

ACTIVITIES CO-CURRICULAR HANDBOOK



NORTHFIELD PUBLIC
SCHOOLS
2017-18

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Appendix A and B are only available in hard copy form in the HS Activities office

INTRODUCTION

The intent of this handbook is to provide coaches and advisors with the policies and procedures of the Northfield Public Schools’ Activity Program. Personnel connected with the program are responsible for becoming acquainted with the material contained in this handbook.

We believe in co-curricular activities and the positive effect which they have on students in our school system. We believe that a soundly conceived and executed program will provide substantial educational outcomes for the participants, the student body, parents and the entire school community.

Handbook adopted by the Board of Education: **June 2017**

DEPARTMENT ORGANIZATION:

The Activities Department is under the direction of the Activities Coordinator. The Activities Coordinator reports directly to the High School Principal who, in turn, reports to the Superintendent of Schools and the School Board.

Several groups have input into the department and the decision-making process:

1. Coaches Advisory Council - this council is made up of the head coaches of all varsity athletic teams and the advisors of cheerleaders and danceline. This group will meet a minimum of three times during each school year to discuss problems, policies, and other issues which involve the entire athletic program and to act in an advisory capacity to the Activities Coordinator. All head coaches are expected to attend these meetings.
2. Activities Advisory Council - this council is made up of the advisors and directors of the activity programs administered by the Activities Coordinator. This group will meet a minimum of two times during each school year to discuss problems, policies and other issues which involve these activities and to act in an advisory capacity to the Activities Coordinator. All advisors/directors are expected to attend these meetings.
3. Activities Advisory Committee - this committee is made up of parents, teachers, students and coaches as established by School Board Policy CEA-R. This group meets five times per school year to discuss issues relating to the activities program and to act as an advisory group to the Activities Coordinator. Representatives from the coaching staff will be elected for two-year terms.
4. R.A.L.I.E. (Raider Activity Leaders Improving Enthusiasm) - this committee is made up of one student representative from each of the activities under the direction of the Activities Department. This group will deal with various issues involving the activities program and the high school in general. A main purpose of this group will be the development of leadership skills along with working to improve enthusiasm, school pride and school spirit. Another main objective of this group will be to work in the area of chemical use/abuse prevention. This group will also have input into some policies and decisions made within the department and will also function to improve communication between coaches/advisors and students.
5. All coaches and advisors (head and assistants) are encouraged to give input to the Activities Department. This can be done through the head coach or advisor or by direct contact with the Activities Coordinator.

ACTIVITIES PROGRAM

Athletics

Fall Bowling
 Boys and Girls Cross Country (7-12)
 Football
 Boys Soccer
 Girls Soccer
 Girls Swimming (7-12)
 Girls Tennis
 Volleyball
 Cheerleading

Winter Boys Basketball
 Girls Basketball
 Girls Gymnastics
 Boys Hockey
 Girls Hockey
 Boys Swimming (7-12)
 Boys/Girls Nordic Skiing
 Boys/Girls Alpine Skiing
 Wrestling
 Cheerleading
 Dance Team
 Weight lifting

Spring Baseball
 Boys Golf
 Girls Golf
 Softball
 Boys Tennis
 Boys/Girls Track
 Boys/ Girls Lacrosse (7-12)
 Boys/ Girls Clay Target (6-12)

Activities

Band
Chess Club
Choir
Spring Drama
Fall Musical
Rock 'n Roll Revival
Academic Challenge
Math Team
Mock Trial
Music Listening
One-Act Play
Orchestra
Speech

MINNESOTA STATE HIGH SCHOOL LEAGUE 2017-2018

Sport	NHS Levels	First Practice	Max # Contest	First Contest
Baseball	V,S,F	March 19, 2018	20	2 Weeks
B Basketball	V,S,F	November 20, 2017	26	2 Weeks
G Basketball	V,S,F	November 13, 2017	26	2 Weeks
Clay Target	V,JV	TBD		
B Cross Ctry	V,S,F	August 14, 2017	10	2 Weeks
G Cross Ctry	V,S,F	August 14, 2017	10	2 Weeks
Football	V,JV, S, F	August 14, 2017	9	2 Weeks
B Golf	V, JV	March 19, 2018	16	1 Week
G Golf	V, JV	March 19, 2018	16	1 Week
Gymnastics	V,JV	November 13, 2017	16	3 Weeks
Boys Hockey	V, JV	November 13, 2017	25	2 Weeks
Girls Hockey	V,JV	October 30, 2017	25	2 Weeks
B LaCrosse	V, JV	April 2, 2018	13	2 Weeks
G LaCrosse	V, JV	April 2, 2018	13	2 Weeks
B Nordic Ski	V,JV	November 13, 2017	16	1 Week
G Nordic Ski	V, JV	November 13, 2017	16	1 Week
B Alpine Ski	V, JV	November 13, 2017	16	1 Week
G Alpine Ski	V,JV	November 13, 2017	16	1 Week
B Soccer	V,JV	August 14, 2017	16	2 Weeks
G Soccer	V,JV	August 14, 2017	16	2 Weeks
G Softball	V,S, F	March 12, 2018	20	2 Weeks
B Swimming	V, JV	November 27, 2017	16	2 Weeks
G Swimming	V,JV	August 14, 2017	16	2 Weeks
B Tennis	V,JV	March 26, 2018	16	1 Week
G Tennis	V,JV	August 14, 2017	16	1 Week
B Track	V, JV	March 12, 2018	14	2 Weeks
G Track	V, JV	March 12, 2018	14	2 Weeks
G Volleyball	V, JV,S,F	August 14, 2017	17	2 Weeks
B Wrestling	V, JV	November 20, 2017	18	2 Weeks
Dance	V, JV	October 23, 2017	15	2 Weeks

NORTHFIELD HIGH SCHOOL CO-CURRICULAR ATHLETIC PHILOSOPHY

The athletic program at Northfield High School is considered an integral part of the total educational process. The purpose of the program is to provide educational experiences which complement that process and help students attain the goals of the Northfield Public Schools. The athletic program is an effective means of providing young people with the opportunity to develop socially, emotionally, intellectually, and physically which contributes to their becoming effective members of society. The emphasis shall be on teaching these attributes at a level necessary to be competitive interscholastically.

The goal of the program is to benefit students (grades 7-12) who participate directly, and to benefit students and community members not directly involved. Striving to win is important. The aim is to provide a positive experience for all participants. Individual improvement and the achievement of personal and team goals are determinants of success.

Implementation of the following components is necessary in order to be competitive:

1. Quality coaching, equipment, and necessary facilities.
2. In Freshman programs, the focus shall be for participation of the greatest number of students with a strong emphasis in preparing students for successful competition. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
3. In Sophomore programs the emphasis will be on preparation for successful competition with a greater emphasis on winning than at lower levels. Playing time may not be equal. Squad size shall be limited and it is recommended the coach-athlete ratio not exceed 1-15.
4. In Junior Varsity programs athletes shall be chosen from the most highly-skilled of those who do not make the Varsity team. Squad size shall be limited and a coach-athlete ratio of 1-15 should be encouraged. The ability to compete on an equal basis with opponents shall be the focus.
5. Varsity programs are for the most highly-skilled athletes. Careful attention should be paid to the quality of the experience and to ensuring the greatest possible opportunity for success against all opponents. A coach-athlete ratio should not exceed 1-15. "Playing time" shall go to the athlete most able to make a positive contribution to the "best effort to win."
6. Coaches must maintain communication with athletes, parents, and the community.
7. The athletic program should promote, teach, and exemplify proper conduct for players, parents, coaches, and spectators.
8. Athletic fees are set by the School Board at the recommendation of the Activities Advisory Committee.
9. No student will be denied participation because of inability to pay the athletic fee, (See Eligibility Permission Form).

All of those directly or indirectly involved in the program should represent our school and community with pride, class, and a commitment to excellence.

Objectives of the Northfield Athletic Program

For the Student/Athlete:

1. Acquire fundamental athletic skills and techniques.
2. Improve basic motor technique.
3. Develop physical and emotional fitness and healthful habits.
4. Learn how to develop positive relationships with teammates and learn the value of working together for a common goal.
5. Be able to have social experience with students and other members of different communities.
6. Learn how to listen, take constructive criticism, follow instructions, observe others, and develop the work habits necessary to become the best athlete possible - both as an individual and as a team member.
7. Learn how to win and lose gracefully; showing respect at all times for teammates, coaches, opponents, officials, and spectators.
8. Learn and to meet the responsibilities that are necessary to experience the privilege of being a team member.
9. Learn the dedication, commitment, and sacrifice necessary to be successful.

For the School/Student Body:

1. Demonstrate and promote positive values, such as sportsmanship.
2. Promote a positive school climate.
3. Promote broad participation in the athletic program, both as spectators and participants.
4. Provide spectator interest and program support within the student body.
5. Provide a positive role model for younger students.
- 6.

For the Northfield Community:

1. Enjoy High School Athletics as a recreational opportunity and recognize that the program is primarily for the benefit of the student athlete participants and the student body.
2. Provide the citizens of Northfield with an opportunity to demonstrate their sense of community by supporting student athletes through attendance at athletic events.

For the Northfield School District:

Provide positive role models for students, and the broader community, through fair play and good sportsmanship toward officials, coaches, students and opposing fans and teams.

Responsible Authority: Activities Director

NORTHFIELD SCHOOL DISTRICT 659

JOB DESCRIPTION- ATHLETIC DIRECTOR

TITLE: Activities Director - Northfield School District 659

QUALIFICATIONS:

1. Holds current Minnesota teaching certification.
2. Successful experience as a head coach or director of a student activity in a high school program.
3. Previous athletic director experience desired.
4. An established record of improving oneself through
 - a) attainment of an advanced degree (not required)
 - b) attendance at workshops and clinics.
5. Minimal professional growth qualifications to include graduate level course work in administering student activity programs.

REPORTS TO: Northfield High School Principal

JOB GOAL: To provide leadership for the development and supervision of the student activity program for boys and girls grades 9-12.

To provide each enrolled student of secondary school age an opportunity to participate in the co-curricular student activity program that will foster physical skills, a sense of self-worth and competence, a knowledge of the pleasures derived from participation in activities, and an understanding of the principles of fair play.

PERFORMANCE

RESPONSIBILITIES: The Activities Director has the responsibility of leading and supervising the total student activity program within the policies of the School District, rules of the National Federation and Minnesota State High School League, and the Minnesota Conference. The Director of Student Activities must see that the activity program maintains its proper perspective in the total school program while attaining the objectives which best meet the needs for the students and community. These responsibilities include but are not limited to the following:

1. Administer and supervise the total Activity Program. gr 7-12.
2. Schedule all activity events, coordinate preparations for all practices and contests, and schedule all transportation.
3. Implement an on-going evaluation of present programs to determine their effectiveness in meeting the goals of the School District and the philosophy of the high school.
4. Provide leadership in establishing policies and procedures to ensure a safe and high quality activity program.
5. Serve as chairperson of the Coaches Advisory Council and Activity Advisory Council; serve as an ex-officio member of the Athletic Advisory Committee and the Northfield Booster Club Board of Directors.
6. Serve as the advisor for R.A.L.I.E. - Raider Activity Leaders Improving Enthusiasm.
7. Assist in planning and administering events such as homecoming, snow week, pep fests, prom and graduation.
8. Attend home activity events to the extent possible.

9. Prepare the annual budget for the activity program, approve all purchase orders, initiate payment of all invoices and maintain accurate accounting of all expenditures and receipts for the activity program.
10. Provide leadership in recruiting, hiring, assigning, supervising and evaluating all personnel who coach or direct a student activity.
11. Develop and maintain a handbook for coaches and advisors which outlines district, building and department policies and procedures.
12. Implement a well-defined supervisory procedure for helping to improve the job performance of all head coaches and advisors/directors of activity programs.
13. Develop and administer an awards system for the activities program.
14. Coordinate publicity and communication for all activity/ athletic events and programs. This includes communication with local and area media as well as with students, coaches, parents and the community. The Activities Director will also act as a resource person for community activities, projects and service organizations.
15. Supervise the use and maintenance of all school-owned equipment, supplies and physical facilities used by the activities program.
16. As a member of the NASSP Association of Activity Directors, National Interscholastic Athletic Administrators Association, Minnesota High School Athletic Directors Association and State Boys and Girls Coaches Associations, the Activities Director will attend appropriate meetings, read publications and be actively involved in order to enhance his/her knowledge and skills in the area of athletics and student activities and to have input in decisions at the regional, state and national levels.

