

Pequot Lakes PATRIOTS



Activities & Coaching Manual

~~2022-2023~~

Adopted _____

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INTRODUCTION

The information in this manual, in most cases, is well known by most all of our coaches. However, we should all have a guide to refer to in carrying out our duties. This will allow us to be consistent in our handling of situations and overall operations. Certainly not all aspects of coaching are, or could be, accounted for in this handbook. In those instances, “common sense” would be the best response. If items do develop that you are not sure about, please feel free to discuss them with the activities director. We want to have all of our coaches functioning in an environment that is comfortable and allows for open communication.

The keys to any successful organization can be remembered by using the **“three C’s;”**

CONSISTENCY COMMUNICATION CARING

It is the intent of this manual to furnish all coaches in District #186 the information needed to provide every athlete, coach, and fan the opportunity for the success they seek.

Sincerely,

Byron Westrich
Activities Director

Chain of Command

Organizations that are highly successful work together as a TEAM. As a team, they decide their mission/goals and then divide the tasks among a prescribed chain of command. This holds true for activities programs as well. The chain of command is provided for use in accomplishing our mission.

PEQUOT LAKES ACTIVITIES CHAIN OF COMMAND

BOARD OF EDUCATION

SUPERINTENDENT

HIGH SCHOOL PRINCIPAL

ACTIVITIES DIRECTOR

HEAD COACH

ASSISTANT and MIDDLE SCHOOL COACHES

MSHSCA CODE OF ETHICS

As a professional educator, I will:

1. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
2. Respect the integrity and personality of each individual athlete.
3. Encourage the highest standards of conduct and scholastic achievement.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Provide ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sport officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

The code of ethics of this association shall be adhered to by each and every member of the MSHSCA. Any action by members of the MSHSCA contrary to the principles therein established shall be subject to review by the Executive Committee according to policies established by the MSHSCA Delegate assembly.

Mission Statement

Patriot Activities – Our mission is to prepare learners to meet life's challenges by providing opportunities to maximize their potential as responsible members of society.

We believe that:

1. participation in high school activities develops positive attitudes, good citizenship, sportsmanship, and a competitive spirit
2. participants develop positive relationships with teammates, opponents, and coaches
3. student activities provide a program whereby the safety and welfare of the participants shall, at all times, be paramount to the outcome of the contest
4. participants learn the value of teamwork
5. student activities provide lifelong learning opportunities
6. students enhance physical, mental, and spiritual well being through participation
7. conference membership will allow our students an opportunity for success
8. the school will strive to provide quality facilities for all activities
9. successes and failures that come through participation enhances one's character

Part I. Guiding Principles

A. Philosophy Statement:

It is the philosophy of the activities department in the Pequot Lakes Schools to strive for a program that gives our students the skills needed to become contributing successful members of today's society. Its purpose is to provide all students with opportunities to participate in a variety of programs and to provide positive educational experiences, which expand the academic experiences of our students.

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

B. Goals and Objectives:

1. Develop programs, provide facilities, provide coaching, and commit resources so activities participation becomes a reality for all students who desire to be in the activities program.
2. Provide interscholastic activities participation on a more vigorous competitive basis than provided in intramural sports. This participation shall be guided by the MSHSL.
3. Provide a program whereby the safety and welfare of the participant shall at all times be paramount to the outcome of the contest.
4. Provide opportunities for participants to act in situations that are physically healthy and beneficial, mentally stimulating, and morally sound.
5. Develop positive attitudes, good citizenship, sportsmanship, and competitive spirit.
6. Provide opportunities to meet new situations whereby social and personal growth will be attained, and give inner satisfaction and enjoyment through performance and participation.
7. Develop positive relationships with teammates, opponents, and coaches.
8. Develop support and commitment for our programs for students, parents, fans, and coaching staff.

C. Coaching Philosophy:

1. We will provide opportunities for participants to act in situations that are physically wholesome, mentally stimulating, and morally sound.
2. We will stress that participation in activities is a privilege which carries with it definite responsibilities.
3. We will work to develop wholesome attitudes, good citizenship, and sportsmanship.
4. We will work to develop emotional control and stability in athletes.

