

# Maple River Athletic Cooperative



Handbook 2025-2026

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**SECTION I: GENERAL INFORMATION**

**HANDBOOK PURPOSE:**

The purpose of this handbook is to define the athletic policies and procedures of Maple River Athletic Cooperative. The success of the athletic program depends upon the understanding, teamwork, and cooperation of administration, staff, athletes, and parents in carrying out the athletic policies. In addition to the information in this handbook, the Maple River Athletic Cooperative is governed by the rules and regulations of the *North Dakota High School Athletic Association*.

**ATHLETIC PHILOSOPHY:**

Athletics are a part of the extra-curricular educational process of Maple River Athletic Cooperative member schools, serving as an arena for learning. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework, the participation of all student-athletes is encouraged, without compromising that competitive nature.

## **PARTICIPATION:**

### **Varsity Programs**

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

### **Junior Varsity Programs**

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

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

### **C Squad Programs**

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

### **Junior High Programs**

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

### **Elementary Programs – (not in a Co-op)**

Elementary programs are designed to provide an opportunity for elementary grade students to try new activities and to assist them in deciding if those activities are areas of interest. Emphasis at this level is placed on learning the rules of each activity, general fitness, fair play and sportsmanship. Fundamentals will be established to create a strong foundation upon which more advanced levels of competition are based. Students will learn in a fun atmosphere where winning is secondary to other goals. Students will be introduced to the idea of education based activities. All students will be given quality minutes during the season. Although elementary programs are not part of the co-op, they will be named Maple River North (HP) and Maple River South (MV).

### **Dual Sport Guidelines**

Athletes are allowed to participate in more than one sport during a particular season.

If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there

is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A regional contest will always take precedence over a non-regional contest.
4. If regional contests are scheduled on the same day, the athlete will participate in his/her primary sport.
5. NDHSAA tournament events will take precedence over non-regional or regional events. In the event that two NDHSAA tournaments are held on the same day, the primary sport will take precedence as in #4.
6. If non-regional contests are scheduled on the same day, the athlete will participate in his/her primary sport.
7. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
8. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
9. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
10. All eligibility rules will remain the same.
11. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
12. Before being allowed to participate in two sports during a season, the athlete, his/her parents/guardian, Athletic Director, and the coaches involved must meet and sign the Dual Sport Agreement.

### **Promoting Middle School Athletes to High School Competition**

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

Approval Process:

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

Promotion of athletes must be initiated by the coaching staff only.

A formal written request must be made by the high school coach to the Activity Directors for both schools in the Maple River Co-op.

Coaches at all levels must agree to promotion.

The coaches and Activities Director(s) must be in agreement.

The Activities Director(s) will forward a recommendation regarding the promotion to the high school Principal for each school in the Maple River Co-op.

If the promotion is NOT recommended at any level it is considered unapproved.

**There is no appeal process.**

The coach may reapply for promotion after the next scheduled contest.

### **Team Reduction**

## PHILOSOPHY

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

## LIMITATION OF TEAM MEMBERSHIP POLICY

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

## TEAM REDUCTION

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

## TRANSPORTATION

Maple River Athletic Cooperative member schools will provide transportation to all games and all NDHSAA tournament events.

### I. General Guidelines

- A. It is required that all participants ride to the event with the team and it is highly recommended the participants ride home on the team bus.
  - 1. Participants may leave an away athletic event only if the parent or legal guardian has signed out the athlete with the coach.
  - 2. Participants may only ride home with their parent or legal guardian. On rare occasions, participants may ride home with another participants parent or legal guardian ONLY IF WRITTEN PERMISSION IS COMPLETED WITH THE COACH BEFORE NOON ON THE DAY OF AN ACTIVITY.
  
- B. The member districts provide:
  - 1. School buses
  - 2. Van and/or Suburban (when available)
  
- C. Student/athletes are not permitted to drive themselves to a contest.
  
- D. Coaches driving their own vehicles for authorized travel, transporting athletes, or required meetings will be reimbursed at state rate.

## II. Specific Areas

- A. Coaches are responsible for:
  - 1. Communicating desired departure time for contests to the Athletic Director by the end of the first week of practice.
  - 2. Notifying school office personnel, team members, and managers are aware of the departure time.
  - 3. Ensuring all team members, coaches, and managers ride school transportation.
  - 4. Ensuring no unauthorized person rides on team transportation.
  
- B. Coaches are encouraged not to authorize any unscheduled stops by the bus.

## III. Bus Courtesy

- A. Coaches will require team members to use respect and courtesy with all drivers.
- B. If radios are "allowed" by the coach, please see that the noise level is kept down.
- C. On returning, buses must be cleaned of trash by the team and/or coaches. Please leave the bus in satisfactory condition.
  - 1. Muddy cleats or shoes should be taken off before boarding the bus.
  - 2. Extremely muddy jerseys should be taken off -- when and where possible.
  - 3. If the team is allowed to eat on the bus, please have all wastepaper put in a proper receptacle.

## STUDENT ELIGIBILITY:

## NDHSAA and **Maple River** Eligibility:

Maple River Athletic Cooperative schools are voluntary members of the North Dakota High School Activities Association. A summary of the regulations dealing with student eligibility are noted below. Detailed information is available in the NDHSAA Handbook on-line at [www.ndhsaa.com](http://www.ndhsaa.com).

### General:

**Age:** A student becomes ineligible on or after he/she reaches the age of 20.

**Physical Exam:** A student must have an annual physical on file with the office. A physical must be obtained after *April 15* and will remain in effect for the upcoming school year.

### Scholastic:

All Maple River High School students in grades 7-12 are subject to academic eligibility.

Any student that is failing one course will be considered ineligible to compete in extracurricular activities.

Academic eligibility has two penalties- one for failing a single class and one for failing two or more classes

#### Failing ONE Class:

Academic eligibility is determined on a weekly basis.

Beginning with the third Friday of the semester, if a student has one failing grade for the current semester grading period at **Noon on Friday**, the student will be declared ineligible to compete in contests for the next calendar week (Sunday through Saturday). This process will repeat every Friday until the end of the semester.

All students that passed all academic subjects during the second semester of the previous school year will be considered eligible at the beginning of the school year.

If a student is failing one subject area, that student will be ineligible to participate in upcoming contests.

#### Failing TWO or More Classes:

If the student is failing 2 or more subjects, that student is ineligible to participate in either upcoming contests OR in practice.

### Attendance:

Participants in extra-curricular activities must be in attendance to school by 11:00 AM on a day of competition or practice session, provided the event or practice is occurring on a day in which school is being held. Exceptions can be granted by administration to attend these events. Such exceptions may include funerals, doctor and dentist appointments, etc.

### Detentions:

If a student is late for practice or away game transportation due to a detention, the student will not be permitted to practice or play that particular day/evening.

This does not include home games. Parents may transport players to home games after detention has been served.

### Suspension or Expulsion:

Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion. Participants shall be eligible to participate when they are readmitted to school.

## GENERAL STANDARDS AND TRAINING RULES:

### Appearance:

All team members should strive to dress neatly and to be groomed in good taste consistent with quality representation for their team, school, and community.

Students who fail to comply with the appearance standards for Maple River team members may be penalized from participation in an upcoming competitive event(s).

### Commitment:

Cooperation, loyalty, and a dedication to individual and team standards for excellence shall be characteristics of all team members as evidenced by performance during practices, during competitive events and at all other times during the sport season on and off campus.

Students who fail to comply with the previously mentioned commitment standard shall be penalized from participation in an upcoming competitive event(s), assigned additional practice activity (within reason) or both.

### Integrity

All team members shall be honest in their dealing with their teammates, coaches, teachers, parents and others.

### Notification and Compliance:

All team members shall be provided with a complete explanation of all applicable eligibility standards and training rules.

Each team member shall be responsible for compliance with said rules, edification of their parent(s)/guardian(s) relevant to said rules and the prompt return of signature sheet.

### Specific Standards:

Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct.

The school reserves the right to discipline a student for violation of the commitment standard which includes but is not limited to the above referenced behaviors.

### Alcohol, Tobacco or other Harmful Substances:

The use or possession of alcohol, tobacco or other harmful substances is prohibited (see regulations in your Student/Parent Handbook and NDHSAA Constitution and By-Laws).

