

Minneapolis Public Schools

Athletic Coaches Manual

(Manual contents are consistently under review and subject to revision)



MISSION

To excel in creating excellent athletic opportunities for all students:

- ❖ Participate in sports to improve athletic knowledge and skills;
- ❖ Spend quality out-of-school time with supportive, mentoring adults;
- ❖ Gain a better understanding of the diverse world in which we live and the unique cultural differences of its population;
- ❖ Learn how to relate to, and respond to, situations and individuals from a variety of backgrounds;
- ❖ Reflect principles of hard work, integrity, motivation, perseverance and excellence;
- ❖ Develop habits for a lifetime of physical activity, good health and wellness.

VISION

Balance student participation with the opportunity for athletes to compete at the highest level.

- ❖ tiered levels of competition
- ❖ a first class infrastructure
- ❖ equitable allocation of resources
- ❖ increases community engagement
- ❖ promotes school pride

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COACHING DUTIES

Minneapolis Public School (MPS) Coaches are teachers of athletic activities. All coaches are required to have Minnesota State High School League (MSHSL) certification and meet all Minneapolis Public Schools (MPS) guidelines prior to working with student-athletes. The coach is responsible for creating a fun, safe, and challenging environment in which his/her student-athletes will receive a high level of instruction and competition. Coaches are expected to be positive representatives and team members of Minneapolis Public Schools (MPS) and the Athletic Department. This includes ensuring that the coaches conduct themselves in a manner that will bring honor and respect to our teams and school. He/She is expected to make decisions based on the collective interest of the team, while also developing each student-athlete to his/her fullest potential. The coach must be clear in expectations and available to student-athletes for positive mentorship on and off the field/court. He/She is expected to maintain high personal standards, motivate the players, and promote sportsmanship at all times. In this role, they have specific duties and responsibilities. Some of these duties and responsibilities include the following:

1. Complete Minnesota State High School League (MSHSL) Continuing Education Requirements through the Coaches Clipboard. Complete rules interpretation meetings online (Coaches Clipboard) yearly to stay currently informed of the rules of the sport or activity.
2. Attend all District, School and Region meetings.
3. Hold preseason meetings, mid year meetings, and post season meetings and/or banquets with parents and student-athletes.
4. Monitor and support the academic progress of the athletes in the program. Aid athletes in meeting the academic eligibility requirements and maximizing their academic potential.
5. Be responsible for the instruction and supervision of the fundamentals and specific direction of the program so that each and every student-athlete has the equal opportunity to improve.
6. Abide by the rules set forth by the Minnesota State High School League (MSHSL) Coaches Code of Ethics.
7. Know, understand, support and adhere to school, district, state and national policies and philosophies.
8. Keep an up-to-date list of team members by grade and ID number.
9. Provide an environment that is safe for student-athletes during practice and competitions.
10. Constantly and consistently maintain exemplary conduct at practices and games that reflect an attitude of respect and courtesy toward teammates, opponents, officials and spectators and require team members to do the same.
11. Be on time and present for all athletic activities associated with the activity assigned.
12. Plan, organize and supervise regular practice sessions to include: a written practice plan and an effective conditioning program which provides an opportunity for every student-athlete to improve.
13. Work collaboratively with the School Athletic Director to respond to specific program needs while accepting and supporting decisions made by supervising staff.
14. Understand and practice the proper care and prevention of injuries in conjunction with the School Athletic Trainer(s).
15. Know, understand, support and adhere to the state, district and school eligibility rules. In addition, aid the School Athletic Director in counseling student-athletes on these rules so they will not participate in any activity that will jeopardize their eligibility.

16. Do NOT allow student-athletes to participate until they have been cleared through the School Athletic Office.
17. Direct students to the School Athletic Director for the collection and maintenance of required records including physical exam forms, eligibility bulletins, parent permission form, insurance disclaimer form, participation fees, transportation requests and award winners.
18. Direct transfer students to the School Athletic Director to complete the necessary MSHSL transfer process.
19. Assist the School Athletic Director in establishing a non-conference schedule.
20. Request and schedule district-arranged transportation to School Athletic Director. Make sure adults are present on the bus.
21. Establish and implement an awards (lettering) policy for the sport and submit a copy for record to the School Athletic Office.
22. Assist the School Athletic Director and Equipment Manager in the selection, care, maintenance, issuing and collecting of all equipment and inform the Equipment Manager when students leave the team. Reporting of all damaged equipment to the School Athletic Office.
23. Collecting and turning in all coaching keys from all program coaches.
24. Provide each student-athlete and School Athletic Director with written expectations with regard to attendance, conduct, procedure for communicating with coaches when student-athletes cannot attend games or practices, squad size and procedures for selecting the squad, bus procedures, etc. These rules should be distributed at the initial team meeting and to any student-athlete who may join the team after the initial meeting and posted on team websites.
25. All fundraisers done for teams, through the school, must be approved by the School Athletic Director and School Principal. Monies must be handled according to District policies and procedures.
26. Work with the School Athletic Director on ALL program purchasing needs.
27. Promote participation of multicultural, gender fair and students with special needs in your program.
28. Responsible for supervision of all student-athletes during practices, games and on buses. This is to include making sure students get on and off buses before and after each game. Coaches are responsible for clearing and securing areas (field, gyms, and locker rooms) BEFORE LEAVING THE BUILDING. All student-athletes and at least one coach must use transportation provided by the school district.
29. Home team should report scores to the newspaper (Star Tribune); in addition all scores (of ALL levels) must be reported to Jeff Buszta (jbuszta@comcast.net), and School Athletic Director.
30. In coaching Cooperative Sponsorship Team, work with all participating schools to recruit potential players.
31. In coaching Cooperative Sponsorship Team, make sure all schools are appropriately recognized.
32. In coaching Cooperative Sponsorship Team, make sure the team embodies District Athletic Philosophies.
33. Perform other duties as assigned by the District Athletic Office and/or School Athletic Director.

TERMS OF COACHING ASSIGNMENT (See contract in appendix)

All coaching assignments shall be for one school year. Terms of assignment shall be executed according to the Teacher Contract as negotiated by the Minneapolis Federation of Teachers. All coaching contracts are on an “as needed” basis and may be terminated at any time. Coaches should meet with School Athletic Directors to discuss compensation and additional terms of employment.

PAYMENT OF COACHING STIPEND

All coaches are expected to stay actively involved for the length of their assignment which includes the summer waiver session in accordance with the MSHSL. Checks will be requested from the payroll department from the School Athletic Director. NO PAPERWORK leads to NO COACHING ASSIGNMENT which leads to NO PAY. Contact your School Athletic Director and/or the District Human Resources Department (612-668-0807) or the District Payroll Department (612-668-0420) with any questions.

KEYS

Keys are to be checked out from the School Athletic Director, or assigned person. Duplication or loaning of keys is prohibited. Students are not to be given or loaned keys. Keys are to be checked back in at the end of the season. Extended key checkout will be examined on an individual basis.

PARTICIPANT HANDBOOKS

The printing of team handbooks is encouraged for distribution to program participants and parents. A non-sport specific handbook is located on the District athletic website. Coaches should use this handbook while adding as much information as possible including specific program schedules, rules, team policies and procedures. Coaches are responsible for being consistent with department, district, conference, and state policies and procedures. Coaches and advisors should provide a review copy to the School Athletic Director prior to distributing the booklets.

Preparation and printing costs must be covered by the individual activity.