Coaching Philosophy (cont.)

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

D. Professional and Personal Relationships:

Rapport: A coach must develop good rapport with any number of individuals and groups at the outset: with team personnel; with the student body; with members of the professional staff involved (teachers, custodians, bus drivers); and with the community as a whole. Coaches are expected to develop a positive rapport with parents, spectators, athletes, media representatives, and with the corresponding coaches of the league and section.

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

Leadership: A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and game conditions. A coach is responsible for every facet of description: school codes and regulations, MSHSL training rules, game rules, ideals of sportsmanship, even student body and crowd behavior. A coach must instill the “desire” to win, to do well, and to lose with dignity.

Part II. Job Descriptions

A. Activities Director:

The activities director will provide overall leadership, supervision, and coordination of all activities programs for grades 6-12 providing students with worthwhile learning experiences. The activities director will report directly to the building principal.

Leadership

- * Provide leadership and to work in conjunction with the administration so as to provide the Pequot Lakes students with the best possible atmosphere to be successful.
- * Directs and coordinates the work of all extra-curricular staff.
- * Interviews and recommends the selection of head, assistant and middle school coaches. Will rely on head coaches for input in the hiring of assistant and middle school coaches.
- * Conducts regular athletic meetings for program information/improvement.
- * Liaison between Pequot Lakes High School and the MSHSL, and all other organizations as appropriate.
- * Attends and participates in conference, region, or state meetings to promote programs and to keep informed on developments affecting programs.
- * Responsible for yearly inventory of extra-curricular equipment and materials.
- * Administers all school district interscholastic policies and procedures as well as the Rules and By-Laws of the MSHSL.
- * Maintains an active community-wide sponsorship program.
- * Attends and serves as a school liaison at athletic club booster meetings.
- * Evaluates and seeks ways of improving the interscholastic activities program.
- * Establishes and maintains a code of conduct for all students who participate in activities.
- * Other duties as assigned by the Principal.

Communication

- * Evaluates programs and recommends adding, reducing and/or eliminating programs.
- * Organizes the printing of activity calendars, contest rosters, game programs, and other informative materials for students and parents.
- * Responsible for development and review of an extra-curricular handbook.
- * Responsible for providing program information to students and parents.
- * Responsible for publicity for all extra-curricular activities.
- * Coordinates all media operations at various games and contests.
- * Coordinates repair and maintenance for all athletic facilities with the Supervisor of Buildings and Grounds.

Activities Director Job Description (cont.)

Organization/Scheduling

- * Administers the extra-curricular activities so as to offer the students at Pequot Lakes High School the best possible opportunities.
- * Responsible for scheduling extra-curricular competitions grades 6-12.
- * Responsible for the coordination of practices, games and contests.
- * Coordinates and schedules facility use for all athletic and non-athletic contests including captain's practices.
- * Coordinates with the MSHSL on eligibility lists, eligibility criteria, and other needed student reporting requirements.
- * Responsible for scheduling transportation, ticket takers, officials, and contest supervision.
- * Contracts all contest officials and submits vouchers to the district office for payment.
- * Makes arrangements for all interscholastic transportation, lodging and meals, as required (i.e. overnight trips, holiday tournaments and post season).
- * Maintains permanent records for each sport, such as wins/losses, outstanding records, letterwinners, etc.
- * Works with principal, coaches, and student council to schedule athletic assemblies and pep rallies.
- * Coordinates the use of other school facilities by school teams with the respective building administration.
- * Arranges for medical personnel at home contests as appropriate.
- * Plan, organize and supervise all athletic awards programs with the approval of the principal.
- * Establishes facility usage in conjunction with Community Education and outside user groups securing contracts as per School Board Policy.

Supervision

- * Observes athletic practices and games.
- * Conducts yearly evaluations of all head coaches.
- * Supervises the evaluation process of assistant and middle school coaches and program directors.
- * Responsible for supervision coordination of extra-curricular activities.
- * Supervises the arrangements for conference, sectional, regional, state meets and tournaments.
- * Supervises the athletic mobility and academic eligibility for current programs.
- * Coordinates the supervision of the weight room facility.
- * Attends all home athletic contests and/or arranges for proper supervision.
- * Maintains a file of all activity suspensions and dismissals from teams.
- * Determines eligibility of all candidates and activities and certifies eligibility of proper MSHSL forms.
- * Develops a program for utilization of concession stands.
- * Directly supervises all activities that involve competition.