TERMS OF EMPLOYMENT:

Forty-six (46) weeks. Salary based on individually contracted amount.

Job Description - Head Athletic Coach

TITLE - Head Coach

QUALIFICATIONS

1. Valid Minnesota coaching certification or meets acceptable criteria for non-licensed coach.
2. Prefer employment as a teacher in Northfield School District.
3. Has the ability to organize and supervise a total sports program.
4. Prefer previous successful coaching experience in assigned sport.
5. The Head Coach must have substantial knowledge of the technical aspects of the sport.
6. Works collaboratively with students, parents and other members of the community.

REPORTS TO

The Activities Director, who provides overall objectives and final evaluation in conjunction with the high school principal.

SUPERVISES

1. Students participating in his/her sport and any other students when such control is needed.
2. In several instances the Head Coach must advise, coordinate and support a staff of high school assistant coaches and middle school coaches in conjunction with the Activities Director and respective principal.

JOB GOAL

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of acceptable values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

GENERAL

1. The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives and philosophy of the NHS Activities Program.
2. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance of function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
4. Work collaboratively with all other coaches within the district when sharing student-athletes and facilities.

DUTIES AND RESPONSIBILITIES

1. Has a thorough knowledge of all the policies approved by the Northfield Board of Education and is responsible for its implementation by the entire staff of that sports program.
2. Has knowledge of existing system, state, MSHSL and Conference regulations; implements same consistently and interprets them for staff.
3. Strives to improve skills by attending clinics and using resources made available.
4. Understands the proper administrative line of command refers all requests or grievances through proper channels. Is aware of all public/staff/departamental/conference and Region/Section meetings that require attendance and attends unless excused by the A.D.
5. Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

STAFF RESPONSIBILITIES

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conference, clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, and encourages professional growth by encouraging clinic attendance according to school policies.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
 5. Performs such other duties which may be assigned by the Activities Director/Principal.

ADMINISTRATIVE DUTIES

1. Provides leadership and direction to lower level programs, those within the school system as well as those in the community, when appropriate.
2. Maintains a record of team statistics, recommends who receives awards as outlined in the awards policy and distributes all awards.
3. Assists the Activities Director in scheduling games, scrimmages, practices, transportation, etc.
4. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
5. Provides assistance to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
6. Provides proper safeguards for maintenance and protection of assigned equipment sites.
7. Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.
8. Advises the Activities Director and recommends policy, method or procedures changes.

RESPONSIBILITIES TO STUDENTS

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. Gives attention to a student athlete's grades and conduct.
3. By his/her presence at practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
4. Follows all procedures and policies concerning injuries, medical attention and emergencies.
5. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities or nurse's office within 24 hours.
6. Directs student managers, assistants and statisticians.
7. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or serious disciplinary measures are taken.
8. Assists athletes in their college or advanced educational selection by providing information to colleges and to athletes as requested and when appropriate.
9. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
10. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.

FINANCE AND EQUIPMENT

1. Participates in the budgeting function with the Activities Director by establishing needs for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
2. Is accountable for all equipment, collects all equipment at season's end, keeps accurate record of any equipment lost or not returned. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records concerning same.
3. Properly marks and identifies all equipment before issuing or storing.
4. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue or requisition equipment.
5. Permits the athletes to only be in authorized areas of the building at the appropriate times.
6. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
7. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
8. Instills in each player a respect for equipment and school property, its care and proper use.

PUBLIC RELATIONS

1. Organizes parents, coaches, players and guests for pre-season meetings.
2. Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
3. Responsible for the quality, effectiveness and validity of any oral or written release to local media (within coach's control).
4. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.
6. Conducts an awards program within one month of the conclusion of the sports season according to school policies.
7. Reports or delegates reporting of all game results to the appropriate news media and makes appropriate announcements at school.

Job Description - Assistant Athletic Coach

TITLE - Assistant Coach (High School and Middle School)

QUALIFICATIONS

1. Prefer Minnesota teaching and coaching certification.
2. Prefer employment as a teacher or substitute teacher in the Northfield School District.
3. Previous coaching experience in assigned sport is desirable.
4. Has knowledge and background in the assigned sport.
5. Works well with students, parents and community members.

REPORTS TO

The Head Coach, in conjunction with the Activities Director and respective principal.

SUPERVISES

Students participating in his/her sport and any other students when such control is needed.

JOB GOAL

To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

DUTIES AND RESPONSIBILITIES

1. Has a thorough knowledge of all the athletic policy approved by the Northfield Board of Education and is responsible for its implementation.
2. Has knowledge of the existing system, state, MSHSL, and conference regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/ departmental meetings that require attendance and attends unless excused by the Head Coach or A.D.
4. Maintains discipline and works to generate an attitude of good sportsmanship and fair play.

ADMINISTRATIVE DUTIES

1. Assists the Head Coach in scheduling games, scrimmages, practices, transportation, etc.
2. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility time.
3. Provides proper safeguards for maintenance and protection of assigned equipment sites.
4. Ensures safety for all participants by regular inspection of all equipment and facilities and by conducting all practices and contests in a safe manner.

RESPONSIBILITIES TO STUDENTS

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
3. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities office or nurse's office within 24 hours.
4. Directs student managers and statisticians on respective teams.
5. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped or serious disciplinary measures are taken.

EQUIPMENT AND FACILITIES

1. Those who coach their "own team" are accountable to the Head Coach for all equipment, collect the cost of any equipment lost or not returned, arrange for issuing and storing of equipment and submits to the Head Coach an annual inventory and current records concerning same.
2. Recommends to the Head Coach budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to only be in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

PROGRAM RESPONSIBILITIES

1. Assists the Head Coach in carrying out his/her responsibilities.
2. Makes press releases and school announcements as appropriate for the level he/she coaches.
3. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
4. Works within the basic framework and philosophy of the Head Coach of that sport.
5. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
6. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterward to help players with problems, to become involved in staff discussions, and to properly supervise students.
7. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
8. Never criticizes, admonishes or argues with Head Coach or any staff member within ears or eyes of players or parents.
9. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
10. Attends contests, when possible, of other teams in the program.
11. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

THE ATHLETE'S CREED

THE PLAYER

Lives clean and plays hard. Plays for the love of the game. Wins without boasting. Loses without excuses and never quits. Respects officials and accepts their decisions without question.

THE COACH

Inspires in the athletes a love for the game and the desire to play to win. Teaches them that it is better to lose fairly than to win unfairly. Leads players and spectators to respect officials by setting a good example.

THE OFFICIAL

Knows the rules. Is fair and firm in all decisions. Treats players and coaches courteously and demands the same treatment. Knows the game is for the athlete and lets them have the spotlight.

THE SPECTATOR

Never boos a player or official. Appreciates a good play, no matter who makes it. Knows the schools get the blame or the praise for their conduct.

Northfield High School and the Big 9 Conference encourage enthusiasm and sportsmanship at athletic events. Spectators, participants and coaches are expected to appreciate the rules of the contest, respect the officials and opponents, and exercise self-control at all times. The Big 9 Sportsmanship Policy states that cheering should be of a positive nature, that noisemakers, horns, whistles or other artificial attention-getters are not permitted and that signs and banners should promote positive and enthusiastic support. Cooperation with these guidelines is appreciated and will help Northfield High School and the Big 9 Conference promote excellence in sportsmanship.

Big 9 Conference:

Albert Lea

Austin

Faribault

Mankato East

Mankato West

Northfield

Owatonna

Red Wing

Rochester Century

Rochester John Marshall

Rochester Mayo

Winona

Northfield High School endorses the MINNESOTA GOOD SPORT PROGRAM.

We ask you to join with us to preserve the fun, excitement and the thrill of sporting events. Please help make sporting events an enjoyable experience for everyone!

ACCESS POLICY: The Northfield School District strives to develop classes, courses, programs and activities that enable all students to experience rigor and excellence. It shall be the policy of the District to allow decisions regarding access and participation to be made by the professional educators with responsibility for the specific program. This is with the understanding that the educator's expectations and a program's limitations be made available prior to participation decisions being made. Guidelines to professional educators regarding participation decisions include: -Criteria for participation will be developed and communicated prior to decisions regarding participation being made.

-The advice of the Activities Director would be sought prior to a decision being made. -Previous participation in a "non-school" program will not be criteria for participation. -In cases in which only a small difference exists between students in terms of ability or attitude, inclusion should favor the older student. As in all cases, the decision will reside with the professional educator.

STUDENT SELECTION: Coaches and advisors at Northfield High School are able to make cuts (student selection) in the Northfield High School co-curricular program. The student selection process is dependent on each sport/activity's individual differences. All coaches/advisors are reminded to maintain as high a participation level as feasible (at coaches/advisors/activity director's discretion). Coaches/advisors should encourage students who are cut to participate in other co-curricular activities. The student selection process for each sport, each season, must be clearly communicated to the Activities Director and to participants of each program.

ACCIDENT-INJURY REPORT: Coaches must report all injuries to athletes which require medical attention. This means any injury for which an athlete goes to the doctor. This covers injuries in either practices or games. You may fill out the "Accident Report" form yourself or just give the appropriate information to the school nurse. The nurse will fill out the form and return it to you for your signature. The form is then returned to the nurse who sends it to the central office where it is kept on file. The reason for this is to have records for insurance purposes. Signing this form does not admit liability. (A sample form is located in Appendix.)

NOTE: This is to be done the day of or the next day following an injury.

PARTICIPATION AFTER INJURY REPORT: Any time an athlete goes to a doctor regarding an injury, they are NOT to return to participation in either practices or games until they have a signed release from a doctor. This is a yellow form provided by the MSHSL and is to be turned in to the Activities Office where it will be kept in the athlete's file. If the injured athlete is treated by the trainer and is not seen by a doctor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the trainer to know if and when the athlete should be returning to competition and what care and treatment should be continued for the athlete. This requires constant communication with the athletic trainer.

ACTIVITY ACCOUNTS: Each sport or activity may have an activity account. This account is separate from the General Fund budget for our athletic and activity programs. These accounts are administered by the Activities Office and the High School Principal's Office. No school district funds are budgeted for these accounts. All revenue is from fundraising by, or donations to, a particular activity. These funds can be spent at the discretion of the head coach or advisor upon approval of the Activities Coordinator and the High School Principal. Money from activity accounts cannot be transferred to General Fund account.

Any supplies, materials, equipment, or other expenditures from the Activity Account must be approved prior to ordering. There are many acceptable expenditures which can be made from these accounts with the general rule that money in these accounts must be spent for the direct benefit of the students. Expenditures could include transportation for scrimmages; purchase of equipment, materials or supplies not budgeted for through the General Fund; food or beverages for a team or parent gathering or meeting; awards for invitational tournaments, etc. School District employees cannot be paid any salary from Activity Account funds. Any questions on acceptable expenditures should be directed to the Activities Director. All activity accounts must maintain a balance in the "black" at all times. Any coach or advisor who has such an account shall turn in an annual budget for that account which will include current balance, anticipated revenue, anticipated expenses and the projected balance at the end of the year. This should be done in the spring of each year.

ADVERTISING: The use of advertising of products within the schools is a decision of the appropriate building principals or program level administrators. The bias in these decisions should be toward limiting the growth of advertising within the schools and prohibiting advertising that would alter or change the schools' curriculum. Advertising is sold in the community to assist in the publication of game programs and as a fundraiser for the Northfield Booster Club. The NBC controls these sales. Any other contacts for advertising or other types of fundraising within the community must have the prior approval of the Activities Director.

