions.
2. Inter-school game - an inter-school scrimmage or practice session must be designated as a game and count as one of the maximum permitted, if any one of the following pertains to said event:
 - a. If game rules, time limits, etc. are observed.
 - b. If game officials are used. League officials may waive this condition to permit game officials to gain experience (no payment) through officiating a scrimmage.
 - c. If game is advertised, and/or if admission is charged.
3. Interpretation
 - a. There is no such thing as a “scrimmage game” - it is either a “game” or a “scrimmage”.
 - b. Guidelines to insure that a scrimmage is not a game -
 - i. make sure that no score is kept or recorded
 - ii. be sure that the number of periods played and the length of each period is different from those involved in a game
 - iii. coaches of the involved teams do the officiating
 - iv. make no attempt to encourage spectator attendance
 - v. do not participate in game uniforms

LETTERING AND SCHOOL AWARDS

Coaches must have on file the criteria for earning a letter in their sport. They should include the requirements for a manager letter. It is recommended that athletes be informed of the criteria at the beginning of the season. The coaches' end of the season report will contain a list of letter winners.

Awards System

1. A chenille letter will be given as the first letter award.
2. An emblem of the sport shall be given with the first letter award in that sport.
3. For each letter earned in the same sport after the first, a bar shall be given.
4. A captain's star shall be awarded to each team captain(s). If an individual is a captain in a sport for more than one season, he/she will receive only one star.
5. A letter certificate will be awarded each time a student letters in a sport.
6. Students in grades 7 through 12 are eligible to earn these awards.

USE OF SCHOOL VEHICLES

Cars and Vans

The school has available cars and vans for coach's transportation to meetings and clinics. These vehicles should be reserved well in advance. The cost of using these vehicles will be charged back to your program. You must budget for when you will use these vehicles.

ATTENDANCE OF CLINICS

Coaches should and are encouraged to attend coaches' clinics for their sports. Attendance must be requested and approved by administration. Coaches must submit expenses for clinics. Coaches are limited to one clinic per sport per season.

ALL CLINICS MUST BE APPROVED IN ADVANCE

ISD #002 AND ISD #118 PROCEDURES FOR SCHOOL SPONSORED TRIPS

1. Each student must have a signed permission slip and signed emergency authorization slip prior to leaving the campus for the trip. This can be completed at the beginning of a season for extra-curricular activities/sports and apply to the entire season. All permission slips and emergency authorization slips are to be taken on each trip.
2. No student is permitted to travel with or leave the school group with someone who is not an assigned coach, advisor, pre-approved trip chaperone, or the student's parent/legal guardian without the written permission of the student's parent/guardian.
3. Fast food or family-style restaurants should be used for school sponsored trips. Examples of such restaurants include: McDonalds, Subway, Perkins, etc. Restaurants that serve alcohol are not approved eating establishments for school sponsored trips **unless** pre-approved by the superintendent and will be considered only when determined to be educationally relevant to students.
4. Absolutely no alcohol consumption is permitted during the duration of the school sponsored trip by any district employee, advisor, student, or chaperone assigned to the trip. Illegal drug use is prohibited.
5. Recreational activities and entertainment options during school sponsored trips should be age-appropriate, respectful, and represent a positive image to our students. Examples of appropriate entertainment are athletic events, museum or zoo visits, movies that are age-appropriate to the students on the trip (i.e.: no "R" rated movies if there are students under the age of 17 on the trip), theater productions that are age-appropriate to the students on the trip, etc. School sponsored trips should not include recreational activities and/or entertainment that include violence, sexual content, drugs/alcohol or any other content that portrays a negative image. Any exceptions are to be pre-approved by the superintendent and will be considered only when educationally relevant to students.
6. The superintendent must pre-approve plans for overnight trips to include student names, emergency contact names/phone numbers, approved chaperone names, district employees participating, trip itinerary, hotel accommodations and a summary of sleeping and supervision assignments. Once initial superintendent approval is obtained, the plan will be presented to the Board for final approval. Final revisions to the plan are to be provided to the superintendent prior to trip departure.
7. The lead teacher, head coach, and/or advisor have primary responsibility to oversee any school sponsored trips. This includes making all arrangements; ensuring required permission is obtained and taken for each student; assigning and ensuring proper supervision during the trip; ensuring that all district employees, students, and chaperones are aware of the expectations; obtaining any necessary administrative permissions and/or pre-approvals; handling of funds; and communicating effectively with everyone in regard to the trip. Any concerns that occur in regard to any trip are to be immediately reported to school administration.

PROCEDURE FOR HANDLING ATHLETIC COMPLAINTS

This procedure has been developed for the purposes of establishing and maintaining lines of communication between the school, parents/guardians and students; and for the resolution of concerns related to the athletic programs. This procedure is a means by which concerns/problems about the ISD #002 and ISD #118 program can be resolved.

