



**Minnesota State High School League
And
Bethlehem Academy
2018-2019
Parent-Athlete-Coach
Handbook And
Eligibility Bulletin**



*Bethlehem Academy, a Catholic school in the Sinsinawa Dominican tradition,
strives to empower its students and staff to achieve personal, spiritual and academic excellence.
We challenge ourselves to love as Jesus Christ loved,
to lead, to serve, to inspire, and to seek the Truth: Veritas.*

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Athletic Goals and Program Philosophy

The goal of the Bethlehem Academy Athletic Department is to provide opportunities for student-athletes to excel in teamwork, sportsmanship, self-discipline, acceptable personal and social behavior, and character. Members of teams and organizations must always serve as exemplars of high moral character and must demonstrate appropriate academic commitment, which is expected of all students. Participation in athletics at Bethlehem Academy is a privilege, *not* a right. In addition to the rules established by Bethlehem Academy and the MSHSL, each coach may have rules and expectations for the members of the team, which shall be distributed to all players and parents at the beginning of the season. All students who participate in athletics are subject to disciplinary consequences imposed by coaches and the administration. The athletic program is designed to produce well-rounded citizens who can take their place in a community and in a democratic society. The program is intended to develop leadership skills, a sense of responsibility and accountability, and sportsmanlike attitudes of the student population.

Athletics activities at Bethlehem Academy exist to complement the educational program of the school. Athletics is not a diversion from the academic program but rather an extension for teaching growth of spirit, mind, and body.

Catholic schools begin and end with the teachings of Jesus Christ – the Gospel mission – the teaching of the Good News. As such, Catholic schools teach dignity and respect for each person, fairness, the value of human life, and the development of the full human potential. Catholic schools teach that God has given us each unique gifts and we are obligated to develop our talents for our own good and to the benefit of others. Our Catholic teachings include the notion that we are all brothers and sisters in Christ who must live and work in harmony. We promote providing service to others, promoting the good of the community, achieving excellence in all human endeavors, and fostering the unique talents of each individual to reach his or her potential. The daily experiences provided by athletics and the desires to excel are consistent with living and promoting the Gospel values.

The **CARDINAL WAY** is approaching participation and excellence in athletics with the Gospel values in mind. The **CARDINAL WAY** includes:

- Sportsmanship - being considerate, courteous, and generous in spirit to the opposing team; treating others as you would like to be treated.
- Respect - showing high regard for coaches, officials, opponents, fans, administrators, self, team, and the school you are representing.
- Teamwork -
- Self-Sacrifice - placing the good of the team/community ahead of the individual
- Dedication & Commitment -
- Determination - being persistent in pursuit of worthy objectives in spite of opposition
- Trust & Honesty - having the inner strength to be fair and courteous during athletic events
- Reliability - showing reliability and consistency in words and conduct and being accountable for your actions.
- Service to others -
- Lead by doing Right - having the determination to do the right thing even when others don't.

By promoting these ideals, we hope to develop a way of living in our students that they use throughout their lives as they seek the Truth. To support these goals Bethlehem Academy requires that coaches, players, and parents sign pledges to good sportsmanship prior to each year of high school competition. The pledges are reprinted here:

Coach's Pledge

As a coach, I acknowledge that I am a role model. I know that the principles of good sportsmanship are integrity, fairness, and respect. While teaching the skills of the game, I must also teach student athletes how to win and lose graciously, and that sport is meant to be educational and fun. I know the behavior expectations of me by this school, conference, and the MSHSL and hereby accept my responsibility to be a model of ethical behavior, integrity, and good citizenship.

Student-Athlete's Pledge

As a student-athlete, I am a role model. I understand the spirit of fair play while playing hard. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash talking, and unnecessary physical contact. I know the behavior expectations of my school, my conference, and the MSHSL and hereby accept the responsibility and privilege of representing this school and community as a student-athlete.

Parent's Pledge

As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show respect for all players, coaches, spectators, and support groups. I will participate in

cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and the good sportsmanship expected by our school, our conference, and the MSHSL. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student-athlete.

Why We Play

At Bethlehem Academy, while there is always a goal to win, at the younger levels opportunities for each participant to participate and develop skills are equally, if not more, important. As one moves up to the high school levels, a greater emphasis is placed on winning and achieving excellence. This emphasis on excellence will not come at the expense of the rules governing fair play, sportsmanship, or the welfare of team members.

Athletics participation aids the total development of the individual. Athletics can help meet physical, emotional, social and spiritual needs. Athletics provides: 1) an opportunity to belong to a group, 2) a variety of experiences – the thrill of victory, the agony of defeat, and the journey of growing together in an effort to achieve goals, 3) physical exercise, 4) opportunities to express feelings, 5) opportunities for success and self-improvement, 6) experiences with peers in a social setting, and 7) a time every day to be involved in a fun activity.

All athletes, coaches and parents must realize the risk of serious injury that may result from athletics participation. It is the responsibility of the coaching staff to communicate this risk to the athletes and parents. Every effort must be made by the athletics staff to lessen the risk of serious injury. Coaches should properly maintain equipment, teach proper techniques and skills, inspect facilities, and provide supervision of the participants.

Bethlehem Academy fully supports the mission of the MSHSL and the following beliefs regarding athletics:

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities

Parent/Athlete/Coach Expectations

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, we are better able to accept the actions of both parties and provide greater benefits to the student/athlete. When a child becomes involved in a co-curricular activity, parents have a right to understand what expectations are going to be placed on the athlete. This begins with clear communication from the athlete, parent, coach, and athletic department. Ongoing communication between athletes, parents, and coaches is encouraged.

Communications/Expectations Parents/Athletes can expect FROM the Coaches:

- The expectations the coaches have for all team members
- Location and times of all practices
- Team requirements, fees, special equipment, game dress, off-season opportunities
- The policy dealing with excused and unexcused absences; the consequence for missing a game/practice (vacation, appointments, sickness, etc.)
- The Bethlehem Academy MSHSL requirements for eligibility
- Team rules beyond the Bethlehem Academy Handbook
- The lettering requirements per activity involved
- The coaches' responsibilities as a role model for good sportsmanship, use of appropriate language, promotion of a

- healthy environment, and safe teaching techniques
- Well-planned practices

Communications/Expectations Coaches will expect FROM the Athlete and Parents:

- Notification of any schedule conflicts that may occur, well in advance of the season (vacations, etc.)
- Special concerns regarding the athlete (medications, health concerns, etc.)
- Support for the Bethlehem Academy rules of conduct and all team rules
- Communication of any concern to the coach or coaching staff, ideally by the student athlete
- Support for all team members and the coaching staff
- Positive support at games for student athlete, their teammates, the coaching staff, and officials
- Exhibition of good sportsmanship and appropriate language by the athlete and parents at games and/or practices
- Great work ethic at practices and in games

Parent and Coach Discussions and Conferences

It is very difficult to accept not playing as much as you or your student had hoped. Coaches make decisions based on what they believe to be best for all student athletes involved. Parents and coaches are asked to wait 24 hours following a competition to initiate a discussion in order to give all parties a chance to reflect.

The following topics are appropriate for discussion and can and should be discussed with your child's coach:

- The treatment of your child
- Ways to help your child improve his/her skills
- Concerns about your child's behavior
- Concerns about your coach's behavior

Player and Coach Conferences

All coaches will have an open-door policy for conferences with players. Players need to have confidence that their concerns will be heard and addressed with respect and confidentiality in a timely manner and that no punitive actions will be taken against players as a result of bringing up a concern/problem.

Parent/Coach/Player conferences

If a parent /coach conference is scheduled (by appointment), the following guidelines will be followed and the meeting will follow the "Procedure for Handling Athletic Concerns and Issues" outlined below:

- The coach will meet with the parent/parents or guardians of one player at a time. The coach is not expected to meet with larger groups.
- Although not mandatory, we highly recommend that the student be present for the parent/coach conference. Bringing all parties to the same table can effectively bring important issues to light.

Procedure for Handling Athletic Concerns and Issues

This procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians, and students and for the resolution of concerns related to the athletic programs. This procedure is a means by which concerns about the Bethlehem Academy Athletic Program can be resolved. In order to maintain a positive atmosphere and assure that the proper channels of communication will be followed, a procedure has been developed for the use of the athlete, parent, coach/coaches, and administrators. All participants will adhere to the guidelines listed below. (Note: This process is not intended to provide grievance of a rule(s) of the Minnesota State High School League.) The hope is that the majority of concerns will be resolved in Step 1.

