

# ASHBY ARROWS



**ACTIVITY**

**HANDBOOK**

ADOPTED  
REVISED

## PHILOSOPHY

The educational program in Ashby will provide the opportunity and the incentive for each student-athlete to develop mentally, physically, morally, and socially to the fullest of his/her abilities. The educational program shall be directed primarily toward the welfare and the best interests of the student-athletes.

The Ashby Activities Department believes that athletics and activities are integral parts of the educational system. It is believed that athletics/activities contribute to the educational process of developing well-rounded individuals and young adults. Through the combined support and efforts of the community; school district and athletic staff, students are allowed to participate in the athletic and activity programs as spectators and competitors.

These educational experiences allow students to benefit in such areas of development as interpersonal relationships, group interaction and cooperation, self-concept and character, goal setting and values, leadership, initiative, self-discipline, loyalty, sportsmanship, physical skills and growth, and personal pride and satisfaction of participation and competition.

Since life demands many of the same qualities that are developed through athletics/activities, it is felt that this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

At the **Elementary level**, student-athletes should be introduced to as many experiences as possible. Participants will work on the fundamentals of each sport. Coaches will ensure equal playing time to provide equal opportunities for all participants.

At the **Junior High level** participation by all learners should be the primary goal and consideration to develop skills and abilities. Coaches will strive to provide a fair distribution of playing time-based on performance in terms of work ethic and positive attitudes.

At the **Junior Varsity level** competition and winning will take on a greater level of importance, but never to the exclusion of participation. Participants will be allowed to develop their skills and abilities to prepare them for competitive situations.

At the **Varsity level**, Ashby School has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes to develop their abilities through this type of program. By no means is it a win-at-all-costs philosophy but a strong effort to win the contest will be made by the players and coaches.

## SCHOOL SONG

“ Ashby High School, Hats off to thee ”

## SPORTS OFFERED AT ASHBY SCHOOLS

<u>Season</u>	<u>Boys/Girls</u>	<u>Sport</u>	<u>Grades</u>
1. Fall	Boys/Girls	Football (Coop w/B/E)	7-12
	Girls	Volleyball	7-12
	Boys/Girls	Cross Country (Coop w/B/E)	7-12

2.	Winter	Boys	Basketball	7-12
		Girls	Basketball	7-12
		Boys/Girls	Wrestling (Coop w/B/E and WCA)	7-12
3.	Spring	Boys	Baseball	7-12
		Girls	Softball	7-12
		Boys/Girls	Track & Field (Coop w/B/E)	7-12
		Boys/Girls	Golf (Coop w/B/E)	7-12

### **CLUB ACTIVITIES OFFERED AT ASHBY SCHOOLS**

	<u>Season</u>	<u>Boys/Girls</u>	<u>Sport</u>	<u>Grades</u>
1.	Fall	Boys/Girls	Clay Target Shooting	7-12
2.	Fall/Winter/Spring	Boys/Girls	Robotics	7-12

### **PARTICIPATION POLICY**

Ashby Schools shall not encourage Junior High students to compete in sports at the Senior High level.

Students in 7th and 8th grade may be allowed to do so only if they are physically, emotionally mature, and athletically gifted, and they can handle the situation. An evaluation of the athlete will be made between the head coach, junior high coach, and activities director.

“Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental, and emotional well-being, and what will be in the best interest of the student’s total development”

#### ***Model Practice in Acceleration***

Guidelines for the program are listed below:

1. Grades 9-12 shall be considered as senior high for the sake of clarification.
2. Grades 7-8 shall be considered as junior high.
3. At the junior high level emphasis shall be placed on participation as compared to the philosophy of stronger competitiveness and playing to win at the senior high level.
4. In the instances where acceleration will be considered from junior high to senior high the following procedure must be followed:
  - a. The senior high coach and the junior high coach need to agree that acceleration should be considered.
  - b. The two coaches involved will meet with the athletic director to review this request from the standpoint of the student’s total development.
  - c. If the recommendation is to further consider acceleration, the parents will be notified and asked to review the recommendation. If they concur with the recommendation to accelerate, then the student should be brought in and asked his/her feelings. If it is agreed that acceleration should occur a physical examination may be required for the student involved. If a physical examination has not been had within the past year, this will be done at parental expense. If the physical examination reflects no physical limitations that would impair the student from performing athletically, the student may then be accelerated upon approval from the parent(s).
5. 6th-grade athletes will not be allowed to play up to the junior high level.