END OF A SEASON

The end of a season for a particular activity will be when that team has completed its schedule and no further competition has been scheduled by the conference, region, or state. The purpose of this statement is:

- A. To eliminate a player from being scheduled to practice in a completed activity and to allow the individual to start preparation for the next season.
- B. To allow coaches with consecutive assignments to be available immediately for the next coaching assignment.
- C. To eliminate the conflict of determining priority in the scheduling of facilities.
- D. To store/put away equipment.
- E. To hand in uniforms.
- F. To complete end of year inventory and evaluations.

SUMMER COACHING WAIVER (See appendix for forms)

Coaches who work with their student-athletes during the off season are required to read, abide by, and complete the MSHSL Summer Coaching Waiver via the Coaches Clipboard prior to the first summer training opportunity.

SCHEDULING

1. Events
 - A. All conference games will be scheduled by the conference one-year in advance.
 - B. The coach will schedule other events with assistance and approval from the School Athletic Director.
 - C. Contracts for home events will originate in the School Athletic Director's Office, the School Athletic Director shall sign all contracts (home and away).
 - D. Coaches are not authorized to make any official commitment concerning events without previously consulting with their School Athletic Director due to facility scheduling.
2. Practices
 - A. Prior to the start of the season, the School Athletic Director's Office is to be informed of a team's schedule for practices and scrimmages.
 - B. Participants are to be notified at the start of the season of any practices and scrimmages that are going to be scheduled on non-school days – including Saturdays and vacation days.
 - C. Practices may be canceled by the school district when there is an emergency closing of the school.
 - D. No coach is to be involved in the organizing or administering of practices on Sundays.
3. Special Recognition Games, Senior Day, Half-Time and Pre-game Activities
 - A. All special event games must be scheduled through and in cooperation with the School Athletic Office. The School Athletic Director must be notified in advance for approval.
4. In-Service Days

The following are procedures for practice on in-service days; administrative approval is needed for any exceptions:

 - A. On "in-service days", all staff must attend in their entirety all in-service meetings, all department meetings, and/or building level staff meetings.
 - B. Participants may not be in the building or use school facilities unsupervised on "In-service" days.
 - C. All practices should be coordinated through the School Athletic Office to avoid conflicts.
5. Parent-Teacher Conferences

District teachers are expected to participate in parent-teacher conferences as scheduled. Events and practices are to be scheduled to avoid conflicts with conferences. Teachers with unavoidable conflicts should talk to the School Athletic Director and School Principal.
6. Jamborees, Scrimmages, Festivals, Tournaments and Competitions
 - School sponsored teams will participate in events through the region and state level with district funding as a part of their normal operating budget.
 - School sponsored teams may participate in events when approved by the MSHSL and MPS administration.
 - A. Sanction forms must be completed and sent to the Minnesota State High School League (MSHSL) for approval. Do not agree to participate in any out of state contest without first getting approval from the School Athletic Director.
 - B. When so participating, the expenses of such participation will be borne by the participating group:
 - 1) Fundraising opportunities may be conducted by the group to help offset an individual member's personal cost.
 - 2) All fundraisers will be subject to district approval and policies.

C. Groups will be expected to have supervising coaches in attendance.

1) Teachers who are coaches will be excused from their teaching duties subject to master contract provisions.

2) The participating group(s) may be asked to fund the cost of necessary substitute teachers.

D. Students will be given school-approved absences from their classes for time missed while participating as part of a school group. Student-athletes are required to make arrangements with their classroom to make up for any missed work. Coaches must supply a list to the Student Services Office.

TEAM ABSENCE FROM SCHOOL

When a team must be excused during the school day, the coach must present a list of all student-athletes complete with ID numbers and hours missed to the Attendance Clerk prior to their event. Coaches are to remind their student-athletes that they are responsible for any work missed.

ELECTION/PRECINCT CAUCUS DAYS

No activity (game or practice) may be conducted on these days.

SCHOOL/COMMUNITY SERVICE

We encourage as many groups to have a service component to their team function as possible.

USE OF SUBSTITUTE TEACHERS

Obtain prior approval, and fill out conference billing forms, before submitting a request for a full or part-time substitute.

ILLNESS OF COACH

Inform the School Athletic Director, if you as a coach are ill, arrange for practice plans with your assistant(s) if any. If no coverage is available, the School Athletic Director will make cancellations as necessary.

CONFERENCE AND REGION PASSES

Coaches are encouraged to join the Minnesota High School Coaches Association (SHCA); by joining this organization coaches receive many benefits including entrance into many schools' events. Please visit <http://www.mshsca.org/> for additional information. Region passes are issued from the region secretary.

EARLY DISMISSAL OF TEAM

1. If you need an early dismissal, coach is required to send a list of students with ID#'s to the School Athletic Director and Attendance Office one week prior to the event. Earlier if possible.
2. Students must have proper supervision while waiting for transportation.

GROUP AND BUILDING SUPERVISION

One of the prime responsibilities of a coach is the supervision of his/her team. In addition, the coach must be aware of his/her responsibilities for building and facility security.

1. No student is allowed to use school facilities without a coach present to supervise.
2. If you open a door, you are responsible for securing the door when your practice/event is completed.
3. Before leaving the premises, make the following final check:
 - a. All students are out of the facility
 - b. All doors/gates/rooms are secured and locked. This includes: Gyms, Pool, Stadium, Locker rooms.
 - c. All necessary lights/showers etc. are shut off.
 - d. Be sure exterior doors are locked and secured.
4. Do not, under any circumstances, leave while there are students in the building or at any facility.

BUILDING PERMITS/COMMUNITY EDUCATION

A building permit is required for any building and athletic facility use. Coaches should work with School Athletic Directors to make sure all building permits are up to date and approved. All Facilities Booking Procedures need to be followed. If there is after hours use it is important to have coaches communicate with the District Call Center (DCC) Office; their phone number is 612.668.0322. Coaches should call in PRIOR to opening any doors and AFTER they have secured the building to make sure all alarms are activated. Coaches and School Athletic Directors are required to read the following message regarding the District's policies and procedures pertaining to facility use.

BUILDING PERMIT MEMORANDUM

To: School Athletic Directors
From: District Athletic Office, Office of the General Counsel
Re: Facility use by athletic coaches

This is a reminder of the District's policy and procedures regarding the use of MPS facilities by members of the community. The District requires all community members wishing to use our facilities, including athletic fields and gymnasiums, for non-District events to obtain a permit from Community Education. Community Education will determine whether the facility is available, decide whether rental and custodial charges apply, calculate the appropriate fee, and then bill the community member. The community member is responsible for remitting any required payment directly to Community Education.

This applies to all non-District individuals and organizations (for profit and non-profit). It also applies to all MPS employees, including coaches, when their use of a District gym or other athletic facility is personal. *Coaches conducting their own sports camps or clinics or other personal events at District facilities must follow the permitting process described above.* They must reserve the facility through Community Education and must pay any applicable fees

These procedures are intended to promote fairness and consistency in the use of MPS facilities. They are also intended to enable the District to accurately account for any and all funds it receives. Therefore, please remind your athletic coaches that they are not to schedule, facilitate, or charge (or waive a charge) for the use of school gyms and other athletic facilities by community members, including, when the use is personal, themselves and other District employees. All inquiries regarding facility use for non-District events must be directed to Community Education.

Thank you for your prompt attention to this matter.

RELIGIOUS OBSERVANCE DAYS

Check with your School Athletic Director prior to scheduling team activities for the latest observance day schedules. In some situations contests may not be allowed on these days. Practice may still be permitted.