### Consequences for Violations:

1st Violation:

Penalty shall be a loss of 6 consecutive school weeks of participation or representation of any cocurricular activities. (Including the guidelines that follow) 2nd Violation:

Penalty shall be 18 weeks.

3rd Violation:

Penalty shall be ineligibility for one full year.

The period of suspension shall begin from the date and time the school official becomes aware of the violation.

For purposes of suspension, a week is a seven-day period.

Any student who has not completed a suspension by the end of the school year shall remain on suspension until the period of suspension has been served.

A student remaining on suspension into or through the summer shall be credited with one week of suspension for each week of summer vacation.

For purposes of enforcement, a school year shall be considered as the period from June 1st through May 31st of the following year.

A year shall consist of a 12-month period from the date of notification to the anniversary of that date.

## EDUCATIONAL OUTCOMES OF PARTICIPATION IN ATHLETICS:

### PHYSICAL GROWTH:

#### Achieving Personal Fitness

- Condition - Run
- Condition - Life
- Condition - Agility
- Condition - Stretching
- Condition – Rules Alcohol/Tobacco/Drugs

#### Learning To Deal With Stress

- Team Problem Solving/Meeting
- Pressure Situations In Controlled Environment
- Techniques To Deal With Stress
- Prioritize/Perspective

#### Learning Skills For Participation

- Lifelong Activity
- Skills For Specific Sports
- Discipline/Rules Of The Game

#### Learning good health habits

- Training Rules
- Diet
- Trainer
- Physical Activity

## EMOTIONAL GROWTH:

Gaining Self-Confidence,  
Self-Worth  
Self-Discipline

Make Sure Students Learn From Both Their Success And Failures

- Give Constructive Criticism

Learning To Accept Criticism

- Positive Reinforcements (Always + With -)

Learning To Accept Success And Failure

- Defining Roles
- Setting Goal

## INTELLECTUAL GROWTH:

Learning A Sense Of Pride In Achievement

- Weight Lifting Goal Shirts
- Certificate For Free Lunch On Bounce Back Points
- Team And Individual Goals On Statistics, Posters In Display Cases

Learning Commitment To A Goal

- Signing Form Of Commitment To Athletic Code
- Helping Them Keep Up On Academics (Grades)
- Do Team Study Hours
- 

Learning Time-Management Skills

## SOCIAL GROWTH:

Developing Interpersonal Relationship Skills

- Structured Environment
- Relays - Practice And Competition
- Big Sister/Little Sister

Developing Loyalty To A Group

- Make them be there - *practice*
- When a teammate is competing everyone cheers
- The points they score/role they play are valuable to the team

Learning To Win/Lose Graciously

- End of game shake hands
- Encourage teammates win or lose
- One on One consoling
- Analyze each competition for successes and ways to improve in win and loss

Learning To Work In A Group - Teamwork

### Learning Sportsmanship - Fair Play

- Setting An Example (Coach)
- Teach them the rules
- Teaching the fundamentals

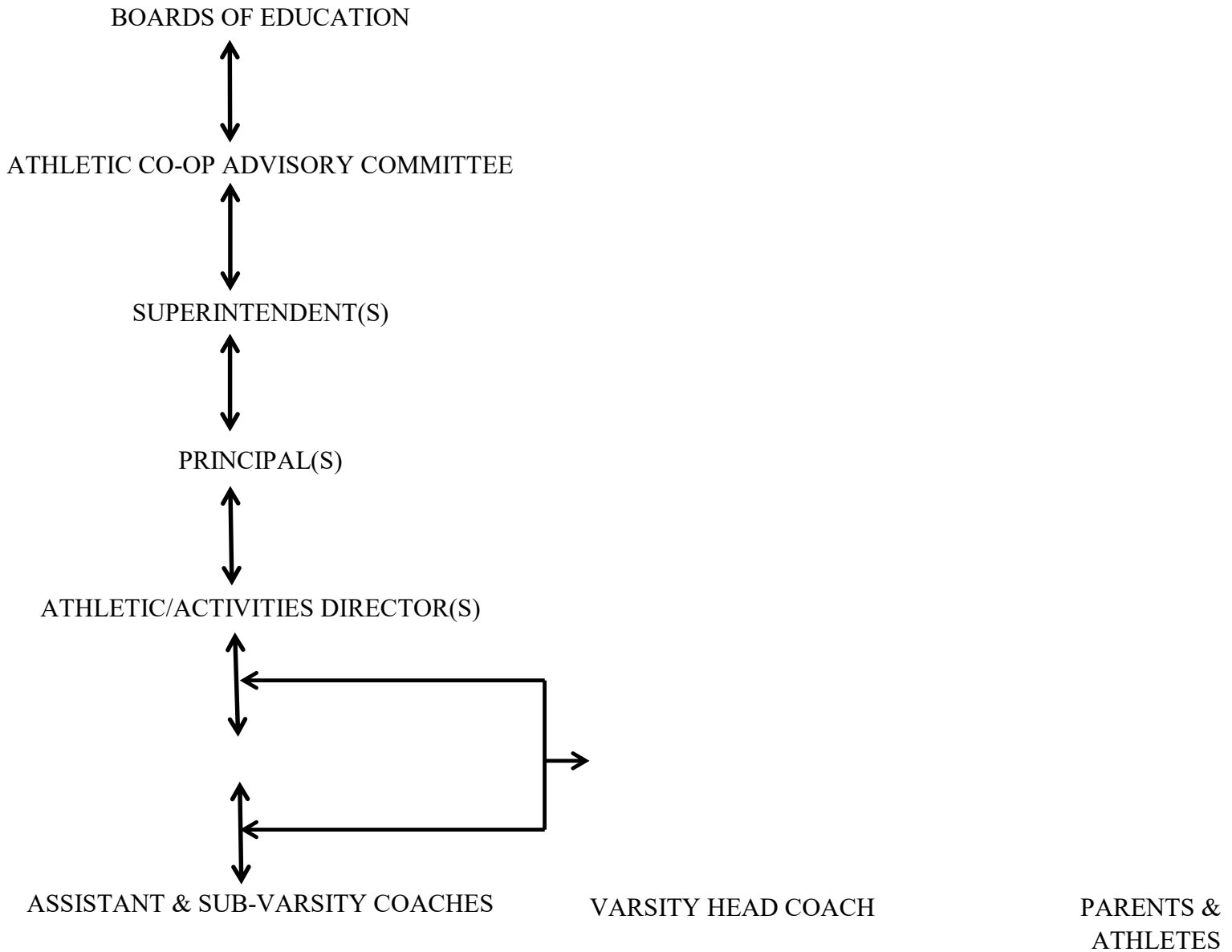
### Learning Respect For:

- Teammates
- Opponents
- Coaches
- Officials

### ○ Representing yourself, your team, and your school in a positive manner

- Dress/uniform expectation (appearance) ▪ Shaking hands after competition
- Respecting opponent's performance
- Respecting teammates; performance

**FLOW CHART OF COMMUNICATION:**



**SECTION II ROLES AND RESPONSIBILITIES:**

As a member of the North Dakota High School Athletic Association, the member schools of the Maple River Athletic Cooperative pledge to abide by the NDHSAA constitution and the by-laws that govern its members.

**ATHLETIC CODE FOR THE SUPERINTENDENT**

- Use all means possible to bring to the community a full realization of the value of athletics as an educational tool in training citizens.
- Develop district-wide policies that foster good sportsmanship, protect civil rights of all constituents, and promote maximum opportunities for participation by students.
- Create a definite understanding with Principals and Athletic Directors concerning the Coop athletic policy and expect and give mutual support in carrying out that policy.
- Evaluate those in charge of the athletic program by the conduct and attitudes of contestants and spectators rather than on the number of games won or lost.
- Advise the boards of education of the privileges and obligations of schools' membership in the North Dakota High School Athletic Association, keep the board informed of proposed and adopted changes in NDHSAA regulations, and hold the board accountable for the support and enforcement for its school in the NDHSAA.