Step 1

If a student and/or parent has any concern about an athletic program, decision, and/or coach, they should:

1. Schedule a meeting to speak personally with the coach/coaches regarding the incident, decision, or action that is under question at a time convenient to both parties (preferably within one week) with the intent to solve the problem. This will not be done immediately after a contest. If the problem involves an assistant coach, the head coach of that sport will be involved in the meeting. Parents and student are to address themselves to problems/concerns related to themselves only. In order to be in compliance with the "Privacy in Information Act", problems/concerns related to other athletes will not to be discussed.
2. The coach is responsible for completing a written summary of the conference, which will include any resolutions/decisions

reached in the conference. The coach will email a copy of the summary to all the participants in the conference within a week and will forward a copy of the summary to the activities director.

Step 2

If either party has not been satisfied by the proposed resolution of the problem during Step 1, they should request a continuation of the procedure.

1. The student/parent and coach will arrange to meet all together with the Activities Director to discuss the concern with the intent to resolve the concern. If the concern involves an assistant coach, the head coach of that sport should be involved in the meeting. Parents and student are to address themselves to concerns related to themselves only. In order to be in compliance with the "Privacy in Information Act", concerns related to other athletes will not to be discussed.
2. The Activities Director is responsible for completing a written summary of the conference, which will include any resolutions/decisions reached in the conference. The Activities Director will provide a copy of the summary to all participants in the conference and will forward a copy of the summary to the President/Principal, who will retain a copy for 7 years.

In the event that there are multiple parental/student concerns regarding a sports program, the Activities Director can alter the hearing procedure to facilitate the process including meeting with representatives of the parent/student group.

Step 3

If the parent/student still is not satisfied by the meeting in Step 2, they should request a continuation of the process with the President/Principal, who will make the final determination.

1. The student/parent should make an appointment within one week to meet with the President/Principal to discuss the concern/problem with him/her with the intent to resolve any unresolved problems.
2. Parents and student are to address themselves to problems/concerns related to themselves only. In order to be in compliance with the "Privacy in Information Act", problems/concerns related to other athletes will not to be discussed.
3. After securing information from the coach and Activities Director, the President/Principal is responsible for completing a written summary of the conference, which will include any resolutions/decisions reached by him/her. The principal will give/mail a copy of his/her final decision to all the participants and retain a copy of the final decision for 7 years.

Additional Expectations and Information

General Student Behavior and Code of Conduct

Basic Christianity requires teachers, students, and staff to treat everyone at BA with the dignity and respect that is due to all God's people and thus it is necessary to point out times when improper behavior may occur. Such behavior will be subject to evaluation with the possibility of suspension or detention.

School leadership may declare a student ineligible for participation in athletic and/or non-athletic extracurricular activities for any discipline situation that may arise not addressed by other school policy.

Parents and the student may request within 10 days a meeting with the President/Principal and school leadership to appeal ineligibility decisions due to Code of Conduct violations.

Improper behavior may include, but need not be limited to:

- Hitting or striking another student or school personnel
- Using physical force such as shaking, pushing or shoving, seizing clothing, improperly touching other students, or sexually exploiting other students
- Using abusive, vulgar language, or sexually provocative language or posting such online
- Using language which undermines ethnic, religious, or social groups, or which exhibits gender-related prejudice or posting such online
- Demonstrating unfair/unequal treatment to certain students or groups of students
- Using behavior which demeans other people, including online posting which demeans other people
- Using poor judgment such as endangering the safety and good health of students and staff

Bullying of any form will not be tolerated. This includes but is not limited to teasing, putdowns, hitting, and name calling within the school, as well as cyberbullying through social media, email, and text messaging.

Hazing

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student or which willfully destroys or removes Bethlehem Academy property for the purpose of initiation or membership in, or affiliation with, any athletic activity recognized by the Bethlehem Academy. Endangering physical health shall include but not be limited to any brutality of a physical nature, such as whipping or beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. Endangering the mental health shall include any activity that would subject an individual mental duress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Students caught hazing will be dismissed from athletic teams/activities for the school year and subject to other school discipline. It is possible that an entire team may be dismissed and the season cancelled. Coaches who allow hazing shall be suspended immediately and subject to dismissal.

Social Media

Student athletes are encouraged to exercise caution and deliberate thought before posting items to social media. Language that is inappropriate (abusive, vulgar, sexually provocative), demeaning, harassing, offensive, or poor sportsmanship may result in discipline by the school, including potential loss of eligibility.

Curfew

Coaches may choose to enforce a curfew during the season. The purpose of such a curfew is to ensure student athletes are getting adequate rest, completing schoolwork, and avoiding potentially bad situations. An example curfew follows:

- Middle School: 10:00pm on school nights and 10:30pm on weekends/vacation nights
- High School: 10:00pm on school nights or nights before a game, midnight on Friday nights, and 11pm on Saturday nights/vacation nights.

Transportation

There may be some events for which Bethlehem Academy will not provide school bus transportation. Parents/guardians are responsible for the transportation of their child in such situations.

Parents/guardians who are taking their child home after a game (instead of riding the team bus) will need to alert their child's coach and sign their child out. It is preferred that students ride the team bus.

Athletics and Inclement Weather

If school closes early due to weather conditions during the school day and children are sent home on buses or private transportation, all practices will be cancelled and regular season games will be postponed/cancelled. If the game is a MSHSL playoff game, the region or the MSHSL will make the final decision on the postponement.

If school is closed due to weather conditions before the start of the school day and the weather clears and the conditions are good, practices may be scheduled for later in the day. It will still be at the parents' discretion if they will drive their child to practice or allow their child to drive to practice. In such cases, the student's absence from practice will be excused with no consequences for missing the practice.

If weather should result in games or practices being postponed, announcements will be made through:

- School PA
- KDHL Radio
- School website & online calendar

BA Activities Association

The BA Activities Association is the school's official booster club, supporting both athletic and non-athletic

extra-curricular activities. Please contact the Activities Director for information on joining the Activities Association Board or one of its committees or to assist with one of its projects.

At all levels we rely on the support of parent volunteers. All parents are expected to support the student athletes and teams by taking turns each season helping in one of many areas:

- Varsity/JV/C game admissions gate/table as a ticket seller/taker
- Score table to help with the scorebook or scoreboard or as a statistician
- Concessions
- Football “Chain Gang”
- Event set-up or clean-up
- Videotaping of events

Team Fundraising & Donations

There may be times where a program will raise funds through fundraising and donation solicitation for specific purposes. Such activity is approved by school leadership and the Advancement Office through the fundraising approval process and/or is done in collaboration with the BA Activities Association.

Funds generated through fundraising and donations will be given to the school. The Head Coach and Activities Director will have final approval for spending the funds. The uses of such funds must be for purposes that are compliant with Minnesota State High School League rules and Bethlehem Academy fundraising and gift policies.

Game Program Flyers/Inserts

From time to time parents or students may make flyers to distribute with game programs (player bios, post-game open house, etc.). Such flyers must be approved by the Activities Director at least 2 days before the game.

Student Participation and Eligibility Requirements

Any student participating in athletics at Bethlehem Academy must meet the following requirements:

- Have a valid sports physical on file in the activities office; sports physicals are good for 3 years from the date of the exam. Students should not be allowed to practice or play if there is no physical on file.
- Students and parents must complete the annual MSHSL Eligibility Statement/Health Questionnaire/Parent Permission form.
- Student participants must pay the activity fee.
- Students treated by a medical professional for an injury or serious illness need a signed clearance from the attending medical professional to resume participation.
- Students must be attending school.
- Students must be passing courses. (The AD will alert coaches to any issues.)
- Students should be conducting themselves appropriately at all times.

Academic

To be eligible to participate in athletics a student must be making satisfactory progress toward the school’s requirement for graduation.

Satisfactory Progress Towards Graduation

Students at Bethlehem Academy must be successfully passing enrolled courses and making satisfactory progress towards graduation. In order to be making satisfactory progress towards graduation, students must be properly enrolled and earning the minimum number of credits needed for graduation.

Unsatisfactory Progress Notice or Failing Notice

If during a grading term (quarter or semester), a student receives an Unsatisfactory Notice or Danger of Failing Notice the student will have probationary eligibility. Criteria for continued eligibility will be developed individually with progress being monitored weekly. If the student is unable to meet the stated criteria by the established deadline, the student will be ineligible to participate in games for one calendar week, beginning on the Monday of that week. If there is still no improvement at the end of that week, ineligibility continues until the desired improvement is achieved.