ANNUAL REPORT: The Head Coach/Advisor of each sport/activity is required to turn in a completed Annual Report form within two weeks of the conclusion of the season. (A sample form is located in the Appendix.)

AWARDS - Letter Requirements: Every Head Coach/Advisor must submit "Specific Requirements" for awards in his/her sport/activity. These requirements are kept on file in the Activities Office.

In setting the requirements each coach/advisor should be within the framework of the philosophy as expressed below:

1. The following factors shall guide each coach/advisor in the granting of awards:
 - a. Amount of actual contest participation or specific contribution to a team such as scoring a specific number of points or placing at a specific level in competition.

- b. Length of time spent in practice and faithfulness in attendance.
 - c. Number of seasons engaged in activity (3 years, including the senior year, qualifies for a letter).
 - d. Attitude toward self-improvement, team play and general practice regulations and procedures.
 - e. Observance of training and academic regulations.
 - f. Special factors such as injuries, illness, etc.
 - g. General conduct - sportsmanship in all school activities including athletic and non-athletic activities.
2. A student manager earns a letter award for one season of service.
 3. Head Coaches shall explain to their squad the rules and regulations for earning an award at the beginning of each season.
 4. When writing requirements, use percentage figures for expressing "playing time." An example would be "51% of the quarters," as opposed to 20 quarters.

Any questions regarding specific requirements or policy in this area should be directed to the Activities Director.

AWARDS SYSTEM: The awards system listed below applies to all activities, including Cheerleading, Dance Team, Chess, Drama, Academic Challenge, Math Team, Mock Trial, Pep Band, Science Olympiad, and Speech. Music activities that would be considered co-curricular may also use this system.

Participation Certificates: Awarded to anyone who successfully completes a "season" and who **does not** earn a letter. This certificate will be the same for all sports and activities.

Letters: A chenille "N" will be awarded the **first time** that a student meets the criteria for lettering in a particular sport or activity. Letters for athletics and activities will be identical. **Every time** a student earns a letter they will receive a letter certificate. There will be separate certificates for athletics and activities.

Metal Pin Inserts: Upon earning a letter for the first time in a particular sport or activity, the student will be awarded a gold pin insert designating that particular sport or activity.

Metal Bar Inserts: Upon earning a subsequent letter in the same sport or activity, the student will be awarded a metal bar insert. The first bar will represent a second letter in the same activity, the second bar a third letter, etc.

Captain's Awards: Captains will receive a captain's certificate and a metal star insert for each "season" in which they are elected as a captain. The selection of captains is covered under special awards.

Conference Championship Patch: All members of a varsity team which win a conference championship will be awarded a conference championship patch. Coaches determine who receives the patch. Cheerleaders, statisticians, managers, trainers, etc. are not eligible for this patch. **Exceptions may be made upon the recommendation of the Head Coach and the approval of the**

Activities Director.

State Letter: A specially-designed, white letter "N" will be awarded to those who participate in a state tournament and who do not earn All-State honors. This award is for participants only. Cheerleaders, managers, statisticians, and other support staff will receive a white sleeve patch when a team goes to State.

All-State: A specially-designed, white letter "N" will be awarded to any student/participant who receives official recognition as All-State.

SPECIAL AWARDS

<u>Award</u>	<u>Sport/Activity</u>
1. 12 Season Athlete	Cheer Team, all Varsity Teams
2. Captain(s) Certificate	Cheer Team, all Varsity Teams
3. Most Valuable Player	Cheer Team, all Varsity Teams
4. Outstanding Female Senior Athlete	Individual and Team Sports
5. Outstanding Male Senior Athlete	Individual and Team Sports
6. Fred "Ozzie" Simonich Scholarship	Senior Athlete
7. Raider Spirit Award	Senior Athlete
A. Method of Selection	
1. 12 Season Athlete – Successfully complete 12 athletic seasons grades 9-12 at NHS	
2. Captains	
a. Captains may be designated prior to the season, at the end of the season, or after the season for the following year.	
b. If captains are elected by members of the team, those elected are to receive the awards (certificate and pin) at the end of the season.	
c. If captains are not elected by the team, the coach will determine who is to receive the award.	
d. One or two individuals may receive the captains award. In special situations a third captain may receive awards, upon approval of the Activities Director.	
3. Most Valuable Player	
e.. MVP awards are elected by members of the varsity team/group. One (1) athlete shall be designated for the Most Valuable Player Award. Upon the vote of the varsity team, the team may choose not to recognize a MVP. 2a. Any student who has been voted team Most Valuable Player, and has served a chemical eligibility or academic	

suspension during the academic calendar year will not be recognized for this award at the Maroon and Gold Awards. This student will not be recognized by name in the M/G program by presentation at the event or by receipt of a medallion given to the MVP's.

4. Outstanding Female and Male Senior Athlete
 - a. The Activities Director will provide names of all senior athletes to varsity head coaches previous to a meeting where the election takes place.
 - b. Varsity Head Coaches will then make nominations in writing using the nomination form. This list of nominees will be sent to all Head Coaches. All coaches can then gather background information on athletes they coach. This information will be shared at the selection meeting.
 - c. Varsity head coaches shall nominate, second, and elect the awardee. Written documentation of accomplishments shall accompany each nomination.
 - d. Varsity head coaches shall be given an opportunity to discuss the nominees at a meeting.
 - e. The election shall be by secret ballot. Ballots will be distributed and counted at a meeting of head coaches. Each head coach shall have one vote. A coach who is the head coach of more than one sport may have an assistant attend and vote as a representative for additional sports they coach. Absentee votes will not be accepted unless prior approval is given by the Activities Director. Head coaches who cannot be in attendance may be represented by an assistant coach upon approval of the Activities Director. If an even number of head coaches are voting the AD will also participate in the voting process.
 - f. Special consideration may be given to athletes whose participation is limited due to athletic-oriented injuries.
 - g. A candidate must receive 51% or more of the votes cast in order to receive the award.
 - h. Qualifications
Outstanding Female and Male Senior Athletes - based upon athletic ability, performance and other subjective criteria such as character and contributions to the team. A candidate must be a senior letter winner in at least one sport. Only performance in team sports should be considered when voting for the team award and only performance in individual sports should be considered for the individual award.
5. Raider Spirit Award
Nominee must be a senior who has participated in this sport for at least 3 years (others may be considered upon the recommendation of the Head Coach and approval of the Activities Director and Selection Committee). Award is given to motivate and to recognize students who do not qualify for other awards and recognition. Criteria: Team Player, Coachable, Supportive of Teammates, Supportive of Coaching Staff, Abides by all team and school rules, Exhibits good citizenship both in and out of school, Respectful of opponents and officials, Exhibits good sportsmanship, Maintains a positive attitude, Excited about the accomplishments of teammates and others, Participates and has a great attitude towards all aspects of the program: practices, games, team gatherings, team meetings, etc., Goes the extra mile -- helps with picking up equipment, volunteers for extra duties, assists coach when asked or even if not asked, etc. Nominated by head coaches, screened by sub-committee, voted upon at Coach's Advisory Council for award.

ACADEMIC ALL-CONFERENCE AWARDS: Purpose is to recognize those students who excel in both co-curricular and academics and to demonstrate to students and the community the importance of both academics and activities. Students in grades 9-12 who meet the following requirements will receive this award:

1. Participate at the Varsity level in a conference-sponsored activity (varsity sports, first Band and Chorus, Knowledge Bowl, Dance Team, Cheerleading, etc.) Managers are included.
2. Fulfill all activity requirements as established by the coach, director or sponsor.
3. A semester GPA of 3.5 or higher during the semester in which they are involved in the sport or activity. Students who earn this award will be presented with a Minnesota Conference certificate. This certificate will be distributed to students at the end of each semester. Those earning this award will be acknowledged by school announcements, school newspaper and local radio and newspaper coverage.

AWARD PROGRAMS: Each sport is to hold an awards program within one month of the conclusion of their season. This program is also encouraged for other activities although it is realized that such a program is not conducive to all activities.

This program may be done in various ways. There may be a meal involved or there may simply be "coffee and dessert." The meal may be as simple as a potluck or as complex as a banquet although coaches/advisors are reminded that our major awards program is the Maroon and Gold Reception which is held in May. Individual award programs are not to rival this banquet.

Programs may be held at the school, local churches or other restaurant or meeting facilities. You are strongly encouraged to hold this event locally and use local businesses when possible. When scheduling this program, the head coach/advisor is to fill out the proper form and return it to the Activities Office for the approval of the Activities Director. The date, time, location, and type of affair must be given on this form. The Activities Director will check the date and space availability before approving the program.

Coaches/Advisors are reminded that all programs are to be self-supporting.

All participation certificates, numerals, letters, captain(s) awards, and MVP awards are to be presented and/or announced at this program. If possible other awards such as all-conference or all-state should also be presented at this program. Note that the MVP medal is **not** to be awarded until the Maroon and Gold Reception.

All levels (grades 9-12) of a particular sport or activity should be included in this program as well as the cheerleaders for that particular sport (if applicable). If appropriate, a separate program may be held for 9th and/or 10th grade.

ADDITIONAL AWARDS: Any other awards presented must be in accordance with Minnesota State High School League rules and must have the prior approval of the Activities Director. Any other awards presented must be in accordance with Minnesota State High School League rules and must have the prior approval of the Activities Director.

AWARDS FOR ACTIVITIES: All activities under the supervision of the Activities Director will use the awards system as described on pages 11-12. Each advisor/director should have the requirements for the awards given for their activity on file in the Activities Office. Letter awards are to be made with requirements for such in accordance with page 16 of this handbook.

ATTENDANCE POLICY - STUDENTS: In order to practice, rehearse, compete or perform in any NHS co-curricular activity, the student must be in attendance that day for a minimum of four class periods. Pre-arranged absences with the approval of the assistant principal or Activities Coordinator will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy.

ATTENDANCE AT LOCAL, CONFERENCE, REGION (SECTION) AND STATE MEETINGS:

All head coaches/advisors are expected to attend all Coaches Advisory Council or Activities Advisory Council meetings as called by the Activities Coordinator. CAC will meet three times per year and AAC two times. Additional meetings may be called if necessary. These meetings will be held at times which do not conflict with your activity or athletic obligations. Your attendance at these meetings is important in order for the Activities Department to conduct its business in an orderly fashion and to ensure a high level of communication among staff members. These meetings are also your opportunity for input into our program.

All coaching or activity staff members are expected to attend any special coaches/advisors meetings which may be called. These will only be held on an occasional basis.

All head coaches/advisors are expected to attend all conference, regional, sectional and state meetings to which they are invited. If it is not possible to attend you are to contact the Activities Office. If possible, an alternate (assistant coach) should attend in your place. If this is not possible other arrangements may have to be made. It is extremely important for your programs and the students involved in your programs that you attend these meetings both to give input as well as to keep abreast on conference, regional and state-wide affairs.

Head Coaches are required to attend a rules meeting in their sport prior to each season. An assistant may be sent in place of the head coach. Failure to attend a rules meeting can result in disciplinary action.

BLOOD-BORNE PATHOGENS: For the benefit of both the coach/advisor and the student, procedures for dealing with blood/bodily fluids/blood-borne pathogens must be followed without exception. **All coaches must receive annual training.** A complete list of these procedures is located in Appendix A. Our department policy is to train students to deal with their own bodily fluids whenever possible and appropriate. In all cases, clean up of bodily fluids should be done by coaches or custodians - not students. Coaches desiring further information, further training, or shots to prevent hepatitis B should contact the Activities Director.