Coaches and School Athletic Directors are required to read the following message regarding the District's procedures pertaining to pregame or post-game prayer.

RELIGIOUS OBSERVANCE MEMORANDUM

To: School Athletic Directors and Coaches
From: District Athletic Office, Office of the General Counsel
Re: Pregame and post-game prayers

This is a reminder that School District employees, including Athletic Coaches and Athletic Trainers, may not lead, initiate, require or facilitate prayers with students before, during, or after athletic contests or practices. **Moreover, District employees may not participate in student-initiated prayer.** These actions may violate the United States and Minnesota Constitutions by creating a reasonable perception that the District is endorsing religion and compelling students to participate in religious activity.

On their own initiative, students may pray either individually or collectively, as long as it is not coercive in any way. **Similarly, a coach may pray privately, provided that it does not interfere with the performance of his or her duties.** A coach may not, however, while still on duty, engage in religious conduct or display that a reasonable observer, aware of the context, would perceive as a District endorsement of religion.

If you have questions, please contact the District Athletic Office or the Office of the General Counsel. Thank you for your prompt attention to this matter.

TEAM PICTURES

1. Team pictures will be taken of all MPS athletic teams.
2. It is the responsibility of the coach to schedule photo sessions with the designated School Photographer.
3. Students may order team and individual pictures from the School Photographer directly.
4. Coaches are responsible for being sure that students have the information as to order forms, time, location, and the cost.
5. School Athletic Directors are responsible for ensuring that pictures taken are suitable for display in the school. All pictures should, therefore, be in school uniforms.

TEAM CLOTHING

1. Each coach may elect to order team clothing items with the approval of the School Athletic Director. The cost of these items must be covered by the student-athletes. There is no school money to fund any team clothing.
2. The coach is responsible for the wording, logo, and graphics to be used. If anything is felt to be potentially objectionable, a committee made up of the School Principal, School Athletic Director and the coach will meet to discuss the printing.
3. Although purchased at the discretion of each individual student, it is strongly recommended that such apparel adhere to accepted school colors.

TRANSPORTATION POLICIES (See appendix for forms)

1. Approved mode of transportation: All co-curricular groups will be transported by district hired buses.
2. All requests for transportation outside the metro area must have prior approval by the School Athletic Director.
3. The district will assume the transportation cost for regular season events that require same day travel.
4. If a coach bus or overnight lodging is necessitated, the costs will be paid by the requesting program. Approved overnight travel forms are required.
5. District transportation will not be provided for practices. Practice buses can be ordered for additional costs.
6. Request forms must be filled out and sent to your School Athletic Director. The School Athletic Director will submit requests to the District Transportation Office.
 - A. Bus transportation requests must be completed for every game, scrimmage, and practice. All requests for known trips should have the request forms turned in prior to the start of the season.
 - B. Other requests must be turned in to the School Athletic Director no later than two weeks prior to the need.
 - C. If cancellation must be made due to weather conditions or other reasons, call 612-668-2315 and the School Athletic Director to cancel.
 - D. The District Transportation Department will not honor requests directly from coaches.
7. Transportation of Students
 - A. All students are to ride the district transportation (if provided) to and from all practices and games, unless a transportation waiver has been approved.

TRANSPORTATION MEMORANDUM

To: School Athletics Directors and Coaches
From: District Athletic Office, Office of the General Counsel
Re: Guidance for Staff Transporting Students in Personal Vehicles

This memo is to remind all School Athletic Department Staff of the MPS policy and regulation regarding transportation for athletic events. The policy is 6230 (field trips) and the regulation is 6230C (athletics and team transportation). The policy and regulation allow for transportation of student-athletes via buses, vans, or taxis. The field trip policy allows (in addition to buses, vans, or taxis) for transportation by parents/guardians, but only in exceptional cases and only where a certificate of current insurance is on file with the District and permission is obtained in advance. Neither the policy nor the regulation specifically allows for transportation of students by staff.

Accordingly, staff members are **not** to transport students in their personal vehicles (unless the student is also the staff member's child). The only exceptions would be in an extreme emergency where student safety is at risk or, in the context of athletics, students might not make the event. At that point, an analysis of the risks and benefits must be made. For example, would a student be walking home in the dark, alone, and in freezing temperatures? Or, again in the athletics context, is it a one-time event that cannot be rescheduled, such as a playoff? It is the District's expectation that this exception will be invoked in only the rarest circumstances.

The District Athletic Department must be consulted and approval obtained before any Athletics Department Staff member transports any student in a personal vehicle.

OVERNIGHT TRIPS – (See appendix for forms)

All overnight trips taken by a student or a group of students in the name of the school are subject to the following policies:

1. All trips must be approved by the School Athletic Director, School Principal and the Associate Superintendent with oversight. The coach must submit overnight trip application forms (see appendix).
2. All students are to be adequately chaperoned both in terms of number and gender.
3. All students must have permission forms on file with the coach prior to leaving on the trip.
4. All travel and lodging arrangements must be in accordance with District policies and procedures.

COACHES PROTOCOLS IF BUS DOES NOT SHOW:

- **Step 1:** Verify you received a confirmation email informing you the request was confirmed and a bus scheduled. Confirmation emails come from MPS Athletic Trips email (AthleticTrips@mpls.k12.mn.us) and this should be done PRIOR to EVERY game.
- **Step 2:** Call Transportation (have confirmation number ready) to determine bus location at 612-668-2315 or 612-735-4309.
 - If no one answers, call 612-668-2305 – This is a main Dispatch number so be patient!
- **Step 3:** Call the opposing school to notify them of the transportation issue.
- **Step 4:** Make alternative plans for the game (shorter warm-up, late start, reschedule game).
 - **DO NOT INSTRUCT PLAYERS TO DRIVE TO GAME**
- **Step 5:** Notify your School Athletic Director of problems and alternative plans in writing.
- **Step 6:** School Athletic Director will forward to the District for investigation/confirmation that athletics is not charged for the bus.

INJURY PROCEDURES

1. Common or Simple Injuries
 - A. All coaches should pick up a first-aid kit from the Equipment Manager and carry it to all practices and competitions. Have Emergency Contact Cards accessible to multiple coaches.
 - B. If simple first-aid is needed, the coach will administer it using the supplies furnished in the first aid kit.
 - C. The Minneapolis City Conference has a contract with TRIA Orthopedics for athletic training services. Athletic Trainers are assigned by TRIA.
 - D. If an Athletic Trainer is not available, the coach is to provide appropriate care.
2. Serious Injuries (suspected fractures, dislocations, back or neck injuries, unconsciousness or any head injury)--**Reference Site Emergency Action Plan created by the School Athletic Director and Athletic Trainer.**
 - A. A coach, Athletic Trainer or other responding party will stay with the injured student-athlete.

- B. A coach, Athletic Trainer or other responding party will call 911, refer to the student-athlete's emergency referral card for information regarding the injured student-athlete.
 - C. A coach, Athletic Trainer or other responding party will call parents/guardians or emergency contacts, if possible ask which hospital to send the injured student-athlete to.
 - D. A coach, Athletic Trainer or other responding party should ride in the ambulance with the injured student-athlete.
 - E. While the coach is on the phone, a designated person should be sent to direct the ambulance to the injury site.
 - F. A coach, Athletic Trainer should always contact the home to inform parents/guardians of any injuries.
3. Concussion Protocol **(See appendix for forms)**
- A. All coaches must complete concussion protocol as required by the State Statute.
 - B. All student-athletes must have a return to play document signed by their physician or Athletic Trainer.
 - C. See attached forms for additional information on concussion protocol.
4. Reporting Injuries
- A. Inform School Athletic Director of all serious injuries.
 - B. If a coach is injured while coaching, an injury packet must be picked up immediately from the School Principal's Office. A "First Report of Injury" form needs to be completed and sent to determine if Worker's Compensation benefits are applicable.