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the athlete, parent, coach and administrators. All participants should adhere to the guidelines as listed below.

NOTE: This process is not intended to provide grievance of a rule(s) of the MSHSL.

If a student and/or parent have a concern about an athletic program, decision and/or coach, they should:

1. Speak personally with the coach regarding the incident, decision, action that is under question within a reasonable length of time (preferably within one week).
2. The parent/student is to meet with the coach and discuss the concern/problem with him/her with the intent to resolve the problem. (If the problem involves an assistant coach, the head coach for that sport should be involved in the meeting.)
3. When coaches meet with player or parent/guardian, two (2) coaches should be present and if meeting with players at least, two (2) players will be in attendance to avoid a he-said she-said situation.

The coach involved in the conference is responsible for completing a written summary of the conference which will include any resolution/decisions reached in the conference. The coach will give a copy of the summary to the Activities Director.

Follow the proper chain of command when addressing concerns about the activity.

Chain of Command

1. Team Captains
2. Respective Level Coach
3. Head Coaches
4. Activities Director
5. High School Principal
6. Superintendent
7. School Board

BAND

Bands are an important part of an athletic event. They can be an important factor in building school spirit and pride and can also be a factor in crowd control by the choice and timing of their numbers and the accompanying cheers. Horns, etc. are not to be used as noise making instruments during the game except in conjunction with designed cheers with the cheerleaders. Bands, pep bands, combo groups are encouraged to play at athletic events but must be under the direction of an approved supervisor.

Participation at Athletic Events

The band will play at the following regular season athletic contests:

- All home football games, the homecoming parade, pep fests and related activities.
- Selected boys and girls basketball games.
- Sub section and section boys and girls games. Should two teams be involved in sub-section or section games, the band would follow the team who has advanced the furthest. (ex. Fall-Volleyball and Football, Winter-Girls Basketball and Boys Basketball)
- Other activities by agreement with the band director and Activities Director.

EQUIPMENT RESPONSIBILITY

Head coaches/PE teachers are responsible for all equipment being used under their supervision

Head coaches/PE teachers may delegate the duties of taking out equipment as well as the retuning of equipment but will be held responsible for all equipment placed under their care.

6TH GRADE ATHLETICS GUIDELINES AND CRITERIA

6th grade students will be allowed to participate in Junior High Sports at Hill City and Northland High Schools.

6th grade students will be allowed to participate in:

- Volleyball
- Cross Country
- Basketball
- Baseball
- Softball
- Golf
- Track & Field

6th graders will not be allowed to play Football at the Junior High level due to the fact that Pony League Football is available for them to participate in.

6th graders will not be allowed to play or practice with or against Junior Varsity/Varsity Athletes.
MSHSL RULES APPLY.

6th graders will play only on 7th grade teams, with the exception where 7th and 8th grade students are combined to create one team.

All 6th grade participants are required to have a sports physical completed prior to being allowed to practice or play in any Junior High Sports Program.

LOCKER ROOMS

Locker rooms need to be locked during practice and games.

- Students need to keep all personal belongings locked up in their sports locker.
- Hallway bathrooms and drinking fountains will be used during practice and/or games if needed.
- Coaches and/or Advisors must keep the locker rooms locked unless a coach/advisor is in the locker room.
- Cell phones and other photo/video recording devices are not permitted in locker rooms.

HIGH SCHOOL GYM CENTER DIVIDER

The center divider is never to be used as a backstop for any reason.

At no time, except for an emergency, should anyone pick up the curtain, crawl under, or pass any item under it.

COMPRESSED GAS CYLINDERS

There are small and large cylinders in the school building which hold various types of gases under very large compressions.

The large, tall tanks are “M” tanks. “M” tanks must be secured in some manner to a solid surface at all times.

If a large tank of compressed gas were to tip over, a number of things could happen if the valve is damaged. Depending upon the type of gas, there could be a fire and explosion.

Gases such as oxygen will not explode but can and will take off like a missile and are capable of passing through walls.

There is a helium tank on the Remer Campus which is used to fill balloons. It is chained to a wall. At times people use the tank and move it to an area more convenient for use.

Whenever a person uses an “M” tank with any compressed gas, it must be chained to a secure surface during use. It must not be free standing at any time.

Failure to secure an “M” tank during use may result in severe injury and or death.

Any employee found using an “M” tank which is not secured is subject to disciplinary action.

EVALUATIONS

Coach evaluations will be completed by the Activities Director on a yearly basis.

HANDBOOK REVIEW FORM
Hill City and Northland Community Schools

Date: _____

I have received the coaches handbook and understand that I need to follow the guidelines set forth in the handbook. Failure to follow the guidelines will result in the consequences set forth in the handbook.

Coaches Name (Print)

Coaches Signature

Turn into Activities Director 1 week prior to the start of the season.