BUDGETING PROCESS AND PROCEDURES: All head coaches/advisors will be highly involved in the budgeting process as it affects their particular program. This process will begin in January of each year. At that time you will receive forms and instructions for making your requests for expenditures that should be included in the budget for the following fiscal year. This information will be turned into the Activities Office in February. All head coaches will be expected to have exact specifications by the end of February. During that month a sporting goods dealer will be present to help you with your specifications. From these specs exact quotations will be received. The Activities Director, in consultation with the coaches and advisors, will make the final decisions as to the actual purchases which will be approved and from whom the purchases will be made. Final figures and budget will depend upon the total needs of the department and the total funding available from the school district. Final purchasing decisions will be made in April. Final budgets should be approved in May and purchase orders will be sent out in early June. The time line for activity advisors may vary slightly. All coaches/advisors are expected to participate in this process and to turn in forms and requests in a timely fashion.

BUSING POLICY: Regular school buses will be used for all transportation unless extenuating circumstances call for the use of a motor coach. If coaches/teams desire the use of a motor coach they may use one only if the difference in cost between a coach bus and a school bus is paid by an outside source (booster group, activity account, student contribution, etc.). Exceptions may be made to policy for state tournament events.

CANCELLATION OF A SPORT OR ACTIVITY SCHEDULE: Cancellation of a sport or activity schedule could occur for reasons such as inability to hire a qualified coach, insufficient number of student/athlete participants or inability to secure a sufficient number of contests. The definition of "insufficient number" can vary according to the sport/activity involved. This number will be determined by the head coach/advisor, activities director and building principal.

CAPTAINS PRACTICES: Coaches/Advisors are not to organize "Captains Practices." Any practice organized by a coach/advisor or located on school property is a regular practice and the coach/advisor must be in attendance, providing proper supervision. Student/Athletes may not organize practices/workouts on their own which are held on school district property. All coaches are expected to follow the MSHSL rules in regard to out-of-season coaching in the strictest sense.

CHEERLEADING: The cheerleading program is governed by a detailed list of procedures. These procedures shall be enforced by the cheerleading advisor. Cheerleaders are expected to be a positive representative of our school and athletic program. They are to have a positive influence on both the team and the fans at athletic contests. Cheerleaders for fall sports shall be selected in the spring

and cheerleaders for winter sports shall be chosen in the fall. The number of cheerleading squads shall depend upon the number of girls who try out and are able to cheer at an acceptable level. Specific expectation and responsibilities are outlined in the cheerleading procedures. Students (or others) who are not a member of a cheerleading squad are not to be in uniform and are not allowed to lead cheers as a cheerleader or with cheerleaders.

TRANSPORTATION OF CHEERLEADERS: All cheerleaders will ride the team bus to and back from away events. They are to be at the designated spot on time and will be under the direction and supervision of the head coach of the team for whom they are cheering and/or cheerleader parent chaperone. Cheerleaders are expected to conduct themselves in an appropriate manner both on the bus and at the site of the game. Under NO circumstances are cheerleaders to leave the site of the contest. Those who break these rules will be suspended from the squad. Subsequent violations could lead to dismissal from the cheerleading squad.

CHEERLEADERS PROVIDING REFRESHMENTS: Cheerleaders are not to pay for or to raise money to pay for refreshments for the players. If teams would like the cheerleaders to provide refreshments, they may collect money from the players or parents of players. The cheerleaders can then take this money, purchase the refreshments and serve it to the players. Players are not to expect or to exert pressure on the cheerleaders to provide the refreshments.

CLINICS/WORKSHOPS: All coaches/advisors are strongly encouraged to attend clinics and/or workshops regarding their sport/activity. Coaches/Advisors are expected to “keep up” with the changes and developments in their sport/activity. Each sport is provided with a budget for attending clinics. This money may be supplemented with activity account money if necessary. There are also separate mileage accounts that will be used to reimburse for travel. All clinic expenditures are to be approved, in advance, by the Activities Director. There is a “Clinic Request” form available in the Activities Office for this purpose. Approval must also be received for any release time or expenditures for food and lodging. (A sample of this form is located in the Appendix.) Head Coaches/Advisors are also encouraged to hold local clinics/workshops for lower level coaches/advisors.

COACHES ASSOCIATION: All coaches are encouraged to join the Minnesota State High School Coaches Association. This provides an opportunity to stay informed and have a voice on issues affecting your particular area as well as high school athletics in general. Advisors are also encouraged to join their respective professional organizations.

COACHES/PROGRAM ASSESSMENT

Purpose: All of us need feedback concerning our performance. Feedback helps us to feel good about ourselves; helps us to recognize what we do well; and helps us to become more effective in what we do. The intent of this program of assessment is to do just that. The ultimate goal is to help coaches maintain and improve instruction athletes receive. Other purposes of this assessment system include:

1. Creating a climate to achieve individual improvement and advancement.
2. Affording opportunity to identify and give recognition to quality coaching and instruction.
3. Identifying the need for means of improving the quality of performance of a total staff.
4. Providing the information required to support a coach against accusations which question his/her ability to coach.
5. Providing for exchange of ideas and creating an avenue of communication between the coach and the activities director.
6. Assuring the school administration that quality coaching is a responsibility shared by the entire coaching staff and that this staff is to be accountable for the quality of performance.

Informal: Programs and coaches will be assessed on an informal basis continually. This could include drop-in observations, game situations and conduct, duties and responsibilities, etc.

Formal: A formal assessment of the coach and the entire program will take place at least once every three years. This assessment will include the following:

1. Head Coach completes a self-evaluation.
2. Players complete a survey.
3. A random sample of parents complete a survey.
4. Activities Director completes a formal evaluation consisting of:
 - a) Formal observation
 - b) Post observation conference
 - c) Identification of strengths, and areas of growth.
 - d) Target 2-4 areas of growth.
 - e) Develop a plan for improvement

During Two “Off-years: The head coach will evaluate assistant coaches using a formal instrument, continue to work on the established improvement plan, and have a post-season conference with the Activities Director.

Evaluation of A.D.: As part of this assessment process the Activities Director is also assessed every three years, by a random sample of constituents with whom the A.D. works.

COACHES - CHILD CARE: Coaches are hired by the district to coach our student/athletes. Care for your own children must not interfere with this duty. In general, coaches are discouraged from having their children at practices/games on a regular basis. There are variables which affect this decision such as age of the children, nature of the sport being coached, when and where you practice, etc. Coaches are to consider the following: 1) safety of your child or children; 2) the affect they have on your performance, concentration; 3) safety of the student/athletes you are coaching; 4) the affect or concern it causes for other coaches you

work with; 5) the affect it has on your athletes; 6) the message it sends to athletes and parents as to your dedication or commitment to your sport. When having children at practices/games is causing a problem it will be dealt with and will be handled on an individual basis.

COACHING GUIDELINES: There are a number of rules and policies of the Minnesota State High School League by which our programs and coaches must abide. Information on key policies which affect coaches are included in Appendix A. All coaches are responsible to know and follow these rules and regulations.

COACHING OF STUDENTS DURING SUMMER VACATION PERIOD: A student may compete as an individual or as a member of a non school team even though competing on a high school team in the same sport. Students may receive coaching by their high school coach during the summer (June 1-July 31).

Coaches may coach their athletes on teams or at camps during the summer vacation period, provided the coach has the proper waiver forms on file in the Activities Office. This coaching contact shall end on July 31 unless an extension is granted by the Activities Director, as allowed by the MSHSL policy. Penalties for breaking this rule are similar to that for violating chemical eligibility rules, and are outlined in the permission forms which students and parents must sign prior to participation.

A student may not use any type of high school uniform. Balls may be issued at school administration discretion. Goalie equipment may be issued for summer use.

CO-CURRICULAR COMMITTEE: This committee, made up of administrators, teachers and the Activities Director, reviews the responsibilities and requirements associated with the approved co-curricular assignments and recommends appropriate levels or adjustments in salary for specific positions. All co-curricular salaries have been established through this committee. Concerns regarding relative pay level for a specific position or appropriate pay levels for new positions should be brought to this committee. The co-curricular pay schedule in total is established through the negotiations process. Recommendations for changes can be brought to the co-curricular committee who will then make recommendations to the Northfield Education Association and the Board of Education prior to the start of the negotiations process. .

CONFERENCE POLICY MANUAL: The Missota Conference publishes a Conference Manual which is updated annually. All coaches and advisors are expected to read and be familiar with this manual and in particular with policies affecting their sport or activity. Manuals are available in coaches offices, faculty lounge and the Activities Office.

DISMISSAL (EARLY) PROCEDURES: There are times when it is necessary for student/athletes to be dismissed early. The actual time of dismissal will be determined by the Activities Director depending upon departure of the bus. After a coach/advisor has turned in the transportation request form, the dismissal time will be determined. The Activities Office will send out a master list for the entire season which will include date, destination, time of departure and time of dismissal. Along with this list will be a list of all participants. These lists will be distributed to all teachers and will be used by them to determine who is dismissed early. It is the responsibility of the coach/advisor to keep the Attendance Office informed of changes in the list of participants. If new students join a team or if students quit, this must be indicated on the daily attendance list. Coaches must also notify the Middle School of dismissal times if Middle School students are involved in their program. Contact the Middle School Attendance Office the day before or early on the day of the event.

NOTE: Any request for early dismissal other than those on the master list must be approved by the Activities Director .

ELIGIBILITY REQUIREMENTS

Academic Eligibility Policy-Adopted June, 2008

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics.

Students will become Academically Ineligible if they receive:

1. More than one (1) failure on quarter grades at the end of 1st & 3rd quarters.
2. One (1) or more failures on semester grades.

While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

Ineligibility:

When declared academically ineligible: the student will become academically ineligible for the next two (2) MSHSL games/competitions or non-MSHSL competitions/performances and/or two (2) weeks whichever is greater. At the beginning of the season, practice and conditioning weeks are counted.

Academic Probation:

Immediately following the period of ineligibility the student will enter a period of 15 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 15 school days they are no longer on academic probation. If the student is failing in one or more classes they will again become ineligible, but this time for six (6) games and/or three (3) weeks, whichever is greater.

Enforcement Procedures:

1. Grades of all co-curricular participants will be checked at the end of each quarter and semester.
2. As soon as grades are released at the end of each grading period, students who will become ineligible will be notified, as will their parent/guardian and coach/advisor.
3. A student who is returning to Northfield High School after having dropped out, or is transferring from Northfield High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of five or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying five classes with no failures to be eligible for participation in co-curricular activities.

Additional ALC Policy:

The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Northfield High School (NHS) Activities Department.

1. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
2. If a student transfers from a NHS class to an ALC class the grade they are earning in the NHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
3. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in NHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
4. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in five credit-bearing courses.

Additional Home School policy:

The person responsible for the education of a home school student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Northfield High School co-curricular activity.

Incompletes:

An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.

Exceptions to the above will be made in the following circumstances:

1. Students in special education may have different standards written into the IEP upon the approval of the student's special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
2. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved by the parents, Activities Director and Principal.

Students involved in the following activities must meet Academic, Chemical & Code of Responsibilities Standards:

All Athletic Activities	Chess	Math Team	Student Council	Science Olympiad
Band	Choir	Orchestra	Mock Trial	
Music Listening	Drama	R.A.L.I.E.	Odyssey of the Mind	
Cheerleading	Academic Challenge	Speech	Rock 'n Roll Revival	

CHEMICALS - Northfield High School follows the rules listed below in regard to the use of chemicals. Note that in several instances these rules are more stringent than that of Minnesota State High School League rules. Students are subject to additional consequences if a violation occurs on school grounds, at a school-sponsored event, or on the way to or from a school-sponsored event. Coaches/Advisors are encouraged to confront participants whom they suspect of breaking these rules and are required to turn in participants whom they know have violated these rules.

Chemical Eligibility Rules-adopted June 2008

Philosophy and Purpose: We at Northfield High School care about the well-being of our students. We recognize that the use of alcohol, tobacco and other mood-altering chemicals has a negative impact on the health of the individual, their performance, and their team's or group's ability to function effectively. The chemical eligibility rules are designed to promote and encourage a chemically-free lifestyle and to provide a fair and meaningful consequence when the rules are broken, with the main intention being to help the student.

Northfield High School (NHS) adheres to MSHSL Bylaw 205 including all (NHS) additions underlined below.