EMERGENCY PHONES

There are many phones available for any situation that necessitates the use of the 911 emergency phone number. Coaches are encouraged to have cell phone access at all times.

EMERGENCY PLANS/AED LOCATIONS

Schools are required to have building emergency plans for each practice and game venue. Coaches are required to review emergency plans with their Athletic Trainer, teams and all assistant coaches. Coaches should check with their Athletic Trainer and/or the School Athletic Director with any questions.

RULES VIOLATIONS AND LEADERSHIP POSITIONS

Student-athletes holding leadership positions (captains, etc.) who are found in violation of MSHSL and/or District rules which result in a loss of participation opportunities may be removed from their position of leadership.

COMMUNICATION TOOLS

Coaches may communicate regularly with parents and student-athletes in person, via school email or by school phone. The coach will provide a contact number for parents and student-athletes to use in the case of an emergency ONLY.

SOCIAL MEDIA

Student-athletes are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Minneapolis Public Schools (MPS) community and beyond. This practice is meant to protect students from unintended issues and consequences. Student-athletes who participate in online interactions must remember that their posts reflect on the entire Minneapolis Public Schools (MPS) community and are subject to the same behavioral standards set forth in the Minneapolis Public Schools (MPS).

Social Media Expectations:

Student-athletes are expected to abide by the following:

- To protect the privacy of Minneapolis Public Schools (MPS) students and faculty, students may not, under any circumstances, create digital video recordings of Minneapolis Public Schools (MPS) community members either on campus or at off-campus Minneapolis Public Schools (MPS) events for online publication or distribution without express permission from the Minneapolis Public Schools (MPS).
- You should assume anything you post on your personal account could be read by staff, opposing teams, coaches, alumni, or future employers. Be smart because your choice to participate in athletics or activities means that you are always "on the clock" when it comes to the rules and representing Minneapolis Public Schools (MPS). General athletics content may be posted, but social media should not be used to speak poorly about another athlete/coach/team/etc.

**Failure to follow the above guidelines, as with other
MPS District policies may result in disciplinary action.**

Social Media Best Practices:

When using social media student-athletes and parents should:

- Think twice before posting. If you wouldn't want your boss, parents, or future employer to see your post, don't post it. Don't post anything that you wouldn't say openly in a classroom setting.
- Be respectful. Be positive. Treat others the way you would like to be treated.
- Be honest. Be transparent. Always tell the truth.
- Remember many different audiences will see your posts including fans, alumni, kids, student-athletes, parents, staff, faculty.
- Remember that the internet is permanent. Even if you delete something, it's still out there somewhere.
- Social media outlets can be very effective when used strategically but they can also be huge time-burners. Have a plan for your social media activity. Whenever you post something, make sure it adds value so that there is a return on your investment of time.
- Be in the right state of mind when you make a post. Remember, the internet is permanent!
- Demonstrate Minneapolis Public Schools (MPS) Pride!

PARENT/COACH COMMUNICATION

Parent Meeting: The coaches for each sport during the three sports seasons (Fall, Winter, Spring) will hold a parent meeting prior to the first game in each sport. Parents are encouraged to be in attendance. The meeting will typically be held prior to or early in the season and allow parents to meet the coach for their student-athlete's sport, ask questions, and receive all information pertinent to the season.

PRESEASON MEETINGS

Each coach is expected to conduct a parent/participant meeting early in their season. At this meeting the following topics should be addressed:

1. Squad selection process
2. Attendance policies (including Saturdays and vacation days)
3. School rules concerning eligibility, attendance, scholastic progress
4. Minnesota State High School League (MSHSL) Rules
5. Any specific team rules for your program
6. Transportation Policy
7. Award policies and banquet information (i.e. lettering)
8. Process for addressing concerns and/or complaints
9. Any other items of importance

APPROPRIATE ADULT/STUDENT RELATIONSHIPS

At all times, students will be treated by District employees with respect, courtesy and consideration and in a professional manner. Each District employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on an employee-student basis. District employees must be mindful of the inherent positions of authority and influence over students. Sexual relationships between District employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability. This practice applies to all District employees at all times, whether on or off duty and on or off of District locations.

District employee actions that violate this practice include, but are not limited to, the following:

1. Dating students.
2. Having any interaction/activity of a sexual nature with a student.
3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the District.
4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.

District employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and inappropriate. District employees will adhere to applicable standards of ethics and professional conduct in the Minneapolis Public School (MPS) District Policies. District employees must gain parental consent and authorization through the school district before communicating with students through means outside of the District communications channels or electronic technology network. The request for consent must define the methods and purpose of the communication. This applies to the use of employee's personal phones or email accounts, text messaging, or other digital electronic communication technologies.

REPORTING AND INVESTIGATION

Complaints and/or concerns regarding alleged violations of this policy shall be handled at the building and/or District level. All employees shall cooperate with any investigation of alleged acts, conduct or communications in violation of this policy. Upon receipt of a reported violation, the District will take appropriate action to investigate and determine if a violation has occurred. If so, resulting action may include, but is not limited to, notice of concern, suspension, exclusion,

expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities.

GENERAL CONCERNS OR ISSUES PROTOCOL

Any emergency situation or potential criminal behavior should be reported immediately to the School Athletic Director or School Principal.

Step1: One of the greatest opportunities for student-athletes is learning skills for effective conflict resolution. When there is a concern, student-athletes are encouraged to speak with their coach directly. It can be very satisfying for all parties involved when student-athletes and coaches are able to find mutually agreeable solutions for an issue that they are preempting to resolve.

Step 2: If the coach and student-athlete are unable to resolve the issue together, then parents with their student-athlete may contact the coach. If a parent has a concern to discuss with the coach, the parent should contact the coach at an appropriate time for both parties. An upset parent should wait at least 24 hours before approaching a coach or parent after an athletic event. Under no circumstances should a parent approach a coach or another parent in a harsh manner or immediately before, during, or immediately after a practice or a game. Taking this time to reflect on the situation, as well as honest and respectful communication should allow for more effective dialogue ensuring a more successful experience for everyone. It is not appropriate for a parent to request feedback from the coach about team strategy (including playing time), play calling, or other student-athletes. It is appropriate for a parent to contact the coach with concerns about their son/daughter's behavior, their skill development, and for physical treatment advice.

Step 3: If the discussion with the coach does not resolve the issue, parents with their student-athlete and coaches may contact the School Athletic Director to discuss the situation.

Step 4: if the School Athletic Director is unable to provide a satisfactory resolution, the parent with their student-athlete and the School Athletic Director may contact the School Principal or the appropriate administrator.

PROCEDURE FOR HANDLING COMPLAINTS

Parents/guardians and student-athletes who have a concern regarding a particular situation, team player, or coach are encouraged to follow the protocol above. Any harassment complaints should be submitted to the School Principal in support of MPS Policy 4002 – Harassment and Violence Prevention Prohibition: Protected Classes. If you still have a concern, please contact the District Athletic Director.

PARENT/GUARDIAN/SENIOR NIGHTS

Please use the following checklist as a guide in helping you plan this event.