## GRIEVANCES WITHIN A SPORTS PROGRAM

- Grievances - After the 24 Hour period
  - 1st Player approaches coach asking for meeting
  - 2nd If Grievance is not resolved Player approaches AD about a meeting
  - 3rd If Grievance is not resolved or player prefers for parent to talk to AD then a Meeting with Parent and AD (Player attendance if appropriate).
  - 4th If Grievance is still not resolved then AD, Player, Coach and Parent meet.
  - 5th If Grievance is still unresolved then AD, Parent, Player (if appropriate), and Superintendent meet.
    - We will not Discuss Playing Time

## STUDENT CODE OF RESPONSIBILITY (MSHSL Bylaw 206)

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege that is accompanied by responsibility.

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

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

Note: Any allegation of sexual, racial, or religious harassment violence, and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violated the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

## ACADEMIC/CHEMICAL RULES AND REGULATIONS

All Minnesota State High School League rules shall be enforced and these local additions:

### **1. Scholastic:**

#### A. Academic Eligibility

#### **Academic Extracurricular/Co-curricular Policy**

At the beginning of the third week of each quarter, teachers will begin submitting students to the Near / Fail list if they are not meeting the requirements of the class. Families will be notified through Instant Alert and a letter. The instant alerts will not indicate the class or grade, but will indicate that the student is on the "Ineligibility list". The letter being sent home with the student will contain specific information.

#### **INELIGIBILITY LIST**

- Each Thursday (beginning on 3rd Thursday of Quarter) by 3:00 pm, teachers will submit a list of students who are failing or have a near fail/Incomplete in their class to the Office.
- Friday the Athletic Director will notify students if he/she was put on the ineligibility list.

- Students will then be ineligible the following Monday to participate in extracurricular contests.
- The student will have the ability to get off the list as soon as he/she satisfy the following:
  - If it is a near fail / incomplete, the student must meet with the teacher and come up with a plan to improve the grade or complete the assignment.
  - If a student is failing the student must get the grade above a failing mark to become eligible.
- The student must obtain a **signature** for the coach stating he/she is no longer ineligible.
- Teachers will grade any missing work within 48 hours of receiving the missing or incomplete work.
- If a student is on the Ineligibility List he/she loses the privilege to take part in the open lunch.

\*If a student receives a failing grade at the end of a quarter, they will be ineligible for two weeks.

## 2. Use of Alcohol, Tobacco, and Drugs (MSHSL Bylaw 205)

### ACTIVITY PARTICIPANT CHEMICAL USE VIOLATION POLICY:

1. At any time during the calendar year, a student shall not, regardless of quantity:
  - a. use or consume, have in possession a beverage containing alcohol;
  - b. use or consume, have in possession tobacco; or,
  - c. use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
  - d. use or consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products, and other chemicals.
 

“tobacco products” means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
  - e. use or consume, have in possession, buy, sell, or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substance addressed by Minnesota or Federal Law.

#### A. Regulation Penalties of Category I Events: (MSHSL Athletic Events, Athletic Teams, and Cheerleading)

1. **First Violation** - Penalty: after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive events or two (2) weeks, **WHICHEVER IS GREATER**.

(Category II penalties shall not exceed 12 school weeks).

2. **Second Violation** - Penalty: after confirmation of the second violation, the student shall lose eligibility for the next three (3) consecutive weeks or six (6) events, **WHICHEVER IS GREATER**. No exception is permitted for a student who becomes a participant in a treatment program.
3. **Third & Subsequent Violations** - Penalty: after confirmation of the third violation, the student shall lose eligibility for the next four (4) consecutive weeks or twelve (12) events, **WHICHEVER IS GREATER**. If after the third violation, the student on his/her own choosing becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks after entering the program. Certification of successful completion must be issued by the director or counselor of a bona fide chemical dependency treatment program.