Failing Grade at End of Term

If at the end of a grading term a student receives a failing grade, the student will be ineligible for 2 games or 2 weeks of games, *whichever is greater*, of the next grading term in which the student is a participant. (The ineligibility will carry over to the next school year if necessary.) Parents will be informed of the situation.

When a student receives a failing grade as a *final grade*, the Activities Director, Academic Dean, and Guidance Counselor will meet to review the student's academic history. If this committee determines the student is not making satisfactory progress towards graduation, the student will be ineligible for the entire next grading term as required by the Minnesota State High School League.

A student who is suspended from attending a class or school is not satisfactorily enrolled and will be ineligible during the suspension. The ineligibility will begin immediately with the suspension.

Whenever a student is declared to be academically ineligible, the Activities Director, Academic Dean, and Guidance Counselor will determine if the student may continue to practice during the period of ineligibility or if the student will be required to attend after-school study sessions.

Age

A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester. Adapted athletes are eligible to participate until their 22nd birthday, provided they meet all other eligibility requirements.

Amateur Status

A student must be an amateur in a sport. A student may not receive cash or merchandise for athletic participation. A student does not lose her/his amateur status because of reimbursement for officiating, instructing, teaching, or coaching a sport. (*Reference Bylaw 201 for further amateur provisions*)

Awards

Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques, and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for participation in that activity.

Enrollment, Attendance, and Required Subject Load

Students must be fully enrolled in (as defined by the Minnesota Department of Education) and attending the school before they are eligible to represent that school in MSHSL sponsored activities. Students must be properly registered, attending school and classes regularly. Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in the 7th grade.

Daily Attendance at Bethlehem Academy

Bethlehem Academy expects each student to arrive at school in time for the first meeting period of the day. In the event that this is not possible, the student must be in school for the 2nd attendance period of the day in order to participate in athletics on that day. The President/Principal (or Activities Director in absence of the President/Principal) may, with valid reason, excuse tardiness or absence that extends beyond two class periods.

- Students who are absent or tardy from school the morning after a contest/formal showing may be ineligible to participate in the next game or formal showing of the group. The Activities Director (or Principal in absence of the Activities Director) will make the decision.
- Students who participate in a school-related event (retreat, field trip, college day, testing, etc.) are not absent from school, and, therefore, may participate in athletics on that day.
- A student may be excused from school with parent permission. These "excused absences" (illness, appointments, vacation, family work & errands), however may result in the student being ineligible for athletics participation. The Activities Director and Principal will determine the eligibility status of the student.

In any attendance case, the Principal shall have the final decision regarding athletics eligibility.

Foreign Exchange/International Students

Approved Foreign Exchange Students are limited to one (1) calendar year of high school eligibility beginning with their 1st date of enrollment and attendance. International students not participating in a CSIET-approved foreign exchange program are eligible only at the B-squad or JV level for one (1) calendar year.

General Eligibility

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his or her high school in good standing. A student who is under penalty of exclusion, expulsion, or suspension, or whose character or conduct violates the Student Code of Responsibilities (below) and is not in good standing, shall be ineligible for a period of time as determined by the principal.

Student Code of Responsibilities

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

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games or meets.

Seasons of Participation

No student may participate in more than six (6) seasons in any sport while enrolled in grades 7-12, semesters 1-12 inclusive.

Semesters in High School

A student shall not participate in an interscholastic contest after the student's twelfth semester in grades 7-12 inclusive. All twelve semesters shall be consecutive, beginning in the 7th grade.

Junior High/Middle School Participation

Participation in high school interscholastic programs is limited to students in grades 7-12 inclusive. Students in grade 7, 8, and 9 may participate if enrolled in the regular continuation school for the educational unit and if all other eligibility requirements of the League have been met. Elementary students in grades 1-6 are not eligible for participation in any MSHSL-sponsored activity at the B-squad, junior varsity, or varsity level.

Graduate

Students who have graduated from a secondary school, or who have completed the terminal or final grade of a secondary school, or who have earned a GED or diploma, are not eligible for participation in any League activity. A student who graduates while a member of a team with a season in progress may complete the season if three or fewer weeks of the regular season, exclusive of League tournament play, remain.

Mood Altering Chemicals

Reference MSHSL Bylaw 205

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) 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, (5) 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 substance 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.

- The bylaw applies continuously from the first signing of the student Eligibility Brochure.
- It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

Penalty

Bethlehem Academy will enforce penalties greater than the MSHSL minimum penalties:

- **First Violation:** After confirmation of the first violation, the student shall lose eligibility for 25% of the current season or the next season the student is a participant, minimally being the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for 50% of the season or the next six (6) consecutive interscholastic contests, whichever is greater from the date of confirmation, during the season in which the student is a participant or the next season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. (MSHSL requires a minimum of 6 events or 3 weeks, whichever is greater.)
- **Third and Subsequent Violations:** After confirmation of the third or subsequent violation, the student will lose eligibility for further participation. If, after the third or subsequent violations, the student has been assessed to be chemically dependent and the student, on his/her own volition, *completes* a chemical dependency program or treatment program, the student may appeal to the President/Principal for eligibility to be restored (minimal penalties of the MSHSL must be met). The director or a counselor of a chemical dependency treatment center must issue such certification of completion. (The MSHSL minimally requires 12 events or 4 weeks, whichever is greater. MSHSL minimally requires 6 weeks of ineligibility before a student may be reinstated after completing a treatment program.)
- Penalties are progressive and consecutive.
- If a season ends before a penalty is served, the remaining percentage will be applied in the next season in which the student is a participant.
- **The VERITAS Clause:** A student who self-reports a violation *may* have a reduced period of ineligibility. The period of ineligibility will minimally meet the requirements of the Minnesota State High School League.
- **Denial Disqualification:** A student shall be disqualified from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.
- A Bethlehem Academy student found to be in violation of the Mood-Altering Chemicals Bylaw may be required by the school to undergo a chemical assessment before any eligibility is restored.
- A student found on school premises or at a school-related function using, being in possession of, or under the influence of alcohol or any mood-altering chemical will be immediately suspended from Bethlehem Academy. An assessment of chemical usage will be completed. Please reference the Bethlehem Academy Student Handbook.

Penalties for Category II Activities

Category II Activities are those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments. Category II Activities include Fine Arts activities, Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series, Music activities, and Visual Arts activities.

Each member school shall develop penalties that it will apply to the participants in these activities. A copy of the member school's policy shall be filed in the President's/Principal's office.

Sexual/Racial/Religious Harassment/Violence/Hazing/Bullying

Reference MSHSL Bylaw 209.00

A student shall not engage in the sexual, racial, or religious harassment, violence, or hazing during the school year or any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

Reporting Procedures

- Any person who believes he or she has been the victim of sexual, racial, or religious harassment, violence, hazing, or bullying or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to an appropriate school official designated by this policy.
- The building principal is the person responsible for receiving reports of sexual, racial, or religious harassment, violence, hazing, or bullying at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- Teachers, administrators, officials, volunteers, and employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include sexual, racial, or religious harassment, violence, hazing, or bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute sexual, racial, or religious harassment, violence, hazing, or bullying shall inform the building principal immediately.
- Submission of a good faith complaint or report of sexual, racial, or religious harassment, violence, or hazing will not affect the complainant's or reporter's future employment, grades, or work assignments.

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, coach, official contractor, or employee of the school district who retaliates against any person who makes a good faith report of alleged sexual, racial, or religious harassment, violence, or hazing, or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such sexual, racial, or religious harassment, violence, or hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Penalties for Category I Activities

- First Violation: The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks (14 calendar days) of a season in which the student is a participant, *whichever is greater*. It is recommended that the school develop a local education program through which the student would receive information about sexual, racial, and religious harassment, violence, and hazing. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.
- Second Violation: The student shall lose eligibility for the next six (6) consecutive interscholastic contests or three (3) weeks (21 calendar days) *whichever is greater*, in which the student is a participant. It is recommended that before being re-admitted to activities following suspension for the second violation the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.
- Third or Subsequent Violations: The student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks (28 calendar days), *whichever is greater*, in which the student is a participant.
- Penalties are progressive and consecutive.

Penalties for Category II Activities

Each member school shall develop penalties that it will apply to the participants in these activities. A current copy of the member school's policy shall be kept on file in the member school.

Serving a MSHSL Penalty

A student must be a student in good standing, and able to be placed in the game, meet, or contest except for the penalty being served. Students who are not in good standing due to suspension, expulsion, injury, illness, family

vacations, etc. are not able to be placed in a game, meet, or contest and are therefore not able to count those contests toward the penalty.

Progressive and Consecutive Penalties

Penalties shall be progressive and consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

College/University Teams

Individuals who have participated with a college or university team are ineligible for participation in any activity of the League.

Fair Hearing Procedure

The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's determination of ineligibility for a student. *The student has 10 calendar days in which to appeal the school's decision.* The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions, and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the Athletic Director or President/Principal of the high school or on Web at www.mshsl.org in the Publications section.

Physical Examination and Parents Permit

Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school a record of a physical examination performed within the previous three (3) years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

Last Date to Join a Team

To be eligible for section and state competition, a student must be a member of that school's team not later than the fourth Monday from the official start of that sport's season. Gymnasts must be on the school's team not later than the third Monday from the official start of that season. When a sport season begins on a Monday, that day shall be counted as the first Monday.

Non-School Competition and Training for Team and Individual Sports

During the High School Season

During the high school season a student may not participate as a member of a team or as an individual competitor in non-school sponsored games, meets, tournaments, or contests in the same sport. "Participation" is defined as practice, training, tryouts, scrimmaging, and competing. "Season" is defined as the high school season running from the first date that practice may begin until the team is eliminated in MSHSL tournament competition. Baseball, Softball, and Skiing are exceptions to this rule. (Exception: non-school training during the high school season for athletes who qualify as individual competitors to the State Tournament in Swimming, Cross Country, Tennis, Skiing, Gymnastics, Wrestling, Synchronized Swimming, Golf, and Track and Field.)

- Lessons/Training: During the MSHSL high school season athletes may take lessons from professionals and other non-school coaches without limit as to where, when, or who may provide the training. *Athletes may not miss a high school practice, game, or meet to take a lesson or train for a non-school event.* Athletes may take lessons and/or train with a non-school team/club during the high school season in the same sport.
- Competition: Athletes will be able to compete in non-school events/competitions that do not match the events in which athletes currently compete in high school competition.
- Exception of Summer Vacation Period: Students may participate in non-school competitions, meets, games, and tournaments in the same sport they currently play at the high school level during the summer vacation period. (See definition of summer vacation below.)
- Summer Coaching Waiver: If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless a conditional extension to the summer waiver is granted by the school's Athletic Director.
- Students may take private lessons during the MSHSL season.

During the School Year, Prior To and Following the High School Sports Season

- A student may participate in contests, meets, or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity, or varsity high school coaching staff.
- A student may not use any type of high school uniform.
- A student may not receive coaching or training from a salaried or non-salaried member of the student's sophomore, B-squad, junior varsity, or varsity high school coaching staff in that sport. Power skating, tennis, gymnastics, and indoor soccer are included in this limitation.
- A student 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.
- A student's fee for non-school coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the MSHSL Board of Directors.

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. Summer shall be defined as June 1 through Labor Day. Summer for the sport of soccer shall be defined as June 1 through the Sunday immediately preceding the official starting date of the MSHSL high school soccer season. (Note: Students may participate in activities during the summer, as defined above, even though their high school sport season in the same sport has begun. For example, students may play in a non-school tennis tournament while a member of the high school team or participate in road races while a member of the cross country team through Labor Day. Soccer is excluded from dual-participation as defined above.)

Penalty

- First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, *whichever is greater*. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. (Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.)
- Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, *whichever is greater*.
- Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, *whichever is greater*.
- Penalties are progressive and consecutive.

Special Considerations

National Teams and Olympic Development Programs: During the school year students who participate for their school in a sport may participate through training, try-out, or competition on a National Team or in a United States Olympic Development Program provided the student receives an individual invitation from the United States Olympic Committee or the United States National Governing Body on the national level for that sport. The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if the following criteria are met:

- The program is approved and supported by the national governing body of the sport, or if there is an Olympic development program of training and competition
- Directly funded by a national governing body on a national level
- Authorized by a national governing body for athletes having potential for future national team participation
- Students who are invited to participate on national teams or in Olympic development programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.
- Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport.

Athletic Camps and Clinics

School Year

Students may attend athletic camps and clinics in compliance with MSHSL rules governing participation.

Summer Vacation Period

- Non-school specialized athletic camps and clinics do not require approval.
- The non-school sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian(s), unless other arrangements are approved by the MSHSL Board of Directors.
- A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-Squad, junior varsity, or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.

Penalty

- First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, *whichever is greater*. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. (Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.)
- Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, *whichever is greater*.
- Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, *whichever is greater*.

Transfer Rule

MSHSL Bylaw 111

- A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section B (below) is met.
- A transfer student is eligible for varsity competition if they meet the following criteria:
 - 9th Grade Option: The student is enrolling in 9th grade for the first time.
 - Family Residence Change: the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student's parents move.
 - If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year.
 - If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school.
 - A student who elects not to transfer upon a parent's change in residence shall continue to be eligible at the school in which the student is currently enrolled.
 - Court Ordered Residence Change for Child Protection: The student's residence is changed pursuant to a child protection order placement in a foster home or a juvenile court disposition order.
 - Divorced Parents: A student of legally divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.
 - Move from Out of State: If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.
- If none of the provisions in Athletic Rule 5.B.2.1-5 (above) are met, the student is ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance in the new school.
 - Students are immediately eligible for competition at the non-varsity level.

- A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
- Each time a student transfers and the conditions of the transfer do not meet any of the provisions of MSHSL Bylaw 111.1.B-i-v, the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of MSHSL Bylaw 111.1.B-i-v are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.
- Enrollment Options Program: A student who utilizes Minnesota Statute 124D.03 Enrollment Options Programs and transfers without a corresponding change of residence by the student's parents shall elect one of the following:
 - i. retain full eligibility for varsity competition for one (1) calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open-enrolled; or
 - ii. be eligible only at the non-varsity level in the school to which the student has open enrolled for one calendar year.
- A student who transfers from one MSHSL member school to another MSHSL member school is ineligible for varsity competition for fifteen (15) calendar days from the first day the student attends practice in the fall or attends classes in the new school for the first time.
 - i. Upon transfer, the student will be ineligible at the former school and may practice at the new school but may not compete in any varsity activity at the new school.
 - ii. The student will retain full eligibility at the former school if the student chooses to return to the former school during the fifteen (15) calendar day period.
 - iii. If the student remains at the new school following the fifteen (15) calendar day period, the student will become eligible at the varsity level only when the student has fully met all of the transfer criteria and has been deemed to be eligible both by the new school and the League office.
 - iv. If any of the transfer criteria has not been met, the student will be ineligible for varsity competition at the new school and must then choose between varsity eligibility at the former school or JV eligibility at the new school.
 1. The student may elect to decline the 15-day window to become eligible to compete at the varsity level at the receiving school once the school administration determines the student has met all of the varsity participation eligibility criteria.
 2. A student may utilize this provision one time per 365 calendar day period.

General Coaching Responsibilities

Coaching Philosophy

Coaches are the key figures in the interscholastic program. Coaches should strive to teach basic skills and techniques of their sport through sound educational means. Each coach is expected to promote the **CARDINAL WAY**: personal growth through athletics emphasizing values, sound character, honesty, respect, responsibility, teamwork, sacrifice, sportsmanship, commitment, perseverance, and a complete effort to improve and achieve. Coaches will be concerned about the growth and well-being of each member of the team, regardless of talent and abilities.

All coaches will do the following:

- Follow the rules, policies, and procedures of Bethlehem Academy, its affiliated conference(s), and the Minnesota State High School League.
- Demonstrate appropriate conduct, manners, and language.
- Supervise students at all times. Coaches are responsible to be the first ones to the facilities and the last ones to leave. The coach has final responsibility for storing equipment, turning off lights, and locking doors. Coaches will leave only after all students have left.
- Attend necessary athletic department meetings, conference meetings, sectional meetings, rules-interpretation meetings, etc.
- All coaches will be familiar with and embrace the principals of the MSHSL Why We Play education program. Each coach will be able to answer the following questions:
 - Why do I coach?
 - Why do I coach the way that I do?
 - How does it feel to be coached by me?
 - How do I define success?

Qualities Required of Coaches

- Preferably members of the teaching staff at Bethlehem Academy; secondarily knowledgeable about the management of young people
- Understands the characteristics and behavior of students of the age they are coaching.
- Understands the role of athletics in students' lives and in the functioning of the school
- Serves as a role model to students of high moral character
- Caring, compassionate, and empathetic toward students
- Possesses both a knowledge of the sport coached and coaching psychology
- Has an ability to work cooperatively with school officials, parents, other schools/coaches, and participates in maximizing the advantage of participation for students
- Loyal to the school, its officials, and the program coached
- Has the organizational abilities necessary to the development of the sport coached, within the rules of established school policy and practice
- Knowledgeable of the MSHSL rules and regulations

Code of Ethics

A coach will be in violation of the standards for good sportsmanship established by the Minnesota State High School League if they do any of the following:

- make degrading/critical remarks about officials during or after a contest either on the field of play, from the bench, or through any public news media
- argue with officials or go through motions indicating dislike/disdain for a decision
- detain the officials following the contest to request a ruling or explanation of actions taken by the official
- get ejected from any contest

Unsportsmanlike conduct by a coach shall be reported to the League by the school and by the head contest official. The Activities Director shall document the results of his or her investigation and actions taken where necessary and appropriate. Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the MSHSL Board of Directors.

It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assume the responsibility for their actions.

Coach Behavior

Professional conduct as well as basic Christianity requires all staff members to treat anyone at Bethlehem Academy with the dignity and respect that is due to all God's People. Thus, it is necessary to point out times when improper behavior may occur. Such behavior may be subject to suspension or termination of the contract should it occur.

Improper behavior may include but need not be limited to the following:

- Hitting or striking a student or co-worker
- Using physical force such as shaking, pushing or shoving, seizing clothing, improperly touching students, or sexually exploiting students
- Using punishment which demeans a student, is excessive, or is unfair
- Using abusive, vulgar language, or sexually provocative language
- Using language which undermines ethnic, religious, or radical groups or which exhibits gender-related prejudice
- Demonstrating unfair/unequal treatment to certain groups or classes of students
- Failing to comply with state licensing regulations for teaching or coaching
- Failing to comply with state and federal laws
- Failing to comply with the Archdiocese of St. Paul and Minneapolis regulations for working in a Catholic School
- Teaching ideas which are in direct opposition to the Catholic Church
- Publicly supporting beliefs which are in direct opposition to the Catholic Church
- Failing to carry out assigned duties or those listed in the staff handbook and supplemented by the faculty bulletin during the year
- Using poor judgment that endangers the safety and good health of students
- Failing to conduct practices and meetings in an orderly manner

Coaches are expected to adhere to the rules of the Minnesota State High School League. The Minnesota State High School League has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach is an official representative of the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

Communication

There is no such thing as too much communication. Maintaining a group email or text message list can be a good way to share team news, schedule changes, etc. with participants and parents. Making use of a service like Remind can help keep your personal email address and/or phone number(s) private from parents and participants.

Equipment

Coaches are to maintain an up-to-date inventory of equipment and uniforms. Coaches are to keep a record of items checked out to students and provide a copy to the Activities Director. Coaches are to routinely inspect equipment, verifying that equipment is in satisfactory condition. Equipment and uniforms will be collected at the end of the season and properly stored. Coaching paychecks may be withheld until all equipment is collected and stored. Coaches are to take an inventory of equipment and uniforms at the end of the season. Alert the AD of any students who need to be billed for lost or damaged equipment or uniforms.

Media Interaction

Coaches are to provide pertinent information to the media. This is an opportunity to promote your program and your players. Head coaches are to call in game scores and statistics to the Faribault Daily News and KDHL Radio. Head coaches are to call the Associated Press with home game scores. (Generally, only fall and winter coaches need to call the AP.) Head coaches are also to complete game scores on the Minnesota State High School League website.

Head coaches are to appear on KDHL's coaches' radio show on Saturday mornings. If a coach cannot attend for the live broadcast, the coach is to contact KDHL radio in advance to tape an interview.

Coaches may also use Twitter, Facebook, etc. to provide game scores, schedule updates, and team news. A Username and password for team social media sites and/or websites should be shared with the Activities Director.

Transportation

The following rules should be enforced on the bus: riders are to remain seated keeping arms and heads inside windows; they are to clean-up garbage around their seats; they may have no food or pop; and they must abide by any requests of bus drivers.

Student-participants are expected to ride on the bus when Bethlehem Academy sponsors a bus. Student-participants riding with their parents should have a note from their parents or the parents should personally contact the coach. Students riding with someone else's parents must have a note from their own parents indicating approval. (Coaches are to document when a student-participant does not ride the bus.)

For some athletic events, Bethlehem Academy may not sponsor a bus. In these situations, parents will transport their child(ren) to the contest site. Due to liability risks, parents must provide written permission for their children to ride with coaches and other adult drivers (over age 21).

Locker Room Supervision

Coaches are responsible for supervising the locker rooms both before and after an athletic event (practice, scrimmage, games). Coaches are responsible for promoting order and cleanliness in the locker room. This is true for both home and away events.

On road trips, it is recommended that teams use a "Valuables Bag" and bring this bag out to the team bench.

Students should be reminded to keep their lockers at school locked as guests will use BA facilities. Student-athletes may get a lock for their locker from the office. Coaches will record the locker number and the padlock serial number and combination. A copy of the locker assignments with padlock combinations will be given to the Activities Director. Padlocks are to be collected at the end of the season. Students will be fined for padlocks not returned to the office. Bethlehem Academy is not responsible for lost or stolen items.

Weight Room Supervision

A coach (or adult approved by the Activities Director) must supervise the weight room at all times when it is open for student use.

Equipment

It is the responsibility of the coaching staff to maintain an up-to-date inventory of equipment and uniforms.

- Pre-Season Inventory
- In-Season Record of items checked out to students
- Post-Season Inventory

Coaches must collect all equipment after the season and make sure it is properly stored. Coaching paychecks may be withheld if equipment/uniform collection, inventory, and storage is not completed. Students may be charged for lost or damaged equipment and uniforms. Future issuance of equipment and uniforms may be withheld to students who have not settled for lost or damaged items.

Inclement Weather

The Activities Director will make the decision regarding postponing or canceling a game due to weather. If inclement weather shall force a coach to cancel or change practice plans, please provide this information to the Activities Director and the main office for after-school announcements. If the sport is a cooperative, make sure the other schools in the cooperative are aware of the changes. Should inclement weather occur during practice, make sure student safety is not impaired and that students have safe transportation home.

When inclement weather causes school to close (e.g., a snow day), practices scheduled for that day become optional and need to be approved by the Activities Director. Student safety will be the primary consideration. Games scheduled on a day when school was closed due to inclement weather may still be played if the weather and road conditions improve. The Activities Director will make the decision on postponing or canceling games.

Holidays

Coaches should exercise good judgment and consult with the Activities Director when scheduling practices on holidays.

- Usually there is no practice on Thanksgiving Day (unless there is a game the following Friday or Saturday).
- Morning practice may be permissible on Christmas Eve Day.
- Usually there is no practice on Christmas Day.
- Practice on New Year's Day may be permissible, in particular if there is a game on Jan. 2 or 3. Morning practices can possibly serve as a deterrent to students making poor choices the night before.

- Morning practices may be permissible on Good Friday.
- Practice is permissible on Labor Day, Memorial Day, and Easter Monday.
- On teacher workdays and conference days, practices will be at times that do not conflict with workshops or conferences. Teachers are expected to attend teacher workdays and conferences.

Budget

Each sport has a budget to cover its routine operation. This includes pre-determined coaching positions, equipment, transportation, officials and game workers, supplies, and other costs.

Head coaches should provide equipment needs and budget requests to the Activities Director at the end of the respective season or when requested by the Activities Director. After a budget has been approved, the head coach may meet with the Activities Director to revise the budget (by cutting some items in order to add other items). Revising an approved budget should not be a common occurrence, except for spring sports.

Requests of the Activities Association for equipment, uniforms, and other items that are not a part of the team budget should be submitted to the Activities Director. The Activities Association meets several times during the school year.

Requests for team fundraisers need to be approved by the school's Athletic Director or Advancement Office. Fundraising requests should identify specific needs and goals of the fundraising. (Example: raise \$5,000 for new _____.)

Requests for "emergency needs" not included in the budget must be submitted to the Activities Director.

Purchase Orders and Claims

All purchase orders should be given to the Activities Director for approval. Mileage claims, scouting claims, and other reimbursements should also be turned in to the Activities Director. The Activities Director will give the business office a copy of the purchase order or claim. Please turn in receipts, packing slips, and other documentation to the Activities Director. These steps are necessary to ensure accurate bookkeeping and budget responsibility.

Special Accounts/Re-Sale Accounts/Agency Accounts

Agency accounts are temporarily restricted accounts – the account balance carries over to the next fiscal year. Agency accounts can be used for the following purposes:

- Team/Program Fundraising
- Donations
- Re-Sale of clothing and other merchandise
- Proceeds from hosted tournaments
- Paying tournament entry fees

Expenditures from these accounts require the approval of the Head Coach and/or the Activities Director. Expenditures should not exceed the available account balance.

With regards to re-sale items, coaches should set a selling price that will cover shipping/handling costs as well as any inventory.

Negative account balances are to be avoided.

Guidelines for Promoting a Participant to a Higher Level

The movement of an athlete to complete at a higher level will only be utilized under rare circumstances. Generally, it is more beneficial for team's cohesion and athlete development for players to compete with their peers. When a coach would like to move a student-athlete to a higher level of competition, the following factors are to be considered:

- The philosophy of athletics at Bethlehem Academy
- Participation numbers and squad size
- Abilities and skill development of the student
- Impact on the student (Is it in the best interests of the student?)
- Impact on student's age-appropriate squad
- Impact on student participants of the new squad
- Impact on student's relationships with other students

It is expected that if a student is moved to a higher level, the student will see consistent playing time at the higher level, unless the move was necessitated by a lack of participation numbers.

Procedure

Based on the above factors, the coach shall identify reasons *in writing* for moving a student-athlete to a higher level. The guidelines are as follows:

- The written approval of the Activities Director, Academic Dean, and President/Principal is required when promoting a 7th grade student-athlete to the 8th grade team or when promoting a 9th or 10th grade student-athlete to a higher level.
- Promoting a 7th or 8th grade student-athlete from a junior high/middle-school program to a high school level program requires the written approval of the Activities Director, Academic Dean, President/Principal, Student-Athlete, and Parent/Guardian. All signatures must be obtained and on file before the move can be made.
- A coach may temporarily promote a student-athlete to a higher level for 1 game/event due to injuries, illness, or other absences. The coach will inform the Activities Director as soon as possible. Promotion for more than 1 game requires the written approval as specified above.

These completed “Request for Promoting a Student-Athlete to a Higher Level” forms will be kept on file at Bethlehem Academy.

At any time leading up to the high school season or during the high school season, the 10th grade or younger participant reserves the right to return on a full-time basis to their age appropriate team.

Injuries and Incidents

Coaches are to report all injuries and incidents to the Activities Director. Injury reports should include type of injury, how the injury occurred, and the treatment given the injury. Likewise, incident reports should include type of incident, facts surrounding the incident, and corrective measures. (Examples of incidents include: conflict between players, conflict between player and coach, conflict between parent and coach, etc.)

Members of the coaching staff must be prepared for handling injuries. A quick, poised response is a must. Each team should have a first aid kit. Be familiar with where supplies are kept. First aid supplies can be found in the equipment storage room next to the boys’ locker room as well as in the main office. There is an ice machine next to the kitchen entrance. (Students in general should not have access to the ice machine. The ice is also used by the food service so proper handling is important.) Coaches should have access to a telephone. If a serious injury has occurred, clear the area around the injured player and attend to the immediate needs of the player. Players will receive transportation to the hospital by a coach, parent, or ambulance. An adult must go with the player to the hospital. Phone calls should be made to the parents.

Blood and other body fluids should be cleaned up and disposed of using proper procedures. Wear gloves and properly dispose of any bandages, towels, and gloves used. Clean-up kits should be found in the janitor closets. Uniforms and towels with blood and other body fluids should be washed separately.

Coaches are to inform parents of any injury and fill out an injury-incident report. Students who receive treatment from a physician will need to have a release form signed by the physician before returning to active participation.

Suggested First Aid Supplies include the following, the supply of which should be checked often:

scissors	tape cutter	pre-wrap
tape	cold packs	bandages
gauze pads	alcohol (70% isopropyl)	paper towels
butterfly bandages	Ace Bandages	foam/felt
rubber gloves	plastic bags	tongue depressors
cotton	pencils, chalk, dry-erase pens	abrasion ointment
analgesic balm	skin-lube	Tuf-Skin/tape adherent
contact lens cleaner	q-tips	safety pins

A student who has been treated by a medical professional for an injury, serious illness, or surgery needs to have written clearance from that professional to return to competition. Please be sure that students recovering from a concussion have been properly cleared to return to participation.

Ice Machine

Please use the scoop on top of the ice machine for getting ice. Return the scoop to the top of the machine. Do not put water bottles, hands, etc. into the ice. The ice machine is also used by the food service so safe handling procedures must be followed. Student managers should be trained by the food service on proper procedures for taking ice out of the machine. Other students should not be accessing the ice machine.

Duties and Responsibilities for Athletic Staff

Activities Director

- Shall be responsible for carrying out the policies of Bethlehem Academy and the directions of the President/Principal
- Shall be responsible for the supervision of the athletic programs for grades 7 - 12
- Shall have the responsibility of scheduling all interscholastic athletics; schedules will be given to the administration, music department, coaches, and cheerleading advisors
- Shall have general supervisory responsibility of the athletic department, including the equipment and facilities
- Shall prepare, sign, and issue all contracts for games and officials
- Shall represent the school in hosting visiting teams or have a designee to do so
- Shall prepare a calendar of all athletic events and coordinate athletic department publicity
- Shall operate the Athletic Department in accordance to the policies of this school, the Gopher Conference, and the Minnesota State High School League
- Shall prepare an itemized budget for supplies, equipment, and costs of administering the Athletic Department
- Shall maintain an inventory of Athletic Department supplies and equipment
- Shall recommend to the President/Principal assignment of duties of athletic staff
- Shall interpret and administer the athletic eligibility policy
- Shall prepare for home contests by completing the following tasks:
 - a. Confirm contract dates for all scheduled activities
 - b. Verify eligibility lists
 - c. Hire all game officials
 - d. Arrange for scorers, timers, scoreboard & P.A. operators, and other minor officials
 - e. Arrange for game programs
 - f. Have facilities readied and necessary equipment available
 - g. Pay game officials
- Shall confirm away-contracts and oversee travel arrangements
- Shall work with the BA Activities Association in promoting athletic programs
- Shall meet with all head coaches at a minimum of twice annually and more often as required to discuss policies and concerns and to spell out the standards and values the coaches must uphold
- Shall keep coaches informed of the eligibility status of student-participants
- Shall attend conference meetings, sectional meetings, and other pertinent meetings
- Shall complete annual evaluations of the athletic programs and staff
- Shall compile the students' end-of-season coach and program evaluations and use these to track trends or detect issues with the program or coaches that require corrective action
- Shall review the athletic handbook annually and make recommendations for changes to the President/Principal

Head Coach

In addition to the general coaching responsibilities discussed above, head coaches are expected to do the following:

- Provide an accurate list of BA students participating on the team to the Activities Director and update the list as students join or leave the squad
- Meet with the AD to be certain that all students have submitted permission slips, have a physical on file, and meet all other eligibility requirements
- Consult with AD before suspending a student
- Support and abide by the Activities Director's recommendations when a student does not meet academic standards or other eligibility requirements
- Provide assistant coaches, participants, and parents with the team philosophy, goals, policies, expectations (including participant conduct and behavior), and schedules; the head coach is encouraged to develop handbooks/handouts to include:
 - a. Parent-Player Guidelines (philosophy, goals, policies, expectations, etc.)

- b. Coach materials (philosophy, goals, policies, plays, practice drills, etc.)
- c. A copy of any rules or expectations that are in addition to those that are required by the MSHSL and school provided to the Athletic Director
- Conduct a pre-season meeting with players explaining squad rules and expectations
- Provide a game and practice schedule to assistants, participants, and parents
- Maintain a written inventory and equipment check-out of all equipment and uniforms (Please provide a copy to the AD.)
- Meet regularly with assistant coaches from all levels to facilitate the development of the program
- Delegate authority but maintain accountability for the program
- Provide positive leadership, motivation, and enthusiasm that produces positive efforts from participants
- Conduct organized, well-planned practices that will teach players skills and techniques and lead to individual and team improvement
- Teach players the rules of the sport and an understanding of the game's strategy
- Take actions that will prevent injuries, to include properly-fitted equipment, elimination of hazards on the playing field, the teaching of proper skills and warm-up routines, and the proper use of equipment
- Supervise students at all times. Coaches should be the first ones to the facilities and the last ones to leave. The coach has final responsibility for storing equipment, turning off lights, and locking doors. Coaches should leave only after all students have left for home.
- Maintain the condition of the locker rooms, equipment rooms, coaches' office, and weight room; develop in players a sense of responsibility for themselves, their equipment, and their locker room
- Promote the program through media, community groups, alumni, parents, supporters, and the BA Activities Association
- Support youth developmental programs
- Maintain attendance records for practices, meetings, and games; check the absentee list in the office for the day (If a student is absent from a team function but was not on the absentee list, call the student or parent at home after practice and/or inform the AD.)
- Report injuries/incidents to the AD promptly
- Coaches shall make themselves available at BA for students to check-out, return, or repair equipment or for other concerns; make students aware of when this time will be (before practice, after practice, etc.)
- Should be flexible in methodology and willing to try new ideas and techniques for the sport
- Become a member of the Coaches' Association (encouraged for professional development opportunities, All-State award opportunities for players, insurance program)
- Support the other athletic programs
- Meet regularly with the AD throughout the season and complete an End-of-Season Checkout with the AD
- Make recommendations for non-conference scheduling and varsity game officials
- Make recommendations for equipment purchases and budgeting for the sport
- Evaluate the assistant coaches annually using the Assistant Coach Evaluation Form and input from the end-of-season athlete evaluation forms
- Evaluate the program

Assistant Coach

In addition to the general coaching responsibilities listed above, assistants are to do the following:

- If responsible for a squad an assistant coach has the following responsibilities:
 - a. Provide an accurate list of BA students participating on the team to the Activities Director and update the list as students join or leave the squad
 - b. Meet with the AD to be certain that all students have submitted permission slips, have a physical on file, and meet all other eligibility requirements
 - c. Consult with AD before suspending a student
 - d. Support and abide by Activities Director's recommendations when a student does not meet academic standards or other eligibility requirements
 - e. Conduct a pre-season meeting with players explaining squad rules and expectations
 - f. Provide a game and practice schedule to assistants, participants, and parents
 - g. Conduct organized, well-planned practices that will teach players skills and techniques, and lead to individual and team improvement
 - h. Maintain a written inventory and equipment check-out of all equipment and uniforms (Please provide a copy to the AD.); assist the head coach as needed with equipment inventory
- Meet regularly with the head coach to facilitate the carrying out of the program's goals

- Support the head coach; disagreements with the head coach's methodology should only be discussed privately with the head coach and/or the Activities Director
- Teach players the rules of the sport and an understanding of the game's strategy
- Provide positive leadership, motivation, and enthusiasm that produces positive efforts from participants
- Take actions that will prevent injuries, to include properly fitted equipment, elimination of hazards on the playing field, the teaching of proper skills and warm-up routines, and the proper use of equipment
- Supervise students at all times. Coaches should be the first ones to the facilities and the last ones to leave. The coach has final responsibility for storing equipment, turning off lights, and locking doors. Coaches should leave only after all students have left for home.
- Maintain the condition of the locker rooms, equipment rooms, coaches' office, and weight room; develop in players a sense of responsibility for themselves, their equipment, and their locker room
- Support youth developmental programs
- Maintain attendance records for practices, meetings, and games; check the absentee list in the office for the day (If a student is absent from a team function but was not on the absentee list, call the student or parent at home after practice and/or inform the AD.)
- Fill out injury/incident reports and promptly give a copy to the AD
- Coaches shall make themselves available at BA for students to check-out, return, or repair equipment or for other concerns; make students aware of when this time will be (before practice, after practice, etc.)
- Should be flexible in methodology and willing to try new ideas and techniques for the sport
- Become a member of the Coaches' Association (encouraged)
- Support the other athletic programs
- Meet regularly with the AD and complete an End-of-Season Checkout with the AD

Cheerleader Moderator

The Cheerleading Moderator is responsible for the following:

- Hold tryouts each season (set and announce the date, get judges, establish criteria, etc.); dates for tryouts and method of selection and judging are to be approved by the Activities Director prior to the tryouts
- Inform cheerleaders on MSHSL regulations and behavior of good taste (inappropriate behavior and routines may result in suspensions)
- Dispense and collect uniforms (Each cheerleader should return uniform clean.)
- Supervise cheerleader responsibilities:
 - a. Pep Assemblies (dates arranged with the Activities Director)
 - b. Fan Bus - chaperones needed
 - i. Chaperones are to enforce no drinking/no smoking and other rules or order
 - ii. Chaperones are not to open building for students.
 - c. Parents' Nights
 - d. Fall/Winter/Spring Sport Nights
- Coordinate cheerleader transportation with AD to away games
- Order emblems, awards, supplies, etc. for cheerleaders with approval of the Activities Director
- Seek approval for all fundraising from the Advancement Office and school leadership after consulting with the Activities Director
- Work with the Activities Director on the number of cheerleaders for the sporting events and grades/teams which will have cheerleading support
- Work with the Activities Director and coaching staff on promoting the ideals of good sportsmanship
- Become a member of the Cheerleader Coach/Advisor's Association (encouraged)
- Meet regularly with the AD and complete an End-of-Season Checkout with the AD

Coaches Pre-Season/In-Season and Post-Season Checklist

Coaches are to be familiar with the content of the BA Student Handbook, in particular those areas that pertain to athletics. Coaches should also be familiar with MSHSL student eligibility rules. Coaches may want to develop their own handbooks that highlight team rules and expectations.

Pre-Season Checklist

- ❑ Members of the high school coaching staff must attend the MSHSL Rules Interpretation meeting and other required MSHSL coaches' education modules. Middle school coaches are also encouraged to complete the rules interpretation and coaches' education modules. All coaches must complete the concussion education modules.

- ❑ Head coaches should join the coaches' association. Assistant coaches are encouraged to also join.
- ❑ Head coaches should attempt to attend coaches' association meetings and clinics. Assistant coaches are encouraged to also attend.
- ❑ The coaching staff should meet to go over the objectives for the season.
- ❑ Meet with players. Communicate team goals, expectations, policies, and rules. Also review rules and expectations from the BA student handbook, conference, and MSHSL.
- ❑ Meet with parents. Communicate team goals, expectations, policies, and rules. Also review rules and expectations from the BA student handbook, conference, and MSHSL.
- ❑ Verify with the Activities Director that all participants have a valid sports physical and parental permission form. Collect forms from players.
- ❑ Pass out schedules – both game schedules and practice schedules.
- ❑ Share with the Activities Director a list of students who are participating.
- ❑ Perform an inventory of uniforms and equipment – verify that all equipment and uniforms are ready for the season.

In-Season Checklist

- ❑ Keep Activities Director informed of any participation changes.
- ❑ Maintain a record of all equipment and uniforms issued to participants.
- ❑ The coaching staff should meet regularly to evaluate and adjust the season's objectives.
- ❑ Teach player the rules of the sport and an understanding of the game's strategy.
- ❑ Take actions that will prevent injuries, to include properly fitting equipment, teaching proper skills, using equipment correctly, making use of warm-up and cool-down routines, and eliminating hazards on the playing field.
- ❑ Provide positive leadership, motivation, and enthusiasm that produce positive efforts from the participants.
- ❑ Supervise students at all times. Coaches should be the first ones to the facilities and the last ones to leave.
- ❑ Maintain attendance records for practices, meeting, and games. Check the absentee list in the office for the day. If a student is absent for a team function but was not on the absentee list, call the student or parent at home after practice and/or inform the AD.
- ❑ Be available for students: to check-out, return, or repair equipment, to share other concerns, etc. Make students aware of when this time will be – before practice, after practice, etc.
- ❑ Coaches (especially assistant coaches) may also turn-in their keys at this meeting.

Home C-Squad/9th grade games

The C-squad/9th Grade team is expected to help with setting up chairs for team benches

Home Middle School/Junior High Games

- a. The players are responsible for setting up and taking down chairs for team benches, the score table, and the scoreboard controller.
- b. Coaches are responsible for supervising the school building. The 8th grade coach can supervise during the 7th grade game; the 7th grade coach can supervise during the 8th grade game. If there is only one coach, please recruit a responsible parent to help supervise. Keep individuals from being on the stage, running the hallways, or going downstairs into the cafeteria. Check the rest room areas.

Home JV/B/Junior High/Middle School Football Games

The coaches will need to find individuals to take care of the chains and first down marker. It is preferred these individuals be parents.

Post-Season Checklist

- ❑ Collect equipment and uniforms issued to participants.
- ❑ Inventory all equipment and uniforms.
- ❑ Conduct a post-season wrap-up meeting.
- ❑ Distribute team statistics, etc., if kept.
- ❑ Determine team awards.
- ❑ Complete season evaluations.

Coaches End-of-Season Checkout

At the completion of the season, coaches should collect and properly store all equipment. Please complete an inventory of the equipment. A list of award-winners should be given to the Activities Director. Varsity coaches should also provide the Activities Director with a copy of the season's scores and final team & individual statistics. Varsity coaches should also provide the Activities Director with any team or individual records that were set during the season. (Scorebooks and game video are the property of Bethlehem Academy.)

Upon completion of the season coaches must complete the following tasks:

- Complete a Season Evaluation
- Meet with the Activities Director to discuss the season and sport program.
- Coaches will submit recommendations for non-conference opponents, officials, and budget requests

Appendix A

Student Athlete Procedures

Students: Your participation in high school activities is dependent on your eligibility. PROTECT that eligibility by reviewing with your parent(s)/guardian(s) this summary of Minnesota State High School League rules which govern your participation. Complete regulations are found in the MSHSL Official Handbook which is available at each member high school and which is also posted on the MSHSL Web site: www.mshsl.org. Please keep this brochure for reference, and if there is a question about any rule interpretation, **CONTACT YOUR SCHOOL PRINCIPAL OR ATHLETIC/ACTIVITIES DIRECTOR.**

I understand I must sign the current eligibility statement prior to participation each school year.

I understand that once I sign the eligibility statement all eligibility rules apply:

- Twelve (12) months of the year;
- Whether I am currently participating or not;
- Continuously from the first signing of the statement.

§

Parents/Guardians: REVIEW the following rules with your son or daughter. Your role in stressing the value of following these rules cannot be overstated.

General Student Eligibility Checklist (must be completed by all students) *(If you cannot check all 8 items, see your athletic/activities director or principal)*

- _____ 1. Making academic progress toward graduation.
- _____ 2. Will not have turned 21 before the start of the season in which I participate.
- _____ 3. Have not dropped out of school or repeated a grade while in high school.
- _____ 4. Have not and will not use or possess tobacco or alcoholic beverages, use, consume, have in possession, buy, sell or give away any other controlled substance, including steroids, or drug paraphernalia.
- _____ 5. Have not and will not violate the racial/religious/sexual harassment/violence/and hazing bylaws of the MSHSL.
- _____ 6. I agree to fully cooperate in any investigation honestly and truthfully.
- _____ 7. Regardless of my age I agree to follow all of the MSHSL Bylaws in order to be eligible to represent my school in League-sponsored activities.
- _____ 8. **Both the student and parent have reviewed the concussion management information contained in the Eligibility Brochure and found on the following website:** <http://www.cdc.gov/headsup/index.html>.

Athletic Eligibility Checklist (must be completed by all athletes) *(If you cannot check all 5 items, see your athletic/activities director or principal)*

- _____ 1. Physical exam within the last three (3) years on file with the school.
- _____ 2. Have not transferred schools.
- _____ 3. Will not participate in more than six (6) seasons in any sport in grades 7-12.
- _____ 4. Have not accepted cash in any amount or merchandise valued at more than \$100 for participating in a sport.
- _____ 5. Have not and will not compete in non-school events in my sport after reporting for the school team.

INFORMED CONSENT: By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV, Hepatitis B, herpes and others. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily

Appendix B

Bethlehem Academy Cardinals

HEAD COACH EVALUATION FORM

Coach: _____ Sport: _____ Date: _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

ADMINISTRATIVE RESPONSIBILITIES:

- _____ Submitted all paperwork to athletic office regarding preseason paperwork (rosters, eligibility & compliance lists) prior to first practice.
- _____ Sets clear guidelines with assistant coaches in regards to roles, duties, and expectations.
- _____ Submits all requests for information from the school/MSHSL athletic office on time.
- _____ Abides by all relevant Board of Education policies, MSHSL guidelines, and school and administrative guidelines.
- _____ Attends MSHSL rules interpretation and Gopher Conference all-conference meetings.
- _____ Attends meetings and cooperates with team booster club to enhance the athletes' experience as team members.
- _____ Works with the AD in scheduling and officiating requests.
- _____ Follows proper budget and purchase order procedures.
- _____ Maintains and updates team and individual records.
- _____ Supervises practice area and locker room when athletes are present.
- _____ Publicizes team and individual accomplishments to the media and school (daily announcements).
- _____ Demonstrates care of school facilities and equipment.
- _____ Prepares a detailed inventory of team equipment and updates it after each season.
- _____ Submits end-of-season list of award winners at least one week prior to the team banquet.

RELATIONSHIPS:

- _____ Demonstrates enthusiasm for working with high school and middle school athletes.
- _____ Communicates effectively with athletes and parents.
- _____ Establishes and maintains good rapport with faculty, administration, and coaching staff.
- _____ Promotes all school activities and encourages students to participate in a variety of activities.
- _____ Maintains cooperative relations with the media regarding team information, statistics, and interviews.
- _____ Keeps commitments and is punctual.
- _____ Shows an interest in the athletes' academic experiences.
- _____ Supports team as well as individual accomplishments.
- _____ Cooperates with the athletic trainer in regards to athletes' physical well-being.
- _____ Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- _____ Conducts self in a professional and sportsmanlike manner at all times.
- _____ Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- _____ Develops a well-organized practice schedule with specific objectives for each practice.
- _____ Praises athletes for positive performances.
- _____ Offers constructive criticism for poor performances.
- _____ Maintains effective individual and team discipline at practice and in games.

_____ Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship.
_____ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

ATHLETIC DIRECTOR'S COMMENTS:

HEAD COACH'S COMMENTS:

Head Coach's Signature

Date

_____/_____
Athletic Director's Signature Principal Signature

Date

The coach's signature indicates he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.

Appendix B

Bethlehem Academy Cardinals

Player Evaluation of the Coach

Sport _____ Coach _____ Date _____

1 – Good 2 – Needs Improvement 3 – Unsatisfactory 4 – Not observed

- | | | | | |
|---|---|---|---|---|
| 1. The coach is knowledgeable about the sport and practices are well-run. | 1 | 2 | 3 | 4 |
| 2. The coach has improved my game. | 1 | 2 | 3 | 4 |
| 3. The coach communicates well and I understand what he/she says. | 1 | 2 | 3 | 4 |
| 4. It is easy to talk to the coach. | 1 | 2 | 3 | 4 |
| 5. The coach did a good job of creating a team atmosphere. | 1 | 2 | 3 | 4 |
| 6. The coach is fair with discipline. | 1 | 2 | 3 | 4 |
| 7. The coach treats everybody fairly. | 1 | 2 | 3 | 4 |
| 8. The team got better as the season went on. | 1 | 2 | 3 | 4 |
| 9. I had fun playing for the team. | 1 | 2 | 3 | 4 |
| 10. I would play for this coach again. | 1 | 2 | 3 | 4 |

Additional Comments (very important...you may continue on back)

————— **FOUNDING PURPOSES** —————

The Minnesota State High School League is organized for the following educational purposes:

1. To provide, promote, extend, manage and administer a program of activities for youth of the schools of the state on subsection, section and state levels in the fields of athletics, speech, music and dramatics on a competitive basis, as well as such other curricular and extracurricular activities as may from time to time be sponsored by the schools of Minnesota.
2. To establish uniform and equitable rules for youth in inter-school activities.
3. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.
4. To protect youth, member schools and their personnel from exploitation by special interest groups.
5. To provide mutual benefit and relief plans for the assistance of school students injured in athletic events or supervised school activities in meeting medical and hospital expenses incurred by reason of such injuries.
6. To serve the best interests of member schools and their students by providing a medium of cooperation and coordination in educational fields of endeavor and a series of related activities on a state-wide basis, which they individually could not achieve or accomplish for their students and which aid and assist the schools in maintaining a constantly improved program.

————— **MISSION STATEMENT** —————

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools.
Education and Leadership for a Lifetime

————— **BELIEFS** —————

We believe that...

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