1. Notify the School Athletic Office of the date.
2. Send letters of invitation to parents/guardians (include instructions as to time and place to meet, how to be admitted, where to stand or sit, when recognition will take place, etc.)
3. Arrange for a room for refreshments, if desired.
4. Order refreshments.
5. Arrange for free admission. Give a list to the School Athletic Director.
6. Arrange for special seating, if appropriate.
7. Prepare a script for announcer and program (include pronunciation of names).
8. Prepare name tags.

9. Instruct student-athletes on how to acknowledge parents/guardians.
10. Recognize volunteers.
11. Notify the opponent's coach.

BOOSTER CLUBS (See appendix for specific information)

Coaches are expected to share the District's Booster Club procedures and expectations with all booster organizations. School Athletic Directors should also be aware of all Booster activities.

SPORTS BANQUETS

1. When a school sport has a banquet, it then becomes a school function, and the school assumes responsibilities as it does for any other school-sponsored activity. Therefore, it becomes imperative for the responsible staff member to comply with policies and guidelines established for the purpose of regulating banquets.
2. All awards and/or items made by individuals, businesses, private enterprises, and clubs given to a student must be of a non-promotional nature and can be accepted only if awarded through the school with prior approval of the School Athletic Director. These awards cannot exceed \$100 (MSHSL RULE).
3. The following guidelines will be observed when planning for recognition programs for the athletic squads.
 - A. Although the coach may wish to involve parents in the planning and coordinating of the banquet, the banquet remains the responsibility of the coach.
 - B. All requests for use of the building and/or dispersal of funds must be handled by the coach personally.
 - C. Banquets and awards programs may also be held at locations other than the school.
 - D. If the banquet is held at an establishment where alcoholic beverages are served, they should not be served on this occasion. Parents, coaches, and guests, as well as student-athletes are to be asked to respect this policy. In conforming to the no-tobacco-use policy of the school, no tobacco products should be used at athletic banquets.
 - E. The sponsoring organization must pay all banquet expenses. The costs should not be prohibitive for parents/guardians and families. Provisions should be made to allow players and parents to attend the presentation of awards without being required to purchase a meal.
 - F. The District Athletic Department does not pay for post-season banquets or awards.
4. The following items may be helpful when making arrangements for the banquet.
 - A. To provide some initial organization, it is suggested that the parents/guardians of team captains meet with the other parents and coaches of their particular activity to decide how a team should be honored and to select a date that provides maximum attendance.
 - B. An information letter should be sent to all parents/guardians.
 - C. Committees for tickets, programs, menu, decoration, etc. should be organized.
 - D. A decision should be made as to which teams in that sport should be honored. For example, should only Varsity and Junior Varsity level student-athletes be honored, or should tenth or ninth grade teams be included?
 - E. Banquet money should be collected in advance. Banquets are self-supporting.

- F. All collected money should be deposited in the appropriate athletic account from which all bills will be paid.
5. If the use of the school facilities is desired, a building permit must be obtained well in advance. The main office can help with arrangements.

BUDGET

1. Athletics have a general fund budget established for them each year at the District Athletic Office. These funds are used to pay for School Athletic Directors (Middle School), coaches and other district funded items including Athletic Trainers, Officials, Engineer overtime, transportation, officers and game security/supervisors.
2. In addition to district monies, schools get gate receipts from their home contests and participation fees.
3. Numerous outside agency grants are applied for each year. These funds are typically used for special projects and/or programs.
4. A copy of the budget should be made available in the School Athletic Director's Office.

PURCHASING

1. All District purchasing guidelines must be followed for all purchases. All items MUST have a school issued purchase order prior to placing the order.
2. The School Athletic Director will work with coaches to order all equipment.
3. Any items ordered without the permission of the School Athletic Director will not be covered.
4. School purchase orders should not be used for booster purchases.
5. For big ticket items, multiple price quotations should be obtained to assure competitive pricing.

CONTRIBUTIONS - SOLICITATION OF FUNDS - FUND RAISING

1. Consult the District Policy prior to accepting any contributions.
2. Any coach wishing to conduct fundraisers must consider other organizations so that fundraising activities are not duplicated. The following items should be considered before beginning a fundraiser or solicitation request:
 - A. Goal of fundraiser - How will money be spent?
 - B. Impact on school and community.
 - C. Market saturation.
 - D. Are any other organizations doing this and will your participation negatively impact other groups' efforts?
3. Fundraised monies (generated and spent) must comply with District Policy.
4. The liability of the member, should they lose their product or money must be explained to all participants.

CLUB (FUNDRAISING) ACCOUNTS

Club accounts are maintained through the School Finance Clerk for fundraising revenues, banquets, parent's nights, team apparel and other miscellaneous expenses not covered by the school. The coach is responsible for following District sport account policies and procedures and for ensuring

that a positive balance occurs at the end of the school year. Athletic account funds are considered to be public money and can only be expended for the direct benefit of students.

PARTICIPATION FEE INFORMATION

Participation fees are set at the district level. This year's fees are as follows:

Hockey....\$240; Football...\$90; All other High School Sports\$75

See your School Athletic Director for information regarding fee reductions for students qualifying for educational benefits. Student generated fees stay in the building to offset program costs.

TICKET PRICES

Admission to all sporting events is: \$2.00 for home students, \$6.00 for adults and \$4.00 for away students and seniors. Discount passes are available through individual School Athletic Offices and online; \$40.00 for an adult 10 punch pass card and \$25.00 for a student 10 punch pass card.

ATHLETIC WEBSITES

There are a number of websites with important information pertaining to Minneapolis Public Schools (MPS) Athletic Programs. They include:

[District Athletics Website](#)

[Minnesota Adapted Athletics Association Conference](#) (schedules)

[Minnesota State High School League \(MSHSL\)](#)

ATHLETIC DEPARTMENT AWARDS

PARTICIPATION AWARDS: These awards are presented to students who participate on a school's athletic team but have not earned a varsity letter award. These are available for student-athletes participating on a sub-Varsity level team.

INDIVIDUAL SPORTS LETTERING REQUIREMENTS: Each head coach is responsible for setting up their specific lettering requirements but all sports will require the following standards:

- A. The student-athlete must complete the entire season.
- B. The student-athlete must take part in practices to improve his/her own quality and the development of the team.
- C. The coaching staff may use their discretion in determining award winners.

VARSITY LETTER AWARDS: These awards are presented to student-athletes who meet the coach's Varsity letter standards. The first time a participant earns a letter for Varsity level competition in any sport he/she will be awarded the Varsity chenille letter. Only one chenille letter will be awarded to the student-athlete throughout their high school career.

VARSITY LETTER CERTIFICATES: Each time a student-athlete letters in any sport they will receive a Varsity letter certificate. These awards are available with your School Athletic Department.

ALL CONFERENCE AWARD: This award is determined by criteria established by conference coaches.

ACADEMIC ALL CITY AWARD: This award is presented to senior student-athletes who have a cumulative grade point average of 3.5 and have earned a Varsity letter award in two sports with one letter being earned in the student's senior year.

ATHENA AWARD: This award is presented to the outstanding senior female student-athlete in the school. Coaches nominate and vote on this award. See School Athletic Director for specific details to this process.

EXPECTATIONS FOR STUDENT-ATHLETES

The Athletic Department expects the following of each participant in the school athletic program.

