



# Athletics / Activities Program Handbook

1221 Village Parkway ★ Cologne, MN

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TOGETHER  
EVERYONE  
**ACHIEVES MORE**

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@CologneAcademy

**A Letter from the Executive Director**

Dear Parents/Guardians, Coaches, and Students,

Cologne Academy extracurricular programs will reflect the overall educational philosophy of CA without compromise. We consider extracurriculars to be one of several valuable educational experiences which contribute to the overall educational program provided for our students.

We expect that the parents, coaches, students, spectators, and all others who are involved in our extracurricular programs will strive to represent CA in an exemplary manner. This handbook details expectations and lists policies, guidelines, and philosophies relative to our extracurricular programs.

For students, we expect you to pursue excellence in academics first and extracurricular activities second. For parents, we expect you to support your children and their coaches and teammates. For coaches, we expect you to conduct yourselves and nurture our students in a responsible and trustworthy manner.

Individually and collectively, your dedication and willingness to give so generously of your time and talent continue to make a remarkable impact on the students who represent our school. Please read through this handbook. Your completed registration for your desired activity through EduTrak confirms your receipt and acknowledgement of the expectations set forth in this handbook.

Thank you for your efforts. We wish all of you the best of luck as you represent Cologne Academy this year!

Sincerely,

Dr. Lynn Peterson  
*Executive Director*

## **Purpose of Cologne Academy Extracurricular Programs**

The promotion of character building and supplementation to education are the best reasons for extracurricular programs. To this end, Cologne Academy extracurriculars are an integral part of our educational program and are considered one dimension of the overall product. The extracurricular programs provide opportunities for learning experiences that are difficult to duplicate in other school activities.

### **Athletics Program Objectives**

- ★ To provide opportunities for athletic competition. Emphasis rests not on the number of games won or lost, but on the participants' embracing the challenges of team work to achieve common goals.
- ★ To be inclusive of all student-athletes at all levels of play.. "Star" athletes and teams do not receive exclusive attention.
- ★ To help students realize that participation in athletics is a privilege with accompanying responsibilities, including academics and conduct.
- ★ To provide activities that help create and promote school unity through learning, sportsmanship, self-discipline, loyalty, team play, pride in the organization, respect of the rights of others, and the will to do one's best.
- ★ To help student-athletes learn habits of health, conditioning, and safety.
- ★ To have fun and enjoy the sport.

### **Other Extracurricular Program Objectives**

- ★ To be inclusive of all scholars at all levels. To help students realize that participation in extracurricular programs is a privilege with accompanying responsibilities, including academics and conduct.
- ★ To provide activities that help create and promote school unity through learning, sportsmanship, self-discipline, loyalty, team play, pride in the organization, respect of the rights of others, and the will to do one's best.
- ★ To have fun and enjoy themselves.
- ★ To provide opportunities for scholars to try new things and find their passions.

## **Participation Philosophy**

Ultimate responsibility for the success of the CA extracurricular programs lie within the volunteer adult participants. Adults involved in the CA extracurricular programs must remember that the programs exist for the educational growth of young people. Conduct of adults must always model those values and virtues.

CA will attempt to provide students with the opportunity to participate in extracurricular activities. For some activities, however, spots are limited. All students have opportunities to participate through their local community education programs. Currently, team sports and activities are offered for students in grades 3-8 as outlined below.

### **Athletic Activities Offered**

Team activities compete in various leagues, games, scrimmages, and tournaments in the area.

#### **Fall Activities**

Volleyball (Grades 5-8)

Cross Country (Grades 3-8)

Fall Play (Grades 6-8)

Soccer (Grades K-6)  
First Lego League (Grades K-4)

### **Winter Activities**

Basketball (Grades 4-8)  
Knowledge Bowl (Grade 6-8)  
Spring Musical (Grades 5-8)

### **Spring Activities**

Soccer (Grades K-6)

### **Year-long Activities**

Student Council (Grades 5-8)  
National Junior Honor Society (Grades 7-8)  
H.O.P.E. Club (Grades 5-8)  
Y.E.L. (Youth Enrichment League) Activities (Varies)

## **Neighboring District Sports Agreements**

For 7<sup>th</sup> and 8<sup>th</sup> graders residing in Districts 110 or 716, Cologne Academy has created an agreement with Waconia and Belle Plaine for participation in their athletics and activities. Cologne Academy students may participate in any activity that is solely a middle school activity/athletic team in Waconia or Belle Plaine. We will pursue other options for students residing in other districts as needs indicate. As Cologne Academy grows enrollment in our middle school, other options may become available. Please contact the main office for more information.

## **Group Pictures**

Group pictures will be taken for the yearbook.

## **Practice Scheduling and Cancellation**

Practice schedules are determined by coaches/activity coordinators and the Athletic/Activities Director in partnership with school administration. Practices vary in length and are set by coaches/activity coordinators and the Athletic/Activities Director. Extracurricular activities will strive to consistently meet. For sports activities, practices may happen 2-3 times a week for a period of 1-2 hours each session based on the age and appropriateness of the activity.

## **Canceled School**

Practices are not allowed on days when school is canceled because of inclement weather. If school is canceled, so are all before and after school activities. Keys and codes for gaining access to the school, facilities, and equipment will not be handed out to coaches, parents, or players.

## **Equipment and Uniforms**

Each student is responsible for the school equipment and/or uniform issued to them. Families will be responsible for replacement costs of any lost equipment or uniforms, as determined by the Athletic/Activities Director.

## **Insurance**

CA extracurricular activities are supervised by volunteer adults whose primary concern is the safety of the children while involved in the activity on school property, or en route to and from games at other schools. The school does not, however, provide insurance or assume liability for injury received in the normal course of activity.

## **Level of Instruction for Athletics**

In general, the following guidelines are used regarding the level of instruction for our competitive teams:

### **3<sup>rd</sup> and 4<sup>th</sup> Grade**

Teams are considered developmental and instructional and will focus on basic skill development, sportsmanship, fair team play, and fun.

### **5<sup>th</sup> and 6<sup>th</sup> Grade**

Teams are considered developmental and instructional and will focus on basic skills, sportsmanship, fair team play, and fun. All student-athletes will be given an opportunity for near equitable playing time. Teams participate in area leagues. Teams may participate in games and tournaments as deemed appropriate by the Athletic/Activities Director.

### **7<sup>th</sup> and 8<sup>th</sup> Grade**

Teams at this level continue with instruction and development of basic skills, sportsmanship, and fun. The teams learn to integrate greater team strategy and individual skill development. Teams participate in area leagues and individual games as well as other tournaments as deemed appropriate by the Athletic/Activities Director.

## **Playing Time for Athletics**

In general, the following guidelines are used regarding the amount of playing time for our competitive teams:

### **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Grade**

During regular season games, playing time will be spread out as equally as possible, knowing full well that exact equal playing time is not possible. Some factors that may limit playing time are attitude, participant attendance (though perfect attendance is not required) at practice and games, and school violations/suspensions, whether academic, chemical or behavior related. Winning during the regular season is not as important as playing time for student-athletes.

### **7<sup>th</sup> and 8<sup>th</sup> Grade**

During regular season games all players will play in each game. Playing time at these levels is not equal. Some factors that may limit playing time are attitude, participant attendance (though perfect attendance is not required) at practices or games, and school violations/suspensions, whether academic, chemical, conduct, or behavior related.

## **Understanding Risks in Participation**

Our extracurricular activities are led by volunteers with a passion to serve our youth participants. As with all activities with youth participants, there are inherent risks. By registering for any activity at Cologne Academy, you are signing a waiver releasing Cologne Academy and all volunteer leaders from any liability, and from any and all claims against them, individually, or collectively, for any injuries which might be received during this activity, or in traveling to and from activity destinations.

Parents/guardians of youth athletes should be aware of the nature and risks of concussions, including the effects of continuing to play after receiving a concussion. Please review the most current medical knowledge available from

the Centers for Disease Control and Prevention's microsite linked on the Cologne Academy's [Athletics and Activities webpage](#).

## Procedures for Participation

- ★ Cologne Academy makes announcements regarding upcoming activities through ParentSquare.
- ★ Student registration occurs through EduTrak. Payment for any Cologne Activity through Edutrak, confirms activity registration, permission, and waiver releasing Cologne Academy and all volunteer and staff leaders from any liability, and from any and all claims against them, individually, or collectively, for any injuries which might be received during this activity, or in traveling to and from activity destinations. By registering for this activity, parents & participants also are agreeing to the expectations of this handbook.
- ★ All students wishing to participate in extracurricular activities at Cologne Academy need to do the following:
  - The student and parent/guardian will read and review this *Cologne Academy Athletics and Activities Handbook*. Paid registration through [EduTrak](#) confirms your acknowledgement of the expectations.
  - A participation fee will be charged per activity.. The participation fee covers items such as; league and tournament fees, uniforms, referees, equipment, etc.
  - Parents/Guardians should be sure to complete the emergency contact form that will be sent from the Athletic/Activities Director.

## Expectations of Students

- ★ Students will always represent themselves and CA with honor, proper conduct, and good sportsmanship.
- ★ Students will be committed, dedicated, and determined.
- ★ Students will be responsible members of the classroom and school community.
- ★ Students will be respectful of peers, coaches/activity coordinator, and officials.
- ★ Students will abide by all rules set forth by Cologne Academy and the leagues in which we compete.

## Sportsmanship Policy for Students

Participation in CA extracurricular activities is a privilege requiring everyone involved to conduct themselves in a positive, appropriate, and honorable manner while representing our school. Students, parents/guardians, coaches/activity coordinator, volunteers, or spectators who violate this policy are subject to removal from the activity at the sole discretion of the Director, Principals, or Athletic/Activities Director. Establishing and practicing the values of moral behavior, sportsmanship, integrity, good citizenship, and ethical behavior should permeate all of the activities in which our student-athletes participate.

## Student Expectations for Activity Participation

Because participation in extracurricular activities is a privilege, Cologne Academy holds all participants accountable for meeting a standard of expectations. All participants must meet expectations in academics, behavior, and attendance to participate.

### Student Academic Expectations

Students need to maintain satisfactory or acceptable academic achievement in all classes. Satisfactory achievement is defined as:

- ★ Grades of a C or higher
- ★ Missing assignments overdue by more than one week will require an action plan initiated by the student with the course instructor.



## **Ineligibility Procedure for Academics**

- ★ If a student does not meet the academic expectations above, the following actions will be taken:
  - Student is put on probation with a time limit to demonstrate progress as outlined by the Classroom Teacher(s), Principal and/or Athletic/Activities Director.
  - Dismissal of all practices/games/activities/performance during probation period

## **School Behavior Expectations**

Students need to conduct themselves in an appropriate manner in all classes. Any student suspended from school or class may be ineligible to participate in an activity until the situation has been resolved to the satisfaction of the Principal and/or Athletic/Activities Director. Disciplinary actions that may affect participating in a practice/game/activity/performance include:

- ★ Being sent out of class to the STAR room
- ★ Being asked to leave class the classroom due to disruptive behavior or conduct
- ★ Skipping a class
- ★ Others negative behaviors as outlined in the Family Handbook

## **Student Attendance Expectations**

All students participating in an extracurricular activity must attend a full day of school in order to participate in practice/game/activity/performance before or after school. Doctor/orthodontist/dentist appointments, field trips, testing, retreat, funeral, or other extenuating circumstances may allow participation. If a student is absent in the morning due to illness, they may not come to school to participate in activities later on.

## **Practice/Game/Activity/Performance Attendance**

Attendance for practice/game/activity/performance are mandatory. Unexcused absences may result in reduced participation time. Examples of unexcused absences include:

- Late arrival
- Missing due to a different activity choice
- Mental health day

If there are extenuating circumstances (family emergency, funeral, doctor's appointment), a note from the student's parents/guardians will excuse these extenuating circumstances.

## **Expectations of Coaches/Activity Coordinators**

- ★ Coaches/Activity Coordinators will set a good example for students and the school community.
- ★ Coaches/Activity Coordinators will assist each student-athlete toward developing his or her potential.
- ★ Coaches/Activity Coordinators will do their best to ensure each athlete understands his or her role on the team and has a good experience during the season.
- ★ Coaches/Activity Coordinators will treat their own student-athletes, opponents, and officials with respect.
- ★ Coaches/Activity Coordinators will abide by all rules set forth by Cologne Academy and the leagues in which we compete.

## **Sportsmanship Policy for Coaches/Activity Coordinators**

Participation in CA extracurricular activities is a privilege requiring everyone involved to conduct themselves in a positive, appropriate, and honorable manner while representing our school. As you are responsible coaches, we expect you to set a good example for our students. Anyone who violates this policy is subject to removal from the

activity at the sole discretion of the Director or Athletic/Activities Director. Establishing and practicing the values of moral behavior, sportsmanship, integrity, good citizenship, and ethical behavior should permeate all of the activities in which our students participate.

## **Coach/Activity Coordinator Selection Process**

Coaching or leading another extracurricular activity at CA should be looked upon as an extension of our CA educational experience and as a particularly demanding one. Coaches/activity coordinators serve our students by channeling their enormous energies in the direction of something good and positive.

### **General Criteria**

- ★ Youth teaching skills and attitude (see Standards for Volunteer Coaches/Activity Coordinators).
- ★ Knowledge of skill and activity (see Standards for Volunteer Coaches/Activity Coordinators).

### **Selection**

Volunteers make their interest known to the Athletic/Activities Director. The Athletic/Activities Director reviews potential candidates and chooses based on the criteria outlined in *Cologne Academy Athletics/Activities Program Handbook*. The Athletic/Activities Director consults with the Director and/or Principals as needed during the selection process.

## **Standards For Volunteer Coaches/Activity Coordinators**

CA extracurricular activities depend on the dedication of volunteer coaches/activity coordinators to lead our programs. In addition to practicing appropriate conduct, good sportsmanship, and providing a safe practicing and playing environment for their players, coaches/activity coordinators will be held to a number of other standards.

- ★ All head and assistant coaching/activity coordinator candidates will consent to and be subject to mandatory background checks.
- ★ Coaches/Activity Coordinators are expected to follow all established rules and expectations at all times, and accept the decisions of officials/judges and set a good example for the members of their team.
- ★ Coaches/Activity Coordinators are expected to place the students emotional and physical well-being as top priority. To that end, realistic skill development of the students should be a priority above their own personal coaching goals.
- ★ A coach/activity coordinator who is asked to leave a contest by an official will automatically be suspended for one additional game, and the Athletic/Activities Director and Director will review the matter.
- ★ Coaches/Activity Coordinators will refrain from the use of offensive words and actions, directed either at the officials, judges, the opposition, parents, spectators, or members of their own teams.
- ★ Coaches/Activity Coordinators should display modesty in victory and graciousness in defeat.
- ★ Coaches/Activity Coordinators are responsible to supervise students at all times; at the gym during or following a game, practice, scrimmage, tournament, or any other activity.
- ★ Coaches/Activity Coordinators realize there are different ability levels among students and will always strive to treat each student as a unique individual who is capable of improving.
- ★ Coaches/Activity Coordinators will have knowledge and skill of the activity they are leading.
- ★ Failure to comply with any of these standards will result in actions up to and including dismissal of the coach/activity coordinator. All such decisions will be at the sole discretion of the Athletic/Activities Director in consultation with the Director.

## **Mandatory Coaching Training**

All adults who are volunteering to work with our student athletes are expected to take some basic training courses in order to be aware of any inherent risks associated with participating in youth sports. This training is mandatory at least once every three years:

- ★ Concussion training
- ★ Basic First Aid

## **Expectations of Parents/Guardians**

- ★ Parents will be supportive of their students and other student members of the activity.
- ★ Parents will respect the judgment and strategy of the coaches/activity coordinators
- ★ Parents will respect the judgment and interpretations of the officials/judges.
- ★ Parents will follow the grievance procedure outlined in this handbook if conflicts arise.
- ★ Parents will abide by all rules set forth by Cologne Academy and the leagues in which we compete.

## **Sportsmanship Policy for Parents**

Participation in CA extracurricular activities is a privilege requiring everyone involved to conduct themselves in a positive, appropriate, and honorable manner while representing our school. As you are responsible adults, we expect you to set a good example for our students. Anyone who violates this policy is subject to removal from the activity at the sole discretion of the Director or Athletic/Activities Director. Establishing and practicing the values of moral behavior, sportsmanship, integrity, good citizenship, and ethical behavior should permeate all of the activities in which our students participate.

## **Transportation**

Parents are responsible for transportation of students to and from all practices and games. Communication will be sent out if any transportation is provided by the school for a particular activity.

## **Student Pick Up**

Prompt pick up from practices/rehearsals/games/meets/etc. is expected and required. Our coaches/activity leaders are volunteers with families and personal commitments after events. If you are late picking up your scholar, you will incur a late pick up fee. The fee is payable in cash only and is due the next day.

- \$20 fee 10-19 minutes late
- \$40 fee 20-29 minutes late
- \$60 fee greater than 30 minutes late

Unpaid late fees will cost playing time for the player and may result in an expulsion from the activity. Each activity has a ParentSquare group that can be used by parents/guardians to arrange transportation or last minute pick up help. This is the responsibility of each parent.

## **Required Service Time of Parent/Guardians**

CA extracurricular activities depend on the dedication of volunteers to provide support through service hours at home games/tournaments/performances. Set up, take down, clean up, managing concessions, running the scoreboard, keeping the scorebook, and providing supervision are some examples of needs that will arise. Depending on the number of students participating, all families will be scheduled to work throughout the duration of the activity as needed.

## Expectations of Spectators

- ★ Spectators will watch events from areas defined by the host facility as spectator areas.
- ★ Spectators will adhere to fundamentals of good sportsmanship and proper conduct.
- ★ Spectators will not heckle or jeer participants or officials and will avoid inappropriate cheers, language, and gestures.
- ★ Spectators will refrain from “coaching” from the sidelines in derogatory ways.
- ★ Spectators will abide by all rules as set forth by Cologne Academy and the leagues in which we compete.

## Sportsmanship Policy for Spectators

Participation in CA extracurricular activities is a privilege requiring everyone involved to conduct themselves in a positive, appropriate, and honorable manner while representing our school. We expect all spectators to set a good example for our students and others. Anyone who violates this policy is subject to removal from the event at the sole discretion of the Director or Athletic/Activities Director. Establishing and practicing the values of moral behavior, sportsmanship, integrity, good citizenship, and ethical behavior should permeate all of the activities in which our students participate.

## Conflict and/or Grievance Procedure

No conflict between a parent, student, official/judge, or coach/activity coordinator should be addressed during or immediately following an event. The game site, practice area, lobby, school halls, or locker rooms are not appropriate places to handle the conflict. Coaches/activity coordinators are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling-down period.

In order to allow an expression of differences that sometimes occur, the following grievance procedure will be used to address conflicts. **These steps must be followed in this specific sequence:**

### Step 1:

The student requests a meeting with the coach/activity coordinator. This meeting should be at a time other than immediately before or after practice. This meeting is strictly between the student and the coach.

### Step 2:

If the conflict is not resolved in the first step, the student and parents/guardians together should request a conference with the coach/activity coordinator at a time outside of practice or a contest.

### Step 3:

If the conflict is not resolved in Step 2, the parent, student, and coach/activity coordinator should then meet with the Athletic Director.

### Step 4:

If the conflict is not resolved, the parents may then request a meeting with the Principal and/or Director.

### Group Conflict

No group shall meet at CA to discuss concerns without representation by the Athletic/Activity Director or coach/activity coordinator. At group meetings, individuals must speak for and represent themselves, not other individuals or groups.