**A category I participant having two or more chemical violations in any twelve-month period will have an additional 2 weeks or 2 events added to the appropriate penalty.**

#### B. Regulation Penalties of Category II Events: (MSHSL or school-sponsored activities)

1. **First Violation** - Penalty: after confirmation of the first violation, the student shall lose eligibility for the next event or one (1) week, WHICHEVER IS GREATER.
2. **Second Violation** - Penalty: After confirmation of the second violation, the student shall lose eligibility for the next three (3) consecutive events.
3. **Third & Subsequent Violations** - Penalty: after confirmation of the third violation, the student shall lose eligibility for the next six (6) consecutive events. At this point, a recommendation shall be made for chemical dependency help.
4. **A student who participates in Category I athletics and Category II Co-Curricular Activities** will be ineligible in both categories until each penalty is fulfilled.

**C. Procedure:** Before any “suspension” provided for under these rules shall take effect, the student shall be verbally advised by the principal, or athletic director of the alleged violation and the student will have an opportunity to explain or justify the action. If, after such a conference, the administration is satisfied that a suspension is justified, the student shall be notified.

**D. Other Conditions:**

1. A student will not be declared ineligible from an activity that is part of a classroom assignment.
2. Events will not count toward the completion of a penalty if a student either quits or is suspended from an activity before the completion of the season.
3. The burden of becoming eligible will rest on the shoulders of the student in violation. Before they will be taken off the ineligibility list, they must prove to the administration that they have completed their penalty.

**E. Duration:**

1. The rules and regulations in the code shall apply to any violations on or off school premises during the calendar year.
2. Cumulative Penalties - Penalties shall accumulate beginning with the student’s first participation on a school team or activity beginning in grade seven (7) and continue throughout the student’s high school career.

**DUE PROCESS PROCEDURE FOR ASHBY SCHOOL**

The Minnesota State High School League constitution provides a due process procedure for the student or parent contesting a school’s failure to certify the eligibility of a student. The procedure is summarized below.

- A.** A student or parent contesting a school’s decision regarding eligibility shall place in writing to the school principal:
  1. The basis of the claim for eligibility and
  2. A request for a hearing
- B.** A hearing shall be granted:
  1. As soon as it can be scheduled and
  2. Following two days' written notice to the student and his/her parents.
- C.** Following the hearing the Principal shall:
  1. Prepare a written statement of the decision and the findings and

2. Forward a copy of the decision and findings to the student and his/her parents within three days.

- D. If the student and his/her parents are dissatisfied, they may appeal the decision in writing to the Board of Directors of the League by:
1. Giving written notice of the appeal to the Principal within ten (10) days after the date of mailing of the school's decision and findings and
  2. Sending a copy of the notice of appeal and a copy of the school's decision and findings, by registered mail, to the State High School League Office.
- E. The League's Board of Directors shall conduct a hearing on the appeal:
1. As soon as it can be scheduled and
  2. Following five days' notice, unless a shorter time is mutually agreeable.
- F. Following the hearing the League shall:
1. Make written findings of its decision and
  2. Mail a copy to the student, parents, and school
- G. The Board's decision shall be final.

### 3. Attendance

- A. **On a game day, a player must be in attendance for the entire school day.** If a player is absent, they will not be allowed to participate in the game that day without permission from the Administration before the absence.

Examples of excused absences:

- Medical appointments
- College visits
- Family emergencies

The High School Principal or Activities Director will be responsible for notifying the athlete and coach of the absence.

- B. Students must be in attendance by the start of 4th Period to practice on that day.
- C. A student assigned to In-School Suspension will not practice or play on those days.
- D. A student assigned to after-school detention will not play or practice on that day until detention is served or arrangements made with the Administration.