## DUTIES: SCHOOL BOARD AND SUPERINTENDENT

Overall policies of the school are determined by the school board of each district and the superintendent. They, in turn, delegate authority to the principal for the efficient operation of the entire school program, which includes the athletic program. The high school principal is held responsible by the NDHSAA for conducting the athletic program in his/her school and in delegating authority as set down by his/her superintendent and school board.

## DUTIES OF ALL COACHES AND ADMINISTRATORS

- To recognize the purpose to athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- To remember that an athletic contest is only a game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams' fans and officials.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by the players on the team.
- To encourage each student to excel to the best of his/her ability.
- To learn and practice good sportsmanship.
- To promote fun and enjoyment for all participants.
- To build a winning attitude while also making every effort to involve as many athletes as possible in athletic competition.
- Many athletes participate in multiple extracurricular activities, respect this and work together with all parties in the best interest of the student.

## ATHLETIC CODE FOR THE PRINCIPAL

- Develop a complete understanding of the athletic policy of the school system and of the individual responsibility of all concerned.
- Certify eligibility of contestants and base that certification on complete information concerning the student's athletic and scholastic status. Questionable cases will be referred to the North Dakota High School Athletic Association before the privilege of competition is given.
- Support coaches in their efforts to carry out NDHSAA and Maple River Athletic Cooperative policies.
- Instruct the student body of its responsibilities in making the athletic program one of value and require appropriate and positive conduct of all participants at "home" and "away" games.
- Endeavor to foresee possible differences and misunderstandings with other schools and, as far as possible, settle them or provide means of settlement before they materialize.
- Insist that any misunderstanding that may arise be settled privately between official representatives of the schools concerned.
- Have a clear understanding of the role and responsibility of the Athletic Director regarding officials, schedules, supervision of coaches, and other duties required to efficiently execute the position. □ To provide support to the Athletic Director in carrying out such duties.
- Present promptly and privately to the school involved any information received about possible rule violations by that school; and if the internal investigation and action by that school is not satisfactory, report that potential violation to the NDHSAA.
- Attend as many of the athletic contests of the school as responsibilities will allow. □ Commend opposing schools for outstanding examples of fine citizenship and sportsmanship.

#### DUTIES: PRINCIPAL

- a) The high school principal is the administrative head of the school athletic program. He/she is responsible to the NDHSAA for the athletic program. The principal may delegate authority to his/her designee (i.e. Athletic Director).
- b) The principal must approve player eligibility. The principal is held responsible for the conduct of the students, athletes, coaches, and the fans at all athletic events in which his/her school is involved.
- c) The final decision for the scholastic eligibility of our athletes rests with the high school principal, who will in turn follow NDHSAA regulations along with school and Co-op policy.
- d) The principal may authorize payment of claims other than supplies and equipment, which are authorized by the Athletic Director.
- e) The principals shall represent individual schools in all matters concerning the NDHSAA.

#### ATHLETIC CODE FOR THE ATHLETIC DIRECTOR

- Place the athletic policy of the school district in writing and communicate it often to coaches, athletes, parents, spectators, and support groups.
- Cooperatively lead the school and community in creating and maintaining an atmosphere which is conducive to an educationally sound athletic program.
- Develop schedules which are educationally and physically sound for the athlete.
- Originate contracts with school and officials which are complete and specific.
- Hire officials who have the confidence and agreement of both teams, and arrange for their comfort and security.
- Support officials in cases of adverse rulings, and rate officials objectively on the basis of all parts of their effort and all events, not isolated parts of a single contest.
- Provide every athlete on each level in all sports proper equipment and uniforms for practice and competition.

- Prepare and maintain the contest site in the best possible condition.
- Maintain sidelines for exclusive use of players, coaches and officials, and handle crowds so there is no encroachment on playing space.
- Refuse admission to athletic contests to persons who have shown a lack of sportsmanship.
- Provide printed programs which accurately report names of players and help spectators understand the purpose and rules of the sport and encourage good sportsmanship.
- Provide working accommodations for media covering the contest.

## DUTIES: ATHLETIC DIRECTOR

- The Athletic Director acts as the principal's designee in all matters concerning the athletic program. He/she is charged with the supervision of the athletic program.
- The Athletic Director should constantly be aware of the need for good public relations with the staff, administration, patrons, and opposing schools. This also includes maintaining a highly acceptable level of publicity for the entire athletic program.
- It is the duty of the Athletic Director to work with the principal and coaches of the sport in season in setting up a schedule of games that does not conflict with school procedure.
- Formulates all schedules for interscholastic contests. In so doing, considers suggestions from the head coach in each sport and makes contracts with the approval of the principal.
- Contracts and makes payment to all game officials. Considers the coaches' recommendations pertaining to which officials to hire.
- Checks and keeps on file scholastic eligibility of each athlete. Reports on same, as required, to NDHSAA through the principal.
- Verifies and keeps on file athletic physical and parent consent forms. Reports on same to NDHSAA through the principal. These forms are kept on file in the Athletic Director's office.
- Keeps on file an inventory of athletic equipment and supplies as reported by the head coaches.
- Keeps records on file pertaining to each sport's won-loss record by season, letter winners, and individual record holders as reported by each head coach.
- Arranges all transportation for away athletic contests and practices.
- Schedules the use of all athletic facilities, with the cooperation of the coaches and advisors involved.
- Oversees ticket sales and collecting money for athletic contests, home and away as needed.
- Supervises advertising and publicity for athletic contests. This may be delegated to coaches as appropriate.
- Supervises the maintenance of athletic equipment and facilities. Facility maintenance will be coordinated the building administration.
- Schedules all ticket takers and sellers and supervisory help for home athletic contests.
- Provides for supervision of all home athletic contests and has responsibility for crowd control.
- Submits all forms to the NDHSAA pertaining to tournaments.
- Orders and distributes tournament tickets.
- Works with parent organizations in promoting Maple River Athletic Cooperative.
- Works cooperatively with any booster clubs to develop a procedure for funding requests.
- Evaluates coaches.
- Authorizes payment for equipment, materials, and uniforms ordered and received. No bill for athletic supplies and equipment will be paid unless the head coach has checked the invoice and approved it. (To facilitate the checking of invoices, each person who makes a purchase must present any purchase receipt the fiscal agent for the member school. Any receipt must include the name of vendor and the sport designated, on the invoice.

w) Keeps a financial record of all receipts and expenses of each sport.

## ATHLETIC CODE FOR COACHES

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

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

## DUTIES: COACHES

### **GENERAL DUTIES:**

1. HAVE FUN, LEARN, TEACH, WIN
2. If a coach is sick on a given day, it is their responsibility to notify the Athletic Director of the sponsoring school. Whether the coach is able to coach in practice or at a game on that particular day will be at the discretion of the Athletic Director. General rule of thumb, if you are too sick to work or teach, do not coach.
3. Be present and actively working in a coaching capacity at all practice sessions and contests.
4. Be responsible for the good conduct of your team members.
5. Be visible and energetic to promote a positive image.
6. Conduct themselves in a professional manner at all times; especially when directing our athletes in competition with other schools.
7. Treat school equipment and property better than you would your own.
8. Do not leave anything lying out after practice and return all equipment to proper storage facilities.
9. All doors and facilities must be locked up after use.
10. Instruct athletes on proper use and storage of equipment.
11. Complete any Rules Meeting as required by NDHSAA.
12. Abide by all binding NDHSAA, and Maple River member school policies and regulations.