- To be a worthy representative of teammates, coaches, and the school community, abiding by school and community expectations.
- To maintain health and fitness levels by following the training rules prescribed by the coach.
- To reflect the knowledge that commitment to victory is nothing without commitment to hard work in practice.
- To understand that athletics is just one part in the big picture with the cornerstone being that a Minneapolis Public School (MPS) student strives to achieve excellence in all areas.
- To learn to deal with adversity in an honorable way and to capitalize on growth opportunities.
- To express feelings intelligently and appropriately.
- To accept the responsibilities of team membership: support of teammates, cooperation, positive interaction, and mutual respect.
- To learn how to balance a demanding academic schedule with an arduous athletic training schedule.

USE OF LOCKER ROOMS

All lockers, uniforms, equipment and supplies are property of the Minneapolis Public Schools (MPS) and will be assigned for use by the student-athlete.

1. The locker rooms are for athletic use only and only school issued locks are allowed.
2. There is no towel service for athletics. Student-athletes are responsible for their own towels.
3. Lockers are assigned seasonally and they must be cleaned out and equipment returned within one week of the end of the season. All items left in lockers after the equipment turn in date will be cleaned out and donated to charity. Student-athletes not returning equipment to the Equipment Manager may be assessed a fine and will not be allowed to check out equipment for their next season of participation until fine has been paid.

USE OF EQUIPMENT

1. All equipment is property of the Minneapolis Public Schools (MPS). It will be issued by a member of the School's Athletic Department.
2. Student-athletes will be charged a replacement cost for articles lost or excessively worn.
3. Theft will not be accepted as an excuse for not returning equipment and uniforms.
4. If a student-athlete drops out of a sport during the season, it is their responsibility to return equipment and uniforms to the Equipment Manager.
5. All issued equipment and uniforms must be returned within one week of the end of the season.

ELIGIBILITY - MPS Policy 5560

1. All student-athletes must have a valid physical on file in the School Athletic Office prior to participation in any practices.
2. All student-athletes must have a signed parent/guardian permission slip on file in the School Athletic Office prior to the participation season.
3. All student-athletes are required to follow the District's eligibility rules.
 - a. **Credits** - to be scholastically eligible for participation in athletics, students must have earned sufficient credits each term towards graduation. Eligibility is determined quarterly. The student-athlete is responsible for earning the number of credits (See Chart).
 - b. **GPA** - In addition to earning a sufficient number of credits, student-athletes must have an overall grade point average of 2.0 or a 2.0 GPA average the quarter prior to competition.
 - c. **Appeal** - Students not meeting the grade point average minimums may be eligible for an appeal, see the School Athletic Director for details.
 - d. Students who are on an Individual Education Plan (IEP) or 504 Plan may qualify if they do not meet the District Athletic Department's minimum requirements. Have these students see the School Athletic Director and/or IEP Case Manager.

Grade	End of 1st Quarter	End of 2nd Quarter	End of 3rd Quarter	End of 4th Quarter
9th	1.0	2.5	3.75	5.0
10th	6.25	7.5	8.75	10.0
11th	11.25	12.5	13.75	15.0
12th	16.25	17.5	18.75	Graduate

SCHOOL SUSPENSION: Any student-athlete suspended from school is likewise suspended from practices and games until they are officially readmitted to school.

PARTICIPATION IN TWO ACTIVITIES DURING THE SAME SEASON

1. There may be times when a student wishes to compete in more than one activity during the same season.
2. Permission to participate in both activities may be granted after consideration of the following criteria:
 - a. The agreement of all head coaches and the School Athletic Director(s).
 - b. Demonstration of the student-athlete being able to meet the minimum participation standards for practices and events in each activity.
 - c. The agreeability of the student athlete's parents.
 - d. The student-athlete's school, work and personal schedule, as well as the student-athletes' academic standing will be examined.
 - e. The effect on the team/group members will also be considered.

COLLEGE REQUIREMENTS FOR ATHLETIC PARTICIPATION

(See appendix for brochure)

Student-athletes wishing to participate in college athletics must meet with their School Counseling Office to properly sign-up for the NCAA Clearinghouse. All questions must be answered by a School Counselor or NCAA.

FOR ADDITIONAL INFORMATION SEE THE NCAA GUIDE FOR THE COLLEGE BOUND STUDENT-ATHLETE BOOKLET at <http://www.ncaa.org/> under the student-athlete tab.

APPENDIX - ASSOCIATED FORMS FOR COACHES

[Coaches Salary](#)

[Coaching Contract](#)

[Weather Related Conditions: Lightening, Cold, Heat](#)

[Coaching MSHSL Sponsored Activities](#)

[NCAA Eligibility](#)

[MSHSL Summer Coaching Waiver](#)

[MPS Athletics Booster Club Pamphlet](#)

[MSHSL Anyone Can Save A Life - Emergency Response Protocol Form](#)

[MSHSL Concussion Protocols](#)

[MPS Concussion Management Information](#)

[Heads Up: Concussion Fact Sheet for Parents](#)

[Athletic Transportation Request](#)

MPS Overnight Field Trip Forms (see links directly below)

- [Letter of Intent](#)
- [Parent Agreement](#)
- [Student Agreement](#)
- [Chaperone Agreement](#)
- [Trip Plan and Final Approval](#)

[MPS POLICY 4002 Harassment and Violence Prevention Protected Class](#)

Coaching Contract



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

Minneapolis Public Schools
Department of Athletics
Co-Curricular Assignment Contract

Name: _____ Employee ID# _____

This is to verify your employment as: _____ for _____
title name of activity/sport
at _____ Start Date: _____ End Date: _____
Name of School/Location

*****IF YOU ARE NOT A CURRENT MPS EMPLOYEE, YOU CANNOT BEGIN THIS ASSIGNMENT WITHOUT COMPLETING THE HIRING PROCESS WITH THE HUMAN RESOURCES DEPARTMENT. IF YOU ARE A RETURNING COACH, YOU MUST COMPLETE A BACKGROUND CHECK WITH THE HUMAN RESOURCES DEPARTMENT BEFORE BEGINNING THIS ASSIGNMENT. FAILURE TO DO SO WILL AFFECT PAYMENT, AND MAY AFFECT FUTURE EMPLOYMENT ELIGIBILITY*****

PLEASE FAX COMPLETED CONTRACT TO HUMAN RESOURCES AT 612-668-0657, Attention: Jayda Sallis

Type of Pay:

☐ CURRENT EMPLOYEE

You will be paid \$ _____ for the activity, which is included in the extracurricular salary schedule of the Minneapolis Public Schools Teacher Contract Agreements, Policies, and Regulations. This salary is based on this year's contract. Any change in the negotiated contract rate will be adjusted to the salary indicated. Since this is a co-curricular assignment, it is based on need and may be canceled at any time. It is effective only for the time period noted above.

☐ NON-CURRENT EMPLOYEE

You will be paid \$ _____ for the activity as determined by the school or Athletic Department. Since this is a co-curricular assignment, it is based on need and may be canceled at any time. It is effective only for the time period noted above.

☐ Volunteering not being paid.

This is a contract for a seasonal activity and you have the responsibility to monitor and support the academic progress of the students in this activity throughout the entire school year. Coaches who do not teach in the building must maintain the monitoring by making periodic visits to the school. For coaches who are not current Minneapolis Public Schools employees, this contract is contingent upon the above named coach passing the criminal background check. Since this is a co-curricular assignment, it is based on need and may be canceled at any time. It is effective only for the time period noted above.

Sincerely,

Athletic Director Signature

Date

Principal Signature

Date

I have read the above and agree to accept the employment assigned as outlined, as well as any additional expectations that may be included with this contract.