- * Assists the principal in the supervision of non-competitive activities (student council, prom committee, interact club, SADD, etc.
- * Hires coaches/advisors of all activities, clubs, and committees (competitive and non-competitive).
- * Recommends the renewal/non-renewal of positions that are directly supervised.

Financial

- * Supervises the activity budget.
- * Supervises the activity fee process.
- * Submits financial reports to the Superintendent as required.
- * Receives and evaluates equipment requests from authorized coaches and makes recommendations to the principal.
- * Assumes responsibility for game management at all home contests and for the deposit of gate receipts to the central office.
- * Provides for the cleaning, repairing, and storing of all athletic equipment within budget guidelines.
- * Maintains an accurate inventory of all equipment.

B. Head Coaches: *For the purpose of this manual, the term coach refers to any director, advisor, or coach employed by Pequot Lakes Schools.*

The head coach has the year around responsibility for the development of his/her particular program. The major responsibilities of head coaches are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches; these responsibilities will be delegated by the activities director. The head coach is directly responsible to the activities director.

Program Responsibilities:

1. Has full responsibility for the overall supervision of the program including Middle School and JV teams.
2. Is in charge of assignments and duties of assistant coaches in the program. The use of volunteer coaches needs prior AD approval.
3. Organizes parents, coaches, players and guests for pre-season meetings.
4. Is responsible for keeping the activities director informed of practice schedules and for making sure that all practices are held within the time frame of the program and school district.
5. Is responsible for the general upkeep and protection of the equipment in the program.
6. Is responsible for a detailed inventory of all equipment at the end of the season and is responsible for properly cleaning and storing all equipment in a designated area.

Head Coaches Job Description (cont.)

7. Is responsible for completing a post-season report within two weeks of the end of the season that includes a summary of the season, program recommendations, and equipment and capital expenditure requests. This report is to be turned in to the activities director.
8. Is responsible for keeping records as requested by the activities director, especially attendance, injuries, disciplinary problems, and awards.
9. Conducts a post-season awards program.
10. Is responsible for the development and implementation of off-season strength, conditioning and training programs for school wide program.
11. Has a primary responsibility of striving to build good sportsmanship and developing good public relations in the school and community.

Personal Responsibilities:

1. Is responsible for assuring that all coaches in the program know the rules of the MSHSL and of School District 186.
2. Is responsible for seeing that he/she and other coaches in the program attend rules meetings, conference meetings, and district or sectional meetings in the particular activity.
3. Join the state coaches association and recommend that assistant coaches also join.
4. Is responsible for seeing that all participants have completed the necessary paperwork prior to participating in practice or events.
5. Is responsible for keeping attendance figures, injury reports, and other pertinent information on participants.
6. Is responsible for the general health and welfare of the students in the sport.
7. Is aware of student athletes' grades, conduct and school attendance.
8. Is responsible for the conduct and actions of all participants when under his/her jurisdiction.
9. Is responsible for seeing that all participants on the team are dressed properly for practices, home games, and out of town trips.
10. Is responsible for handing in bus schedules needed in the program and for clearing departure times with the AD. For early departures, all participants should make arrangements with their teachers to make up work ahead of time.
11. Will ensure that all participants have transportation home after returning from an away event.
12. Is responsible for supervision of and proper conduct in locker rooms, shower rooms, play and practice areas, and is to make sure these areas are clean and safe for the participants. Must make sure that locker rooms are supervised until all students have left the building.
13. Is responsible for reporting scores and statistics to local media outlets. For conference sports, is responsible for sending in statistics to the conference statistician.

Head Coaches Job Description (cont.)

14. Directs assistants, captains, student managers and statisticians.
15. Is responsible for keeping emergency phone numbers easily accessible for all coaches in the program and for having a plan to handle serious injuries.
16. Shall clear all scrimmages with the AD's office.
17. Is responsible to instruct proper activities techniques and skills to all participants and to all assistant coaches in the program.
18. Is encouraged to utilize the expertise of assistant coaches in the development of the program.

C. Assistant Coaches:

Primary Responsibilities:

1. Year-round

- a. Have an understanding of the rules and regulations regarding the sport presented in the MSHSL.
- b. Keep abreast of all rules and rule changes; attend rules interpretation meetings.
- c. Keep abreast of new developments, innovative ideas and techniques by attending clinics and reading.
- d. Assist head coach in overall development of the program.

2. Season

- a. Before the season
 - 1) Assist the head coach in registration of participants.
 - 2) Assist head coach in issuing equipment.
 - 3) Assist head coach in preparing information to be turned in to the AD's office.
- b. During the season
 - 1) Assume responsibility for care of equipment and facilities.
 - 2) Assume supervisory control over participants and teams you have been assigned and over all participants when such control is needed.
 - 3) Be in attendance at all practices and games and arrive early for games and practices.
 - 4) Supervise locker room areas until all participants under your supervision have left the building.
 - 5) Emphasize safety precautions; be aware of best training procedures and injury prevention action.
 - 6) Apply discipline in a firm and positive manner.
 - 7) Conduct self and teams in an ethical manner during contests and practices.

Assistant Coaches Job Description (cont.)

- 8) Instruct participants in rules of the game, rule changes, new developments, and innovative ideas.
 - 9) Is responsible for teaching proper skills under the direction of the head coach.
 - 10) Keep attendance, injury reports, etc.
- c. End of Season
- 1) Assist in return, storage, and inventory of equipment.
 - 2) Recommend participants for awards.
 - 3) Recommend equipment to be purchased.
 - 4) Recommend facility maintenance and improvement.
 - 5) Recommend schedule improvement.
 - 6) Make reports as requested by the head coach and the AD.
 - 7) Assist with awards banquet.

3. Additional Responsibilities: as assigned by the head coach.

D. Middle School Coaches:

Middle School coaches are under the direction of the head coach. The responsibilities listed below are to serve as a guide to middle school coaches. Additional responsibilities may be inherent in certain programs and may be assigned by the head coach or activities director.

1. Has full responsibility for the supervision of the middle school program and is answerable to the head coach and the activities director.
2. Is responsible for working with other middle school coaches in the program. The use of volunteer coaches needs prior AD approval.
3. Is responsible for keeping practice periods within the confines of the practice schedule set up by the activities director and for keeping the activities director informed of any changes.
4. Is responsible for the protection and upkeep of equipment.
5. Communicate regularly to the head coach and activities director regarding developments in the program.
6. Is responsible for a complete inventory at season end.
7. Is responsible for proper storage of equipment
8. Is responsible for keeping records as requested by the head coach and activities director such as attendance, injuries, etc.
9. Is responsible for submitting equipment and capital expenditure requests to the activities director.
10. Is responsible for teaching good sportsmanship and developing good public relations in the school and community.
11. Is responsible for seeing that each participant has turned in the proper eligibility forms prior to participating in practice or events.
12. Is responsible for the actions and conduct of the team at all times when it is under his/her jurisdiction.

Middle School Coaches Job Description (cont.)

13. Will ensure that all participants have a ride home after returning from road trips.
14. Is responsible for making sure that locker rooms, shower rooms, and practice and game areas are safe and clean.
15. Is responsible for keeping emergency phone numbers easily accessible and have an emergency plan of action.
16. Is responsible for notifying the local newspaper of team results.
17. Is responsible for providing local media information as requested and for submitting a season summary with team photo to local media.
18. Is responsible for reporting team results to the office.
19. Is responsible for completing post-season evaluations and conducting one-on-one conferences where necessary.

Part III. Regulations for All Coaches

Any coach in charge of participants at any level and in any activity will be expected to maintain a high degree of integrity for carrying out their duties and responsibilities. Be an example for your athletes in language and behavior (profanity must not be used). Listed below are responsibilities most often encountered.

A. General Responsibilities:

1. Assign managers and their duties.
2. Be the first to arrive and the last to leave.
3. Be sure that all participants have the proper paperwork completed before they are allowed to practice.
4. Check all players' eligibility at the activities director's office.
5. Establish a policy handbook for your activity that includes all rules and regulations, attendance requirements, awards, discipline, and other pertinent information.
6. Prepare a complete roster and necessary information at least one week prior to the first contest and post on the MSHSL website.
7. Have first aid equipment and medical information available at all times. Have a plan of action for serious injury.
8. Always have supervision in the locker room and practice area when possible. Make sure all participants have left the building before leaving.
9. Demonstrate the manner in which equipment is to be worn and taken off and make sure all participants are properly equipped.
10. Have a written practice plan for all practices.
11. Have a sequence of learning for your program.
12. The head coach is responsible for teaching the skills and techniques of the activity and for instructing other coaches in the program on how the skills and techniques are to be taught.

Regulations for All Coaches (cont.)

B. Coaches Dress:

Coaches should be dressed in appropriate workout gear during practice.
Coaches should dress appropriately for all games and trips.
Coaches should expect their team to dress appropriately, and they should set a good example.

C. Coaches Responsibilities on Trips:

1. Hold a team meeting before departure to finalize the itinerary. Participants should inform parents of these facts. This should be done in writing for special trips such as state meets or overnight trips. Include addresses and phone numbers of hotels. Each participant must double check equipment and assume responsibility for it throughout the trip.
2. Prepare a checklist of equipment needed.
3. Any injured participant may only be released to parents or to the doctor.
4. Inform participants on the safekeeping of valuables.
5. Travel itinerary should be cleared with the AD's office.
6. No inappropriate behavior will be allowed and no obscene language will be allowed. Set standards of behavior and hold to them.
7. Bus/Restaurant/Hotel Conduct:
 - a. The coach should double check locker rooms, hotel rooms, restaurants, and buses to make sure nothing is left and that everything is picked up and that no damage is done.
 - b. Do not tolerate horseplay, loud shouting, hanging out of windows, or other inappropriate behavior. Set rules up ahead of time.
 - c. The coach is responsible for bus conduct, not the driver.
8. Use of Opponents Dressing Facilities:

Coaches should discuss with team members appropriate conduct when using dressing rooms. The condition of the facility should be noted upon arrival and before leaving to protect against vandalism. Also, guard against stolen items and double check so equipment is not left behind.

D. Attendance at Rules Meetings:

Head coaches must attend and or complete online rules meetings as scheduled by the MSHSL. It is recommended that assistant coaches attend these meetings.

E. Practices:

1. All practices are to be supervised by the contracted coaches at all times. Any replacement coach must be approved in advance by the AD.

Regulations for All Coaches (cont.)

2. Sunday meetings and practices with athletes are prohibited by the MSHSL. No practice will be held on Thanksgiving Day or Christmas Day. Practices over extended vacations may be scheduled by the coach with the approval of the AD. No practices will be held after 6:00 on Wednesday.

F. Injuries:

All participants must be reminded repeatedly to report all injuries to their coaches as soon as possible. Coaches should administer first aid they feel qualified to handle and refer the participant to the parents or physicians for severe injuries.

Coaches will complete an accident report form to be filed in the AD's office. All participants must have a Return to Participation Form signed by a doctor to return to practice after an injury that was referred to a doctor.

G. Discipline with Participants:

From your position as coach, you may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total educational experience. Your practice procedures, attendance regulations, and game tactics, as well as the manner in which you deal with rule violations will reflect your disciplinary abilities and greatly determine your effectiveness as a coach. It is the weak coach who is the participant's friend instead of their teacher, and who leaves the discipline to others or neglects it entirely. The head coach is usually the judge of what shall be done when rules are violated, but the principal and activities director must be informed when any serious violation occurs.

Some standard guidelines might help to be more consistent when major infractions do occur:

1. We want to be firm but ensure that justice prevails.
2. We are concerned first about what is best for all participants and second with what is best for the individual.
3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the participant and makes it clear that the team will do without him/her if he/she does not live up to the standards set. It is here that explanations be given fully to the participant and his/her parents. The suspension may be for a definite period of time or it may be indefinite if some type of corrective behavior must be displayed.

Discipline may be the key to the success of your team. Be firm, be fair, but be consistent. Make sure your athletes know the standards by which you are going to run your team.

Regulations for All Coaches (cont.)

H. Transportation Requirements and Guidelines:

All team members and managers must travel on the assigned bus unless written permission is received from the parent or guardian. This written permission slip must be handed in person to the coach before leaving on the trip. Permission will only be granted for a very special reason and travel must only be with parents or guardians. Transportation is for team personnel only.

I. Scouting:

1. Scouting is an integral part of some activities. Activities must follow the conference, district, section and MSHSL policy regarding scouting of their activity.
2. Assistant and middle school coaches will be expected to do scouting under direction of the head coach.
3. Exchange of videotapes is encouraged whenever possible.

J. Emergency School Closing:

When school is closed or dismissed after being in session due to inclement weather, all middle school activities (games/ practices) will be canceled. Varsity coaches should meet with the Activities Director who will work with the Superintendent to discuss what, if any, activities may take place.

K. Supervision of Building Areas:

Coaches will be expected to use the following guidelines in maintaining and supervising building areas.

1. Equipment Rooms
 - a. No one is allowed except coaches and managers.
 - b. All equipment must be kept in a designated place.
 - c. Area must be kept clean.
2. Training Room
 - a. No one allowed unless supervised.
 - b. Area must be kept clean.
 - c. Coaches should report shortages of supplies to the AD.
 - d. Supplies checked out to athletes are the responsibility of the coach.
 - e. Athletes must be dressed appropriately.
3. Locker rooms
 - a. Locker room must be picked up after practice; no towels or equipment should be left lying around.
 - b. Locker rooms must be supervised until all students have left the building.

Supervision of Building (cont.)

4. Coaches' Office
 - a. Should not be used for storage of equipment.
 - b. Require participants to knock before entering.
 - c. Participants should only be in the office on official business.
 - d. Area must be kept clean.
 - e. Students must get permission to use the phone.
 - f. Respect other coaches' equipment.
5. Weight Room
 - a. Students must be supervised.
 - b. Weight room is to be picked up and plates returned to their proper area.
 - c. Students must receive instruction on proper lifting techniques and safety procedures.
 - d. Students are to follow a program.
 - e. No horseplay is to be allowed.
 - f. Always use spotters and proper lifting techniques.

Part IV. Business Policies

A. Activities Banquets:

1. The head coach will make arrangements for their individual awards banquet. The date must be requested through the AD's office and then placed on the school calendar.

B. Budget and Purchasing:

1. Uniforms for each activity will be replaced as necessary.
2. All purchasing will be the responsibility of the AD subject to the approval of the Principal's office.
3. Head coaches are responsible for submitting requests for purchase of equipment and capital items two weeks following the season.

C. Clinics and State Tournaments: (per master agreement)

1. The school district shall grant two (2) days of coaching leave to the head coach of each activity (as sponsored by the MSHSL.) Each head coach may use the day(s) or allow (at the discretion of the building administrator) the day(s) to be used by assistant coach(es) in the activity. Clarification of assistant coaches shall be B-Team, Junior Varsity and/or Assistant Varsity Coach.

Business Policies (cont.)

2. Clinics or state tournaments must be approved by the AD and the building principal.
3. Any tuition expense for attending a clinic for credit must be paid by the coach.

D. End of Season Report:

Following the completion of each season, each coach must submit a summary of the season including participants, won-loss record, award winners, and recommendations for the program. This should be completed 2 weeks following the completion of the season.

E. Equipment Check and Inventory:

1. Within two weeks following the completion of the season, inventory must be completed by the head coach and turned into the AD's office.
2. All equipment must be cleaned, repaired, and stored in the appropriate area within two weeks.
3. Equipment and capital expenditure requests must be in the AD's office within two weeks following the completion of the season.

F. Records:

It is the responsibility of the head coach to keep and maintain all records, both team and individual. A copy must be submitted to the AD.

G. Schedules:

1. All activity schedules are the responsibility of the AD. Each coach is encouraged to assist in the scheduling as much as possible.
2. All officials will be contacted by the AD. Recommendations from coaches are important.

Part V. Activities Policies

A. Middle School:

The activities programs for sixth, seventh and eighth grade students will focus on strengthening skills and introducing competition with other schools.

Practices and/or games will not exceed five (5) nights/days per week plus some Saturdays.

All students who attend practice on a regular basis will have playing time in competitive game situations. Participation will be at the coach's discretion.

Parental permission is required before a seventh or eighth grade student can participate in a varsity program.

B. Senior High School:

Pequot Lakes High School attempts to provide all students with the opportunity to participate in activities. In some sports and activities, this is not possible, so try-outs are held and squads limited. Players should ask their coach about policies at the beginning of each season.

The activities programs for junior varsity students will focus on gaining and using additional skills in group and individual competitions.

Practice sessions will not exceed five nights per week for a season and not to exceed the length of the varsity season.

All students who attend practice will participate in games at the coach's discretion.

The activities programs for varsity students will focus on those students exhibiting superior skills in either team or individual competitions.

The coach for each sport will determine who will qualify for varsity team membership.

C. Administration:

Interscholastic activities in the Pequot Lakes High School shall be the responsibility of the Pequot Lakes Activities Department under the direction of the activities director. The head coach in each activity shall be responsible for the overall organization of that activity and shall work closely with the other coaches in that activity.

Part VI-A. Eligibility Requirements

The following rules shall apply for student eligibility to participate in both practice and games for interscholastic activities at all levels (6-12).

1. Must have a current physical on file in the AD's office.
2. Must complete the online registration process. [Register online](#)
3. Must have signed copies of all other required forms on file, as determined by the administration.
4. Must have paid the participation fee required for all activities as stated in the student policy manual. No student will be denied participation in activities because of the inability to pay the activity fee. They are to talk to the AD to see if arrangements can be made prior to beginning participation.
5. Participation fees will be refunded only if the athlete leaves the team prior to participating in any contests.
6. Once all forms are signed and turned in to the AD's office and all fees have been paid, the AD's office will generate a team roster that indicates those students who are eligible to start practice.
7. Academic Eligibility: students must meet MSHSL and Pequot Lakes High School eligibility requirements
8. Eligibility concerning MSHSL and School District 186 rules dealing with chemical use. Eligibility concerning chemical use violations will be determined by the building principal and the AD. Records of ineligibility will be kept in the building AD's office. Players serving a MSHSL suspension are expected to be at all practices and home events.
9. Students must be in school by 11:00 a.m. or receive permission from the building principal to be eligible to participate that day in practice or contest. In the event of a before school practice, participants must attend periods 1-4 the day of the before school practice or lose eligibility to participate the following day.
10. Students suspended from school for any reason will be ineligible for participation in practice, games, or meets on those days.
11. Students are expected to be in school on time the day following an event.
12. It is the policy of the Activities Department that students are in school to receive an education first and will be treated with the mission statement of Pequot Lakes Public Schools in mind.

Part VI-B. Academic Eligibility

Every three weeks during the school year, the school district administration will evaluate student academic performance and report them to students and parents/guardians. A student will be ineligible for extracurricular activities if they fail one or more classes or receive an incomplete. The specific evaluation dates will be posted on the school website. A student will be ineligible for extracurricular activities if they fail one or more classes or receive an incomplete. They can still practice while they are on probation.

Non-traditional students (PSEO, Odyssey, etc.) will be held to the same standards. These student's grades will be evaluated when they are made available to the school from the supervising party.

Rules of Ineligibility:

1. **Probation:** Students failing at the three week grade check will be given an academic probation sheet on the following Monday by their coach/advisor. They have one week to get their grade above passing. After a one week probation period, they can't compete until the probation sheet is completed.
2. **One Failing Semester Grade:** Ineligible for one event or one week of competition whichever is greater.
3. **Two or more Failing Semester Grades:** Ineligible for two events or two weeks of competition, whichever is greater. Students with two or more failing grades are not allowed to leave school early to attend away events.
4. **Incomplete:** May be eligible as soon as the incomplete is made up.
5. **Fine Arts Eligibility:** Students in band and/or chorus (grades 7-12) will be eligible to perform in concerts even though they may have received an "F" or an "I" in any class. However, they will not be eligible for MSHSL sponsored Fine Arts performance contests.

