

Osseo School District  
#279

**COACHES/ADVISOR  
HANDBOOK  
2019-2020**

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## **Osseo School District #279 ATHLETICS PHILOSOPHY**

The Osseo School District #279 will provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life.

Athletics will function as an integral part of the total curriculum. The athletic program will always be in conformity with the general objectives of the school. It should offer opportunities to serve the school, to assist in the development of fellowship and good will, to promote self-realization and all-around growth, and to encourage the learning qualities of good citizenship.

Athletics will play an important part in the life of our students. Young people will learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics plays an important part, too, in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students, spectators and participants develop pride in their school.

Leadership should be of the highest quality so to exemplify to the participants the desired type of behavior to be developed from the athletic program. Measurement of leadership success will not be in terms of the tangible evidence of the victory and defeat record, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program.

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education. Osseo School District #279 activities strive to provide experiences that will help students develop physically, mentally, socially and emotionally.

## **OBJECTIVES OF PARTICIPATION**

- I. To provide a positive image of school athletics at Osseo School District #279.**
- II. To strive always for excellence and performance that will produce winning teams within the bounds of good sportsmanship and the mental and physical health of the athlete.**
- III. To provide opportunities that will allow the program to serve as a model where students may cope with problems and handle situations similar to those encountered in the contemporary world. The program should provide adequate and natural opportunities for:**
  - A. Physical, mental and emotional growth and development.**
  - B. Acquisition and development of special skills in activities of each student's choice.**
  - C. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.**
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of a good sportsmanship that make for winning and losing graciously.**
  - E. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.**
  - F. Achievement of initial goals as set by the school in general and the student as an individual.**
  - G. Provisions of worthy use of leisure time in later life, either as a participant of a spectator.**
- IV. To provide a superior program of student activities that includes appropriate activities for every student.**
- V. To provide opportunity for a student to experience success in an activity he or she selects.**
- VI. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.**
- VII. To provide those student activities which offer the greatest benefits for the greatest number of students.**
- VIII. To create a desire to succeed and excel.**
- IX. To develop high ideals of fairness in all human relationships.**
- X. To practice self-discipline and emotional maturity in learning to make decisions under pressure.**
- XI. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.**
- XII. To develop an understanding of the value of activities in a balanced educational process.**

## **COACHES CODE OF ETHICS**

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Each child should be treated as though they were the coach's own and their welfare should be uppermost at all times.

The coach must be aware that he or she has a tremendous influence in the student athlete and, thus, shall never place the value of winning above the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral quality.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should authorize their use.

The coach shall promote the entire interscholastic program at the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as mutual agreements. The coach shall not try to seek an advantage by circumvention of the spirit or letters of the rules.

Coaches shall actively use their influence to enhance sportsmanship by their spectators, working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite player or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

It is illegal for a coach to strike a student for any reason.

## Parent/Learning Conferences: Responsibility of Athletic Coaches and Activity Advisors

Attendance at scheduled parent/learning conferences is an important responsibility associated with teaching. The following protocol maintains the primary importance of parent/guardian communication while recognizing additional responsibilities associated with coaching/advising.

### Athletic/Activity Practice

- All teachers are expected to attend conferences.
- Arrangements must be made to:
  - cancel athletic/activity practices,
  - cover practices with another coach/advisor who does not have conference responsibility or,
  - schedule an alternative practice time.

### Athletic/Activity Contests

- All teachers are expected to attend conferences.
- Every effort should be made to avoid schedule conflicts between parent/learning conferences and activities.
- If an event cannot be rescheduled, the head coach/advisor should arrange for another coach who does not have conference responsibilities to attend the event or, if it is not possible to arrange for another coach, the head coach/advisor for the particular team attends the event and also attends as much of the parent conferences as possible.
- If both the lead coach/advisor and assistants have event responsibilities, the minimum number of coaches necessary to ensure a safe event should attend the event as determined by the activity coordinator assigned to the site. Other coaches should remain at parent/learning conferences.
- If coaches/advisors miss parent conferences, they are expected to make arrangements with their principal and to contact parents.

## ATHLETIC BANQUETS

Each coach should be aware of the policy on banquets.

1. When a school activity has a **banquet**, it then becomes a **school function** and the school assumes the same responsibilities as it does for any other school sponsored activity; therefore, it becomes imperative for the responsible staff member to comply with policies and procedures established for the purpose of regulating banquets.
2. It should be recognized that a coach or advisor should be allowed the opportunity to praise individuals, talk about the season and give awards in the presence of interested fans, peers, and parents.
3. The banquets should be self-supporting.
4. Banquets should be held in the school or in eating establishments within the school's immediate community. Banquets should not be held in an area where alcoholic beverages can be obtained by the students. **Absolutely no alcohol should be served.**
5. The Activities Coordinator should be notified as to the time and place of the banquet and to help you facilitate.

6. Provisions should be made to allow players and parents to attend the presentation of awards without their being required to purchase a meal.

## **ATTENDANCE POLICY – EXTRACURRICULAR ACTIVITIES**

This policy applies to students involved in athletics, music, drama, danceline, debate, declamation, cheerleading, royalty and all other activities scheduled during or outside the school day.

1. If a student is unable to attend all classes and/or school activities during the day, he/she will not be allowed to participate on the activity that day, except under the conditions stated below in item number 5.
2. School initiated absences will be accepted and permitted.
3. A student may not participate in an extracurricular activity (practice or meet) if he/she has an unexcused absence for any class during the day.
4. If a student is suspended from any class, he/she may not participate in an extracurricular activity that day.
5. If a student is absent from school due to medical statement from a physician or school health service specialist clearing the student for participation that day. The note must be presented to the coach/advisor before the student participates in the activity.

## **ATHLETIC INJURIES**

### **I. Medical Aspects and Safety**

#### **A. Responsibilities**

1. The trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
2. In the event the event the trainer is not present, the coach in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
3. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it.
4. It is the responsibility of the coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.

## **B. Emergency Procedures**

1. Check for consciousness and the vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured should be kept to a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat-related illnesses.
5. When there is any question as to the extent, seriousness or nature of the injury by the trainer/coach, seek professional medical help immediately. Where appropriate, call 911 for an ambulance.
6. Notify the parents of the injured athlete immediately.
7. The athletes' parents' home and work phone numbers, other contact person, preferred physical and preferred hospital are listed on the "Emergency Medical Authorization" card that is carried at all times in the team's medical kit.
8. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the Emergency Medical Authorization card. He/she should continue to try to contact the parents.

## **II. Accident/Injury Report Procedures**

### **A. Reporting Procedures**

1. The trainer/coach will complete the "Athletic Injury Report" form immediately following all athletic injuries or accidents that involve any student under their control during a practice, contest or while traveling to and from a contest. The trainer/coach is to call the building Activities Coordinator and inform him/her immediately if an athlete is taken to the hospital.
2. The form shall be turned into the Activities Coordinator's office the following morning with the coach/trainer retaining their copy.
3. The trainer shall list the injury on the log that is kept in the athletic training room.
4. Coaches should follow-up on all injuries by attempting to personally contact the parents.

### **B. Return to Participation**

1. Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, must have a written statement allowing return to competition.

## **III. Procedures on Prevention and Care of Injury**

### **A. Training Room**

1. Appropriate policies should be set and opportunities provided for use of the training room by members of both sexes.
2. The trainer shall set the guidelines for use of the training room and post a schedule of the assignment of student trainers to respective teams and training room duty.
3. The head coaches of the in-season sports shall work with the trainer to maintain cleanliness and orderliness in the training room.
4. Rules and regulations for the use of the training room should be made available to all athletes through their coach.
5. Supervision shall be provided for athletes utilizing the training room. Special caution should be exercised when athletes are using any heat and electrical appliances.

## **Injury/Accidents:**

All employees injured on the job must complete a First Report of Injury Form to be signed immediately by their supervisor. All reports are to be sent to the Director of Administration within 24 hours of the accident/injury. This District is on a time-clock to report or be penalized via a monetary fine of reporting is not timely. In addition, building must maintain a current OSHA 200 Log and a 5-year history of the posting requirement. All building secretaries should understand this requirement – please support them!

Employee Right to Know/Bloodborne Pathogen: remember yearly update for staff using videotape prepared by Dean Olsen. Health Service Specialist is to be present. More information to follow from Health Services.

## **Athletic Training Information**

### **Coolers**

- Coolers in athletic training room are for ice only
- Coolers must be returned every night
- Water coolers will be distributed by the athletic trainer or Activity Coordinator at the beginning of every season. Water coolers are the coach's responsibility
- Make sure to empty the coolers and air out after use
- Do not leave on bus, or at away events

### **First aid kits**

- First aid kits will be distributed by the athletic trainer at the beginning of every Season
- Kits are signed out to coach at beginning of season and must be returned after season
- Do not receive another kit if old one was not turned in
- Should be brought to each game
- Do not leave on bus or away events

### **Injuries**

- Encourage an injured athlete to see the athletic trainer before seeing a doctor if Possible
- If an athlete sees a doctor or chiropractor for an injury sustained in practice, a game or recreationally they must have a doctors note clearing them to return to participation

### **Tape**

- Provided for injury purposed only
- If need to tape shoes, poles, bats, pants, etc. the team must order

### **Access to Athletic Training Room**

- Only allowed for coaches or supervised athletes
- Please leave room as you found it

## **ATHLETIC EQUIPMENT AND FACILITIES**

### **I. Issuing of Athletic Equipment**

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

- A. The equipment manager will be responsible to see that all equipment is numbered when received by the department prior to equipment issue by members of the coaching staff.
- B. A control system will be established using "Player Equipment Information Cards" for each athlete and a "Master Athletic Equipment Check-out" sheet.
- C. The head coach is ultimately responsible for the issuing of athletic equipment to all team personnel. The coach issuing equipment must have the knowledge to insure properly fitted equipment.
- D. Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue.
- E. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
- F. Periodically, coaches shall inspect equipment and facilities during the season.
  1. Helmets, bats, nets supporting poles, etc., may break or deteriorate and become unsafe during the course of the year.
  2. Deactivate unsafe or defective equipment.
  3. Facility hazards should be reported to the Activities Coordinator immediately.
- G. All general equipment used by more than one sport (video equipment, pylons, etc.) will be stored in a specific area.

### **II. Use of Athletic Equipment and Facilities**

It is important to emphasize to all athletes their responsibilities as squad members to take good care of school equipment and facilities and to report any abuses to their coach or the Activities Coordinator.

- A. Athletic Department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for:
  1. Gym classes
  2. Work or job
  3. Socially
  4. School wear (see policy below)
- B. Varsity level teams may wear uniform tops or game jersey on certain game days only. Normally, the wearing of school athletic items will be reserved for special occasions.
- C. Under no circumstances may athletes allow others to wear their equipment or jerseys.
- D. In particular sports where athletes personally buy a portion of their practice game or game uniforms, these may be worn at the discretion of the athlete.
- E. Athletic equipment of the school district will not be loaned to outside groups except with the approval of the Activities Coordinator in unusual circumstances.
- F. All athletic facilities will be scheduled on request of the coach by the activities coordinator.
  1. A facility schedule will be kept by the activities coordinator.
  2. Head coaches in each sport will meet with the activities coordinator prior to the start of the season for the purpose of scheduling facilities.
- G. School facilities are not to be used unless properly scheduled and supervised.

### **III. Collection and Storage of Athletic Equipment**

Coaches are responsible for collecting all equipment which is dispersed during the year.

- A. The Head Coach shall supervise the collection of all equipment issued within his/her sports program.
- B. As each athlete turns in their equipment, it should be checked off of his/her equipment card noting the condition of all returned equipment.

- C. If any equipment is lost or has abnormal usage, the athlete shall be charged replacement costs. The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligation are met.
- D. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated storage area.

## **BOOSTER CLUB GUIDELINES**

Booster clubs serve a vital role for a number Osseo School District #279 activities and athletic teams.

As more and more Booster Clubs are being organized, it is more apparent that guidelines be followed to maintain a consistency within the building. The following district policies will be adhered to:

1. Submit to the Activities Coordinator the booster club information sheet. This is due at the start of the school year or before the sport season begins. A short pre-season meeting with booster officers and the Activities Coordinator is required.

A file of all booster club information will be kept in the Activities Coordinator's and business manager's office.

### **2. Booster Club Involvement**

The coaching staff should play a significant role in the direction of the program in relation to the boosters. Coaches should direct most of their booster activities. However, some guidelines must be followed:

#### Checking/savings account

It is recommended that the booster club have their own checking and/or savings account. It is strongly encouraged that two signatures accompany the check to become valid. The coach is not to be one of those signatures.

**UNDER NO CONDITIONS SHOULD THE COACH BE ABLE TO ISSUE CHECKS AND/OR DISPERSE CASH ON THE BEHALF OF THE BOOSTERS.**

## **BOOSTER FUND RAISING GUIDELINES**

Fund raising is essential. With it, we are able to maintain and enhance existing programs. We, the staff, advisors, and the administration are very grateful for the tremendous support and hard work offered by our parents. With funds becoming less and less, fund raising becomes even more vital!

There are many fund raisers that take place throughout the school year. As the number keeps increasing, it is more apparent that some structure and guidelines be followed. These guidelines are not intended to curtail or hinder your fund-raising project, but rather to support and make the project a success.

They are:

**1. All fund raisers must be approved by the building Activities Coordinator, Principal, Director of Secondary Education and the School Board. Rationale:**

- a. This will eliminate more than one group selling the same item at the same time.
- b. This will prevent a situation that may be offensive to the Osseo School District #279 philosophy.
- c. This will help determine whether the project will interrupt student time on task in the classroom.
- d. The Administration may be able to provide information from past experience regarding the quality of the products and the vendor.
- e. The Administration can determine if the item falls within the rules and regulations put forth by the Minnesota State High School League.

**2. How the school can assist in the fund raising project.**

With the permission of the Activities Coordinator and building Principal, the school can help promote the sale by the following:

- a. Allow the booster parents to sell during the school lunch periods.
- b. Place an ad in the daily student bulletin.
- c. Place posters in the cafeteria area.

**3. Guidelines for the Fund raiser**

- a. Ordering - After obtaining appropriate approval (see 1a above), contact should be made to the vendor by the parent group.

Note: The coach is not to be involved in the setup of the fund raiser or the collection of the funds. The coach may offer advice and suggestions.

- b. Receiving - the merchandise should be shipped to one of the parent's residence, not to the school.
- c. Selling - The items should not be brought to the school premises by students or parents unless approved. If this is not the case, items will be confiscated.

**4. Gifts to the School**

A close working relationship should exist between the Activities Coordinator, coaching staff and the boosters in determining the needs for the program. If a decision is made to donate funds or equipment to the program, the following must take place:

- a. Contact the building Athletic Coordinator.
- b. Appropriate forms will be issued.
- c. All fundraising and purchases must receive prior approval.

**5. Allocation of Funds**

If students are involved in the fund raiser, all funds should be deposited directly to the activity fund of that sport at Osseo School District #279. This coach retains access to these moneys. When parents are involved in the fundraising, the moneys should be deposited in

the Booster Account. These moneys are for discretionary use, but all purchases must have a head coach's and building Athletic Coordinator's approval.

**6. Extra Help**

Occasionally, projects are available that can help your group raise funds within the community (concessions, clinics, workers at events, etc.). Check with the Activities Coordinator to see if any of these projects would be available to your group.

*Remember:* Communication is the key to good Booster organizations and the high school athletic program. Let's commit ourselves to keeping lines of communication open.

**Booster Club Information Sheet**

**Date** \_\_\_\_\_

**Sport/Activity** \_\_\_\_\_

**School Year** \_\_\_\_\_ - \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Please estimate the amount of money your club intends to raise this year.**

\_\_\_\_\_

**How do you anticipate raising these funds? (Fund raising forms must be completed and approved before fund raisers begin.)**

**How will these moneys be spent? (All purchases need to be approved by the head coach and activities director.)**

**Who has the ability to issue checks? (Minimum 2 signatures)**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Checking account number** \_\_\_\_\_

**Bank** \_\_\_\_\_

## **CAPTAINS PRACTICE - OPEN GYM**

The Minnesota State High School League has stated repeatedly that it believes in off season physical conditioning; in the same dialogue, reminding us to follow the regulations governing off season activities for athletes.

Any specific off-season activity is to be done without the direction from school coaches.

“Group and individual physical development programs open to all students are encouraged as long as they are sufficiently supervised - this can include coaching personnel.” MSHSL (Thus the open gym concept)

The High School League warns us that “There shall be no compulsion of athletes to participate in any preseason training program as a qualification of being on the high school team.”

What is an open gym? Open gym refers to the use of school facilities for recreational activities. The characteristics of an open gym are that: (1) the school facilities are available for students to participate in a number of activities; (2) the recreational activities are open to all students, (3) there is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program; (4) there is no requirement for students to attend open gym activities are to be supervised by approved personnel; (6) these open gym activities are to be arranged through the school officials - (our case - Activities Office).

“We see countless instances in our state of abuse of both captains’ practice and open gym in the use of school facilities and school equipment; coaches keeping in contact with their teams through their captains, and thereby regulating captains’ practice, allowing hockey captains’ practice to commence in the early fall so that some students do not participate in fall activities; captains’ practice teams engaging in activities other than conditioning; having only the school coach as an employee of the municipality in an attempt to evade the concept of open gym; and having students feel that they are required by their coaches to participate in captains’ practice or open gym to eventually make the cuts and participate.” MSHSL

Coaches must not support or foster captains’ practices. They should, however, encourage the concept of open gym (which includes our summer conditioning programs).

## **CHEERLEADING**

Cheerleaders are an integral part of the athletic program at Osseo School District #279. They should act as ambassadors of friendship and sportsmanship at all contests they attend.

Cheerleaders are scheduled for events by their advisor. If a coach has special needs or requests for an event, please contact the cheerleading advisor.

When games are away from home, the cheerleaders will ride with the teams to their contest. They will be expected to follow all rules set by the head coach. When an advisor is not present at away games, the coaching staff will be in charge of the cheerleaders.

Coaches, please remember that this group of students often is not thanked for the many things they do for all of our teams (signs, decorations, etc.). Look for ways to make them feel part of your squad (recognition, banquets, etc.).

## **INITIATIONS (HAZING)**

Coaches are expected to set strict guidelines regarding team and individual initiations. Athletes involved in unauthorized activities will be severely penalized. Any form of hazing or degrading behavior is prohibited.

If an initiation activity is held, it should be structured in a positive way and be something our new players look forward to and are proud of.

Coaches are encouraged to work closely with their athletes to develop a team activity which will help our younger players become a part of our program (team picnic, volunteer project, etc.)

Please refer to Board Policy 526.

## **ACADEMIC STANDARDS**

To be a participant on any athletic team a student must remain eligible academically. Coaches are free to set their own standards, but the following minimum requirements must be met or an athlete will forfeit their eligibility:

A student shall be eligible to participate in athletics so long as he/she is capable of graduating with their appropriate class.

Coaches are encouraged to monitor their athlete's progress. Information can be obtained through the Counseling Department as to accumulated credits for all student athletes.

The building Activities Coordinator and Assistant Principal will make eligibility lists available when appropriate.

## **MIDDLE SCHOOL ATHLETES**

A district policy has been established which sets guidelines for our middle school athletes that wish to participate in our senior high team. There are two distinct parts to this policy.

- 1) If the middle school does not offer the activity that the athlete is interested in, then the athlete may try out for the high school team. If they are selected, they are allowed to play on any level (varsity, junior varsity or sophomore).
- 2) If the middle school does offer the activity the athlete is interested in, then the athlete must petition to try out for the high school team.

The petition will take the form of a written request from the athlete's parents to the building activities director.

The petition must be approved by the head coach, the building Activities Coordinator and the building Principal, and the athlete must be a varsity starter in order to move up.

In general, there is no tryout periods allowed. Head coaches are expected to be aware of these athletes before the season begins and should know their varsity teams well enough to be able to recommend any underclassmen.

On rare occasions, where a coach has had no chance to observe an athlete (transfer, etc.), a short tryout may be arranged through the building Activities Coordinator.

## **MIDDLE SCHOOL ATHLETES' STANDARDS**

A middle school athlete shall be immediately removed from any level of high school athletes if there are any academic or discipline problems reported by the middle school principals.

It is our job to work closely with junior high administration to make sure academics is the focus of our student-athlete's daily life.

# **DISTRICT #279 ATHLETIC CONFLICT RESOLUTION PROCESS**

## **INTRODUCTION**

The Osseo School District #279 Grievance Process has been developed for the purposes of establishing and maintaining the lines of communications between the school, parents/guardians and students and for the resolution of concerns related to the athletic programs. This process is a means by which concerns/problems about the Osseo School District #279 Athletic Program can be resolved.

In order to establish a positive atmosphere and assure that the proper channels of communication will not be circumvented, a process has been outlined for the use of the athlete, parent, coach and administrators. All participants in the process are to adhere to the guidelines at all levels of the process. Any deviation from this plan will result in the expiration of the grievance.

## **PROCESS**

### **Level 1**

If a student and/or parent have a concern about an athletic program, decision, and/or coach, it is his/her responsibility to complete the following portion of the grievance process:

- A.** A parent/student must initiate the grievance process within five school days of the incident, decision, action that is under question. Written notice must be made to the director of athletics and must include a brief description of the grievance.
- B.** The student/parent is to meet with the coach and discuss the concern/problem with him/her with the intent to resolve the grievance. (If the problem involves an assistant coach, the head coach of that sport is to be involved in the meeting.)
  - 1.** Parents/students are to address themselves only to problems/concerns related to themselves. In order to be in compliance to the "Privacy in Information Act", problems/concerns related to other athletes are not to be discussed.
  - 2.** The conference will be taped and a copy of the tape will be made available to the parent/student upon request.
- C.** The coach involved in the conference is responsible for completing a written summary of the conference which will include any resolution/decisions reached in the conference. The coach will give/mail a copy of the summary to all participants in the conference within five school days and will forward a copy of the summary to the Activities Coordinator.

### **Level 2**

If either party has not been satisfied by the proposed resolution of the problem on Level 1, they have the option to request a continuation of the process to Level 2.

- A.** Either party has the option within five days after Level 1 has been completed to submit written notification to the Activities Coordinator requesting a Level 2 conference.

Failure to comply during the stated period of time will result in termination of the process. Initiation of Level 2, however, cannot be started unless all of the steps in Level 1 have been completed.

- B.** The student/parent is to meet with the coach and the Activities Coordinator and discuss the concern/problem with him/her or the program with the intent to resolve the grievance. (If the problem involves an assistant coach, the head coach of that sport is to be involved in the meeting.)

1. Parents/students are to address themselves only to problems/concerns related to themselves. In order to be in compliance to the "Privacy in Information Act" problems/concerns related to other athletes are not to be discussed.
- C.** The Activities Coordinator involved in the conference is responsible for completing a written summary of the conference which will include any resolutions/decisions reached in the conference. The Activities Coordinator will give/mail a copy of the summary to all the participants in the conference within five school days and will forward a copy of the summary to the Principal.

### **Level 3**

If either party has not been satisfied by the Level 2 resolution of the problem, they have the option to request a continuation of the process to Level 3. Either party has the option within five days after Level 2 has been completed to submit the necessary written notification to the Activities Coordinator requesting a Level 3 conference.

- A.** The student/parent is to meet with the Principal and discuss the concern/problem with him/her with the intent to resolve the grievance.
1. Parents/students are to address themselves only to problems/concerns related to themselves. In order to be in compliance with the "Privacy in Information Act," problems/concerns related to other athletes are not to be discussed.
  2. The conference will be taped and a copy of the tape will be made available to the parent/student upon request.
- B.** The Principal is responsible for completing a written summary of the conference which will include any resolutions/decisions reached in the conference. The Principal will give/mail a copy of the written judgment to all the participants in the conference within five school days.

## **REGISTRATION**

All athletes are required to register in the Activities Office before they become members of your squad.

The registration process requires that an athlete fill out necessary district forms, state forms, information cards and pay a participation fee. They also must have all immunizations updated.

When an athlete has completed their on-line registration, parents will receive a confirmation number and the participating student will be added to FeePay list for coaches.

Under no circumstances will an athlete be allowed to practice without completed registration. Athletes may attend chalk talks, team meetings or watch practices until cleared/ registered.

Head coaches should maintain a list of all registered athletes. They will provide valuable information in an emergency and also give you an easy reference for reaching parents if you have concerns.

## **LETTERING POLICY**

All coaches should develop a lettering policy. This policy should be in writing and given to all squad members at the beginning of the season. A copy should also be on file in the Activities Office.

## **PICTURES**

Team pictures will be scheduled by the Activities Coordinator's office prior to each season. All teams will be required to have pictures taken by the official school photographer.

Coaches may schedule outside vendors to take other pictures, but in general, every effort should be made to work through the school photographer.

## **PURCHASING POLICY**

Every head coach has the opportunity to develop their budget and negotiate for their needs with the building Activities Coordinator.

When equipment emergencies arise, you should contact your building Activities Coordinator immediately.

Under no circumstances should a coach place an order (written or oral) to any vendor. All requests for materials must be routed through your building Activities Coordinator. You will be held liable for the bill.

Under no circumstances should a coach pick up an order unless specifically directed to do so by the building Activities Coordinator.

## **TICKETS AND PASSES**

Every spectator who attends an athletic contest where tickets are sold must have a ticket or pass to enter. There is no such thing as a pass gate or pass list.

The Activities Department does issue conference passes to most coaches and their guests for their sport. We also have adult season ticket punch passes available at the ticket gates.

For unique events like parents' night we will create a pass list that may be used by parents/guardians. To receive these tickets the Activities Coordinator needs a list of all parents ten days prior to the contest.

Adults who have volunteered to work at an event will receive a volunteer pass from the Activities Department that night.

Other special situations or emergencies should be brought to the attention of the Activities Coordinator and will be handled on an individual basis.

## **TOURNAMENT PROCEDURES**

When a team plays in any tournament (holiday, section or state), the athletic office will need the following information:

- 1) Athletes participating
- 2) Itinerary - including phone numbers of hotels
- 3) Game times and locations
- 4) Permission slips, if necessary

It is very important that you meet with the Activities Coordinator before leaving for tournament play to receive emergency phone numbers and other pertinent information.

## TRANSPORTATION POLICIES

### I. General Transportation Policy

The Osseo School District#279 shall provide transportation for all players, personnel and coaches of athletic teams in authorized vehicles when the contest has been scheduled away from the school sight.

### II. Approved Modes of Transportation

- A. All athletic teams will be transported by the following modes in priority order:
1. School bus - driven by district-employed bus driver
  2. School van - driven by the coach
  3. Licensed private carriers - specially chartered trips
  4. Private auto - see policy below
- B. The district usually does not provide transportation to practices. However, some sports need to leave our campus to practice (Nordic ski, golf, etc.). Students will need to find their own transportation in these cases and probably will use cars or car pool.

This is acceptable policy provided that coaches don't assign drivers or riders. Parents must be informed of this policy in a preseason meeting and sign a form indicating they are aware athletes must provide their own practice transportation. **Coaches must not transport participants in their own private vehicle.**

### III. Procedures for Transportation Procurement

- A. The Activities Coordinator shall be responsible for making transportation arrangements for all athletic teams.
1. The head coach shall submit to the Activities Coordinator, three weeks prior to the start of the season, a schedule listing the departure and estimated return time for all away contests.
  2. Any changes in the departure time or circumstances of the trip are to be made through the office of the Activities Coordinator.
  3. All team members should be informed of the estimated time of return one day prior to the trip.
- B. Breakdowns, Delays, and Accidents
1. In the event of a breakdown or accident, the driver has been instructed in the proper procedures to follow. Remember, while in transit, the driver is in charge!
  2. When an accident or breakdown occurs, it is the coach's responsibility to provide for the supervision and protection of the students.
  3. In the event of unusual or unanticipated delays in return to school, please call the activities coordinator (at home, if necessary) to apprise him of the situation.

### C. Travel Releases

Under certain circumstances or exceptional situations to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is a part of a team in all phases of team activity.

1. Travel Release forms will be made available to all athletes in the Activities Coordinator's office.
2. Parents must make prior arrangements with the Activities Coordinator in advance of the trip by having the approved Travel Release on file in the Activities Coordinator's office on the day of the trip.
3. The athlete will be released to the parent(s) by the coach upon presentation of a copy of the approved Travel Release at the contest.
4. In no cases will an athlete be allowed to ride home with a student.

## IV. Procedures Relative to the Use of School Buses

### A. Bus Guidelines

1. A first aid kit must accompany all athletic trips and contain the "Emergency Medical Forms" for each athlete.
2. The coach will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.
3. No food or drink is permitted on the bus unless the driver has given prior approval due to the length of the trip.
4. In the event approval has been granted, the coach is responsible to see that the bus is left in a clean condition.
5. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated. Gambling in any form will not be allowed.
6. Only assigned personnel may ride on school transportation. No spectators are permitted.
7. The coach will check with the driver to be sure that students have everything off the bus upon return to school.
8. All students shall return home on the same bus or vehicles in which they traveled to the contest. The only exceptions would be if they have secured a Travel Release.

There are two District policies that pertain to the transportation of students. Board Policy 709-Student Transportation Safety Procedure (VIII,B) requires that students be transported "in either District-owned vehicles or contracted vehicles. Emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle." Board Policy 442-Travel states that the transportation of students must be in district-owned or contracted vehicles as well and that only emergency, unscheduled transportation of students may be conducted in vehicles that do not meet the requirements for a Type III vehicle.

It is important to note the Minnesota statute and Board policy require students be transported in approved vehicles. Board policy is clear that transportation of students in personal vehicles should be of emergency nature. An employee's personal auto insurance is the primary source insurance coverage in the event of collision or injury. Only after the employee's auto insurance limits are exhausted would the District's auto policy be used. **Coaches must not transport students in personal vehicles.**

## OSSEO SCHOOL DISTRICT #279 OVERNIGHT/ EXTENDED FIELD TRIPS - LODGING Protocol

- **Extended Field Trips** – An extended field trip, which involves an overnight stay, requires School Board approval and Board Policy is implemented when permission for an extended field trip is granted. [School Board Policy 542](#) should be referenced and [the Extended Field Trip form](#) must be completed for approval. Board Policy is also implemented when permission for fundraising is granted. (See fundraising below.) It is imperative that the Extended Field Trip form is submitted at least **one month in advance** to ensure enough time for School Board review and approval. Procedures are as follows:
  1. Staff member submits the completed Extended Field Trip form to the Principal's Secretary or the Activities Secretary; they bring the form to the Principal to sign.
  2. Principal reviews and signs the form; the Principal's Secretary makes a school copy and sends the original to DLTl for Assistant Superintendent review/signature.
  3. DLTl Secretary sends a confirmation email back to the Principal, indicating the field trip has been approved by an Assistant Superintendent.
  4. The Principal forwards the email to the Principal's Secretary, the Business Manager, and the Activities Secretary.
  5. Upon receiving the confirmation email, processing can begin for reserving busing and hotel accommodations.
  6. Criteria for determining if a trip is a school district trip when outside organizations are involved with coordinating transportation, sightseeing and other events:
    - Do our teachers recruit kids to participate? Is this done during school time?
    - Do school rules apply on the trip?
    - Do the organizational planning and parent meetings occur at school?
    - Do the teachers use school paper to copy and hand out information at meetings?If yes to any of these, then the trip is "ours" and requires that the appropriate procedures take place that are noted above.

### **A. Communications**

The coach of a squad making an overnight trip (or a trip of longer duration) must forward a form letter to parents of the players involved, giving the following information:

1. Purpose of trip.
2. Date and time of departure.
3. Date and estimated time of arrival home
4. Where squad will be housed.
5. Where parents may contact players by telephone or in case of an emergency.
6. Method of travel. If transportation is by private cars, include the names of adult drivers and the squad members who will be riding in each of their cars.
7. Whether or not the school will defray all expenses of travel, board and lodging. If players must defray a portion of the aforementioned expenses, indicate the amount assessed each player.
8. The coach must also include at the bottom of this form letter to the parents, or on a separate sheet of paper, a parental consent form granting permission for the student to go on the trip indicated. Signed permission slips must be returned to the coach, who in turn will submit them to the building activities coordinator to be placed on file in the athletic office.
9. A copy of the team's itinerary must be filed with the building activities coordinator prior to the trip. Make sure you obtain emergency numbers from the activities coordinator when you are out of town.

## **B. Making Reservations**

1. Make them as early as possible. Give your name, your school and the school number.
2. Make a note of the name of the individual you talked to in case of later problems.
3. Indicate the estimated time of arrival and guarantee the rooms, if necessary.
4. Make arrangements for direct billing, cash or determine if credit cards are necessary - make sure you have the school's tax exempt number.
5. Determine check out time and plan accordingly. Is late check out possible? If late check out is necessary, perhaps you can get by with holding only one or two rooms for late check out.

## **C. Checking in**

1. Give the hotel/motel a list of names, by room, as you have assigned them.
2. Study the room plan and available rooms, and locate your chaperones accordingly. There should be one chaperone for every 8 athletes - on coed trips one chaperone for every 6 athletes. **Request adjoining rooms for athletes and chaperones.** The hotel may request more chaperones.
3. Request keys for your chaperones for all rooms so room checks can be made.
4. Indicate the individual hotel/motel should contact for approval of room expenses, in case of excessive noise from rooms, etc.

## **D. During your stay**

1. Check with the hotel/motel management to see if there are any problems with your athletes (better than accusations after the fact).
2. Use the keys you have to run room checks. **BE SEEN.**
3. Make certain your athletes understand what's expected of them and that they abide by those rules.
4. Make certain your athletes are not without adult supervision. This includes team meals or free time. Teams should always stay together - eat, etc.

## **E. Checking out**

1. Settle all bills by the previously agreed method.
2. Make a final check to determine if your group has been associated with any problems.
3. Express your appreciation to hotel/motel management for their cooperation.

## **SQUAD SELECTION (CUTS)**

### **I. Philosophy**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at our schools, we encourage coaches to keep as many students as they can without compromising the integrity of their sport. Obviously, time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without sacrificing the quality of the program.

### **II. Cutting Guidelines**

#### **A. Responsibility**

1. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
2. Prior to trying out, the coach shall provide the following information to all candidates for the team:
  - a. extent of try-out period
  - b. Criteria used to select the team
  - c. Number to be selected
  - d. Practice commitment if they make the team
  - e. Game commitments
  - f. Social, emotional, and moral expectations
  - g. grade expectations

#### **B. Procedure**

1. When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
  - a. have competed in a minimum of five practice sessions.
  - b. have performed in at least one intrasquad game (if possible).
  - c. be personally informed of the cut by the coach and the reason for the action.
2. Cut lists are not to be posted. Athletes should be informed of their team status in a one-to-one meeting.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the activities coordinator.

## **EARLY RELEASE**

In general, coaches should make every attempt to schedule games so that they do not interfere with the academic day. On those rare occasions when athletes need to be dismissed early, the following procedures must be used:

- 1.) Contact the building Activities Coordinator to approve the release.
- 2.) Obtain early release slips for athletes from the athletic office.
- 3.) Early release forms must be turned in 24 hours before the dismissal or the athletes may not attend.
- 4.) Middle school athletes must be released by their building in order to attend. Middle school athletes should bring permission notes from their parents to the middle school attendance clerks - principals must approve.

## **REMOVING A STUDENT FROM YOUR SQUAD**

Coaches have the right and responsibility to temporarily remove athletes from their squads that are not following team rules or meeting expectations. However, this “coach initiated” removal can be for one day only.

To remove an athlete from your team for more than one day, you need to meet with the building Activities Coordinator. At this meeting you may request to remove an athlete permanently provided that:

- 1.) All rules and expectations have been clearly outlined for the athlete and his/her parents. (A list of expectations and rules signed by athletes and parents at a pre-season meeting is a good idea.)
- 2.) Failure to meet any rules has been clearly documented. (Be sure to take accurate attendance.)
- 3.) Coaches must show that they have been proactive and attempted to change the athlete’s behavior.
- 4.) Due process must be followed. The athlete has a chance to challenge the coach’s request for removal.

Once these four criteria are met, the building Activities Coordinator has the authority to remove an athlete from a team for the rest of the season.

## **SCHEDULING**

The head coach shall be in charge of scheduling contests for their team. Once the conference schedule dates are known, all non-conference games and tournaments should be scheduled.

Coaches should work through their contemporaries at other schools to decide on dates and times.

All host dates must be cleared through the Activities Coordinator so that facilities may be reserved and contracts sent.

Schedules should be completed as early as possible.

## **EVALUATION OF PROGRAM/COACH**

Feedback is always useful to a coach in terms of improving his/her program. There are three types of evaluations all coaches will receive during the year. Your building Activities Coordinator has several chances to meet with and observe you during the year. Although most of these meetings are informal you have the chance to ask questions and share ideas that can enhance your sport. Don't be afraid to ask for guidance or interpretations as they pertain to district or MSHSL Rules and Policies.

Athletes have a chance to evaluate you after the season as well. Once this data is collected the district Activities Coordinator will schedule a meeting with you to cover budget and any concerns about the evaluations. (You have the right to see all evaluations.) Approximately every third year your entire program will be evaluated by the district Activities Coordinator and goals will be set to improve the program if necessary.

# **COACHING EXPECTATIONS AND RESPONSIBILITIES**

## **I. Coaches' Professional and Personal Relationships and Expectations**

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Osseo School District #279 Activities Department objectives. These major performance areas stand out above others

### **A. Rapport**

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency and professionalism are invaluable for the coach.

### **B. Cooperation**

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their Activities Coordinator, Principal and other members of the staff.

### **C. Leadership**

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition - all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

### **D. Discipline**

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season. Discipline of students should be of a teaching nature. It is never acceptable to hit or strike a student. It is never acceptable to use profanity or to verbally demean or humiliate a student.

### **E. Improvement**

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations.

### **F. Communication** (open, clear, concise, consistent)

## II. Coaching Techniques

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions.
- C. Complete preseason planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement.

## III. Coaches' Responsibilities

### A. To the players of the team

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive, and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

### B. To the school

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important: but most important examples are set by the coach. Being respected is much more important than being **well liked**. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

### C. To fellow coaches

The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relation's skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program.

## **HEAD COACH**

**REPORTS:** The Activities Coordinator, who provides overall objectives and final evaluation in conjunction with the high school principals.

**SUPERVISES:** In several instances the Head Coach must advise, coordinate and support a staff of high school assistant coaches in conjunction with the Athletic Coordinator 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 moral 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 over-ride the objectives of good sportsmanship and good/mental health.
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 to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

### **DUTIES AND RESPONSIBILITIES:**

1. Has a thorough knowledge of all the athletic policy approved by the Osseo Board of Education and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations; implements same consistently and interprets them for staff.
3. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

### **STAFF RESPONSIBILITIES:**

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic attendance according to local clinic policy.
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. Perform such other duties, which may be assigned by the Activities Coordinator/Principal.

### **ADMINISTRATIVE DUTIES:**

1. Assists the Activities Coordinator in scheduling, providing transportation and requirements for tournament and special sport events.
2. 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.
3. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.

## **ASSISTANT COACH**

**TITLE:** Assistant Coach (High School and Middle School)

**REPORTS TO:** The head coach, in conjunction with the Activities Coordinator and respective Principal.

**SUPERVISES:** Athletes and team assigned to him/her and assumes supervising control over all athletes in program when such control is needed.

**JOB GOAL:** To carry out the aims and objectives of the sport program as outlined by the Head Coach and school. 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 Osseo School District #279 Athletic Policies and is responsible for its implementation.
2. Has knowledge of the existing system, state and league regulations; implements them 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.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.

### **ADMINISTRATIVE DUTIES:**

1. Assists the Head Coach in scheduling, providing transportation to tournaments and special sport events.
2. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times.
3. By his/her presence at all practices, assistance and guidance to and safeguards for each participant.

### **EQUIPMENT AND FACILITIES:**

1. Is accountable to the Head Coach for all equipment.
2. Recommends to the Head Coach budgetary items for next year in his/her area of the program.
3. Monitors coaches' offices and authorizes who may enter.
4. Permits the athletes to only be authorized areas of the building at the appropriate times.
5. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.

6. 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. Instruct team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
3. Works within the basic framework and philosophy of the Head Coach of that sport.
4. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
5. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
6. Helps in the planning and implementation of both in-season and out of-season conditioning and weight programs.
7. Never criticizes, admonishes or argues with the Head Coach or any staff member within ears or eyes of players or parents.
8. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
9. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

## **PUBLICITY AND PROMOTION**

### **I. Public Relations Philosophy**

An effective on-going public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to the success and survival of any interscholastic athletic program. The Activities Coordinator is responsible for the overall success of the program; therefore, he/she must have a keen understanding of who the supporters are and what will encourage them to a supportive response. Total involvement is a must!

All activities department personnel need to cultivate a good rapport with non-coaching members of the faculty, i.e., cooperate in their ventures; attend their performances. Coaches should make sure that athletes have a high regard for regular attendance and academic excellence. Don't take athletes out of class unnecessarily and don't ask for special favors. Keep the faculty and administration posted of all scheduled events well in advance. Notify them at once if changes occur.

Win the respect of the community for the whole program, not just for the winning team. Develop an activities program that will encourage community participation. Above all, keep people informed.

### **II. Coaches' Responsibilities**

The reporting of news items and game results will rest with the Head Coaches and their staffs. They are responsible for the promotion of their program by:

- A. Telephoning results immediately following contests to the local news outlets.
- B. Following up with additional materials and stats in writing.
- C. Making arrangements for player interviews/photographer sessions.
- D. Preparing announcements for daily student/staff announcements.
- E. Holding weekly/monthly meetings with parents to discuss the season.
- F. Sponsoring clinics for youth leagues and coaches.

## **PRE-SEASON RESPONSIBILITIES**

1. Receive keys from Activities Office.
2. Reserve time with the equipment manager for sign out of uniforms and equipment.
3. Request officials from Activities Department (if necessary).
4. Turn in bus schedules to activities coordinators office.
5. Attend Minnesota State High School League pre-season meetings.
6. Copy of practice times to Activities Coordinator and trainer.
7. Booster names and budgets to Activities Coordinator.
8. Clear open gym times (if necessary)
9. Encourage athletes to register early.
10. Information to local papers and cable.
11. Check team picture date (set by Activities Coordinator).
12. **Establish locker room security plan.**

## **IN-SEASON RESPONSIBILITIES**

1. Cover Minnesota State High School Leagues Rules, Training Room Procedures, Absence Policy, Lettering Policy, and Bus Transportation with athletes.
2. Inform Activities Coordinator's office of injuries, transportation needs, emergencies, etc.
3. Inform Activities Coordinator of parents' Nights or special events.
4. Rosters to Activities coordinator's office one week prior to first contest.

## **POST SEASON RESPONSIBILITIES**

1. End of season report to Activities Coordinator's office within two weeks of end of season.
2. Turn in all keys to the Activities Office. Turn in booster clubs financial reports.
3. Equipment inventory and turn-in follow up.
4. Banquet plans.
5. Develop needs list for ordering.
6. Finish next year's schedule (to Activities Coordinator's office).
7. Attend post season meetings (if necessary).
8. Meet for evaluation meeting with building Activities Coordinator.

## **LOCKER ROOM AND RELATED FACILITIES**

### **I. Locker Room Responsibilities**

#### **A. Security**

1. Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
2. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, **and stay until the last athlete has left.**
3. The coach will see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible - including outside doors used.
4. Since many coaches will be using the locker room office area (coaches' office) each coach must make an effort to keep this area as neat and clean as reasonable possibly.

#### **B. Control of Keys**

1. All keys to the building, locker rooms, and equipment rooms will be issued to coaches by the Activities Office. All coaches will return their keys to the Activities Office on the final day of the season, unless permission has been granted for summer use of athletic areas
2. **Coaches ARE NOT to give athletes their keys at any time!**
3. If keys to the athletic area are lost, the coach should report this to the Activities Coordinator immediately.

### **II. Locker Room Procedures**

#### **A. Athletic Rules**

1. Rough-housing and throwing towels or other objects are not allowed in the locker rooms. Hazing of other players is not allowed.
2. All showers must be turned off after showing. The last person to leave the shower room is expected to check all showers.
3. No one except coaches and assigned players is allowed in the locker rooms
4. No GLASS containers are permitted in locker rooms.
5. All spiked or cleated shoes must be put on and taken off outside of the building in extreme or muddy weather conditions. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
6. Equipment must be removed from all lockers by the end of the first week following the conclusion of each sports season.
7. Athletes may use the phone in the locker room offices to call home upon permission of a coach.

### **III. Training and Weight Rooms**

#### **A. Controls**

1. Athletes are not to be in the training room unless they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be by authorization and qualified personnel.
2. The weight room will be under the control of the strength coach. Both out-of season and in-season coaches may supervise the weight room on a schedule as established by the strength coach when he/she is available. At no time are athletes to use the weight room without authorized supervision.

## **B. Weight Room Objectives**

1. To properly utilize a weight training facility in the best interest of all students.
2. To provide adequate coaching technique in weight training.
3. To provide program alternatives for achieving specific results.
4. To insure that the proper safety measures are being employed during all training sessions.
5. To allow for weight training consultation for all athletic squads and physical education instructors.
6. To make available opportunities for students to enjoy the benefits derived from a sound weight training program on a year-round basis.
7. To attempt to reduce sport connected injuries through well developed conditioning.
8. To present a program for self-improvement that is open to all students.

## **C. Weight Room Rules**

1. Shirt and shoes **ARE** required at all times.
2. **NOBODY** is to be in the weight room alone.
3. All students **must** be under the supervision of the instructor assigned to the weight room.
4. Lifters **must** work with a partner.
5. All weights must be replaced on racks **immediately** following use.

## **WARNINGS AND EXPECTATIONS**

It is highly recommended that coaches schedule a pre-season meeting with athletes and their parents.

The purpose of this meeting should be to make expectations clear and to stress good communication between the staff and other stakeholders.

A vital part of this meeting should be a letter of warning of expectations that needs to be cleared through the Athletic Coordinator's office.

This letter should contain:

- 1.) Acknowledgments or risk associated with your sport.
- 2.) Team rules (if more severe from MSHSL).
- 3.) Issues unique to your sport (i.e.) equipment not provided by Osseo School District #279, transportation to practice (hockey, golf, etc.), academic requirements (if higher than the MSHSL).
- 4.) General expectations of athletes and parents.

The letter should be kept in the coaches' file until the end of the season.

**Note:** If your sport involves practices off campus you must have signed forms from parents indicating they understand our transportation policy.

The Activities Coordinator does have examples of warning letters that may be used (see inserts).

# **SCHEDULING OF ATHLETIC AND MUSIC EVENTS**

We believe strongly in the fact that both athletic and music events play an important role in the lives of students and their families. It is with this fact in mind, and by mutual respect, that we attempt to avoid conflicts in the scheduling of events. It is our goal never to bring pressure to bear on the individual student as a result of conflicting schedules. The following regulations are an attempt to provide an equitable basis concerning the scheduling of events for the District #279 students and a step-by-step procedure to solve problems if conflicts in dates do arise.

## **I. Scheduling of Events**

- A.** The Activities Coordinator and music department chairman will schedule events in the spring of the year as completely as possible for the ensuing school year.
- B.** Events scheduled after that date will have to clear the master schedule which is to be kept in the athletic office. Official district, region, and state additions or corrections should take precedent over non-conference and locally scheduled events.
- C.** Both the Activities Coordinator and music department chairman are to receive in writing proposed dates for events that are scheduled after the initial schedule is drawn up.
- D.** The original schedule will take priority over all late scheduled events. Therefore, if an event is scheduled after the spring closing date, it should be known that the student members of the organization that originally scheduled that date are responsible to that organization for those dates.
- E.** All junior high school activities will take priority over any high school activity for the junior high school student who might be participating in a high school sport or activity.
- F.** When it becomes necessary to reschedule a sport or music activity that has been postponed due to weather conditions, the coach or director must check the existing school schedule before rescheduling the event. If there is possible conflict the change must be approved by the Activities Coordinator and music department chairman.

## **II. Procedures for Handling Possible Conflicts in the Schedule**

- A.** Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt should be made so that the students need not be asked to make a choice, nor be penalized due to the outcome of a decision stemming from these policies.
  - 1.** All performances (games, concerts, meets, contests) take priority over a practice or rehearsal.
  - 2.** A concert will take priority over a J/V or B-Squad game or meet.
  - 3.** A J/V or B-Squad game or meet will take priority over a practice or rehearsal.
- B.** When a Conflict Appears the Following Procedures Should Be Followed:
  - 1.** Notify the Activities Coordinator and/or music department chairman as to possible conflict.
  - 2.** The Activities Coordinator and music department chairman will meet to see if the adopted rules can handle the alleged problem.
  - 3.** If the adopted rules do not apply or when an agreement on the interpretation cannot be reached, then the Activities Coordinator and music department chairman will call

a meeting with the two coaches and/or directors to resolve the conflict. The Principal will be called in as a fifth party only if needed.

### **III. Scheduling Extended Tours or Trips**

It is the responsibility of the coach or coordinator to schedule these events as early as possible. It appears as though the 2 or 2 ½ weeks following completion of the winter tournaments is normally a period of time where the sports activities are not into their spring schedule of games or meets. If tours can be scheduled for that time of year, this would perhaps eliminate many problems for everyone involved. Knowing that this will not always be possible, the following regulations shall apply:

- A.** It is the responsibility of the coach or director to look for open spots in the schedule if they do exist or find an area in the schedule where it least affects the total school program.
- B.** Problems or conflicts must be identified early. The coach or coordinator must search out potential problems early, before the sports season begins. Those students with potential conflicts should meet with the director and the athletic director at that time to discuss the problem. The students will need to make a decision at that time (before the season begins) as to whether they will accompany the group on the trip or remain home in school for the sports event!
- C.** It is the responsibility of the coach or director to clear the extended trip with the Activities Coordinator, music department chairman and building Principal. They, as a committee of three, shall determine priorities if need be after examining the existing schedule.
- D.** It will be the duty of the Activities Coordinator, music department chairman and Principal to see that the entire faculty is notified well in advance as to dates of the approved trip and provided with a list of students involved.
- E.** Students are not to be penalized, demoted or degraded in any way due to their missing practices, rehearsals or scheduled events once the extended trip has been approved.

## **HOST RESPONSIBILITIES**

### **Pre-game**

- Meet visiting teams
- Escort to their locker rooms
- Check for needs (chalk, phones, emergencies, etc.)
- Point out training room
- Double check game time and court/field
- Escort officials to their area
- General crowd control in game area

### **During Game**

- Secure locker rooms during contest
- Be available at half time to reopen locker rooms
- Check for any half time needs
- General crowd control

### **Post Game**

- Reopen Locker rooms
- Check for any final needs

As a host, you are representing Osseo School District #279 athletics. Our goal is to make the visiting school feel comfortable and safe.

## **SEVERE WEATHER**

Keeping in mind that our prime concern is always our students' safety, please follow these procedures when severe weather is present.

1. Before a contest has started it is the coaches' decision as to whether the contest should begin. It may be valuable to contact the Activities Coordinator for input as well. Should a game be canceled, be sure to contact your Activities Coordinator immediately. Remember that poor field conditions can increase the chance of injury.
2. During a game it is up to the officials, Activities Coordinator or Principal to call off the contest. In cases where an administrator is not available and there is danger to our athletes (lightning, etc.) make it clear to the officials that you choose not to continue play.
3. No games or practices will be allowed to take place on any day when school has been canceled due to severe weather.

# School Closing Due to Severe Weather or Other Emergencies

## Save and Post

Independent School District 279  
Educational Service Center  
11200 93<sup>rd</sup> Avenue North  
Maple Grove, MN 55369

(Osseo Area Schools)  
Telephone: 391-7000  
Fax: 391-7070  
TDD: 391-7250

### **TO: TO ALL SCHOOL DISTRICT PARENTS AND PERSONNEL**

The purpose of this memorandum is to outline circumstances and procedures relative to questions of possible school closings, early dismissal and other interruptions to school or school activities. If parents, employees, students and others are informed of procedures and rationale in advance, they can react more responsibly to any difficult circumstance which might occur.

### **General Considerations:**

- The decisions of the district will always be made to protect students from the potential harm of severe weather and other hazards.
- The district will conduct school in the normal manner if there is reasonable expectation that 85% or more of the students will be in attendance in most schools.
- When possible, decisions to close school or delay the start of school will be made by 6:00 am, and the decision will be made by 11:00 am.
- Delayed school starts will only be considered under unusual circumstance, and will move the day ahead accordingly. (For example, a one hour delayed means the bus pickup time will be one hour later and your school's starting time will be one hour later than usual.)
- The district will try to avoid delayed starts or early dismissal once school is in session.
- If school is to be dismissed early, dismissal time will be in normal order. This is high school, then junior high, then elementary school. This is done to minimize disruption caused by changing schedules, and to transport older children home first to await younger brothers and sisters.
- The district will attempt the most thorough preparation possible under the circumstances, and will work closely with police, fire, road maintenance, and other offices as decisions regarding dismissal, closing, etc. are made.

### **Communications:**

Communications during any emergency is critical to safety. Listen to local radio and television. We will have early-morning decisions to the stations by 6:00am and midday decisions by 11:00am. Announcements will be made only when the school day is canceled or interrupted; no announcements are made when school is following normal schedules. Unless you have an extremely unusual circumstance, DO NOT PHONE THE SCHOOL with questions during an emergency. Such phone calls only delay operation, tie up phone lines needed for district-wide action, and consume the time of district officials when the time is needed to respond to the emergency.

School closing announcements, and other emergency school-related instructions will be broadcast on radio and TV. WCCO Radio, 830 AM and KSTP TV-Channel 5, will be our

primary communications Stations will repeat weather announcements every 15 to 20 minutes depending on time of day.

In addition, a wide variety of metropolitan media will be used to notify you of school closings. The radio and TV stations we use are listed below.

- WCCO AM 830
- KSTP TV CHANNEL 5
- KARE TV CHANNEL 11
- NWCT-CABLE 12
- WCCO TV CHANNEL 4

### **Procedures for Extreme Cold:**

Extreme wind/chill can be very dangerous. If the wind/chill is -60 degrees or worse at 5:30 am and predicted to remain that low or become worse, school may be canceled solely because of this condition. Usually other adverse weather conditions are necessary to cause school interruptions for wind/chill. It is assumed that Minnesota residents are accustomed to extreme cold, and dress accordingly.

### **Procedures during Snow or Ice Storms:**

If a storm occurs or continues during the night, we will drive critical roads in both the east and west sides of the district, consult with police departments in Brooklyn Park and Maple Grove if we can, consult with snow removal officials if we can, and follow radio weather reports. A decision of whether school can be started with reasonable safety will be made by 6:00 am. If the storm occurs or continues into a school day, the same procedures will be followed, with a decision by 11:00 am. Once school is started, we will be reluctant to dismiss early because of the problem of sending a substantial number of children home to locked houses. Experience of the past has shown that only snowstorms in excess 10 inches and usually with high winds cause school to be canceled or dismissed early.

### **Procedures for Other Emergencies:**

It is not possible to outline all hazards and conditions that can cause dismissal or disruption of school. Most hazards rarely occur. Parents should be assured that the district will cooperate fully with other agencies and officials should dangers due to fire, tornadoes, power failure, gas leaks, or other emergencies occur. Whether the danger affects a single building or all of our buildings, we will do whatever is necessary within our power to protect the health and safety of the children.

### **When School is Cancelled, All Home School-Related Activities are also canceled:**

When District 279 schools close, all District 279 extracurricular activities, the staff center resource room, staff center classes, Community Education evening classes, and events scheduled by other groups through the Community Education Department will be canceled.

Normally when District 279 schools are closed, the building will not be opened for late afternoon activities of any type. On rare occasions, when a storm comes overnight, it

may be possible to have evening activities sponsored by local park and recreation departments. This will happen when parking lots can be cleared and personnel are available to staff the building. Local park departments will make decisions, no later than 1:00pm whether to hold evening activities on the day schools are closed. They will communicate these decisions through their normal information channels.

### **Makeup Days:**

State law requires 170 days of classes each year. If school is canceled, a decision may be made to make up the day. If more than four days are canceled, subsequent cancellation must be made up.

### **Special Consideration:**

In many cases no adult are present at home during the school day to help with early dismissals or delayed starts. Parents should know that the school will try to serve lunch if a midday dismissal seems advisable. Parents should be aware that the school district decides to cancel or dismiss school with full awareness of the unpredictable and frequency extreme weather of our locale. Our students are, or should be, accustomed to many days of heavy snow and cold.

### **Obligations of Parents:**

Parents should be certain that their children are warmly clothed, instructed and otherwise prepared for emergencies. Parents should listen to the radio and television news reports during times of severe weather. If the parents disagree with a decision to hold school on a day when they feel the weather is hazardous, they are encouraged to keep their children home.

### **Other Things You Should Know:**

- Each school has prepared a Civil Defense Plan designed to shelter students in the safest areas in the school building.
- Buses will not be loaded if there is a bad storm or if one is imminent.
- State law requires schools to have nine fire drills per year. When the fire drills are held, we try to have them when the weather is good.
- Tornado drill exercises are held in all schools.
- All buses are equipped with two-way radios.

## **EQUAL OPPORTUNITY POLICY**

Independent School District 279, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital or parental status, status with regard to public assistance or handicapped.

If you have any questions or concerns, contact the **Human Rights Officer – 11200 93<sup>rd</sup> Ave. North, Maple Grove, MN 55369, (612) 391-7005.**

The District recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No Discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. If there are questions under 504, contact a building principal or **504 Coordinator for the District at (612) 391-7124.**