Signature _____

Date: _____

Printed Name: _____ SSN: _____

Address: _____

city state zip

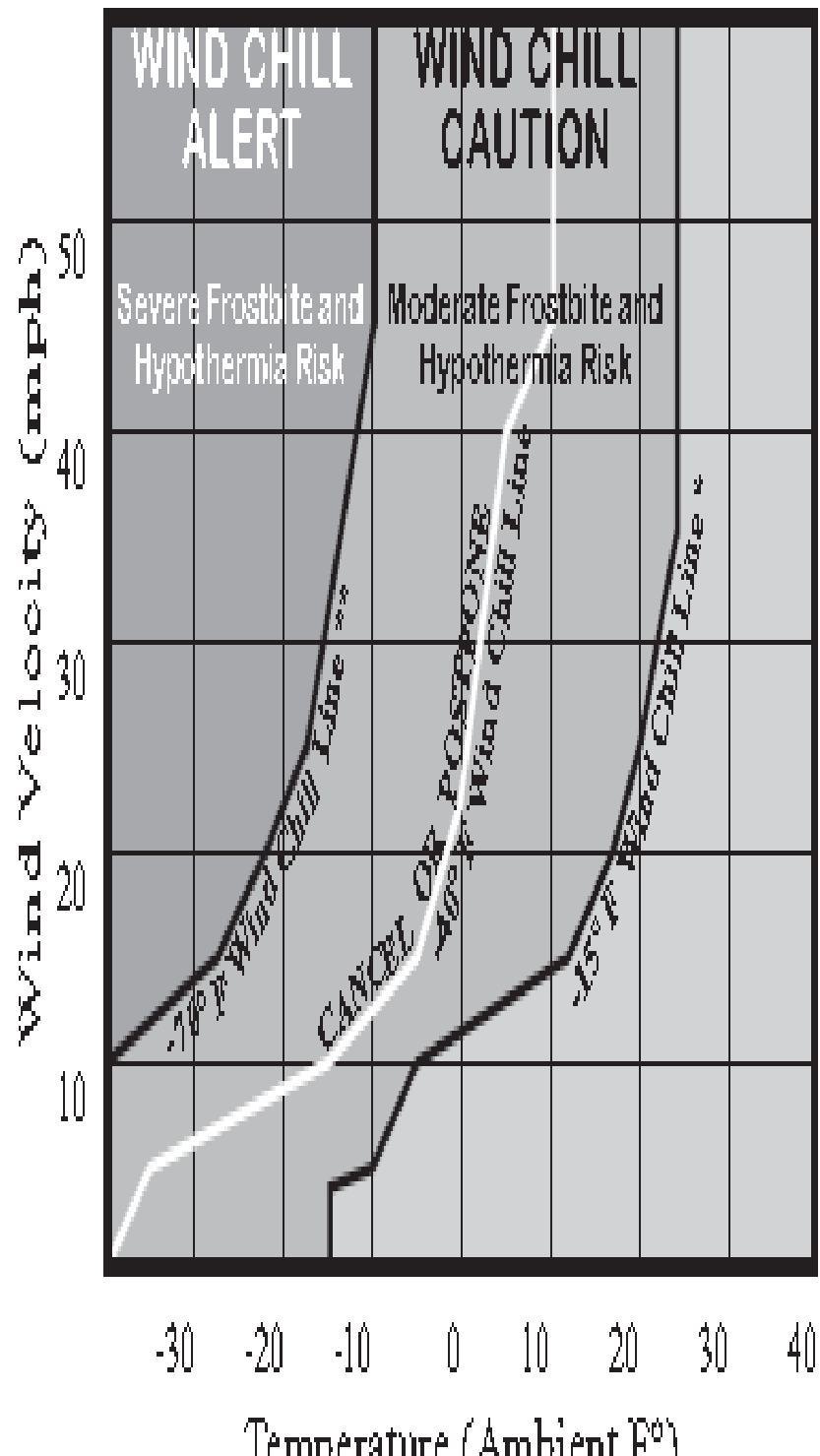
Main Phone#: (____) _____ Additional Phone#: (____) _____

Are you a current employee of Minneapolis Public Schools? Yes _____ No _____ If yes, Job Title: _____

Copy Distribution Employee Site Book (Original) Personnel File Site Athletic Director District Athletics Department (fax)

Rev 02/2014

Weather Related Conditions: Lightning, Cold, Heat



COMPETITION INDEX FOR COLD

- CANCEL OR POSTPONE:
- ◆ Competition >1 minute duration at -4° F
 - ◆ All Activity at -20° F or at -40° Wind Chill

Notes:
* -15° F or greater Wind Chill
Exposed flesh can freeze in 1 minute
** -70° F or greater Wind Chill
Exposed flesh can freeze in less than 30 seconds

Heat Stress and Athletic Participation

Early fall football, cross country, soccer and field hockey practices are conducted in very hot and humid weather in many parts of the United States . Due to the equipment and uniform needed in football, most of the heat problems have been associated with football. There are no excuses for heatstroke deaths, if the proper precautions are taken. During hot weather conditions the athlete is subject to the following:

HEAT CRAMPS – Painful cramps involving abdominal muscles and extremities caused by intense, prolonged exercise in the heat and depletion of salt and water due to profuse sweating.

HEAT SYNCOPE – Weakness fatigue and fainting due to loss of salt and water in sweat and exercise in the heat. Predisposes to heat stroke.

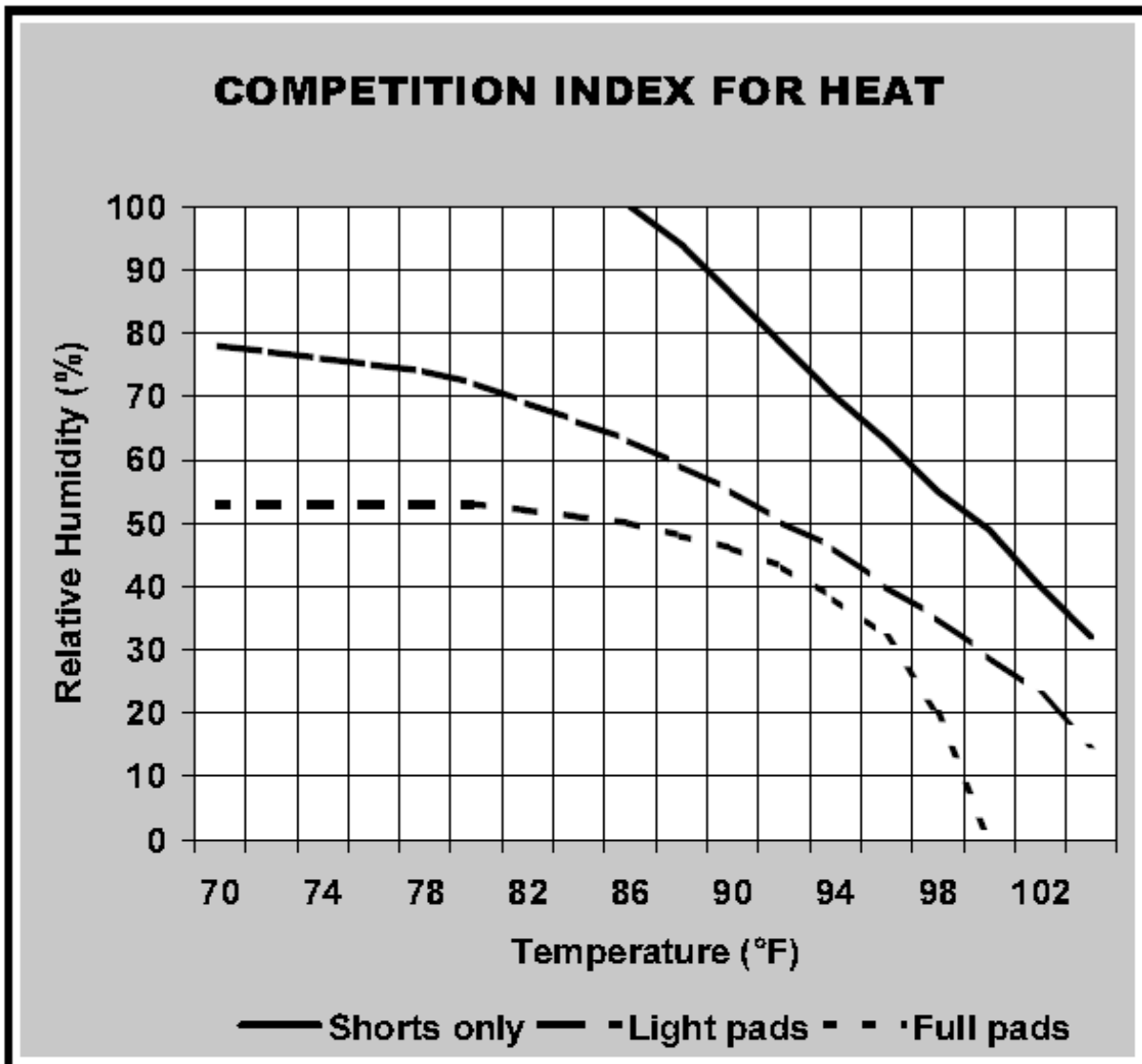
HEAT EXHAUSTION (WATER DEPLETION) – Excessive weight loss, reduced sweating, elevated skin and core body temperature, excessive thirst, weakness, headache and sometimes unconsciousness.

HEAT EXHAUSTION (SALT DEPLETION) – Exhaustion, nausea, vomiting, muscle cramps, and dizziness due to profuse sweating and inadequate replacement of body salts.

HEAT STROKE – An acute medical emergency related to thermoregulatory failure. Associated with nausea, seizures, disorientation, and possible unconsciousness or coma. It may occur suddenly without being preceded by any other clinical signs. The individual is usually unconscious with a high body temperature and a hot dry skin (heat stroke victims, contrary to popular belief, may sweat profusely).

It is believed that the above-mentioned heat stress problems can be controlled provided certain precautions are taken. According to the American Academy of Pediatrics Committee on Sports Medicine, heat related illnesses are all preventable.(Sports Medicine: Health Care for Young Athletes, American Academy of Pediatrics , July 2000). The following practices and precautions are recommended:

1. Each athlete should have a physical examination with a medical history when first entering a program and an annual health history update. History of previous heat illness and type of training activities before organized practice begins should be included. State High School Associations recommendations should be followed.
2. It is clear that top physical performance can only be achieved by an athlete who is in top physical condition. Lack of physical fitness impairs the performance of an athlete who participates in high temperatures. Coaches should know the **PHYSICAL CONDITION** of their athletes and set practice schedules accordingly.
3. Along with physical conditioning the factor of acclimatization to heat is important. Acclimatization is the process of becoming adjusted to heat and it is essential to provide for **GRADUAL ACCLIMATIZATION TO HOT WEATHER**. It is necessary for an athlete to exercise in the heat if



Heat Stress Risk Temperature and Humidity Graph

Reprinted with permission from Kulka TJ, Kenney WL. Heat balance limits in football uniforms: how different uniform ensembles alter the equation. Phys Sportsmed 2002;30(7):29-39.

- - - - - LINE: Regular practices with full practice gear can be conducted for conditions that plot to the left of the - - - - line.
- ——— LINE: Cancel all practices when the temperature and relative humidity plot to the right of the ——— line; practices may be moved into air-conditioned spaces.
- BETWEEN ——— AND - - - - LINES: Increase rest to work ratio with breaks every 20 minutes and all protective equipment should be removed to practice in shorts only when the temperature and relative humidity plot between the ——— and - - - - lines.
- BETWEEN - - - - AND - - - - LINES: Increase rest to work ratio with breaks every 30 minutes and wear shorts with helmets and shoulder pads only when the temperature and relative humidity plot between the - - - - and - - - - lines.
- Heat risk rises with increasing heat and relative humidity. Fluid breaks should be scheduled for all practices and increased as the heat stress rises.
- Add 5 degrees to temperature between 10 AM & 4 PM from mid May to mid September on bright, sunny days.

Coaching MSHSL Sponsored Activities



COACHING MSHSL-SPONSORED ACTIVITIES

This document is intended to provide specific information regarding your high school coaching assignment and Minnesota State High School League bylaws pertaining to student eligibility. Review the following League bylaws which may affect your contact with your athletes outside of the high school sports season. Contact your athletic activities director or the League if you have any questions about these bylaws.

Bylaw 203

Camps/Clinics

DURING THE SCHOOL YEAR

During the school year, members of the high school coaching staff (fulltime, parttime, head coach, assistant coach, volunteer coach, salaried or non-salaried) may not own, organize, administer, direct, or coach a camp or clinic, league, or tournament that is attended by players from the coach's school in that sport.

SUMMER WAIVER

High school athletes may attend a camp or clinic owned or coached by a member of his school's coaching staff provided the coach has been approved for a summer waiver. Consult with your athletic director for the summer waiver criteria.

NOTE: Camp/clinic participation fees must be paid by the student or student's parent or guardian. Coaches and/or booster clubs cannot pay for a student to attend a camp/clinic or participate on a non-school team. Schools may not issue school uniforms for non-school use. Schools may rent or lease equipment, i.e. shoulder pads, football helmets, etc. to students for their personal use in camps, clinics, or leagues during the summer.

Penalties:

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility IN THAT SPORT for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two 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 a sport season will lose eligibility for two games in the next sport season in which the student participates.

2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility IN THAT SPORT for the next six consecutive interscholastic contests.
3. **Third Violation:** After confirmation of the third or subsequent violation, the student shall lose eligibility IN THAT SPORT for the next twelve consecutive interscholastic contests.
4. **Consecutive Penalties:** Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

Bylaw 208

Team and Individual Sports

1. During the high school season:

- A. Students may receive coaching, training or lessons in that sport from a source other than the school's coaching staff. Training shall be defined to include receiving instruction in the techniques and skills of a particular sport.

- B. Non-school training during the high school season for athletes who qualify as individual competitors to the state tournament: *(Swimming, Cross Country, Tennis, Skiing, Gymnastics, Wrestling, Synchronized Swimming, Softball, Baseball, Field Hockey)*

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.

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.

- C. Coaches may continue to conduct practice and training for all squad members, including the students who have been eliminated from tournament competition, until completion of the state tournament in that sport.

Season Definition:

The season begins with the official opening date of practice and ends when the student or student's team is eliminated from further MSHSL tournament competition.

2. During the school year, prior to and following the high school sports season:

- A. Coaches shall not influence or direct a student to participate as a member of a team or as an individual competitor in a non-school league, camp, clinic, or to take private or group instruction or lessons.

- B. A student who has been a member of a high school team (B-squad, junior varsity or varsity) may not receive coaching, training or private lessons from a salaried or non-salaried member of the school's sophomore, B-squad, junior varsity or varsity coaching staff in that sport.

3. During the summer vacation period:

During the summer vacation period, member schools may waive "2-B" above and permit students to receive coaching from a member of the high school staff under the provisions of the summer coaching waiver. