

## TABLE OF CONTENTS

Part I. The Administration of Inter-Scholastic Activities .....	3
Philosophy.....	3
Goals and Objectives .....	3
Coaching Philosophy .....	3
Sportsmanship Creed.....	4
Professional and Personal Relationships .....	4
Administrative Organization .....	5
Part II. Job Descriptions .....	5
Activities Director .....	5
Head Coaches .....	6
Program Responsibilities.....	6
Personal Responsibilities .....	7
Assistant Coaches .....	8
Primary Responsibilities .....	8
Additional Responsibilities.....	9
Junior High Coaches .....	10
Program Responsibilities.....	10
Cheerleading Advisor .....	11
Part III. Regulations For All Coaches .....	11
A Coaches' Duties .....	12
B Coaches' Dress.....	12
C Coaches' Responsibilities on Trips.....	12
D Attendance at Meetings .....	13
E Practices .....	14
F Injuries.....	14
G Discipline With Student Participants.....	15
H Transportation Requirements and Guidelines .....	15
Part IV. Business Policies .....	15
A Activity Awards.....	15
B Budget and Purchasing.....	16
C Clinics .....	16
D End of Season Report.....	16
E Equipment Check.....	16
F Equipment Responsibilities .....	17
G Participation .....	17
H Physical, Eligibility Forms.....	17
I Publicity.....	17
J Records.....	18
K Section Tournament Attendance.....	18
L State Tournament Attendance .....	18
M Schedules .....	18
N Scouting .....	19
O Emergency School Closing .....	19
P Supervision of Facilities .....	19

Part V. General Information and Policy .....	20
General Eligibility Requirements .....	20
Scholastic Eligibility Requirements.....	21
Chemical Eligibility Requirements .....	21
Student Code of Responsibility .....	23
Training Guidelines .....	24
Student Participant: Attitudes & Responsibilities.....	25
Cheerleading.....	25
Games.....	25
Squads.....	25
Tournaments.....	26
Regulations .....	26
Consequences .....	26
Selection .....	27
Lettering Rules and Requirements.....	27
Individual Activity Requirements .....	27
Football .....	27
Volleyball.....	28
Tennis .....	28
Boys' Basketball.....	28
Girls' Basketball.....	28
Wrestling .....	28
Baseball .....	29
Softball .....	29
Track .....	29
Cheerleading.....	29
Speech.....	30
Theatre.....	30

## **PART I. THE ADMINISTRATION OF INTERSCHOLASTIC ACTIVITIES**

### **PHILOSOPHY**

The purpose of extracurricular activities at Parkers Prairie High School is to provide all students with an opportunity to participate in a varied program, and to provide positive educational experiences as an adjunct to the academic program.

The extracurricular program shall be an integral part of the total educational process, be operated with the well-being of the student in mind, and be governed by sound educational practices.

### **GOALS AND OBJECTIVES**

1. Develop programs, provide facilities, provide coaching, and commit resources so activity participation becomes a reality for all students who desire to be in a program.
2. Provide an equal opportunity for all students regardless of sex.
3. Provide inter-scholastic activity participation on a more vigorous competitive basis than provided in intramural sports. This participation shall be guided by the Minnesota State High School League.
4. Provide a program whereby the safety and welfare of the participant shall, at all times, be paramount to the outcome of any contest.
5. Provide opportunities for participants to act in situations that are physically healthy and beneficial, mentally stimulating, and morally sound.
6. Develop positive attitudes, good citizenship, sportsmanship, and a competitive spirit.
7. Provide opportunities to meet new situations whereby social and personal growth will be attained, and give inner satisfaction and enjoyment through the performance and participation.

### **COACHING PHILOSOPHY**

1. We will provide opportunities for participants to act in situations that are physically wholesome, mentally stimulating, and morally sound.
2. We will stress that participation in activities is a privilege which carries with it definite responsibilities.

3. We will work to develop wholesome attitudes, good citizenship, and sportsmanship.
4. We will work to develop emotional control and stability in participants.
5. We will work to develop a sense of personal initiative and responsibility in each participant.
6. We will work to develop real friendships and a feeling of caring between squad members.
7. We will work to develop in each player a firm respect and loyalty to the team, the school, and the community.
8. We will work to develop each player's skill to its fullest potential.
9. We will work to develop in each player the poise, pride, and competitive spirit necessary to perform up to his/her physical and mental ability in a stress situation.
10. We will keep informed of current training and coaching methods and systems and use those methods and systems that are best suited for present teams and/or individuals.
11. The coach will remember that each student participant is a person with unique feelings. We will use a humanistic approach and treat each participant individually.

### **SPORTSMANSHIP CREED**

Good sportsmanship is strived for in all events. Good sportsmanship is a responsibility of players, coaches, faculty, cheerleaders, student and adult spectators, officials, and the media. Promotion of good sportsmanship at all athletic events should include a demonstration of respect for opponents and officials. All involved should maintain self-control throughout the contest. Rules of the event should be understood and skill and performance should be recognized regardless of team affiliation. Good sportsmanship is the cornerstone of a quality athletic program.

### **PROFESSIONAL AND PERSONAL RELATIONSHIPS**

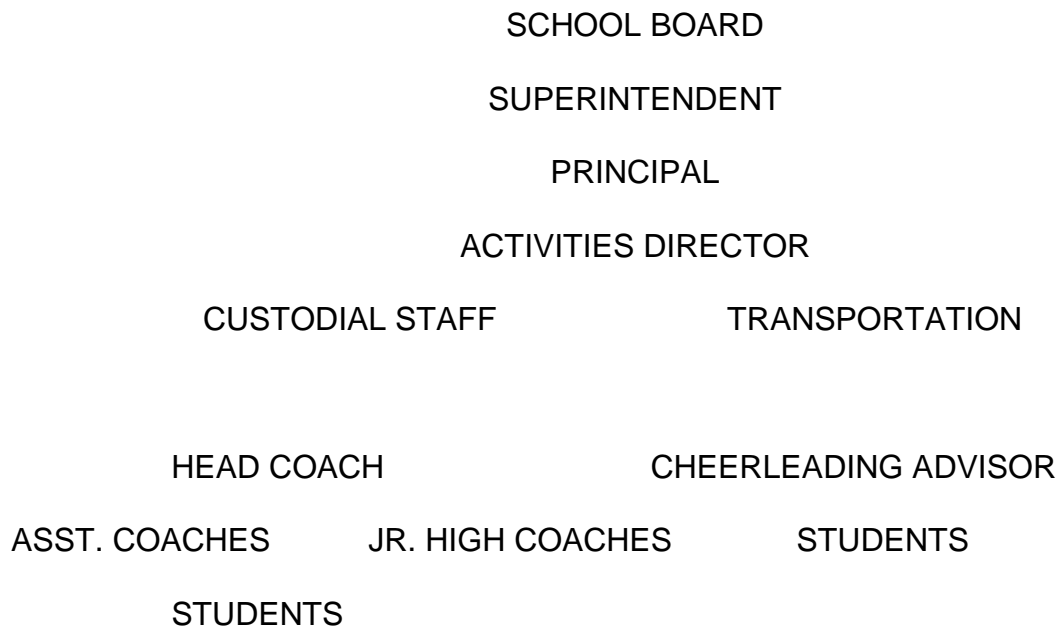
Rapport: A coach must early on develop a good rapport with any number of individuals and groups; with team personnel; with the student body; with the members of the professional staff involved (teachers, custodians, bus drivers, etc.); with the community as a whole and particularly with the parents, spectators and support

constituents; with the media representatives; and with the corresponding coaches of the conference and section.

Cooperation: The activities director expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive activity program. Coaches must work hand-in-hand with the athletic director, principal, and other members of the staff. Limited budgets, extended activity programs, and heavy demands on limited facilities make "cooperation" the magic word.

Leadership: A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and game conditions. A coach (but not only a coach) is responsible for a variety of discipline such as: school codes and regulations, MSHSL regulations, training rules, game rules, and ideals of sportsmanship. "Desire" to win, do well, and lose gracefully should be emphasized.

## **ADMINISTRATIVE ORGANIZATION**



## **PART II. JOB DESCRIPTIONS**

### **ACTIVITIES DIRECTOR**

1. Shall be responsible to the high school principal for the supervision of the activity programs in the school district.
2. Shall have the responsibility, in conjunction with the head coach, for the scheduling of all inter-school activities.

3. Shall have the general supervision responsibility of the activities department, including the equipment and premises.
4. Shall prepare, sign, and issue all contracts for games and officials.
5. Shall prepare and transmit to the news media the schedules of programs of the school.
6. Shall be responsible to the high school principal for the total operation of programs and shall operate such programs in a manner which will conform to the policies of the school board, the local administration, conference, sub-section, section, and the Minnesota State High School League.
7. Shall record an inventory of all equipment.
8. Shall arrange practice schedules.
9. Shall arrange for travel of teams.
10. Shall interpret the activities eligibility policy to pupils, parents, and community.
11. Arrange to pay the fees of all officials at local contests.
12. Arrange to pay coaches upon completion of the season.
13. To act as a consultant to coaching personnel on matters pertaining to their program.
14. To ensure that every coach has informed his/her participant of the MSHSL rules and local policies, particularly the 540 section (alcohol and drug rules) of the Parkers Prairie School District Policy Manual.

## **HEAD COACHES**

The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the activities director. The coach is directly responsible to the activities director and high school principal.

### **PROGRAM RESPONSIBILITIES:**

1. Has full responsibility for the overall supervision of his/her program including junior high and JV teams.

2. Is in charge of assignments and duties of assistant coaches working in his/her sport.
3. Is responsible for keeping practice periods for his/her sport within the confines of the time specified by the activities director; and is to keep the director informed of practice schedules during any non-school times.
4. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
5. The coach shall be responsible for a detailed inventory report at the end of the season to be given to the A.D. This shall also include seeing that the equipment is properly cleaned and finally stored in the designated school storage area. Equipment needed for the next season should be ordered at the time of inventory at the conclusion of the current season.
6. Completes all end of season reports and returns them to the A.D.
7. Is responsible for keeping records as requested by the A.D.
8. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.

#### **PERSONAL RESPONSIBILITIES:**

1. Is responsible for assuring that he/she and his/her assistants know the rules in the MSHSL Activities Rules and Policy Handbook and that they abide by them at all times and ensure that his/her student participants fully understand the MSHSL rules and local policies, particularly the 540 section (alcohol and drug rules) of the Parkers Prairie School District Policy Manual prior to participation.
2. Is responsible for seeing that he and his staff attend rules, conference, sub-section, and section meetings for their respective activity.
3. It is recommended that coaches join the state coaches' association.
4. Is responsible for seeing that each student participant has permission to practice from the A.D.'s office before allowed to participate.
5. Is responsible for the general health and welfare of students in his sport.
6. Is responsible for the actions and conduct of his/her team when under his/her jurisdiction and relays his/her personal expectations for moral conduct throughout the year.

7. Is responsible for seeing that the members of his/her team are dressed appropriately for home games and trips to other schools.
8. Is responsible for clearing with the principal, the dismissal time for trips that involve loss of school time; and for seeing that the faculty is given adequate and appropriate notice. (One week prior notice is suggested.)
9. Is responsible for seeing that all participants have transportation home when returning from road trips in late evening hours.
10. Shall take appropriate action to see that his/her play areas, shower and locker rooms are clean and safe for student participation.
11. Is responsible for reporting scores and statistics to appropriate newspapers, radio and TV stations, and submitting scores of games for daily school announcements. For conference sports, it is his/her responsibility to send statistics to the conference stat person.
12. Is responsible for keeping emergency telephone numbers easily accessible for both yourself and assistants. Should also have a plan for handling serious injuries.
13. Shall clear all scrimmages through the A.D..
14. Is responsible to instruct and teach proper techniques and skills to student participants and assistant coaches.
15. Is responsible to monitor safety of equipment, playing area, etc.
16. Is responsible to advise players of the risks involved in their activity.

## **ASSISTANT COACHES**

### **PRIMARY RESPONSIBILITIES:**

- A. Year Around
  1. Have an understanding of rules and regulations regarding the activity as presented in the MSHSL Activities Rules and Policy Handbook and ensure that his/her student participant fully understands the MSHSL rules and local policies, particularly the 540 section (alcohol and drug rules) of the Parkers Prairie School District Policy Manual prior to participation.
  2. Keep abreast of all rules and rule changes; attend rules interpretation meetings.
  3. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading.

## B. Seasonal

1. Before the season:
  - a. assist head coach in proper registration of all participants.
  - b. assist head coach in making systematic issuance of equipment.
  - c. assist head coach in compiling accurate information for the activities office.
  
2. During the season:
  - a. assume responsibility for constant care of equipment and facilities.
  - b. assume supervisory control over participants and teams assigned and over all students involved when such control is needed.
  - c. be in regular attendance at all contests and practice sessions; be early for practices and games.
  - d. emphasize safety precautions; be aware of best training procedures and injury preventive action.
  - e. apply discipline in a firm and positive manner.
  - f. conduct self and teams in an ethical manner during contests and practices.
  - g. instruct participants in rules of the game, rule changes, new developments, and innovative ideas.
  - h. is responsible to teach proper game skills under the supervision of the head coach.
  - i. demonstrate loyalty and support for the head coach.
  - j. provide newspaper information and articles during the season.
  
3. End of season:
  - a. assist in return, inventory, and storage of school equipment.
  - b. recommend student participants for awards.
  - c. recommend facility maintenance and improvements.
  - d. recommend equipment to be purchased.
  - e. recommend schedule improvements.
  - f. make reports as requested by the head coach and A.D.
  - g. assist at the awards ceremony.
  - h. scout varsity opponents, at the direction of the head coach.

### **ADDITIONAL RESPONSIBILITIES:**

Additional responsibilities may occur during the season and may be assigned by the head coach. Examples:

1. scouting opponents
2. team trainer
3. equipment supervisor
4. filming
5. publicity reports

## **JUNIOR HIGH COACHES**

### **PROGRAM RESPONSIBILITIES:**

1. Has full responsibility for the over-all supervision of the JH program.
2. Is responsible for keeping practice periods within the confines of the time specified by the A.D., and is to keep the A.D. informed of practice schedules during any holiday period.
3. Is responsible for the general upkeep and protection of equipment under his/her jurisdiction.
4. Reports regularly throughout the season to the A.D. with regard to the developments in the program.
5. Is directly responsible for a complete inventory of the equipment used in his/her program.
6. Is responsible for proper storage of all equipment in designated areas.
7. Is responsible for keeping records as requested by the A.D.
8. Is responsible for submitting equipment requests for the upcoming season.
9. Has the main responsibility for striving to build good sportsmanship and developing good public relations in the school and community.
10. Is responsible for seeing that each student in his/her program has a physical, MSHSL eligibility slip, and participation fee on file in the activities office.
11. Is responsible for the actions and conduct of his/her team when under his/her jurisdiction.
12. Is responsible for seeing that all participants have transportation home when returning from road trips.
13. Shall take appropriate action to see that his/her play areas, shower and locker room are clean and safe for student participation.
14. Is responsible for keeping emergency telephone numbers easily accessible. Should also have a plan for handling serious injuries.
15. Is under the direction of the head coach and the A.D.
16. Is responsible for submitting scores of games for daily school announcements.

## **CHEERLEADING ADVISOR**

1. The advisor shall be with his/her squad during the entire scheduled practice sessions. The advisor shall be responsible for the conduct of the cheerleaders at all times during practice, games, travel to and from scheduled events, and until such time that they have left the school property after completion of their activity.
2. All cheerleaders must travel on the assigned bus unless written permission is received from the parent/guardian authorizing that the cheerleader is to travel by some other mode of transportation and only then for a very special reason and only with parents or guardians.
3. All equipment for the program is the responsibility of the advisor.
4. Allow no cheerleader to practice without the following items on file in the activities office: physical, MSHSL eligibility slip, and participation fee.
5. Dress appropriately for all practices and games.
6. Attend MSHSL rules interpretation meetings, stunting clinic, conference, sub-section, and section meetings pertaining to cheerleading.
7. Provide for supervision of your cheerleaders in buses/vans, at away events, and at home events.
8. Do not practice on Sundays or holidays. However, once the season starts, you are expected to hold practices and attend all practices unless prior release has been obtained from the A.D. or principal. School emergencies take precedence over practices and games.
9. Establish lettering and award requirements for your program with the approval of the A.D. and administration.
10. The cheerleading advisor, in cooperation with the coaching staff, shall be responsible for assigning cheerleaders to the various events and communicating the cheerleader's needs to the A.D.

## **PART III. REGULATIONS FOR ALL COACHES**

Any coach in charge of student participants at any level and in any sport will be expected to maintain a high degree of integrity for carrying out their duties and responsibilities. Be an example to those you coach in language and behavior. (Profanity should not be used.) Listed below are the responsibilities most often encountered:

#### A. Coaches' Duties

1. Assign managers and the duties each is expected to perform.
2. Be first to arrive and make sure that you are the last to leave.
3. Be sure that participants have permission from the activities office before they are allowed to practice.
4. Check all players' eligibility at the activities office.
5. Prepare a complete roster of players and necessary information at least one week before your first contest so that certified lists of eligibility may be sent to the MSHSL, and rosters sent to opposing schools. Turn in form to the activities office.
6. Have first-aid equipment handy at all times. Have a plan of action in case of serious injury.
7. Assign one manager on the field and one in the locker room when possible.
8. Demonstrate the manner in which equipment is to be worn and taken care of.
9. Sequence of learning will be followed when appropriate.
10. The head coach is responsible for teaching proper techniques of the sport.
11. Ensure that his/her student participant fully understands the MSHSL rules and local policies, particularly the 540 section (alcohol and drug rules) of the Parkers Prairie School District Policy Manual prior to participation.

#### B. Coaches' Dress

1. Coaches should be dressed appropriately for practice and contests. We will try to dress our teams well and expect the same from our coaches.

#### C. Coaches' Responsibilities on Trips

1. Hold a team meeting before each departure to firm up general directions. Have each player check equipment and assume responsibility for it throughout the trip.
2. Provide for supervision of your players in buses/vans, at away events, and at home events. The only exception will occur under extreme circumstances with administrative approval.

3. Prepare a check list of needed equipment so that nothing is forgotten by the managers.
4. When players arrive back at school, the coach must be sure that each individual has a way home. Any injured player must be personally turned over to the doctor or to parents.
5. Make provision for safekeeping of all valuables.
6. Any extra stops on road trips should be cleared with the A.D. ahead of time. No extra stops should be made on school nights during the regular season.
7. The coach should check the dressing rooms, hotel rooms, restaurant, and bus as soon as the students have left the facility. This will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property.
8. Impress upon your participants that rowdyism and use of obscene language and gestures will not be tolerated. Set the standards of behavior and hold to them.
9. Inform the participants on the type of uniform to wear, exact time of departure from home, and approximate time of arrival home. Encourage the students to inform their parents of these facts in order to be able to handle emergencies.
10. Coaches should make sure (or assign managers and players) to see that the bus is clean at the end of the trip.
11. Do not tolerate horseplay, loud shouting, or players shouting out of windows.
12. Coaches should discuss with team members the appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the dressing room, both upon arrival and departure, to forestall vandalism. It may be necessary at times to hold an inspection after returning from a trip to check against souvenirs taken by the players. (Carrying out these procedures may save the school and the coaching staff some unfavorable publicity.)

#### D. Attendance at Meetings

1. When rules meetings are held for a specific activity, all coaches involved in that sport/fine art should attend the meetings.
2. Attend MSHSL, section, sub-section, or conference meetings that relate to his/her sport(s)/fine art.

## E. Practices

1. All practices are to be supervised by the contracted coaches at all times. If a coach is unable to be present, a suitable replacement coach must be approved by the A.D.
2. Sunday meetings and practices are prohibited by the MSHSL. Thanksgiving and Christmas should be treated the same as Sunday. Practice during the more extended vacations may be scheduled at the discretion of the coach with the approval of the A.D. Games and practices will not, as a general rule, be scheduled after 6:00 p.m. on Wednesdays.

## F. Injuries

1. Student participants should be reminded repeatedly to report all injuries to their coaches as soon as possible. Coaches should administer whatever first aid they are qualified to handle and refer the student to parents or physicians for more severe injuries.
2. All injuries must be followed by an injury report filed in the high school office.
3. The principal, A.D., and coach may be held accountable for the manner and procedure in which injuries are handled. The coach is required to perform adequate first aid for all injuries and no more. Good common sense in handling the situation is a must. In order to discourage lawsuits, there are sound practices that must be followed:
  - a. Provide good supervision of the practice sessions, locker rooms, shower rooms, and training areas.
  - b. Make sure that all participants have an up-to-date physical and MSHSL permission form.
  - c. Always follow the instructions of the student participant's doctor.
  - d. Make sure students have "Return to Participation" slips after an injury referred to a doctor.
  - e. Never use any drugs, medicines, or local anesthetics for participants.
  - f. Use only therapeutic methods for which you are qualified and only if the doctor approves.
  - g. Check all equipment regularly and maintain all facilities in top condition to assure safety at all times.
  - h. Use good common sense in all situations when handling injuries or sudden illness. **DON'T PANIC!**
  - i. When there is a sequence of learning for a student to learn in order to compete, the coach should be sure that all steps in the sequence are followed.

## G. Discipline with Student Participants

1. From your position as coach you may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total educational experience. Your practice procedures, attendance regulations, and game tactics, as well as the manner in which you deal with rule violations will reflect your disciplinary abilities and greatly determine your effectiveness as a coach. It is the weak coach who is the participant's buddy instead of his teacher and who leaves the discipline to others or neglects it entirely. The head coach is usually the judge of what shall be done when rules are violated, but the principal and A.D. should be kept informed when any serious violation occurs.
2. Some standard guidelines might help to be more consistent when infractions do occur:
  - a. We want to be firm, but to ensure that justice prevails.
  - b. We are concerned first with what is best for all participants and second with what is best for the individual.
  - c. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the athlete and makes clear that the team will do without him or her if he or she does not live up to standards set. It is here that parents, teachers, and community may not always understand your actions and you must take care to fully explain. A suspension may be for a definite time or may be for an indefinite time (until, in your opinion, a specific purpose has been realized).
3. It is in the area of discipline that coaching efforts come to be taken seriously by administration, teachers, community, and, most importantly, by participants.

## H. Transportation Requirements and Guidelines

1. All team members and managers must travel on the assigned bus unless written permission is received from the parent or guardian authorizing that the team member or manager is to travel by some other mode of transportation, and only then for a very special reason and only with parents or guardians. (A note must be received in advance or the parents must sign the scorebook at the event.)

## PART IV. BUSINESS POLICIES

### A. Activity Awards

1. Activity awards will be issued in accordance with the District 547 Policy Manual.
2. Activities awards will be presented at the end of each season at a Potluck.

B. Budget and Purchasing

1. Replacement of uniforms for each sport will be considered every five (5) years.
2. All purchasing will be the responsibility of the A.D. subject to the approval of the superintendent.

C. Clinics

1. Head coaches and assistants
  - a. Expenses may be paid for clinics according to current District Policy.
  - b. The clinic registration fee may not exceed \$150.00 (exceptions may be approved by the AD and/or Superintendent).
2. Procedure
  - a. Clinics must be cleared by the A.D. and administration prior to registration.
  - b. Registration material and expenses must be turned in to the A.D. after each clinic.
3. Tuition
  - a. Any tuition expenses for credits will be paid by the coach.
4. Hours
  - a. Clinic attendance will be during non-school hours except by approval of the administration.

D. End of Season Report

1. Following the completion of each season, each varsity coach will submit a summary of the season including number of participants, won-loss record, scores, award and letter winners, and the *End of Season Review*.

E. Equipment Check

1. Within two weeks following the completion of each season, the head coach will conduct a complete equipment inventory and submit it to the A.D.
2. Requisitions for the coming year should be submitted to the A.D. following completion of the inventory.
3. All equipment must be cleaned, repaired, and stored within two weeks following the completion of a season.

## F. Equipment Responsibilities

1. Each head coach is responsible for the equipment used in his/her junior/senior high program.
2. That responsibility may be delegated to another coach as needed, but the head coach will maintain the ultimate responsibility.
3. Loaning of equipment to another sport does not relieve the responsibility of proper care, storage, etc.

## G. Participation

1. No cutting of participants except on varsity teams where a maximum number of participants is mandated by the MSHSL. The exception to this will be the cheerleading squads. Tryouts will be held every spring for the next year's sport seasons. (This may be adjusted by the high school principal and A.D..)
2. Participation is the primary goal for all levels below varsity.
3. All programs must be supervised by qualified personnel.
4. All programs must be equipped with safe equipment.
5. Each player must have a complete physical exam at least every three (3) years or after any major illness or injury.
6. Coaches should use good judgment concerning the safety of all participants.
7. There must be proper supervision of students on all trips.

## H. Physical, Eligibility Forms

1. Each coach is directly responsible for the assurance that each participant in his/her sport has the required eligibility forms needed prior to the start of practice. These include:
  - Physical slip - students must pass a physical every three (3) years or after any major illness or injury.
  - MSHSL/PPHS Parent Permit Slip & Health Questionnaire and Activity Fee

## I. Publicity

1. The head coach is responsible for providing adequate publicity and media coverage for his/her sport. Coverage should include: The Independent, Lake Region Echo, Fergus Falls Daily Journal, KSAX, KWAD, the MSHSL web site, and the school bulletin.

2. The head coach shall delegate press coverage for junior varsity and junior high sports to other coaches. The coverage should be limited to The Independent and the school bulletin.
3. All contest results must be reported immediately after the contest or, no later than the following morning, in order to be effective. (Prompt reporting insures better coverage.)

J. Records

1. It is the responsibility of the head coach to keep and maintain all records. An up-to-date copy shall be filed each year in the athletic office.

K. Section Tournament Attendance

1. Expenses for participating in section or sub-section tournaments will be absorbed by District #547 and the MSHSL, according to policy.

L. State Tournament Attendance

1. Expenses for participating in MSHSL State Tournaments will be absorbed by District #547 and the MSHSL.
2. For team entries, expenses will be provided for the official squad, head coach and varsity assistant(s), managers, participating cheerleaders and advisor, and faculty representative.
3. Individual sports expenses to the state tournament will be provided for participant(s) and the head coach and varsity assistant(s).
4. Each varsity coach will be allowed two days to attend his/her state tournament and District #547 will pay for a substitute. Transportation and lodging is reimbursable to a total of \$ 90.00 or use of a school vehicle. Tournament attendance applies only to school sponsored sports that you coach.
5. Each assistant varsity coach will be allowed one day to attend his/her state tournament and District #547 will pay for a substitute. Transportation and lodging is reimbursable to a total of \$45.00 or use of a school vehicle. Tournament attendance applies only to school sponsored sports that you coach.

M. Schedules

1. All schedules (varsity, JV, and Jr Hi) are the responsibility of the A.D. Each coach is encouraged to assist in the scheduling as much as possible.

2. All officials shall be contracted by the A.D. Coaches recommendations are important.

N. Scouting

1. Scouting is an integral part of some sports and the school district will provide transportation for scouting trips.
2. Assistant and junior high coaches will be expected to scout under the direction of the head coach.

O. Emergency School Closing

1. When school is closed or dismissed due to inclement weather, no formal practice may be held.
2. Early Dismissal: When school is dismissed early due to weather conditions, there will be NO PRACTICE, formal or informal. All facilities will be closed after students have left the building.
3. Entire Day School Closing: When school is closed the entire day due to the weather conditions, NO FORMAL PRACTICE may be scheduled, but an Informal Practice may take place for those students able to find their own transportation, but ONLY AFTER the particular coach has contacted the principal or superintendent to discuss the updated weather conditions.

P. Supervision of Facilities

1. Equipment Rooms
  - a. All equipment must have a designated place and be kept there.
  - b. The area must be kept clean.
2. Training/Supply Room
  - a. The area must be kept clean.
  - b. Any training supplies checked out to athletes are the responsibility of the head coach.
3. Locker Room
  - a. Someone must be designated to pick up after each practice or game.
  - b. A coach should inspect athletic lockers at least every 2 weeks to make sure they aren't a health hazard.
4. Coaches' Office
  - a. Don't store anything in the coaches' offices that doesn't belong there.
  - b. Require participants to knock before entering.
  - c. Students should not be allowed in the coaching office unless invited and only on a limited basis.
  - d. The area must be kept clean.

- e. Respect fellow coaches' equipment by not borrowing without permission.
- f. Keep the office locked when unattended.

## **PART V. GENERAL INFORMATION AND POLICY**

### **GENERAL ELIGIBILITY REQUIREMENTS**

#### **A. Students**

1. Physical on record in the high school office.
2. Signed copy of MSHSL/PPHS eligibility on file in the high school office.
3. Payment of athletic (which includes cheerleading) participation fees per season are: \$50.00 for grades 9-12 and \$40.00 for grades 7 & 8. A \$10.00 participation fee will be assessed for Speech Team participants in grades 7-12. Family maximum is \$300.00 per school year.
4. The manager and/or statistician for an activity is not expected to pay a fee.
5. Be sure that student participants have submitted all paperwork and fees to the activities office before participating.
6. Student must meet MSHSL and PPHS eligibility requirements.
7. Students may switch to a different sport only during the first 2 weeks of practice and only 1 switch per season. Switches must be after consultation by coaches involved and with the approval of the activities director.
8. Participation fees will be refunded according to the following rules:
  - a. Refunds for an injury or illness will be made up until the time of the first contest or public appearance, when substantiated by a physician's statement.
  - b. When a student transfers out of our school district, a refund will be made up until the time of the first contest or public appearance.
  - c. No refunds will be given at any time after the first regularly scheduled contest.
  - d. No refunds will be given at any time for a student who voluntarily withdraws from the participation or who is cut by the coach for violating training rules.
9. Students on suspension programs are ineligible for participation in practice, games, or meets for those days.
10. On the day of an athletic contest, music contest, or other event, when a student has been absent from school for any period of time in excess of ten (10) minutes, without **notice** to the office **the day before**, he/she shall not

participate in the event that day. Verification of medical or dental appointments will be required for student participation, if prior notice has not been received.

11. Students should report all injuries to their coaches as soon as possible.
12. Students in attendance at PPHS at the beginning of a sports season may not join any sport after 1/2 of the season is completed, injury or illness excluded.

## **SCHOLASTIC ELIGIBILITY REQUIREMENTS**

Students who have a NC on their report card will be ineligible until the student is doing passing work in that course or until the following mid-term if the course has been completed. Incompletes on the report card will be treated as NC five (5) school days after report cards have been distributed. During the course of the participation season, if a student is placed on the academic AT-RISK List LEVEL #3, he or she will have 1 week from the time informed to eliminate themselves from the list by pursuing their academics over activities. If the participant chooses not to do the required academic studies to get off LEVEL 3, then he or she WILL become ineligible to participate in extra-curricular activities. Students may NOT participate until their coach receives a signed statement by the instructor releasing them to participate. The PPHS coaching staff will be responsible for keeping updates on their student's activities participants progress and making sure that an academically ineligible participant "does not" participate.

## **CHEMICAL ELIGIBILITY (refer to MSHSL Bylaw: 205.00)**

1. During the calendar year, regardless of the quantity, a student shall not:
  - 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.
2. Penalties and Recommendations for Category I Activities  
Category I Activities are those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

Athletic Activities as listed in bylaw 412.00 - Sponsored Activities

Fine Arts Activities:

- 1) Debate
- 2) Speech Activities including One Act Play and Declamation when a school schedules a season of interscholastic contests.

#### A. First Violation Penalty

The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

#### B. Second Violation Penalty

The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

##### Recommendations:

- 1) It is recommended that before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has sought or has received counseling from a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.
- 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

#### C. Third or Subsequent Violation Penalty

- 1) The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
- 2) If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

##### Recommendations:

It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

#### D. Accumulative Penalties:

Penalties shall be accumulative beginning with the student's first participation on a school team or activity - junior high, B-squad, junior varsity or varsity - and continuing throughout the student's high school career.

### 3. Penalties for Category II Activities

Category II Activities: those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

Athletic Activities: Cheerleading

Fine Arts Activities:

1) Speech activities including One Act Play and Declamation when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.

2) Music Activities.

#### A. First Violation Penalty

After confirmation of the first violation, a student shall lose eligibility for the next interscholastic event or two weeks, 14 calendar days, whichever is greater.

#### B. Second Violation:

After confirmation of the second violation, the student shall lose eligibility for the next two (2) interscholastic events or three weeks, 21 calendar days, whichever is greater.

#### C. Third Violation:

After confirmation of the third or subsequent violations, the student shall lose eligibility for the next four consecutive interscholastic events or four weeks, 28 calendar days, whichever is greater.

D. Penalties shall be cumulative beginning with and throughout the student's participation in a Junior High or High School Category II Activity.

## **STUDENT CODE OF RESPONSIBILITIES**

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 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.

A student whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by school administration.

## **TRAINING GUIDELINES**

It shall be the coaches' responsibility to review all training rules and guidelines each season with all participants.

1. MSHSL rules on alcohol, tobacco, marijuana and other drugs shall be in effect the entire calendar year.
  - a. Grade level 7 - 12.
  - b. Activities:
    - 1) all athletics/fine arts
    - 2) cheerleading
2. Curfew rules shall apply only to seasons of play.
  - a. Curfew rules may be imposed by individual coaches if communicated clearly to the athletes and approved by the administration.
3. Additional eligibility rules:
  - a. No selling or distribution of any alcohol or drugs.

1st Offense: Immediate dismissal from the team for the remainder of the season.
  - b. No possession of marijuana or any controlled substance.

1st Offense: Immediate dismissal from the team for the remainder of the season.
  - c. Criminally related activity is prohibited (felony).

1st Offense: One week suspension from all activity competition.
  - d. Every student participant will abide by the rules and regulations of the MSHSL.
  - e. When an athlete steals athletic property, personal property, or school property from Parkers Prairie or other schools, this shall result in a one week suspension from practice and games.

## STUDENT PARTICIPANT: ATTITUDES & RESPONSIBILITIES

1. Student participants are expected to support coaches in decisions that have to be made for the benefit of the team and as part of the over-all plan for a successful program. Game strategy and handling of substitutions is not a matter for discussion among players.
2. Missing practices, meetings, or games may affect playing time and/or starting status. Detrimental attitudes or insubordination may result in suspension from the team.
3. Captains may be appointed or selected by the team at the coach's discretion.
4. Players may not drive vehicles to or from practices.

## CHEERLEADING

Cheerleading shall be considered an integral part of our activities program. Therefore, the following responsibilities on the part of the school district and cheerleaders shall prevail.

### GAMES:

1. Varsity cheerleaders must be present at all home and away contests as assigned by the advisor and activities director unless ill or prior excuse is given and approved by the advisor. (Excused absences are illness or family events.)
2. Cheerleaders must be present one half hour before scheduled contest time.
3. One unexcused absence from practice or game means suspension for 2 games. Two unexcused absences means expulsion from the squad.
4. On the day of an athletic contest, when a student has been absent from school for any period of time in excess of ten (10) minutes, without **notice** to the office **the day before**, he/she shall not participate in the event that day. Verification of medical or dental appointments will be required for student participation, if prior notice has not been received.

### SQUADS:

1. Squads will exist for varsity football, varsity wrestling, one varsity basketball (which will cheer for both boy's and girl's home events) and one junior varsity basketball (which will also cheer at only the home boys' and girl's events). Squads may be combined due to low numbers or at coaches' discretion.

2. Students may try-out and be selected for both fall and winter squads.

#### TOURNAMENTS:

1. Varsity cheerleaders will be allowed to cheer at post season games as assigned by the advisor and activities director.
2. The district will provide transportation, lodging, and meals when necessary.
3. If the size of the squad is limited, by rule, selection will be made by the coaching staff.
4. If football, basketball, or wrestling teams advance to the section or state tournament, cheerleaders will be sent.
5. Cheerleaders will ride the student bus whenever possible.

#### REGULATIONS:

1. Must attend all practices on time unless you have prior consent of the advisor.
2. Must conduct yourself in a manner fitting a representative of Parkers Prairie School District #547, both on and off the field or court.
3. Must ride the bus to and from all events unless you have the prior written consent of the advisor and principal and then only with a parent or guardian.
4. Must abide by all MSHSL and PPHS regulations pertaining to athletics.
5. Physical on record in the high school office.
6. Signed copy of MSHSL/PPHS eligibility requirements on file in the high school office.
7. Be sure that student participants have submitted all participation fees to the activities office before participating.

#### CONSEQUENCES:

1. Consequences to a violation of regulations 1 or 3 will be determined by the coaching staff.
2. Consequences to violations of regulations 2, 4, 5, 6, 7 and 8 will be determined by the rules of the MSHSL or PPHS.

## SELECTION:

1. Cheerleaders will be selected each spring for the following school year. The selection process will involve a tryout before a panel consisting of:
  - a. the advisor
  - b. two faculty or community representatives

## LETTERING RULES AND REQUIREMENTS

- A. The student participant must meet the requirements for the individual activity. (see individual requirements)
- B. The participant must attend all practices and meets/games unless excused by the coach. Absence from school due to illness or legitimate appointment is considered excused.
- C. Athletes who are injured may letter at the coaches' discretion with the approval of the activities director. This applies to those who have not already met their sport's requirements.
- D. Senior athletes who do not meet their sport's requirements may letter if they participated in that sport as a junior and meet the general rule qualifications.
- E. The student's contribution to the team may be taken into consideration.

## INDIVIDUAL SPORT REQUIREMENTS

“One for a season, Two for a year and Three for a career RULE.”

Any Panther Participant who violates MSHSL rules will not be considered for Panther Awards, All-Conference Awards, All-Section Awards, and All-State Awards if any of the following violation criteria occur:

- A. 1<sup>st</sup> Violation—The participant will not be eligible for awards during the season the violation occurred. If the violation occurs between seasons, the penalty will be applied towards the upcoming season. “One of a Season”.
- B. 2<sup>nd</sup> Violation—The participant will not be eligible for awards for one entire year after the 2<sup>nd</sup> violation took place. “Two for a year”.
- C. 3<sup>rd</sup> Violation—The participant will become ineligible for awards for the remainder of their careers at PPHS.

### **Football**

Lettering Requirements:

The quarters played must be 2 times the number of games...16 quarters in an 8 game regular season.

Awards:

All awards will now be voted on by the team only, no coaches.

## **Volleyball**

Lettering Requirements:

Participate in 1/2 of the scheduled games.

Awards:

Most Improved - Coaches

Most Valuable Player - Team & Coaches

Best Defensive Player - Coaches

## **Tennis**

Lettering Requirements:

Participate in 1/2 of the scheduled varsity matches

- or -

Win one varsity match

Awards:

Most Improved - Coaches

Most Valuable Player - Team & Coaches

Ms. Hustle - Coaches

## **Boys' Basketball**

Lettering Requirements:

Halves played must equal the number of games scheduled during the regular season.

Awards:

Most Improved - Coaches

Hardest Worker - Coaches

Most Valuable Player - Team & Coaches

## **Girls' Basketball**

Lettering Requirements:

Halves played must equal the number of games scheduled during the regular season.

Awards:

Best Defensive Player - Coaches

Most Improved - Coaches

Most Valuable Player - Team & Coaches

## **Wrestling**

Lettering Requirements:

Score 10 points from a) & b) below:

a) 1 point for each week of perfect practice attendance.

b) 1 point for each varsity match or tournament wrestled.

JV champion at varsity tournament

Must be eligible at the end of the season.

Awards:

Quickest Pin - Record

Most Improved - Team & Coaches  
Most Valuable Wrestler - Team & Coaches  
“Chain Gang Boss” - Coaches

### **Baseball**

Lettering Requirements:

Innings played must equal the number of games scheduled during the regular season.

Awards:

Hustle Award - Coaches  
Most Improved - Coaches  
Most Valuable Player - Team & Coaches  
Cy Young – Coaches & Stats  
Mr. Offense – Coaches & Stats

### **Softball**

Lettering Requirements:

Innings played must equal the number of games scheduled during the regular season.

Awards:

Best Defensive Player - Coaches  
Most Improved - Coaches  
Most Valuable Player - Team & Coaches

### **Track**

Lettering Requirements:

- 1 All points will be earned at track meets.
- 2 Participation in varsity meets will earn 1/4 point for each event entered with a maximum of 1 point.
- 3 Team points acquired at each meet - 3 points average. (e.g. 7 meet schedule = 21 points) Team points - all team points acquired at each meet with more than four teams according to National Track Federation scoring guidelines (e.g. places 1 to 6 = 10-8-6-4-2-1). Relay team points will be divided. Points from duals, triangulars, and quads are not applicable.
- 4 Required to attend practices and meets.
- 5 A player must participate in the PRC Invitational, PRC Conference and Subsection meets to qualify for a track letter.

Awards:

Most Improved - Team & Coach  
Most Valuable Player - Most Points Scored  
Hardest Worker - Coaches

### **Cheerleading**

Lettering Requirements:

see Items A - E under Lettering Rules and Requirements

Awards (Fall & Winter squads separate):

Most Improved - Advisor  
Ms. Spirit - Squad & Advisor

### Speech

Lettering Requirements:

Missing no more than 2 meets and attending Sub-Sections -OR-  
Missing 3 meets, BUT speaking at Sections or Earning 20 points -OR-  
Earning 30 points in the meets you attend

Speech Points by Place:

1<sup>st</sup>-10 2<sup>nd</sup>-9 3<sup>rd</sup>-8 4<sup>th</sup>-7 5<sup>th</sup>-6 6<sup>th</sup>-5 Superior-4 Excellent-3

Sub-Section-Award Pts. X 2 Section-Award Pts. X 3 State-Award Pts. X 4

Awards:

Most Valuable Speaker-most points earned

Novice of the Year (May be 1 JH and 1 SH)-most points by a first year speaker  
7-12 OR most points in a new category 7-9

Most Improved Speaker-points earned and effort made (practice, etc.)

Outstanding Orator-At least 4 years in Speech and Exceptional Leadership

Coach determines awards based on criteria, attitude and participation

### Theatre

Lettering Requirements:

Full participation in the Fall Play or One Act

Awards:

Best Actor Male-History in Theater and two plays in a year (lead  
or strong support)

Best Actress Female-History in Theater and two plays in a year  
(lead or strong support)

Novice of the Year Two plays during first year in theatre (may split  
male/female)

Spirit of Shakespeare At least 3 plays and 2 senior year with positive  
attitude throughout

St. Genesius Award Adult who offers consistent help with theatre arts

Outstanding Artist Four years of speech and four plays including two  
senior year

Coaches/Directors determine awards based on criteria, attitude & participation