13. Attend all athletic and NDHSAA required meetings.
14. Rate officials in accordance with NDHSAA.
15. Attendance at your sports state coaches' association annual conference is highly recommended.
16. Organize and schedule scouting method/assignments for the program.
17. Continued education within your sport and keep informed as to new coaching techniques, points, plans, ideas,
18. Never conduct a one-on-one meeting behind closed doors without the presence of a third party. Never transport a students or athlete outside of athletic contests.
19. Develop and provide opportunities for out of season training, skill development and team building.
20. Organize and carry out youth programs, including summer camps.
21. Maintain statistics and records to submit at the end of the year.
22. Initiate and attend out of season activities that will promote your sport.
23. Make efforts to attend and support Maple River students at other activities outside of your sport.
24. Cooperation and respect for scheduling facilities with other coaches in regard to use of locker rooms, practice areas, equipment etc.
25. Participate in the post season banquet.
26. Develop and maintain positive public relations with the media and media personnel.
27. Provide pre/current/post season information to the media and allow access for featured articles to all media outlets. Also report contest results to local media:
  - Newspapers
  - Radio Stations
  - NDHSAA
  - Television Channels
28. Submit a school announcement to the Athletic Directors after each contest for posting on the website.
29. Coaches must ride the bus to and from away contests.
30. Communicate with parents to keep them informed about your program including camps, practices, games, fundraisers etc. and provide a minimum of one direct communication tool for parents to contact you.
31. Coaches are not permitted to drink alcoholic beverages or use tobacco while in a supervisory role.
32. Hazing and/or bullying is not tolerated at any level.
33. Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
34. Conduct pre-season parent/student meeting which should include: Practice routines, schedule, tryout information (if necessary), lettering requirements, practice guidelines/team rules (written form).
35. Conduct a post season meeting with each student to review season.
36. Develop assistant coaches including sharing guidance, goals, and focus.
37. Participation of all students in athletics is encouraged, especially at the lower levels of competition.
38. Nominate student athletes for post season awards.

### **Duties Regarding Student Athletes**

1. Encourage all of our athletes to excel in the classroom as well as in athletics.
2. Do not leave athletes unsupervised.
3. Strive to develop qualities, in our athletes, of sportsmanship and fair play.
4. No athlete may try, neither practice nor play without a physical. Copies of physicals should be carried with you at all games and practices.
5. Ensure that all athletes meet NDHSAA requirements.
6. Follow NDHSAA and Maple River Athletic Cooperative procedures for return to play following an injury.

7. You are responsible for the conduct of all your athletes while under your supervision before, during and after the activity.
8. Encourage and promote healthy living practices, including hygiene and proper apparel.
9. Advise athletes to lock up their belongings.
10. Athletes must wear appropriate clothing while at school facilities and shirts must be worn at all times.
11. Report ALL injuries to the Athletic Trainer and follow the member school emergency procedure when necessary.
12. Ensure student athlete safety and well-being during all supervised activities.
13. Report any unusual conduct or problems, team or individual, to the Athletic Director.
14. Actively assist student athletes and their families with college recruitment.

### **Duties to the Athletic Director**

1. Team rules and expectations to Athletic Director prior to parent meeting.
2. A facility use form must be completed and submitted to the athletic office for all out of season activities.
3. In cooperation with the Athletic Directors, prepare a season practice schedule a minimum of 1 month prior to the start of the season, so it can be posted to the member school websites.
4. Inform the athletic office of changed, cancelled or added practices.
5. Create a developmental plan for the entire program from youth through varsity and age appropriate playbooks.
6. Coordinate any participation in tournaments with the Athletic Directors.
7. Assist the athletic department in submitting paperwork for all tournaments.
8. Evaluate all assistant and volunteer coaches using the provided evaluation tool.
9. Submit roster list to the athletic department after the first practice. Resubmit your roster list before the first contest with uniforms and demographic information.
10. Collect physicals, team rules and sport consent forms.
11. Assist the athletic office in recruiting game workers. Provide lists of such workers to the athletic office.
12. Hold athletes financially responsible for all unreturned school-owned equipment.
13. Scheduling scrimmages: Athletic Director must be informed and give final approval. Head Coach will be responsible for finding officials if necessary.
14. Responsible for any paperwork required to order equipment and supplies.
15. Assist the Athletic Director in the hiring process for hiring sub-varsity positions.

### **Duties Regarding Facilities**

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

## OPEN GYM EXPECTATIONS AND RESPONSIBILITIES

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

## SEVERE WEATHER

All NDHSAA and Maple River Athletic Cooperative members schools adopted policies will be followed.  
Threatening Weather/Watch

### **Practice:**

Practice should be held at the designated site under close supervision. All athletes should be kept within an area where they can be called in if necessary.

### **Contest:**

When games are started or are in progress when the watch is in effect, officials will monitor the change in weather and if it becomes at all questionable the contest will be suspended.

### **Lightning or Thunder**

When lightning is visible practice or contests will be suspended and all athletes and coaches will take cover for a minimum of 30 minutes from the last thunder heard or lightning seen.

### **Warning**

All practices and contests will be canceled when a warning occurs. All athletes will be directed to a safe location under supervision of the coach or coaches. Visiting team will be encouraged to take cover at the site of the host school. All athletes will be kept in a safe place until the "all clear" is issued.

### **Heat and Humidity**

See NDHSAA Heat and Humidity information in the *Resources* section of this document for more information.

## **Good Judgment**

Always use good judgment when dealing with the weather. Take no chances with lightning. If there is a doubt - cancel.

## **Winter Weather Procedures**

The following guidelines will be used when determining whether or not athletic events are to take place in the event of a weather-related school delay or closing.

All decisions will be made by the Superintendents of the Maple River Athletic Cooperative member schools in conjunction with administrators from the opposing school.

### **High School Contests:**

In addition to the above stated procedures, the Superintendent or designee will communicate with the opposing school when determining whether or not to proceed with a scheduled contest on days in which the entire school day was cancelled.

If students are sent home during the school day, due to weather conditions, all events will be cancelled.

Morning practices: we will attempt to address possible weather-related issues the day before the practice. If school is cancelled or delayed early enough, we will attempt to contact coaches to cancel practice. In the event that a practice does not get canceled, it is imperative that the coach stays until all athletes have been picked up.

### **Junior High:**

In the event that school has been canceled, all contests and practices will be cancelled.

## **EMERGENCY PROCEDURE**

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

1. If an Athletic Trainer is on site, follow their instructions before advancing.
2. Call 911 and ask for an ambulance.
  - A. Who will call?
    1. Assistant Coach
    2. Head Coach.
    3. Responsible Adult.
  - B. What to say on the phone.
    1. Request an Ambulance.
    2. What type of situation is it (life-threatening/ non-threatening).
    3. What type of injury.
      - a. head injury.
      - b. neck injury.
      - c. knee injury.
    4. Is the athlete conscious?
    5. The athlete's vital signs (if given).
      - a. pulse.

- b. breathing rate.
  6. What assistance is being given.
    - a. CPR.
    - b. rescue breathing.
    - c. stabilizing athlete.
    - d. AED
  7. Location of phone.
  8. Exact location of injury (Hope Football Field, Maple Valley Gym, etc).
  9. ALWAYS HANG UP LAST.
3. After activating EMS contact the athletes' parents.
  - A. If parents are unavailable, refer to the athlete's emergency card for secondary contact.
  - B. Inform parents of situation.
  - C. After making the phone calls return to injury site for further instructions.
  - D. Complete the Accident Report Form and submit to the Athletic Director.

## **PRESEASON MEETING**

### Rationale:

The rationale for the preseason meeting is to involve the family and the school in a conscientious effort to be partners. Through such involvement, the opportunity for optimal growth and development of students is enhanced.

### Responsibility:

All Coaches must hold a pre-season team meeting.

### Goals:

1. Introduce student activity participants, their parents, coaches, athletic trainers and sponsors to each other in a relaxed, cooperative atmosphere.
2. Provide information about activities, insurance, physicals, district policies, program philosophy, etc.
3. Provide information on state high school athletic/activity association, school and team rules.
4. Provide specific guidelines, rules and consequences of rule violations.
5. Express behavior expectations of parents, students and coaches at contests.
6. Provide information concerning practice, game and tournament schedules.
7. Explain new rules revisions for the sport.
8. Warn student activity participants and their parents of the potential for physical injury
9. Look at team strategies.
10. Explain how playing time is determined.
11. Promote importance of ongoing, honest communication.
12. Create awareness about tobacco, alcohol and other drug-use issues, ethics and sportsmanship and how they relate to sports and other activities.
13. Involve parents in tobacco, alcohol and other drug education and prevention efforts.
14. Develop a bond of mutual respect, cooperation and shared responsibility between student-activity participants, their parents and the school.
15. Involve parents in the development of student performers on and off the playing field.
16. Inform students and parents how letters, numerals and other awards are determined.