### **PROCEDURES TO FOLLOW AT ASHBY SCHOOL**

1. All students must have a physical (good for three years), a parent's permit form (each year), and an eligibility form (each year) on file in the Athletic Director's office **before they will be allowed to play or practice.**
2. If an early dismissal is necessary to participate in an athletic event, the high school principal or Activities Director will decide upon the dismissal time.
3. Any athlete who sees a doctor about an injury must receive **written** permission from that doctor to return to practice or to play in a game.
4. After-School Meetings: If a curricular activity is scheduled, the student must notify the coach that he/she will be late for practice.
5. If school is dismissed early or called off due to inclement weather, no practice or games will be held on that day, unless otherwise noted.

6. Because it is important to be in-game condition before participating at a Varsity level, individual players must complete at least **eight (8)** practices to be eligible to play in their first competition. Attendance at practice will be the responsibility of the coach.

Questions dealing with procedural issues should be directed to the athletic director.

### ATHLETIC/ACTIVITY LETTERS

The following applies to all sports:

1. The student must be an athlete who the athletic department feels is deserving of this award.
2. Seniors will be given a letter award for three successive years (10th, 11th, 12th) of service in a sport.
3. By special recommendation of the coaches and administration, a student who has not met the requirements for a letter may receive such an award if he/she has proven himself/herself to be an exceptional athlete.
4. A letter jacket can be ordered after you have earned a letter. These jackets can be ordered by requesting a form from the activities director. This is a fee paid for by the individual.
5. In the event of contests being canceled, the following letter requirements can be adjusted proportionally.

### LETTER REQUIREMENTS

Football One-quarter of game participation for each game (average). This must be a varsity game.

Volleyball A player plays a significant role at the varsity level in half the games available for one season. Significant is defined as a starter or substitute that plays in approximately half the points played in the matches. If the team makes it to the state playoffs and a player has made a significant contribution to the team in practices, has had a great attitude in their role and has met all the criteria other than the playing time, they will qualify to letter. All lettering is at the discretion of the coaches and administration.

Cross Country Earn a letter with 100 points throughout the season:  
10 points-finishes a 5K team race (JV or Varsity)  
20 points - finishing a varsity Sections race  
20 points-turning in summer running log  
30 points for full effort at all practices  
100 points-qualifying for state  
\*other points gained or lost at the coach's discretion

Boys Basketball Participate in more than half of the total number of varsity halves. If the team finishes first in the conference final standings or wins the section championship, all players listed on the Varsity roster will qualify for a letter Seniors in good standing that were a positive contributor to the team will earn a Varsity Letter for that year.

Girls Basketball Earn 50% or greater of the minutes played in the varsity contests. If there is missed games due to a significant event or injury the time will be adjusted out of possible minutes played. Seniors in good standing that were a positive contributor to the team will earn a Varsity Letter for that year.

Baseball

Golf Playing in a varsity Meet.

Softball 15 or more varsity innings and the individual has shown leadership and had a positive attitude towards the program.

Track Earn 15 points at the varsity level

Clay Target Shooting

Robotics

Additional awards may be presented to athletes at the discretion of the coach of the activity. These awards will not be funded by the District.

**Ken Borg and MG Rylander Athlete of the Year Award:**

The student must be a senior 3-season athlete with no MSHSL violations as voted on by Ashby High School coaches.

**Sportsmanship Award:**

One boy and one girl as voted on by Ashby High School Coaches.

**Senior Service Award:**

Students must be 3-season athlete lettering in all three sports in their junior and senior years.

**PARTICIPATING IN MULTIPLE SPRING SPORTS**

It is the policy of the Ashby Board of Education to allow each coach of a spring sport the discretion of whether to allow students participating in their sport, in grades 9-12, to participate in multiple sports. Coaches will make decisions on whether or not to allow players to participate in multiple sports for presentation of, or inclusion in the sports handbook, at the time of the fall sports meeting. Students in grades 7 and 8 will be allowed to participate in more than one sport but will be required to declare a major sport. This sport will become their primary commitment. If either sport is Baseball or Softball, this will be their major sport. They will be expected to be at all contests for the major sport but will be allowed to miss practices to compete in contests in their minor sport.

**ACTIVITIES DIRECTOR**

**Roles and Responsibilities**

The Activities Director is responsible for overseeing all activities and athletics for students in 7th-12th grade. The Activities Director directly reports to the superintendent. All 7th-12th grade coaches and club advisors report directly to the Activities Director. Other duties include, but are not limited to:

- Responsible for administering all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Minnesota State High School League (MSHSL).
- Supervise and direct Head and Assistant Coaches
- Observe coaches sufficiently to make future recommendations for job expectancies and job assignments to the Superintendent.
- Recommendations of facility improvements.
- The development of all interscholastic game schedules
- Contract of all game officials.
- Resolve conflicts that may develop within the Athletic Department.
- Discover ways for appropriately supporting and financing the athletic program.
- Receive and evaluate equipment actions and approve appropriate orders from authorized coaches.
- Attend all home athletic contests and/or arrange for proper supervision of home athletic contests by administrative personnel.
- Maintain permanent records for each sport, such as wins and losses, outstanding records, letterpersons, etc(MNScores.net).
- Maintain a file of all athletic suspensions and expulsions from teams in regard to giving each athlete Due Process.

- Determining the academic eligibility of all players for athletic teams on a semester basis and certifying their eligibility on the proper state forms.
- Coordinate with coaches' requests to attend coaching clinics.
- Work in conjunction with the principal in developing the yearly budget for the athletic program, as requested by the head coaches.
- Work with the building administrators, cheerleading advisors, and coaches involved in scheduling all athletic assemblies and pep rallies.
- Game management at all home interscholastic contests and, when admission is charged, is responsible for the safekeeping and deposit of gate receipts.
- Arrange for cleaning, repairing, and storing of all athletic equipment and maintaining a perpetual inventory of all equipment.
- Establish procedures for the control of the weight room.
- Supervise the physical equipment and schedule facilities for all interscholastic athletic contests.
- Promote publicity for all interscholastic sports, such as sports brochures, press, and radio for all schools, and shall assist the Booster Club in the organization of the game programs.
- Coordinate with the Facilities Coordinator the repair and maintenance of varsity athletic field, track, baseball field, and gymnasiums, including physical education facilities.
- Manage athletic facilities and control their use by band, track squad, etc.
- Assume responsibility for the assignment of keys to athletic facilities and gymnasiums, including physical education facilities.
- Represent the school in all athletic business at Conference, State, and National meetings.
- Design a reasonable and equitable program to utilize the concession stands.

#### **School Athletic Association.**

- If needed, attend and serve as school liaison at all Athletic Booster Club meetings.
- Liaises between the coaches and the Athletic Booster Club.
- Attend and serve as a school liaison at all conference and section meetings.
- Attend and serve as a school liaison at all athletic director conferences and meetings.
- Maintain an active program that promotes sportsmanship and welcomes the competing teams and guests.
- Annual review of the Athletic Policy and Staff Handbook.
- Constantly evaluate the program, always seeking ways of improving interscholastic athletics

### **COACHES CODE OF ETHICS**

As a professional educator, the coach will:

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate mastery of and continuing interest in coaching principles and techniques through professional improvement.
- Encourage respect for all athletics and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among all athletes.
- Seek to instill good health habits including the establishment of sound training rules.
- Strive to develop in each athlete qualities of leadership, initiative, and good judgment.

### **COACHING**

**Hiring Process:**

All coaching positions will be posted internally through email and printed copies in break rooms and externally through district Facebook sites and district websites for a minimum of 3 days.

### **HIRING COMMITTEE:**

**Head Coach:** Committee consists of one representative from the school's administrative team and the activities director.

**Assistant Coach:** (JH, C, JV)- The committee consists of one representative from the administrative team, the activities director, and the head coach.

#### **Interview Sites**

The interview site will be designated by the activities director in communication with the candidates and hiring committee members.

All coaching positions will be filled based on the recommendations from the hiring committee to the Ashby School Board

### **EVALUATION PROCESS:**

**Head Coaches:** All head coaches will be evaluated by the activities director throughout the season and culminate in a sit-down, end-of-season evaluation to take place at the end of the season.

This will be accomplished through:

- Practice observations
- Contest observations
- Conversations throughout the season
- End-of-season player evaluations

The end-of-season evaluation using an evaluation tool and final write-up will be shared with the head coach by the activities director and a copy will be placed in the coach's administrative file.