Policy: During the calendar year:

1. A student shall not at any time, regardless of the 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 substances addressed by Minnesota or Federal Law.

2. Penalties for Category I Activities

Definition - Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
 - 1) Debate
 - 2) Speech Activities including One Act Play - 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. In addition, the student must meet with and be screened by a school district drug counselor. In order for the student to resume competing in interscholastic contests, a report of attendance from the school district drug counselor must be reported to the Activities Director.

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. In addition, the student must meet with and be assessed by an approved outside drug agency (approved by the Activities Director). In order for the student to resume competing in interscholastic contests, a report of compliance to the required assessment from the drug agency must be received by the Activities Director. All costs for any assessment done by an approved outside agency shall be the responsibility of the student and his/her family.

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) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a) The student is assessed as chemically dependent, and
 - b) enters treatment voluntarily, and
 - c) the director of the treatment center certifies that the student has successfully completed the treatment program.Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

D. Applying the Penalty

- 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
 - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
 - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
 - c) At the beginning of the season, practice and conditioning weeks are counted.
 - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student can not begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) If student regains eligibility after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

3. Penalties for Category II Activities

Definition - 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.

- Fine Arts and Academic Activities
 - 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
 - 2) Music Activities.

3) Visual Arts Activities.

4) Chess, Academic Challenge, Math Team, Mock Trial, Music Listening, Fall Play, One Act Play, Rock 'n Roll Revival, Spring Play

Penalties for Category II Activities are identical to those listed for Category I. Interscholastic contests in Category I are identical to public performances and/or contests in Category II.

In addition:

A student who is guilty of a **chemical** offense **within the calendar year cannot serve as** team captain and will not receive any awards associated with being a captain.

2. MSHSL Bylaw 304.B.1 (Denial Penalty): A student who denies an offense and is allowed to participate and is subsequently found guilty of the offense, will be disqualified from all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility.

CODE OF RESPONSIBILITIES: Adopted June 2008

All students represent our school and community. Therefore, good citizenship is required for participation in co-curricular activities. Because of their visibility and status as role models, proper conduct and abiding by school rules, MSHSL rules, local and state laws are expected of all students. Good citizenship also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the law of the community. We believe that students do know the difference between appropriate and inappropriate behavior. However, in order to ensure understanding, The Student Code of Responsibilities of the Minnesota State High School League is used to explain the basic concepts of good citizenship and appropriate behavior and the policy outlined below defines our expectations in more specific terms. It is the responsibility of students in our activity programs to behave in a way that makes the school and community proud to have him/her represent us as a member of a Raider team and/or activity.

MSHSL Student Code of Responsibilities

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which 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 property of others.

I will show 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.

Penalty: A student who is under penalty of exclusion, expulsion or suspension or 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 the principal.

POLICY

A. Any student who is assigned in-school suspension or out of school suspension for any time period shall not participate in student activities that day or evening.

B. Activity participants are required to make a strong academic effort in the classroom. In addition, student-athletes and activity participants will demonstrate respect for teachers and fellow students, positive attitudes, sincere efforts and good attendance. This expectation applies both to in season and out of season student-athletes and activity participants.

C. Activity participants are expected to be trustworthy. It is absolutely necessary to have team members that can be trusted in the locker room, on the field, court, pool or gym, stage, on the bus to and from events and anywhere else he/she is apart of team activities. Activity participants indicating they cannot be trusted may be dismissed from that team.

D. Activity participants representing Northfield High School are expected to conduct themselves in a manner that will allow their team, coaches, school, parents or community to be proud of them. Behavior that negatively impacts the reputation of the school and/or community at any time or anywhere will not be tolerated. Gestures or comments, disrespect, defiance, insubordination towards teammates, game officials, opponents, coaches, spectators, school personnel, etc. will not be tolerated.

E. Activity participants are expected to demonstrate good citizenship and behavior in the community at all times. Behavior should be positive so that it brings credit to the student-athletes, activity participants, their activities and their school.

If it is determined that a student-athlete/activity participant demonstrated negative behavior in the classroom, an activity in or out of school, or in the community, consequences may be imposed. When such behavior does occur, the coach/advisor, activities director and assistant principal will discuss the matter with the student

Depending on the visibility and seriousness of the incident, consequences may include any combination of the following: suspension from games, practices, loss of letter points, loss of captain's position, dismissal from a team or activity, in-school or out of school suspension. A penalty may count in the sequence of MSHSL violations.

Examples of inappropriate behavior that will likely result in a penalty: (This list is in no way all inclusive)

-Theft

-Hosting a party where alcohol or other drugs are being used

-Disrespect to a teacher or other staff member

-Vandalism

-Cheating

-Attending an event knowing that illegal activity will take place and that the purpose for attending for most students is to participate in that illegal activity. (Example: End of the year class party)

-When a student receives a penalty or suspension for a violation of school code of conduct policies or a violation of MSHSL bylaw 206-Good Standing, the student and his or her family shall have the opportunity to have a review of the penalty or suspension by the high school principal or designee.

STERIOD AND SUPPLEMENT POSITION

Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) www.wada-ama.org except under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations. In order to minimize the health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement solely for performance-enhancing purposes. School personnel and coaches will not dispense any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

STUDENT/COACH EJECTION FROM A CONTEST

Penalties: Any student or coach disqualified from an interscholastic contest by game officials will be ineligible at the minimum 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 minimum of four (4) regularly scheduled game/meet ineligibility. If penalties are imposed at the end of the sport season and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

Student: Anytime a student-athlete is ejected from a game/meet, he/she cannot participate the remainder of that day. The student is also suspended at the minimum 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. Consequences greater than the minimum penalties may be imposed depending on the reasons for ejection.

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 at a minimum from the next scheduled, rescheduled, or contracted date at that level of competition and all game/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.

ATTENDANCE:

Students who attend Northfield Middle School, Northfield High School, St. Dominic's, or who live in the Northfield district and are home schooled are eligible for B Squad/JV/Varsity competition. Students attending St. Dominic's on the "Shared-Time" program may compete in Middle School programs if that sport is not offered at St. Dominic's.

EMERGENCY CARE PLAN: An Emergency Care Plan will be developed for each sport (and level). See Appendix for copy of form. This is to be completed prior to the first practice and is to be on file with the Activities Office, posted in the training room, posted in the coaches office for that sport and a copy should be in each 1st aid kit. This plan must be reviewed and practiced with staff prior to the first practice.

EMERGENCY CARE PROCEDURES:

- I. Administer immediate first aid
 - a. control bleeding
 - b. cardio-pulmonary resuscitation
 - c. treat for shock
 - d. fractured bones
- II. Notify Parents
- III. Call 911 - if parents cannot be reached and/or there is a medical emergency (head, neck, back, breathing, bleeding, internal injuries, shock or fracture or if unconscious).
- IV. If there is any doubt as to the seriousness of the injury and/or the injury is to the neck, back or pelvic area **DO NOT MOVE THE ATHLETE** - wait for emergency medical personnel to arrive.
- V. If the athlete must leave the field or court, he/she should be accompanied by a coach or parent. If you are the only coach, suspend the practice or game until another responsible staff member can observe and care for the injured athlete.
- VI. Report the injury to the following as soon as possible:
 - a. Activities Director - call at home if necessary.
 - b. If the Activities Director cannot be reached, contact the building principal.
 - c. Contact school nurse no later than the next day so that a District Accident Report form can be filled out.
- VII. All coaches are strongly encouraged to keep a written record of all reported injuries and the treatment administered.

AT NO TIME SHOULD AN ATHLETE WHO HAS BEEN UNCONSCIOUS BE ALLOWED TO COMPETE OR RE-ENTER A GAME OR PRACTICE OR BE ALLOWED TO GO HOME UNATTENDED.

EMERGENCY CLOSING OF SCHOOL: In the event of schools being closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled. If weather conditions improve, high school practices, games or events may be scheduled upon approval of the Activities Director. Before scheduling such practices/games, there must be approval from the High School Principal and the Superintendent (including consultation with the School District's busing company). Middle School activities (practices/games) will not be held.

END OF SEASON OBLIGATIONS: Approximately two weeks prior to the end of each season, a memo is sent out describing the end-of-season obligations of all coaches. This memo includes the details of each obligation.

Head Coaches and/or Advisors are expected to complete these obligations within two weeks after the end of the season. If this timeline cannot be met, the

Activities Coordinator should be contacted. End-of-season obligations include the following:

- Letter and Numeral Awards and Participation Certificate
- Annual Report - Varsity only
- School Records Updated - Varsity only
- Inventory of Equipment
- Return of all other equipment checked out: stopwatches, etc.
- Check all players' lockers to be sure they have been cleaned out
- Schedule a meeting with the Activities Coordinator to discuss past season, personnel, and future needs and recommendations
- Schedule Awards Program
- Turn in a list of students who have outstanding equipment.

EQUIPMENT POLICY: All coaches and advisors are expected to keep accurate records of equipment checked out to students. Students who do not turn in equipment at the end of the season will be charged a fee to replace the equipment. Students will not be issued equipment for any other sport or activity until they have met their obligations from the previous sport or activity. Diplomas of graduating seniors will be held if they have unmet obligations. If students do receive equipment before it is discovered that there is outstanding equipment, they will not be allowed to participate until the equipment has been returned or paid for.

In order for this policy to work, all coaches must keep accurate records and must communicate with the Activities Office on a timely fashion. Prior to the end of the season you will be sent a form us use in indicating who has outstanding equipment. Please keep us informed when these athletes do return their equipment.

The equipment form (sample in Appendix) should be used to keep track of equipment which is checked out. Blanks can be filled in which will fit your particular sport/activity and the form can then be reproduced. It is suggested that you use the print center and reproduce it on card stock in 4 colors - one for each grade level. By using this form, participants acknowledge our policy by signing their name. If this policy is to be successful, we must be sure that student/athletes are aware of the policy and we must be consistent in administering the policy.

EXPENSE AND MILEAGE REIMBURSEMENT: Coaches and Advisors may receive mileage and expense reimbursement when attending workshops, clinics, meetings or other similar events involved with their sport or activity. In order to receive this reimbursement, you must fill out the appropriate form, list the event you attended, site, mileage, date, etc. This form can be picked up and turned in to the Activities Office (a sample of this form is located in the Appendix). Upon approval by the Activities Director, you will receive payment directly from the business office. This will be paid to you on a check separate from your paycheck. Such reimbursements will be made in accordance with School District policy.

FAN BUSES: Normally there are not fan buses for games played out of town. If the cheerleaders or another group wish to sponsor a fan bus, the following must be done:

1. Check with Activities Secretary to determine an approximate cost.
2. Determine the cost of tickets, number of tickets needing to be sold, and establish a deadline as to when the bus must be ordered.
3. Obtain adult supervision for the bus. Chaperones must be teachers or must be approved by the Activities Director. There should be one chaperone for every 30 students.
4. Sell tickets for the bus on a pre-sale basis.
5. If enough tickets have been sold to cover the estimated cost of the bus by the deadline established, the bus will be ordered. If not enough tickets have been sold, the bus will not be ordered and money collected must be refunded.
6. Under no circumstances are students allowed to order buses.
7. Costs for fan buses may be fully or partially underwritten by the Northfield Booster Club.

DISTRICT #659 ACTIVITIES FEE INFORMATION 2017-18

1. The following guidelines are for the use of scholarship/fee waivers for co-curricular programs offered through Northfield High School and Northfield Middle School. All students in items a & b below must qualify under the current school year's Free or Reduced Meal Program guidelines administered by the school district Food Service Department.
 - a. Students who qualify for the Reduced Meal Program are required to pay 40% of the total cost of the activity.
 - b. Students who qualify for the Free Meal Program are required to pay 20% of the total cost of the activity for which they are enrolling.
 - c. Students who do not qualify for a Free or Reduced Meal Program, but who have a financial hardship must submit an application for a scholarship, and if granted are required to pay at least 20% toward the activity fee. A waiver form must be submitted for each activity, each season. Waiver Forms can be found on the School District Website or can be obtained by contacting the High School Activities Office.
2. Fees must be paid BEFORE the student/athlete will be allowed to practice or play.
3. Fees are as follows. Fees help cover costs of equipment, apparel, transportation, and officials.