### Parent/Student Athlete Packet:

#### Must include:

- Practice schedule
- Game schedule
- Maple River Athlete Code of Conduct
- Student Contract (training rules, tobacco/alcohol/other drug use, etc.)
- Acknowledgement of Risk form including Concussion Management
- Physical form
- Emergency Medical Card
- Parent group information
- Coach/Parent communication guidelines

## **PARENT/COACH COMMUNICATION PROTOCOL**

*Only begin this protocol if your son or daughter has talked to the coach first.*

Contact the Head Coach to discuss the issue or request a meeting. Please do not make this initial contact immediately after a game or contest. There is a 24 hour cooling off period.

Share your concerns with the coach and focus on developing a solution. Concerns are limited to your student athlete only. Discussion of other student athletes is not an appropriate discussion topic, but discussion about how your athlete can improve is appropriate. The athlete may be present at this meeting.

If a satisfactory resolution to the concern is not reached after speaking with the coach, contact the Athletic Director from each school to discuss the concern or request a meeting.

If this does not resolve the concern, contact the High School Principal from each school.

If this does not resolve the concern, contact the Superintendent from each school.

### **State Tournament Procedures- (non-qualifying)**

#### Head Coaches:

- 2 Tickets for State tournament (1 for self & 1 for Spouse)
- 2 professional days for state tournament (unless tournament is played in 1)
- School vehicle or milage paid for if taking personal vehicle
- 1 hotel room for each night at tournament (Administration's discretion)

#### Assistant Coaches:

- 1 Ticket for the state Tournament
- 2 Professional Days for the State Tournament
- 1 Hotel room for each night of Tournament

#### Substitutes Teachers:

- If coach is a teacher home district will pay for Substitute to cover that coach while at State Tournament












DATE: \_\_\_\_\_


Sheet \_\_\_\_ of \_\_\_\_

Signature: \_\_\_\_\_

**Season Summary**

Date \_\_\_\_\_

Coach \_\_\_\_\_

\_\_\_\_\_

Coach \_\_\_\_\_

Coach \_\_\_\_\_

Sport \_\_\_\_\_

Year \_\_\_\_\_

	<u>Opponent</u>	<u>Score</u>	<u>Outstanding Performances and</u> <u>Accomplishments</u>
1.		W/L/T	
2.		W/L/T	1. _____ (ex. All league, conf., state)
3.		W/L/T	_____
4.		W/L/T	_____
5.		W/L/T	2. _____ _____
6.		W/L/T	_____
7.		W/L/T	3. _____ _____
8.		W/L/T	_____
9.		W/L/T	4. _____ _____
10.		W/L/T	_____
11.		W/L/T	5. _____ _____
12.		W/L/T	_____
13.		W/L/T	_____
14.		W/L/T	
15.		W/L/T	

16. W/L/T
17. W/L/T Season Record
18. W/L/T \_\_\_\_\_
19. W/L/T Regional Standing
20. W/L/T \_\_\_\_\_
- Date: \_\_\_\_\_

**Coaching Interest Form**  
(For Next Coaching Season)

Name of Coach: \_\_\_\_\_

Current Position: \_\_\_\_\_

I intend to return to coach next year in the same coaching position. (Please circle) YES NO

I intend to apply for a different coaching position next year, if available. YES NO

If you answered yes to the above question, then which position would be of interest to you?

\_\_\_\_\_

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

Coaches Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**DATE:** \_\_\_\_\_

**HEAD COACH EVALUATION**

Coach:		Assignment:	
--------	--	-------------	--

No. of Years This Assignment:			Total Years in this Sport:	
-------------------------------	--	--	----------------------------	--

Team Record This Year:		Won			Lost	
Team Record Career:		Won			Lost	

	Excellent	Above Average	Average	Below Average	Poor
<b>Professionalism:</b>					
Cooperation with AD in regard to submitting participant lists, parent permission and physical slips, year-end reports, program information relative to your sport.					
Rapport with coaching staff.					
Appropriate dress at practices and games.					
Participation in a reasonable number of professional and in-service meetings.					
Public relations: Cooperation with newspapers, radio, T.V., Booster Clubs, parents, and interested spectators.					
Understanding and cooperation with rules and regulations as set forth by all governing agencies of the coached sport.					
Parent's Night, banquets, letters to colleges regarding players, and encouragement of students to enter sports for the benefits that can be obtained from participation.					
Sideline conduct at games toward players, officials, and workers.					
Works cooperatively in budget matters.					
<b>Coaching Performance:</b>					
Develops respect by example in appearance, manners, behavior, language, and interest.					
<b>Supervision of athletes</b>					
Is well versed and knowledgeable in matters pertaining to coached sport.					
Has individual and team discipline.					
Prepares for daily practices with staff so maximum instruction is presented utilizing all opportunities for instruction and plans for contests.					
Provides for individual as well as group instruction.					
	Excellent	Above Average	Average	Below Average	Poor
Helps other coaches become better coaches.					

Develops integrity with the coaching staff and among fellow coaches.					
Is fair, understanding, tolerant, patient, and sympathetic with athletes.					
Is innovative using new coaching techniques and ideas, in addition to using sound, already proven methods of coaching.					
Is prompt in meeting team for practices and games.					
Shows an interest in athletes in off-season activities and classroom efforts.					
Provides leadership and attitudes that produce winners and winning efforts by participants.					
Related Coaching Responsibilities:					
Care of equipment, including issuing, inventory and storage.					
Is cooperative in scheduling.					
Is cooperative in sharing the use of facilities.					
Understands place in line of authority					
Comments/Suggested Recommendations (additional paper as needed):					
Recommended		Pending Maple River Athletic Cooperative administrative approval			
Not recommended					
Evaluator's Signature		Coach's Signature			

\* The signature of the coach does not necessarily indicate agreement with the appraisal on the preceding pages, but indicates he/she has read the material. The coach may attach information explaining his/her disagreement regarding any aspect of this evaluation.

DATE: \_\_\_\_\_

## SUB VARSITY COACH EVALUATION

Coach:		Assignment:	
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No. of Years This Assignment:			Total Years in this Sport:	
-------------------------------	--	--	----------------------------	--

All items listed below will be rated by the head coach, with input from the athletic director as needed, based on the rating scale: 3 = Highly Effective, 2 = Effective, 1 = Minimally Effective, 0 = Ineffective, NA = Not Applicable Professional

Duties and Responsibilities

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

- \_\_\_\_\_ Develops respect by example in appearance, manners, behavior, language, and conduct
- \_\_\_\_\_ Maintains suitable sideline control at games and tournaments
- \_\_\_\_\_ Develops a well-organized practice schedule
- \_\_\_\_\_ Establishes program philosophies, fundamentals, and knowledge the athletes are to be learning
- \_\_\_\_\_ Shows understanding, tolerance, empathy, and patience with team members
- \_\_\_\_\_ Innovative in implementing and assessing new coaching techniques and ideas
- \_\_\_\_\_ Expresses support and interest in student/athlete's academics and out of season activities
- \_\_\_\_\_ Provides leadership and demonstrates attitudes that produce positive efforts by participants
- \_\_\_\_\_ Delegates authority with responsibility while remaining accountable for such delegations
- \_\_\_\_\_ Models behaviors which reflect the values of good sportsmanship, fair competition, and ethical behavior \_
- Provides opportunities for all to participate, consistent with their abilities, effort, and level of team need. Professionalism:

- \_\_\_\_\_ Completes mandatory pre-season trainings and administrative paperwork for employment
- \_\_\_\_\_ Develops rapport with the athletic coaching staff, teachers, administrators, and support staff
- \_\_\_\_\_ Participates in expected professional development/meetings necessary to the growth and welfare of student athletes \_\_\_\_\_
- Develops sound public relations by cooperating with newspaper, radio, television, Booster Club, and other interested spectators
- \_\_\_\_\_ Promotes all sports in the athletic program and shows support for other student extra-curricular involvement
- \_\_\_\_\_ Communicates and cooperates with parents: provide contact information, introduction letter, team guidelines, pre-season meeting, awards banquet etc... Comments:

Sub Varsity Coach Signature

Date

Head Coach Signature

Date

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

**DUAL SPORT POLICY and PARTICIPATION AGREEMENT**

Athletes are allowed to participate in more than one sport during a particular season.