**JV and C Team Coaches:** Junior varsity and c-team (varsity assistants) will be evaluated by the head coach and should any concerns arise, they should be brought to the activities director.

End-of-season player evaluations also include any junior varsity and c-team coaches and are reviewed with the head coach at their end-of-season evaluation. This will be accomplished through:

- Practice observations
- Contest observations
- Conversations throughout the season
- End-of-season player evaluations

Head coaches will have end-of-season evaluations with each of their junior varsity and c-team coaches using an evaluation tool from the activities director.

The end-of-season evaluation final write-up will be shared with the assistant coach by the head coach and a copy will be placed in the coach's administrative file. Should any concerns arise from player evaluations of the coach or throughout the season, the head coach will work in conjunction with the activities director on a proper course of action.

**Junior High Coaches:** All junior high coaches will be evaluated by the activities director informally throughout the season and culminate in a sit-down, end-of-season evaluation to take place at the end of the season. This will be accomplished through:

- Practice observations
- Contest observations
- Conversations throughout the season
- End-of-season player evaluations

The end-of-season evaluation using an evaluation tool and final write-up will be shared with the head coach by the activities director and a copy will be placed in the coach's administrative file.

Should the activities director be a head coach or part of a coaching staff as an assistant, evaluations for the head coach will be conducted by building administrators.

For the head coach to receive the final portion of their salary, all JV and C team coaches evaluations must be submitted to the AD.

Should any problems arise with any coaches, junior high through head coach, an improvement plan may be put together by the activities director with input from administration from both schools and the head coach, should it be a junior varsity, c-team, or junior high coaches improvement plan. The activities director will communicate the improvement plan to the coach.

Termination of any coaches will be handled by superintendents and the activities director and presented as a recommendation to the school board for final approval.

### **COACH COMMUNICATION**

Head Coaches must communicate with each other and the administration before any out-of-season information is given to students or parents. This will help support student involvement in school activities. Coaches should respect other extracurricular activities when scheduling out-of-season activities within the legal timelines per the MSHSL.

### **COMMUNICATION GUIDELINES:**

Our coaches/advisors are hired by the school district because we believe they are people of integrity and have an understanding of how to run activities and programs at our school. They make judgment decisions based on what they believe to be best for their programs and all the students involved. These decisions are based on what they see every day in practice, as well as in games or competitions.

We welcome parents/guardians to contact coaches/advisors by calling them at school during school hours and calls should be directed to school contact numbers only. School/professional email addresses and school-approved communication apps are also permissible contact outlets with coaches/advisors. Parents/guardians should not contact coaches/advisors at personal phone numbers or social media outlets except in cases of emergency (e.g. athletic injury or unexpected absences from scheduled events).

If there is a concern or question, this is the proper procedure parents/guardians should follow:

- A. The student meets with the coach/advisor. If this does not resolve the situation then go on to step 2.
- B. Parent/guardian contacts the coach/advisor and a meeting is scheduled with the student and parent(s)/guardian(s). If this does not resolve the situation go on to step 3. (If the parent/guardian refuses to involve the student in the process, the conflict resolution process is finished, and the issue is compromised)
- C. Parent/guardian contacts the activities director and a meeting is scheduled with the student, parent(s)/guardian(s), coach/advisor, and activities director. If this does not resolve the situation go on to step 4.
- D. Parent/guardian contacts the principal/administration and a meeting is scheduled with the student, parent(s)/guardian(s), coach/advisor, activities director, and principal/administration.

**Note:** Parents/guardians, please do not contact a coach or advisor right after a game or contest if you have a concern or question. Depending upon the circumstances, discuss the situation with your son or daughter and, if necessary, have them talk to the coach/advisor before or after practice the following day. Communication can be a wonderful tool to resolve or

clarify an issue or concern as long as we are respectful, courteous, and willing to work together in the best interest of our students, activities, and programs.

### **HANDLING ACCUSATIONS AND COMPLAINTS FROM PLAYERS/PARENTS /FANS**

Any accusations or complaints of coaches by fans or parents **MUST BE IN WRITING** and signed before being given to the activities director to act on (emails are an accepted form of writing). The athletic director will follow up by contacting the coach and addressing the issue with them. This will be noted on the written complaint. If necessary the athletic director will arrange a meeting with the parent and coach to work out a solution. If the issue cannot be resolved between the coach, parent, and athletic director, the district superintendent will be contacted and a meeting will be set up. If the issue cannot be resolved at this level it may be brought to the school board.

Communication between Coaches, Players & Parents—The process used for communicating with a coach about a concern is as follows: Player(s) and coach(s) should sit down and talk about the concern. If the situation does not get resolved the player and parent should make arrangements to discuss it with the coach. The next step if the situation remains unresolved is to have the player, parent, coach & AD meet and discuss the concern. If the issue remains unresolved the district superintendent will meet to discuss it. If the issue cannot be resolved at this level it may be brought to the school board for final resolution.

### **VOLUNTEER COACHES**

The use of volunteer coaches: If an athletic program wishes to use volunteer coaches to assist in the program development of athletes, the following procedure is to be followed:

- The program involved must bring the request to the athletic director.
- The position will be posted on the district(s) websites.
- Interviews will take place with selected candidates.
- A contract will be awarded by the school district(s) for zero dollars.
- A background check must be completed. (This will be done at the expense of the candidate.)
- The volunteer coach will be expected to follow the rules and regulations of the district and will have the same expectations as those of the head and paid assistant coaches.
- The volunteer coach must complete the concussion and the assistant coach training modules from the MSHSL website.

### **STUDENT / COACH EJECTION FROM A CONTEST**

Penalties: Any student or coach disqualified from an interscholastic contest by game officials 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.

The second violation carries a four regularly scheduled game/meet ineligibility.

If penalties are imposed at the end of the sports 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 sports season.

**Student:** Anytime a student-athlete is ejected from a game/meet, he/she does not participate in the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

**Coach:** Anytime a coach is ejected from a game/meet, he/she does not coach the remainder of that day. The coach is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.

Appeal: A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification.

The appeal will be heard by the local school administration. A complete report must be sent to the League for review.

### **STATE TOURNAMENTS AND COACHES CLINICS**

The school district shall reimburse the head coach and varsity-level assistant coaches when they travel outside the district for clinics or meetings. Permission to go to these events must be authorized in advance by the Activities Director and Staff Development Coordinator. Expenses shall be reimbursed as follows:

1. Transportation: Mileage will be paid according to the dollar amount said by the board at the annual meeting.
2. Fees: As required for participation.
3. Meals: Meals will be reimbursed for the actual costs up to limits set by the school district.

The head coach and varsity-level assistants are allowed to attend two days of state tournaments for the sport that they coach. The school will pay their substitutes, and staff development requests per approval by the Superintendent, Activities Director, and staff development coordinator.

### **FREE ADMITTANCE INTO HOME ATHLETIC EVENTS**

The following people shall be admitted free to all home athletic events:

1. All participants, Coaches, Scorers, Managers, Bus Drivers
2. All K-12 students of Ashby School 261
3. Performing pep band members and the pep band director
4. Superintendent, High School & Elementary Principals, Staff & Non-Certified Staff & Spouses
5. Individuals participating in half-time activities - List prepared by an advisor
6. Preschool Children
7. Media people with pass
8. Emergency vehicle people, patrolmen, doctors
9. Workers - Concession stand, Supervisors, etc.

In addition to the above, Parents of participating athletes shall be admitted free to athletic events on special parents' nights.

A common pass may be issued by the Athletic Director to identify additional persons admitted to all home athletic events.

### **Admission Prices**

Adults \$6, Guest Students \$3, Seniors (60+) Free		
Season Passes:	Fall	Winter
Family	\$40	\$50
Adult	\$30	\$40
Student	\$20	\$20

### **Game Workers**

Parents will be asked to take tickets, line judge, and work chains during the fall and winter sports seasons. The office secretary will mail out a list of parent workers prior to the season. If you cannot work on the date assigned please find

another parent or community member to cover for you or call Jane in the office as soon as possible so she can find a replacement for you. Your help at games is greatly appreciated!