Athletics - High School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$260	\$104	\$52	Alpine Ski (includes transportation fee)
\$215	\$86	\$43	Gymnastics-Hockey-Nordic Ski (includes transportation fee)
\$182	\$73	\$36	Soccer (includes Spring Creek Park user fee)
\$165	\$66	\$33	Baseball-Basketball-Dance Team-Football-Softball-Swimming-Volleyball-Wrestling
\$155	\$62	\$31	Golf , Lacrosse
\$130	\$52	\$26	Cheerleading-Cross Country-Tennis-Track-Weightlifting
\$75	\$30	\$15	Bowling, Clay Target

Academic and Fine Arts Activities - High School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$70	\$28	\$14	Chess-Knowledge Bowl-Math Team-Mock Trial-Music Listening-Speech-Drama-One-Act Play-Science Olympiad

Athletics - Middle School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$95	\$38	\$19	7 th & 8 th Grade participating in Middle School Athletics
\$75	\$30	\$15	All 6 th Grade Middle School Athletics

Academic and Fine Arts Activities – Middle School

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$60	\$24	\$12	Chess-Knowledge Bowl-Math Team-Speech-Drama

Family Limit

Full	Reduced	Free	
<u>Fee – 100%</u>	<u>Meal – 40%</u>	<u>Meal – 20%</u>	
\$605	\$242	\$121	Family Fee Limit (includes high school and middle school), Athletics, Academic & Fine Arts combined

*****Middle School students participating in a high school program will pay the High School fee. (This fee will be paid at the high school)**

All 6th-9th Northfield Middle School and Northfield High School Students may purchase a student Athletics pass for \$5.00. There will be a charge of \$5 to replace a lost pass. Please be aware that misuse of the pass will result in confiscation of the student's pass. Student athletic passes may be picked up or purchased in the High School Activities Office.

WAIVER – School District Policy allows athletic fees to be waived in the case of low income or undue hardship. Any family who receives a letter indicating they may receive free or reduced lunches also qualifies for the athletic waiver. In order to receive the waiver, a copy of this letter needs to be turned in to the Activities Office. A waiver is good for the entire school year. Those who do not qualify for free and reduced lunches, but face an undue hardship may apply for a waiver by contacting the High School Activities Office.

REFUND –A student who quits a sport/activity, for any reason, prior to the first contest or public appearance may receive a full refund. (Note: Refunds will not be processed until student has turned in all equipment issued and has been cleared by the coach.) After the first contest or public appearance, no refund will be made except in the case of injury or illness which prevents continued participation. When this occurs (provided the injury or illness is substantiated by a physician's statement) the refund will be as follows:

- a. Full refund up until the first contest/public appearance.
- b. One-half refund after the first contest/public appearance through the first one-quarter of the season.
- c. One-fourth refund through the first half of the season. (Length of season is first practice date through the first scheduled game of post-season competition.)
- d. Refund must be requested during the academic year of the activity.

FOOD IN LOCKER ROOMS: All coaches are expected to inform their team members that no type of food product is to be kept in the locker room. Coaches are also expected to enforce this rule. This rule is necessary in order to keep the locker rooms clean and free of roaches, etc.

FUNDRAISING – HANDLING OF FUNDS: The following rules shall be followed in regard to fundraisers and the handling of Activity Fund money:

1. Fundraising requests are to be submitted to the Activities Director and must be approved by the building principal. See the Faculty Handbook for school policy. "Fund Raiser Request" forms are available in the Activities Office. (A sample form is located in the Appendix.)
2. All financial transactions will be run through the appropriate account. Coaches/Advisors are to turn in all money promptly (the same day) to the Activities Office for deposit. If there are expenses connected with the fundraiser, they will be paid by check out of the appropriate Activity Fund account. **No checks or cash are to be spent or used for any purpose.**
3. Re-Sale Items: All money is to be turned in promptly to the Activities Office for deposit in the appropriate Activity Fund account.
4. Gift Money, Memorials, etc.: These, likewise, are to be run through the Activities Office and will be handled through the appropriate Activity Fund account. Consult the Activities Director ahead of time on matters such as these.
5. All purchases from Activity Fund money must be approved by the Activities Director prior to items being ordered.
5. Under **NO** circumstances should money be collected or spent without it being "run through" the activity account and the appropriate procedures.

GIFTS AND DONATIONS: There is School Board Policy which governs the receipt of gifts and donations to the School District. Any gifts/donations valued at more than \$500, must receive Board approval. Whenever coaches/advisors are involved in receiving a gift to the District, the Activities Coordinator should be consulted early in the process so that proper procedures are followed.

HEAT AND COLD RECOMMENDATIONS: We will follow the heat and cold recommendations from the MSHSL. There are guidelines for both practice and competition. These specific guidelines can be found in Appendix A.

INITIATIONS/TEAM GATHERINGS (POLICY): No teams or activity groups are to hold initiations or other similar events which are designed to become "part of the team." Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, **initiation events must not be held.**

Team gatherings can be held and are encouraged but only under the supervision of a coach. All activities at these gatherings must be supervised by a coach. Use good judgment in what will and will not be allowed to occur and know ahead of time what activities are being planned. Students who violate this rule – both those who conduct the initiation and those who take part will be *suspended from competition for a minimum of two events/contests*. This suspension will be enforced during the next two (or more) consecutive contests.

INVENTORY: At the end of the season, each head coach is expected to turn in a detailed, itemized inventory of all uniforms, supplies and equipment for that sport or activity. Forms are provided. While taking the inventory, coaches are to add any new items purchased and to delete any items disposed of. Missing items should be accounted for. Coaches are also asked to indicate the condition of items as they are inventoried. This enables us to keep a year by year record of all uniforms, equipment and supplies and is also very helpful during the budgeting process. This inventory is expected to be completed within two weeks after the completion of the season. The Activities Office Secretary will type a final inventory and a copy will be returned to the head coach. (A sample form is located in the Appendix.) All uniforms, equipment and supplies are to be stored in a neat and orderly fashion. All uniforms must be clean. Anything needing repair should be brought to the attention of the Activities Director.

KEYS AND BUILDING ACCESS: There are various keys needed by all coaches. Any keys needed can be checked out from the Activities Office. Unless there is a specific need, keys should be returned at the end of the season. All coaches and advisors are asked to keep close track of their keys. Any lost or missing keys should be reported. All coaches and advisors must be aware that the High School doors are locked when custodians are not on duty. The building will be open from 6:30 a.m. to 11:00 p.m. on days school is in session and on Saturdays from 8:00 a.m. to 3:30 p.m. during the school year. On days when school is not in session check to see if the building will be open. If it is necessary for you to get into the building at a time when it will not be open, you may check out keys from the Activities Office. These keys will open the theatre entrance (southwest). Students and coaches can then access locker rooms and coaches offices. In order to access the building when it is not “open”, you must have a security code and know how to use the security system. Whenever using the building, **it is imperative that the building is secured when you leave.** Be sure all lights have been turned off and all doors and chains are locked. Students are not to be left unattended in the building! If necessary, provide a ride or have the student go to someone’s home to wait for a ride.

LAUNDERING OF UNIFORMS: Team members are responsible for cleaning school-issued uniforms. All uniforms should be clean when turned in. Uniforms may be sent out to be cleaned. Contact the Activities Director when this service is necessary.

LOCKS AND LOCKERS: Any athlete may get a lock from the Activities Office by paying a \$10 refundable deposit. Only school-issued locks are allowed in the locker rooms. Both lockers and locks must be recorded by number and serial number respectively. Each particular sport or activity will be given a specific area of the locker room to which the athletes are to be assigned. Head Coaches/Advisors will have access to combinations of the locks and will also have access to a master key to allow them to enter any locker as may be necessary. **It is absolutely imperative that these combination lists and keys are kept safely and out of the hands of students or other individuals not on the staff. Under no circumstances should a student use a key or look at lists of combinations.** Keys and combinations can be obtained in the Activities Office. At any time athletes may turn in their lock and receive their \$5 deposit. It is the coach/advisors’ responsibility to be sure that lockers are emptied and all equipment is returned. Locks left on lockers at the end of the school year will be confiscated.

MAROON AND GOLD RECEPTION: The Maroon and Gold Reception is the annual athletic awards event sponsored by the Northfield Booster Club. The reception is held near the end of May. All coaches are invited and encouraged to attend. The main purpose of the reception is to recognize and honor the senior athletes. All MVP medallions will be presented and the Outstanding Male and Female Athletes will be announced. All head coaches will be involved in the presentation of these awards.

MEALS, LODGING AND OVERNIGHT TRIPS: Any meals and lodging expenses must be paid by the coaches/advisor and/or athletes. The only exceptions to this are for those participating in state tournaments; coaches using budgeted money when attending clinics and/or meetings; or use of Activity Account money. When involved in a state tournament, head coaches/advisors should obtain a cash advance from the Activities Office. The standard amounts allowed for breakfast, lunch and dinner are \$5.00, \$7.50 and \$14.00 respectively. In most cases, because of our proximity to the Twin Cities (where most tournaments take place) lodging expenses are not covered. Coaches/Advisors who schedule events located a long distance from Northfield or desire to take “overnight” trips **must make arrangements in advance** with the Activities Office. Financial arrangements must be made, parents’ permission obtained and other details arranged well in advance in order for such a trip to occur. In most cases all costs must be paid for by the students – either personally or through fundraising efforts.

NOTE: There is a special form to use when making trip arrangements and seeking approval for such a trip. There is a second form to use to obtain parental permission for any overnight or “extended” trip. This form must be signed by student and parent and be on file in the Activities Office prior to departure. (Copies of both forms are contained in the Appendix.)

OFFICIALS: Officials for all contests are scheduled through the Activities Office. All coaches will receive a list and/or verification for payment card for all officials assigned for home contests, along with their phone numbers. Be sure to have this information at the site of the contest and readily accessible in the event that an official does not show up. If an official does not show up first attempt to contact the official. Next contact the Activities Office or the Administrator supervising at that contest (if there is one). The next step is to contact the Activities Director at home. (Verification for payment cards must be filled out and turned in to the Activities Office as soon as possible after the contest so officials can be paid.)

If none of these steps results in a solution, you will have to use your best judgment. Possibilities include going with less than a full set of officials, finding someone else locally or “in the crowd” to fill in or, if absolutely necessary, the game would have to be delayed and eventually postponed. These decisions should be made in consultation with the opponent and with an NHS administration if at all possible. Games should be postponed only as a last resort and after consultation with the Activities Coordinator if at all possible. If one of these situations occurs, be in contact with the Activities Office after the contest so that proper people are paid and follow-up on the incident can take place.

OPEN GYMS: Coaches are allowed to hold open gyms both in and out of season. However, they must meet the definition of open gyms as stated in the MSHSL Policy Manual. Basically these events must be **open for a variety of activities** and must be **open to all students**. There cannot be any specific coaching being done. There MUST be a supervisor in attendance at all times. Any open gyms must be scheduled through the Activities Office and in most cases a building use permit must be obtained.

PARENT MEETINGS: All head coaches are required to hold a parent meeting early in the season. These meetings may be held individually for each sport or they may be held in combination with one or more other sports. The main purpose of these meetings is to improve communication between coaches, players and parents. This is a great opportunity for coaches to outline their philosophy and their expectations for players and parents. You can also use this as an opportunity to explain and promote your program. Coaches should plan in advance so that these meetings can be held in a timely fashion. Many times this meeting will be scheduled along with the meetings for all of the other sports for that particular season. The Activities Office will be in contact with all head coaches when this occurs.

Topics which should be discussed with parents include the following:

1. * MSHSL Rules regarding eligibility (General Rules).
2. * MSHSL Rules regarding use of chemicals and coach's expectations.
3. * Rules regarding Academic Eligibility and Code of Responsibility. Include: that you will be monitoring their academics and perhaps obtaining GPA's and other academic information for team and individual awards.
4. Practice and game schedules.
5. Commitment expected from players and parents.
6. * Behavior policies and expectations - including NHS initiation policy.
7. Team rules.
8. Basic coaching philosophy.
9. Team goals and objectives.
10. * Philosophy in regard to playing time.
11. * Requirements for lettering.
12. * Expectations of parents and how they can help. Remind parents that their major role, and ours should be to make a student athlete's involvement in athletics a fun and positive experience. Speak with parents of how they can support their children and not get overzealous.
13. Upcoming events during the season.
14. Information on care of uniforms and equipment.
15. Policy on returning equipment.
16. Sportsmanship.
17. * Warning of risk and possibility of injury (waiver of participation form).
18. Introduction of coaching staff.
19. * Answer parent questions (be sure to allow adequate time for this to occur).
20. Encourage parents to communicate with their child first regarding questions, issues, etc. and then directly with you.
21. Other areas you feel are pertinent to your sport/activity.
22. Educate everyone regarding scholarships, professional athletic careers, publicity and awards versus participation for sociological betterment, self-esteem, competitive maturity and fitness.
23. * Student/Athletes' number one goal in participating in athletics is to have FUN!!!

*** Items to be emphasized**

PARTICIPATION IN MORE THAN ONE SPORT: In almost all cases student/athletes are not allowed to participate in more than one sport during a particular sport season. However, there are situations in which this could be possible, and requests for special permission for students to participate in two sports during the same season will be considered. The first step is for the student and parents to make a written request to the High School Activities Director, outlining the circumstances which warrant special consideration. This should be done prior to the start of practices for that season. The Activities Director will consider the request and, if the request is reasonable, will consult with the head coaches of the sports involved. With the approval of both coaches and the Activities Director, special permission will be granted. Upon approval of the request, the head coaches, in consultation with the Activities Director, will outline the schedule to determine the expectations of the student/athlete in each sport. This plan must be acceptable to the Activities Director, coaches, parents and students before dual participation will be allowed. Detailed process and procedures for this policy are available in the High School Activities Office.

PEP BAND: The pep band is primarily comprised of volunteers from our regular band program. They will play at a limited number of events during the fall and winter sports seasons. The schedule as to when they will play will be established by the Activities Director in conjunction with the pep band student directors. Specific guidelines for this group have been established, including guidelines as to when and how often the band will play and when the band will play at tournament events.

PICTURES: All head coaches are responsible for scheduling a photo session with the designated photographer. Team and individual pictures will be taken of all levels, grades 9-12. Envelopes (available in the Activities Office) should be passed out to each team member at least two days in advance. All coaches/advisors are encouraged to offer the "Memory-Mates" package to their participants. All money and picture orders are to be handled by the photographer. Individual pictures in a variety of sizes may be purchased from the photographer.

PRACTICES - WEDNESDAYS/SUNDAYS: No practices are to take place on Sunday per MSHSL rules. School activities are also not to be scheduled on Sundays, except on rare occasions, when special permission has been granted through the Activities Office. On Wednesdays, all 6th, 7th, 8th and 9th grade practices must end by 6:00 p.m. and all 10th, 11th and 12th grade practices are to end by 6:30 p.m. There are no exceptions to this rule.

PRACTICES - HOLIDAY/VACATION PERIODS: Practices are not to be held on Thanksgiving Day, Christmas Day, or New Year's Day. According to MSHSL Rules, practices may not be held on Sundays. Middle School, 9th, sophomore and JV coaches, teams are not to hold a practice on any holiday. Varsity coaches are also encouraged to avoid practices on these days. If practices are held, practice times and expectations are to be clearly communicated at least one week in advance. Any participants who are involved in family activities are to be fully excused from practices, with no consequences. Any practices (9-12) that are held during vacation periods must also be scheduled one week or more, in advance, with schedules distributed to students and parents.

PRACTICES – WORKSHOP/INSERVICE DAYS: Practices on workshop/in service days are not to be held prior to 4:00 p.m. unless the coach/advisor has received prior approval from his/her building principal. This rule does not apply to coaches/advisors who are not employed as teachers in the District.

PRACTICES – PARENT CONFERENCE DAYS: Practices on days of parent conferences must not take place during times conferences are scheduled unless the coach/advisor is not employed as a teacher in the District. Practices are also not to be held prior to 4:00 p.m. on these days unless the coach/advisor has received prior approval from his/her building principal. Once again, this does not apply to those coaches/advisors not employed as teachers in the District.

PRIVATE LESSONS DURING THE HIGH SCHOOL SEASON: Students may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.

PUBLIC RELATIONS/USE OF MEDIA: We owe it to our programs and our participants to cooperate in any way possible to ensure that we receive as much publicity as possible. Head Coaches/Advisors are to be sure to report results to the following:

- a. Northfield News
- b. KYMN Radio (Northfield)
- c. KDHL Radio (Faribault)
- d. Sports Score Central – if appropriate
- e. Minneapolis and St. Paul Papers – if appropriate.

All Coaches/Advisors should be sure to report results and recognize outstanding accomplishments over the morning announcements at the High School. This information can be called in to the Activities Office prior to 8:05 or can be sent in with a student. These results will also be displayed on the message board.

Coaches/Advisors should be alert for other possibilities to promote their programs and participants. Contacts to the local media can lead to publicity for specific purposes or events, but it will take the initiative of the coach for this to occur.

Coaches/Advisors are expected to cooperate with both local and area media in honoring their requests for information regarding their teams, groups or programs. It is important that you provide this information in a timely manner.

PURCHASING: NO purchases are to be made without prior approval from the Activities Office. If special needs arise it is the responsibility of the Head Coach/Advisor to present these needs to the Activities Director. All requests should be made during the budgeting process. However, occasionally special needs do arise. We attempt to meet these needs whenever possible. Coaches/Advisors at times are given permission to purchase some items themselves. This usually happens with items purchased locally. These items must be charged or a purchase order used. Coaches cannot be reimbursed for expenditures unless it is less than \$20. All other items will be purchased by issuing a purchase order through the District Business Office. For our own protection, it is essential that we all follow these procedures when making purchases.

RETIRED COACHES (honoring of): Recognizing the service given and the dedication shown by coaches to the athletic program of the Northfield School District, the Coaches Advisory Council will recognize and honor retiring/resigning coaches. Those who qualify for the honor will receive a plaque recognizing the sports and years of service which they have provided. This plaque will be presented to the coaches at the Maroon and Gold Banquet. Any coaches retiring/resigning during or after the 1986-87 school year will be eligible to receive the award.

In order to qualify a coach must meet the following criteria:

1. Coach in any athletic program, grades 6-12, sponsored by the Northfield School District as either a head or an assistant coach.
2. Coach for seven (7) years in one sport or ten (10) years in more than one sport. Coaching girls and/or boys in the same sport will both count toward that sport, but only one year will be counted for each calendar year of coaching. For example, if a coach coaches girls swimming for four years and then coaches boys swimming for three years, they would qualify as having coached swimming for seven years. However, if that coach worked in both girls and boys swimming in the same year for four years, they would not qualify since they would only have four years of service. This same procedure would be used in determining those who qualify for ten years in more than one sport. In other words, they would have had to serve the district as a coach for ten calendar years but their service could be spread between more than one sport.
3. Years coached do not have to be consecutive in order to qualify for the award.
4. If a retiring/resigning coach receives an award and then returns to coaching, they would not receive an additional award unless they again qualified for the award. The other option, at the coach's discretion, would be to have the engraving on the plaque changed to reflect the change in the total number of years of service. The plaque awarded will include the coach's name and the number of years of service to the athletic program.

SAFETY GUIDELINES: (These are responsibilities of all coaches)

1. **Team Supervision:** One of the prime responsibilities of a coach is the supervision of their team. This includes all games, practices, and pre/post game activities. No athlete should be using athletic facilities without a coach present to supervise them. The coach should be the first "member of the team" to arrive at the locker room and be the last "member of the team" to leave. This responsibility cannot be delegated to a student manager, aide, equipment manager or a coach of another sport.
2. **Facilities Inspection :** Check all facilities you will be using for safety. This should include but is not limited to fields, gyms, activity areas, pools, rinks, courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Director.
3. **Equipment Inspection** Check all equipment issued to players or used by players for safety. Particular care should be given when inspecting protective equipment. Report all problems to the Activities Director.
4. **Fitting Equipment :** The coach has the principle responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets must be fit according to manufacturer's instructions.
5. **Training Kit and Ice :** The coach should see that the training kit is properly stocked with first aid supplies. The kit must be readily available during practices, scrimmages, and games as does an Igloo cooler with ice.

SCHEDULING: The scheduling of all contests should be done in cooperation with the Activities Coordinator. This applies to all contests scheduled, grades 7-12. Head Coaches/Advisors are asked for their input on establishing schedules. Feel free to discuss this topic with the Activities Coordinator at any time. If you are contacted directly by another school, be sure to check with the Activities Office and have us finalize the arrangements. This is essential to insure that we comply with MSHSL regulations and avoid conflicts with other events and the use of our facilities.

SCHEDULING AND USE OF FACILITIES: Any time you will be using any of the school facilities you should check in the Activities Office to be sure that the facility is available. Any use of school facilities after 4:00 requires us to obtain a building use permit from the Community Education and Recreation Office. This can easily be done and our programs have the first priority for use of facilities. The Activities Office will assist in obtaining these permits.

Preferably, facilities are used when custodians are on duty. However, there are occasions when it is necessary for coaches/advisors and their teams/groups to use buildings at other times. This can be done but you must check out special keys from the Activities Office and must be sure to take the proper steps to ensure building security. Whenever using facilities outside of the normal school day, be sure to receive clearance from the Activities Office.

USING FACILITIES WITHOUT CUSTODIANS ON DUTY:

1. You, the coach/advisor and employee of the School District, must be the person in charge. You must be the first to arrive and the last to leave.
2. Below is a list of duties to follow - without exception - when you are in charge of a building. Basic rule is to leave the building in better condition than you found it!
 - Schedule during regular custodial hours whenever possible.
 - Large group activities (concerts, dances, athletic contests, etc.) should always have a regular custodian on duty.
 - Activities using kitchens require kitchen employees and must have a regular custodian on duty.
 - Schedule space with CE&R to avoid double booking.
 - Check out key (and light keys if necessary) with building administrator.
 - Be the first to arrive, last to leave.
 - Know location of emergency phones.

- Know District building use policy, accident reporting procedure, facts about facility. (See your principal or custodian.)
- Keep users in the area assigned and avoid “spill over” to other parts of the building.
- Secure entrance once assigned group has arrived.
- Conduct general clean-up following the activity. Be sure to check locker rooms and bathrooms. Leave area in same condition, or better than you found it.
- Double check that all lights are off, all doors locked.
- Return key to administrator (as appropriate).
- Report any problems or injuries to the building principal or Community Ed.
- If building is not “open” and staffed you must have a security code and know how to use the security code.

SCRIMMAGES/JV GAMES: Scrimmages and JV games other than those scheduled by the Activities Office may be scheduled by the coach/advisor. Any such events scheduled must be cleared through the Activities Office. Facility availability must be cleared for home events and transportation must be arranged for out of town events. Transportation for such events must be paid for through an activity account or by the coach and participants unless budgeted. Buses and drivers may be hired, vans rented, or parents and/or coaches may drive. **UNDER NO CIRCUMSTANCES ARE STUDENTS TO DRIVE TO EVENTS LOCATED OUTSIDE OF NORTHFIELD.** When scheduling and running scrimmages, coaches are reminded of MSHSL Policy as it relates to scrimmages. Officials may not be paid and other rules or conditions must be changed so that the event is not conducted in the same manner as a game. Consult the MSHSL Handbook or the Activities Director if you have questions regarding this.