If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A regional contest will always take precedence over a non-regional contest.
4. If regional contests are scheduled on the same day, the athlete will participate in his/her primary sport.
5. NDHSAA tournament events will take precedence over non-regional or regional events. In the event that two NDHSAA tournaments are held on the same day, the primary sport will take precedence as in #4.
6. If non-regional contests are scheduled on the same day, the athlete will participate in his/her primary sport.
7. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
8. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
9. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
10. All eligibility rules will remain the same.
11. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
12. Before being allowed to participate in two sports during a season, the athlete, his/her parents/guardian, Athletic Director, and the coaches involved must meet and sign the Dual Sport Agreement.

\_\_\_\_\_  
(Student Athlete)

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Primary Sport)

\_\_\_\_\_  
(Secondary Sport)

\_\_\_\_\_  
(Primary Sport Coach)

\_\_\_\_\_  
(Secondary Sport Coach)

**RESOURCES**



North Dakota High School Activities  
Association



Recommended Heat and Humidity Management Procedure

Recommended Policy for Managing Heat & Humidity

Recommend all coaches complete the free NFHS Course titled “A Guide to Heat Acclimatization and Heat Illness Prevention”. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.

Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index. **If the**

**Heat Index is below 95 degrees:**

**All Sports**

Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.

Optional water breaks every 30 minutes for 10 minutes in duration.

Ice down towels for cooling.

Watch/monitor athletes carefully for necessary action.

**If the Heat Index is 95 degrees to 99 degrees:**

**All Sports**

Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.

Optional water breaks every 30 minutes for 10 minutes in duration.

Ice down towels for cooling.

Watch/monitor athletes carefully for necessary action.

Contact sports and activities with additional equipment:

1. Helmets and other possible equipment removed while not involved in contact.
2. Reduce time of outside activity. Consider postponing practice to later in the day.
3. Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

**If the Heat Index is above 99 degrees to 104 degrees:**

**All Sports**

Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.

Mandatory water breaks every 30 minutes for 10 minutes in duration.

Ice down towels for cooling.

Watch/monitor athletes carefully for necessary action.

Alter uniform by removing items if possible.

Allow for changes to dry t--shirts and shorts.

Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.

Postpone practice to later in the day.

**Contact sports and activities with additional equipment**

Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.

**Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.** If the Heat Index is above 104 degrees:

**All sports**

Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

Note: When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

# NOAA's National Weather Service

## Heat Index

Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

### Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

 Caution

 Extreme Caution

 Danger

 Extreme Danger

**ACCIDENT REPORTING FORM**

Player Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Parent/Emergency Contact: \_\_\_\_\_

Coach's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Phone: \_\_\_\_\_  
Sport: \_\_\_\_\_ Location: \_\_\_\_\_

Give a brief description of the accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was first aid treatment administered? \_\_\_\_\_ If yes, by whom? \_\_\_\_\_

Describe the care given:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was family member or emergency contact called? \_\_\_\_\_

Reporter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Below needs to be returned to the coach before the next game or practice  
\_\_\_\_\_, does/does NOT have my permission to return to play/practice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Parent/guardian  
signature

\*If doctor's care was provided due to said injury, a signed medical release is required before the athlete may return to play.



**North Dakota High School Activities Association Concussion Management Procedure**  
In Accordance with North Dakota State Law



In response to North Dakota State Law, the NDHSAA Board of Directors recommends the following procedures.

Concussion Management Administration

NDHSAA registered officials, coaches and individuals directly responsible for the student during practice, training and competition are required to review and know the signs and symptoms of a concussion. They are to immediately remove any athlete who displays the following signs or symptoms:

- Headache
- Fogginess
- Difficulty concentrating Easily
- Slowed confused
- Slowed thought process
- 
- Difficulty with memory
- Nausea
- Lack of energy, tiredness
- Dizziness, poor balance
- Blurred vision
- Sensitivity to light and sounds
- Mood changes—irritable, anxious or tearful

The concussion management program must require that a student be removed from practice, training, or competition if:

- The student exhibits any sign or symptom of a concussion.
- A licensed, registered, or certified health care provider whose scope of practice includes the recognition of concussion signs and symptoms determines, after observing the student, that the student may have a concussion.
- The duty to remove a student under the above conditions extends to:
- Each official
- The coach of a student
- Any other individual designated by the school district or nonpublic school as having direct responsibility for the student during practice, training or competition.

Procedure to follow if an athlete is removed

- Student who is removed must be evaluated as soon as practicable by a licensed health care provider who is acting within the provider's scope of practice and trained in the evaluation and management of concussion, as determined by the provider's licensing board.

Procedure regarding an authorization to return to training/competition

- A student who is evaluated and believed to have suffered a concussion may not be allowed to return to practice, training or competition until the student’s return is authorized by a licensed health care provider as previously stated.  The authorization provided to the school must be :
- In writing
- Retained by the school district for a period of seven years after conclusion of the student’s enrollment.
- Any health care provider who signs an authorization is acknowledging they are acting within their scope of practice and trained in the evaluation and management of concussion as determined by the provider's licensing board.

In the event a Transfer of Care form has not been previously filed with event management, school /NDHSAA designated health care providers shall not have their decision regarding an athlete’s ability to return to competition overruled by any other health care provider.

*School districts or nonpublic schools shall ensure that before a student is allowed to participate in the athletic activity, the student and the student's parent shall document that they have viewed information regarding concussions incurred by students participating in athletic activities.*

- *The required information must be provided by the student's school district or nonpublic school and must be made available in printed form or in a verifiable electronic format.*
- *It is highly recommended that every coach, official, studentNathlete and parent should successfully complete the 20 minute NFHS online course “Concussion in Sports—What You Need to Know”. The course can be accessed at: [www.nfhslearn.com](http://www.nfhslearn.com)*

WHEN IN DOUBT...SIT THEM OUT

**MAPLE RIVER ATHLETIC COOPERATIVE CODE & CAUTIONS FORM**

(Please Print)

Participant’s Name \_\_\_\_\_ Phone Number \_\_\_\_\_

School: \_\_\_\_\_ Class of \_\_\_\_\_

Please initial where indicated and complete the form with a signature and date.

PARENTS Initials:

\_\_ I have read and understand the Maple River Athletic Cooperative School District Athletic Training Rules. \_\_ I have read and understand the signs and symptoms of concussion. I am aware that any sport has the potential for concussion. I further agree to aid the coaching staff in by reporting possible concussions I observe in my child. I also agree to cover the Concussion Fact Sheet for Athletes with my child.

\_\_\_ I have read and understand the Parent Guidelines for Athletic Support under the Code of Conduct. I agree to work to follow those guidelines that are in the best interest of the student athlete. I am also aware of the anti-bullying policy enacted by the Maple River Athletic Cooperative School Board.

\_\_\_ I acknowledge and fully understand the Acknowledgement of Risk Statement that follows: *Each participant will be engaging in activities which may involve risk of injury. The injury may be serious and catastrophic, including permanent disability. I assume all the foregoing risk and accept personal responsibility for damages following such injury and/or permanent disability. I understand that the Maple River Athletic Cooperative School District does NOT carry student insurance for athletes.*

STUDENTS Initials:

\_\_\_ I have read and understand the Maple River Athletic Cooperative School District Athletic Training Rules.

\_\_\_ I have read and understand the signs and symptoms of concussion. I am aware that any sport has the potential for concussion. I further agree to aid the coaching staff by reporting possible concussions I might have received. I also agree to report to the coaching staff any signs of concussion I observe in my teammates to help protect them from permanent brain damage.

\_\_\_ I have read and understand the requirements of the Maple River Athletic Cooperative Public School Code of Conduct and acknowledge that I may be disciplined or removed from my team if I violate any of its provisions. I am also aware of the anti-bullying policy of the member schools of the Maple River Athletic Cooperative.

\_\_\_ I acknowledge and fully understand the Acknowledgement of Risk Statement that follows: *Each participant will be engaging in activities which may involve risk of injury. The injury may be serious and catastrophic, including permanent disability. I assume all the foregoing risk and accept personal responsibility for damages following such injury and/or permanent disability. I understand that the Maple River Athletic Cooperative does NOT carry student insurance for athletes.*

SIGNATURES ARE REQUIRED BEFORE PARTICIPATION IS ALLOWED

\_\_\_\_\_  
Parent/Legal Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

Failure to comply with these guidelines may jeopardize a student’s experience during their season of competition.