Part VII. Activities Training Guidelines

It shall be the responsibility of all coaches to review all training rules and guidelines each season with all participants. These will include but not be limited to:

1. MSHSL and School District 186 rules concerning chemical use. These rules are in effect for all students and participants in Pequot Lakes High School activities.
2. To be at their best, all participants must be physically fit. This requires proper nutrition and proper workouts, both in and out of the season. Each coach will have specific guidelines to be followed by the participants.

3. The coach has the right to set a curfew during the season if he/she so desires.

Part VIII. Awards

Activities Letter Award- this certificate will be given to all participants who letter in a particular activity as determined by the coaching staff.

Special Awards- award plaques or other special awards may be given by individual coaches to participants selected for special recognition.

All lettering requirements and other award requirements will be spelled out in detail for individual activities in the individual activity handbook.

Part IX. Problems with Participants

In any activities program, problems can still arise. In many cases, these problems are simply due to poor communications. In other situations, the problem may be more serious. For these reasons, it is necessary to have a well-defined chain of command. This chain of command must be made known to students and to parents so that the proper connections can be made and problems taken care of as efficiently and quickly as possible. (*For School District 186 the chain of command is found on page 3 of this handbook)

In the case of any grievance, callers should be referred to the first people in the chain of command for satisfaction and then proceed from there. It is essential that the people who are working directly with the student be informed of the problem as soon as possible so that corrections can be made. This must be done by direct contact in person or by telephone. Do not send second hand messages. Leave nothing to chance.

**PEQUOT LAKES ACTIVITIES DEPARTMENT
CHECKLIST OF COACHES' DUTIES AND RESPONSIBILITIES**

I. Preseason

- Review all MSHSL policies and School District 186 policies that pertain to your activity.
- Attend rules interpretation meetings and preseason meetings.
- If a fall activity, notify the AD's office of early season practice plans.
- Make as many arrangements as possible for first day of practice:
 - Notify athletes by mail, newspaper, announcements, etc.
 - Double check lockers, locks, equipment, practice areas, etc.
 - Double check custodians, field maintenance people, etc.
- Have sport manual completed and enough copies for all prospective athletes.
- Communicate with all assistant coaches about specifics of first days of practice and their responsibilities. Meet if necessary.

II. In-Season

- Have a system to keep track of equipment and use it.
- At first squad meeting:
 - Review all eligibility rules (MSHSL and local).
 - Review your activities sport book.
 - Review schedule of games and practices.
 - Review any rules that are required for athletes to remain members in good standing on your team.
- Turn in a squad list to the AD's office and double check eligibility of all members during the first days of practice.
- Notify the AD's office of any transportation or schedule changes immediately.
- Double-check your schedule of events with the AD's office during the first week of practice.
- Turn in a completed roster at least one week prior to the first contest so programs can be made and rosters can be sent to opponents.
- Master eligibility list must be in MSHSL office at least three days before the first contest. Double-check.
- Mail all publicity forms received to area papers, radios, television, etc. prior to the first contest.
- Provide local media with results of your contests.
- Attend local coaches' radio show as often as you can.
- Attend conference coaches meeting.

III. End-of-Season

- Collect all equipment immediately following the end of season. All equipment should be checked in on the equipment sheets. Make a list of all equipment that is lost or stolen and turn it in to the AD's office so students can be billed. (It is the coaches' responsibility to collect all equipment). Make sure all equipment is cleaned, repaired, and stored properly.
- Head coaches consult with assistant coaches and get their recommendations for the program.
- Notify the AD's of all award winners and pick up necessary awards.
- Set up your awards banquet through the AD.
- Notify local media of any award winners.
- Complete post-season report form and turn in within two weeks of the end of season.
- Give the AD your requisition for next year within two weeks of close of season.
- Present all program recommendations to the AD within two weeks of close of season.
- Schedule meeting with the AD to go over the end of season report, requisitions, and recommendations within two weeks of close of season.
- Update all individual and team records and update any record boards.

HELPFUL LINKS

[MSHSL Concussion-Return to Play](#)

[MSHSL-Severe Weather//Heat and Cold Index](#)

[Why We Play](#)