STATE TOURNAMENT ATTENDANCE/EXPENSES: Coaches/Advisors are encouraged to attend the State Tournament of their respective sport even though their team is not participating. Coaches will be allowed to be released from teaching duties in order to attend tournaments but such absences must be cleared through the Activities Director and building principals. Normally the rule is that the coach/advisor may miss one day of classes to attend tournament events. However, this depends on the schedule of tournament games - time, location, etc. Therefore, requests for released time will be handled on an individual basis.

Mileage will be paid for transportation to these events. Tickets may not be purchased through activity account money unless the money is reimbursed by the coach and will not be paid for by general fund monies unless budgeted for in advance. Other expenses are to be paid by the coach. Student/Athletes who choose to attend State Tournaments, as spectators of the activities in which they participate, will not be allowed to attend as a team during a regular school day. Student/ athletes who individually choose to attend a State Tournament, as a spectator, during the regular school day must be excused by their parent or guardian and must follow policy in regard to being excused from classes

STRENGTH-TRAINING PROCEDURES AND POLICIES: All coaches and athletes are encouraged to use the Strength-training facility at the High School. This is open for general use after school from 3:15-5:15 on school days. The doors to this facility are to be locked at all times when it is not in use. Athletic teams “in-season” have priority in using the strength-training facility. They are encouraged not to use the room until after 5:00 but may use the room earlier if necessary. Other students/faculty may not use the room when occupied by an athletic team. There **MUST be adult supervision at all times** whether use is by individuals or teams. Particular concern must be paid to safety and to following the rules which are posted. Those using the facility must establish and follow a specific program approved by the strength-training supervisor. Individual students, not currently involved in a sport but using the facility, must turn in the same permission form as used for all athletic activities.

SUPERVISION: Supervision of athletes/participants is the most important duty of coaches/advisors. At **NO TIME** are athletes/participants to be left unsupervised. Any time that there is an official gathering of a team or group the coach/advisor or an assistant must be present. A coach/advisor must also be the **first person to arrive** and the **last person to leave** - this includes practices, games, open gyms, team meetings, social gatherings, etc. Any informal gatherings not supervised by a coach should clearly not be set up or directed by a coach and **must not** be held on school property. We must all be constantly reminded of our liability. If there is any doubt make sure that you or an assistant do supervise.

SWIMMING POOL USE: The Middle School swimming pool may be used by athletic/activity teams/groups. In order to use the pool it must be scheduled through the Community Education and Recreation Office. There **MUST be a CERTIFIED lifeguard on duty** and adult supervision as listed previously. Anyone using the pool must shower before entering the pool.

TICKET POLICIES/CONFERENCE AND REGION PASSES:

ATHLETICS: Ticket prices, as established by the Big 9 Conference, for all regular season home athletic events are \$4.00 for students and \$6.00 for adults. Children not yet in school are admitted free and senior citizens (65 and older) are admitted at the student rate. Students may purchase a **Students in grades 6-12 may purchase an Athletic pass for \$5.00.** Employees of the Northfield Public Schools, who work half-time or more, may purchase a **Employee’s Family Pass** for \$80. All teachers and other district staff who work twenty hours or more per week, and all retired employees are granted a free **Staff Pass. The Staff Pass** can only be used by the designated staff person, or retiree, and can only be used at home regular season athletic events, and/or all band, choir and orchestra concerts. The public may purchase an individual **All-Sports Pass** for \$65. The public may also purchase a family pass for \$65 for each adult plus \$25 for each student aged child of the immediate family. Additionally, a 10-punch pass may be purchased for \$45 and a student 10-punch pass for \$25. These passes are like cash and if lost, cannot be replaced.

All 6th -12th Northfield Middle and Northfield High School students may purchase a student Athletic pass for \$5.00. The Student Athletic Pass, Employee Family Pass, and All-Sport Pass are good for all regular season home athletic events. All coaches, grades 6-12, are given an athletic pass which is good for free admittance to all regular season home athletic contests.

CONFERENCE PASSES: May be issued to High School Coaches who desire to have one. One pass is good for admittance to any regular season athletic event at Big 9 schools. These passes may also be checked out for the purpose of scouting. All passes checked out must be returned immediately after use so they are available to others. Those who need passes for scouting have priority over other users.

REGION/SECTION PASSES: Also available and can be checked out from the Activities Office. These passes are good for **Bearer and Guest**. Other rules for the use of these passes are the same as for conference passes. With your cooperation there should be passes available for all legitimate needs. As staff members you are encouraged to attend as many Northfield athletic and activity events as possible.

ACTIVITY EVENTS: Most drama events will have admission charges. The price of admission may vary according to the production and the royalty fees charged, but will usually be \$6 for adults and \$4 for students. Admission will be charged for many concerts, with the price set at \$1 for students and \$3 for adults.

PASSES FOR ACTIVITY EVENTS: All salaried personnel working on a production will receive two complimentary tickets, to be used by that person or their immediate family (or significant others). In order to manage the tickets and seating, it is necessary that these tickets be requested so that tickets may be set aside.

PROCEEDS: All proceeds from admissions to athletic events are deposited in a general fund revenue account. Indirectly all revenue is used to offset the costs of the athletic program. This is also true of all revenue generated from fees. Proceeds from activity events are used to offset the cost of that particular program or event. This money is deposited in an activity account for that particular activity.

TRAINING ROOM/TRAINER/SUPPLIES: The co-ed training room is for the use of all athletic programs. All training supplies and equipment are stored in this room. Coaches have the responsibility to make sure they have the proper medical supplies and equipment available at all practices and games. The minimum is a well-stocked medical kit and ice. Stocked kits are available in the training room. If supplies are needed, the kit may be exchanged for one that is stocked. All kits should be checked in and out. Coaches should contact the trainer or the Activities Office if they are in need of any supplies not available in the training room and should budget for specific medical supplies needed for their program. **Students are not to be in the training room unless they are under the supervision of a coach or trainer.**

Northfield High School employs the services of an Athletic Trainer. The trainer will provide service in the training room after school and at many events. Exact training room schedules will be determined for each sport season.

The trainer is available to give free injury evaluations. This can be done during regular training room hours or with an appointment. This is an excellent first step when not sure whether or not the injury is serious enough to see a doctor. The trainer is available to establish both rehabilitation and injury prevention programs. They will also serve as a liaison between the coach, athlete and medical profession. Coaches are strongly encouraged to take advantage of the services which are available.

TRANSPORTATION: Coaches/Advisors are to turn in a transportation request form to the Activities Office as requested by the Activities Director. Upon receipt of this request the Activities Office will make the necessary transportation arrangements, including early dismissal of students from class if necessary. After the departure and dismissal times have been approved, you will receive a copy of those times. (A sample form is in the Appendix.)

You will also receive a confirmation of the vehicle ordered at least 2-3 days prior to your trip. It is the responsibility of the coach/advisor to check this confirmation slip for accuracy of time and date. You are to check to be sure that you receive this confirmation. If you do not receive one, contact the Activities Office to verify and confirm that proper arrangements have been made. Be sure to do this several days in advance of your trip. By following these procedures we eliminate problems or mistakes in the scheduling of transportation.

TRAVEL RELEASES: Student participants are to ride to and back from all contests and events with the team unless special arrangements have been made in advance with the coach and the Activities Coordinator. **This will be done on only very rare and special circumstances on trips to games/contests.** On return trips students may ride with their own parents or the parent of a friend, only if the coach/advisor has written permission from the student's parents. This permission slip is to be filed with the Activities Office at the conclusion of the trip. There may be rare exceptions where students are allowed to leave with someone other than parents but only if cleared in advance with the coach/advisor and the Activities Director. Forms for this purpose are available in the Activities Office. (A sample form is in the Appendix.)

UNIFORMS: All athletic teams and cheerleaders representing Northfield High School shall wear school-owned and issued equipment and uniforms. All uniforms will use school colors unless special approval is granted. Any exceptions must receive approval from the Activities Director. All such-issued equipment and uniforms are the responsibility of the student/athlete. These uniforms are not to be worn for personal use. They are only to be worn for practices, games or other specific school activities.

USE OF MIDDLE SCHOOL STUDENTS IN VARSITY PROGRAMS: USE OF 7th AND 8th GRADE STUDENTS IN HIGH SCHOOL PROGRAMS: Students in grades 7 and 8 may participate in high school programs. Students in these programs must complete and submit all the forms required of high school participation, including a current physical, and will pay the High School athletic fee as listed in the Fee Policy. This must be completed prior to the student participating in practices and games.

In addition, 7th and 8th grade students may not displace 9th grade students on 9th grade level teams, unless there are safety concerns. In the case of safety, the Activities Director will help make the determination.

VIDEO TAPING - USE OF AV EQUIPMENT: The Athletic Department has the use of a camcorder, video camera, VCR, video projection machine and movie screen. Other AV equipment is available and can be checked out from the High School Media Center. Coaches/Advisors are all encouraged to use this equipment for the taping of games and practices. Videotape is an excellent teaching tool. Equipment which belongs to the Athletic Department can be checked out through the Activities Office. Since many different people are using this equipment, it is imperative that the equipment is properly cared for and is returned to the Activities Office immediately after its use. Blank video tapes may also be checked out through the Activities Office.

VOLUNTEER COACHES: Volunteer coaches/advisors may be used at the various levels of the District #659 activities program, upon prior approval of the Activities Director. This applies to personnel, including student teachers, who are not under contract for coaching/ advisor services with District #659.

Volunteer coaches **MUST MEET** with the Activities Director prior to coaching. The general responsibilities of volunteer coaches/advisors (including student teachers) should be assigned by the coach/advisor in charge of the particular sport and team that the volunteer will assist. The volunteer should be regarded as an extra aid to the coach.

The volunteer coach/advisor 1) does not assume the sole responsibility for a student or group of students and always works directly with the contracted coach. This does not prohibit the volunteer coach from working alone with a student or group of students. It emphasizes the ultimate responsibility and accountability of professional personnel for all activity performed by volunteer personnel; 2) does not treat any injuries sustained by students, though appropriate first aid may be applied; 3) does not represent the school district in any respect that is traditionally delegated to contracted coaches; 4) does not make reports to parents, guardians, or school administration; 5) does not prescribe disciplinary action relating to student-athletes. The volunteer coach is expected to keep all privileged information concerning the team and the school to himself/herself and to exhibit the ultimate degree of loyalty to the school district.

WEIGHT ROOM: See Strength-Training Procedures and Policies.

WORK-RELATED INJURIES: Any coaches or advisors who are injured while on the job should immediately report the injury, even if considered minor, to the Activities Coordinator. The Coordinator will collect all appropriate information, complete and sign the "Supervisors Report of Accident" and forward it to the Personnel Office. This procedure is important to ensure coverage of injuries under workers' compensation.

VOLUNTEER COACH POLICY:

Volunteer coaches may be used at the various levels of the District #659 athletic program upon prior approval of the Activities Director. This applies to personnel, including student teachers, who are not under contract for coaching services with District #659. All volunteer coaches must pass a background check before working with students, in accordance to State Law.

The general responsibilities of volunteer coaches, including student teachers, should be assigned by the coach in charge of the particular sport and team that the volunteer will assist. The volunteer should be regarded as an extra aid to the coach. Volunteer coaches must meet with the Activities Coordinator prior to performing any coaching duties.

The Volunteer Coach:

1. Does not assume the sole responsibility for a student or group of students and always works directly with the contracted coach. This does not prohibit the volunteer coach from working alone with a student or group of students. It emphasizes the ultimate responsibility and accountability of professional personnel for all activity performed by volunteer personnel.
2. Does not treat any injuries sustained by students, though appropriate first aid may be applied.
3. Does not represent the school district in any respect that is traditionally delegated to contracted coaches.

4. Does not make reports to parents, guardians, or school administration.
5. Does not prescribe disciplinary action relating to student-athletes. The volunteer coach is expected to keep all privileged information concerning the team and the school to himself/herself and to exhibit the ultimate degree of loyalty to the school district.

Volunteer coaches are covered by school district insurance when performing in a capacity as described above and in performing duties to the extent as directed by a supervising coach. The basic rule is that negligent acts would be covered but deliberate acts are not covered.

APPENDIX A