For Office/Athletic Director Use Only:	
<input type="checkbox"/> Parent/guardian and student signed.	<input type="checkbox"/> <b>Cleared to participate</b>
Date received in AD’s office: _____	<input type="checkbox"/> <b>Not cleared to participate</b>
Date Physical Form Submitted: _____	

**This form is on the NDHSAA website under Administrators & Coaches. Click Forms on the drop down menu.**



## SAFEGUARDING YOUR ATHLETIC ELIGIBILITY

**NOTE:** NDHSAA By-Laws are published in the Constitution and By-Laws Handbook. Your principal has a copy of this book and should be contacted to answer questions you may have concerning your eligibility, as well as the

### ATTENTION ATHLETES!

The four years in which you represent your high school in interscholastic athletic competition conducted under the auspices of the North Dakota High School Activities Association (NDHSAA) may be four of the most enjoyable years in your young life. As you compete, your school will have

local rules and regulations you must follow in order that your interscholastic participation and competition can be a profitable educational experience. The NDHSAA also has rules and regulations incorporated into the

Association's Constitution and By-Laws to which students, as well as school personnel and fans, must adhere.

The information contained in this document describes the By-Laws of the NDHSAA that apply to you and your athletic eligibility.

It is designed to help you safeguard your athletic eligibility while you participate in interscholastic athletics. You are strongly urged to review the following material with your principal, coaches, and especially with your parents to be eligible for high school competition; you must comply with the By-Laws in the following areas:

### ATTENDANCE

1. You may represent only the school you attend.
2. You must be enrolled and attending classes no later than the beginning of the 11th day of the semester.
3. If you enroll after the 1st day of the semester and before the 11th school day, you must have been in attendance as many school days as you missed before you can participate in an interscholastic contest.
4. If you are enrolled for 30 days in any one semester or participate in an interscholastic contest in a lesser period, it will count as one of the 8 semesters you are allowed for interscholastic eligibility during your high school career.

### RESIDENCE

1. You are eligible at any school upon enrolling for the first time as a ninth grade student in that school.
2. Should your parents move to another school district, you do not lose your eligibility in the school in which you have been attending if you choose to remain at said school. You have the right to move with them when they move and be immediately eligible in the school in that district.

### TRANSFER

1. If you transfer schools and your parents do not move into that high school district, you will be ineligible for varsity competition one (1) calendar year.
2. If your parents move to a new high school district and you transfer, you will be immediately eligible if your transfer is made within a reasonable time. This may be at the end of the semester or even at the end of the year under certain circumstances. However, it is best to secure a ruling from your principal if you do not transfer immediately when your parents move.
3. Should you transfer schools without a corresponding change in your parents' residence and then re-transfer to your home school, you are ineligible for varsity competition for one (1) calendar year.

### SCHOLASTIC STANDING

1. You must be making satisfactory progress toward the school's requirements for graduation.
2. You must have passed at least two and one half credits the previous semester to be eligible at the beginning of the next semester. If you do not pass at least two and one credits you will be ineligible the first two weeks of the next semester.

### AGE

1. You are eligible until the day on which the twentieth anniversary of your birth occurs.

### PARTICIPATION LIMITATIONS

2. After you enroll in the 9th grade, you will be eligible for no more than eight semesters unless you are under 18 years of age.
3. Your seventh and eighth semesters must be consecutive.
4. After you enroll in the 9th grade, you will be eligible for no more than 4 years of competition in any sport.
5. Participation on a high school team as a 7th or 8th grade student does not count toward your 8 semesters of enrollment or your 4 years of competition as a high school student.

### PHYSICAL EXAMINATION

1. Prior to participation (including practice), a student participating in NDHSAA sanctioned athletic activities and representing his/her school must have on file with the superintendent, principal, athletic director or school nurse an annual NDHSAA Physical

Examination form completed by a qualified health care professional (i.e. Doctor of Medicine or Osteopathy, Nurse Practitioner or Physician Assistant under the supervision of a physician).

2. The Physical Examination is valid for one school year; a physical examination completed before April 15 is not valid for participation the following school year.

#### **AMATEUR STATUS**

1. You will become ineligible in a sport if you receive cash for participating in an athletic contest.
2. You will become ineligible in a sport if you participate in athletic activities, schools, try-outs, or games sponsored by professional athletic organizations during the season of a sport.
3. You will become ineligible if you compete in any contest under an assumed name.
4. You may accept any award (not cash) for winning or placing in athletic competition providing the cost of such award does not exceed \$300.00.
5. You may accept prizes for winning or placing in athletic competition (not cash) provided the total value of the prizes does not exceed \$500 during the Association's year (July 1 – June 30).

#### **PLAYING ON TEAMS OUTSIDE SCHOOL**

1. When you are participating or under suspension in a sport that is in season at your high school, you may not play on an outside team or as an unattached individual in a nonschool meet in the same sport during the school season for that sport. However, you may do so at any time other than the high school season of the sport without affecting your eligibility.
2. You may play on a team outside of school or participate as an unattached individual in a sport other than the sport in which you are a member of a school team even during the season of your school sport team. (For example, if you are on a school basketball team, you may not play on any other basketball team during the high school basketball season, but you may play on a volleyball team in an independent league, or on any team other than a basketball team and still be eligible at school for basketball).

#### **SUMMER CAMPS**

1. Students may not participate in sports camps during the season of that particular sport, but may do so outside of the high school on their own. However, participation in such camps for fall team sports is not permitted after July 31.
2. Students may participate on city recreation or independent teams or as unattached individuals during the summer until the opening of the high school season in that particular sport.

#### **USE OR POSSESSION OF ALCOHOL, DRUGS, AND TOBACCO**

1. Use or possession of tobacco or alcohol and illegal use or possession of narcotics or habit-forming drugs is prohibited. Violation of this regulation results in a 6 week suspension for the first offense and an 18 week suspension for any subsequent offense. The use, possession or sale of non-prescriptive anabolic steroids by any student athlete at any time during the school year is prohibited.

#### **USE OF PLAYERS**

1. You may never participate in an interscholastic contest representing your school while you are ineligible.

#### **GAME LIMITATIONS**

1. Individual players are restricted to a certain number of meets or a certain number of quarters of participation per night, per week, or per season in various sports. You should find out what the limitations are in your sport from your coach, so these rules are not violated. Violations can result in your suspension from future contests.

#### **MISBEHAVIOR DURING CONTESTS**

1. If you are found to be in gross violation of the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic activities, either as a participant or as a spectator, or both.

#### **COACH/STUDENT CONTEST DISQUALIFICATION**

Part Two, Article XIV, Section XII of the By-Laws under Rules of Eligibility shall read:

Any student or coach ejected from an interscholastic contest by game officials for unsportsmanlike conduct, including but not limited to flagrant, violent or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level of competition. When a non-typical schedule is involved, the ejection penalty may be administered on a case-by-case basis.

Any subsequent ejection in that season's activity carries a four (4) regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

Student: Any time a student is ejected from a game/meet, he/she does not participate the remainder of that day. The student is also suspended for the next scheduled, rescheduled or contracted contest at that level of competition and all contests in the interim at any other level of competition. Note: To meet this requirement, the contest must take place.

Coach: When a coach has been ejected in accordance with Part Two, Article XIV, Section XII, he/she is not allowed to attend any of his/her team's contests or to be on site for any pre-game contact direct or indirect with participants during the suspension.



(Athletic Director)

Date

## Maple River Athletic Cooperative Agreement

### IDENTIFIED ACTIVITIES

This cooperative agreement will address the activities of:

- 7-12 Basketball (Boys & Girls) Winter of 2021
- 7-12 Cross Country Fall of 2021
- 7-12 Golf Fall of 2021
- 7-12 Drama Fall of 2021
- 7-12 Speech Winter of 2021
- 7-12 Softball Spring of 2022
- 7-12 Baseball Spring of 2022
- 7-12 Track Spring of 2022
- 7-12 Volleyball Fall of 2021
- 7-12 Golf Spring of 2022
- 7-12 Football Fall of 2022
- 7-8 Football Fall of 2021

### ATHLETIC CO-OP ADVISORY COMMITTEE:

Maple River Athletic Cooperative Advisory Committee Membership shall consist of:

Two (2) members of the Hope-Page School Board appointed by the same.

Two (2) members of the Maple Valley School Board appointed by the same.

Duties:

The committee will bi-annually to review operations of the Athletic Cooperative. (JAN & JUNE).

Committee members will take all recommendations of the committee as a whole to their individual school boards.

Minutes of the Athletic Cooperative Committee will be presented to the individual school boards to be read into the official board minutes of each board.

Administrative Team:

The superintendents and athletic directors of the co-op member schools shall constitute the Maple River Athletic Cooperative Administrative Team.

This team will meet three times per year (after fall, winter & spring seasons).

Superintendents shall schedule/facilitate meetings and record minutes in alternating years.

Odd numbered Meeting Minutes Recorder –Maple Valley

Even numbered Meeting Minutes Recorder– Hope-Page

Minutes of these meetings will be forwarded to each school board committee member.

There will be two athletic/activities directors:

One (1) from Maple Valley

One (1) from Hope-Page

Athletic/Activities Director(s) shall be:

An employee of the specific school district(s) they represent with all of the benefits, limitations and responsibilities of the same.

### REVENUES AND EXPENSES

Revenue:

Revenue received for each Maple River Athletic Cooperative activity will be placed into a designated fund.

Each school is responsible for paying all expenses for and collecting all revenues from events hosted within their facilities and the accounting thereof. At the end of each season, the total expenses incurred, and revenues generated will be split equally between the Maple Valley School District and the Hope-Page School District.

Individual reports will be completed by the fiscal agent for each activity at the conclusion of each season (fall, winter, and spring).

Expenses:

- Operating expenses associated with all identified activities will be divided as follows:  $\square$  Hope Page Public School:  $\frac{1}{2}$   $\square$  Maple Valley Public School  $\frac{1}{2}$   $\square$  Expenses:
- Coaching Stipends
- If any Coach is currently employed by either District, the employing District will be responsible for the payment of the Coaching Stipend at the conclusion of the season. This expense shall be split equally between the Districts.
- If the Coach is not employed by either District, the Coach will be paid by the Hope-Page School District. This payment shall be split equally between the Districts.
- Game Day Expenses
- Paid by Game Day Host District and split 50/50 at the conclusion of the season.
- Event Transportation-Including practices. (See Driver Pay Scale)
- All miles will be tracked throughout each season and costs split 50/50
- This includes the drivers for games and practices
- Consumable Supplies
- Athletic Training
- Uniforms- Paid by HP and split 50/50 at the conclusion of each season
- Awards and Annual Banquet
- Additional items identified by Athletic Cooperative Administrative Team

Ineligible Expenses:

Each school district will be responsible for any maintenance, repair or upgrade of individual district athletic facilities.

ATHLETIC COOPERATIVE IDENTIFICATION Name:

The cooperative name will be Maple River.

Nickname/Mascot

All teams of approved co-op agreements will play as the “Raiders”

Colors:

Red, White, and Royal Blue



Logo:



Song:

**Maple River School Song**  
**(Notre Dame Fight Song)**

**Hail Maple River Raiders**

**Conquering heroes, facing the foes  
Honor, courage, majesty for our red, white and blue  
Rah Rah Rah  
Maple River Raiders we stand  
We'll reign victorious throughout the land  
Our team is determined so let  
the games begin EVENT  
AND PRACTICE SITES:**

### General

Each school district will maintain competition sites for identified hosted activities that meet or exceed any requirements by the North Dakota High School Athletic Association.

Each school district will maintain practice sites for identified hosted activities that include an adequate practice area.

When circumstances require an alternative plan, an agreement is necessary from both representative ADs.

### 7-12 Football

7-12 football practices and home games to be held in Hope.

### 7-12 Volleyball

JH Volleyball ○ All practices in Page. Home games split between Page and Maple Valley. Odd game goes to Page.

C, JV, V Volleyball

- All practices and games to be held in Maple Valley. Stand-alone “C” Squad games to be scheduled in Page when participation numbers allow.

### 7-12 Boys and Girls Basketball

JH Basketball ○ Practices will be held in Page; limited exceptions will be allowed for practices in Tower City at the discretion of the AD’s from each school. Home games split between Page and Maple Valley. Odd game goes to Page.

C, JV, and V Basketball ○ All practices and games to be held in Maple Valley. Stand-alone “C” Squad games to be scheduled in Page when participation numbers allow.

### 7-12 Baseball

Practices and games will be held in Hope. When “Field Conditions” require indoor practice Baseball practice will be held in Hope.

### 7-12 Softball

Practices and games will be held in Hope. When “Field Conditions” require indoor practice Softball practice will be held in Hope.

### 7-12 Boys and Girls Track

Practice sites as well as number of meets attended will be determined by the athletic directors.

Home meets (if any) will be scheduled by the athletic directors.

When “Field Conditions” require indoor practice Track practice will be held in Tower City.

### Cross Country

Cross Country – practice two days at MV and three days at Hope.

### Golf

Practices and Meets will be held in Hope.

When “Field Conditions” require indoor practice Golf practice will be held in Tower City.

### Speech

Practices and meets will be worked out by the Activities Directors.

### Drama

Practices and meets will be worked out by the Activities Directors.

## TICKET PRICES:

### Individual Contest:

Ticket prices for individual varsity events at any Maple River home venue will be set by Region 1

### 2023-2024

Adults: \$7.00

Students: \$5.00

Senior Citizen (55 or older ): \$5.00

Ticket prices will be reviewed annually at the Athletic Cooperative Committee meeting in June.

### Season Ticket:

Girls basketball- \$35

Boys basketball-\$35

Girls and Boys basketball- \$65

Student season/activity tickets will be in the form of a picture ID and should be brought to the game sites by the student. There will be a list of students having season tickets/activity cards at the site of each school for the use of ticket takers.

Season ticket prices will be reviewed annually at the Athletic Cooperative Committee meeting in June.

## STUDENT ELIGIBILITY:

### **NDHSAA and Maple River Eligibility:**

Maple River Athletic Cooperative schools are voluntary members of the North Dakota High School Activities Association. A summary of the regulations dealing with student eligibility are noted below. Detailed information is available in the NDHSAA Handbook on-line at [www.ndhsaa.com](http://www.ndhsaa.com) .

### General:

Age: A student becomes ineligible on or after he/she reaches the age of 20.

Physical Exam: A student must have an annual physical on file with the office. A physical must be obtained after *April 15* and will remain in effect for the upcoming school year.

### Scholastic:

All Maple River High School students in grades 7-12 are subject to academic eligibility.

Any student that is failing one course will be considered ineligible to compete in extracurricular activities.

Academic eligibility has two penalties- one for failing a single class and one for failing two or more classes

### Failing ONE Class:

Academic eligibility is determined on a weekly basis.

Beginning with the third Friday of the semester, if a student has one failing grade for the current semester grading period at Noon on Friday, the student will be declared ineligible to compete in contests for the next calendar week (Sunday through Saturday). This process will repeat every Friday until the end of the semester.

All students that passed all academic subjects during the second semester of the previous school year will be considered eligible at the beginning of the school year.

If a student is failing one subject area, that student will be ineligible to participate in upcoming contests.

Failing TWO or More Classes:

If the student is failing 2 or more subjects, that student is ineligible to participate in either upcoming contests OR in practice.

**Attendance:**

Participants in extra-curricular activities must be in attendance to school by 11:00 AM on a day of competition or practice session, provided the event or practice is occurring on a day in which school is being held. Exceptions can be granted by administration to attend these events. Such exceptions may include funerals, doctor and dentist appointments, etc.

Detentions:

If a student is late for practice or away game transportation due to a detention, the student will not be permitted to practice or play that particular day/evening.

This does not include home games. Parents may transport players to home games after detention has been served.

**Suspension or Expulsion:**

Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion. Participants shall be eligible to participate when they are readmitted to school.

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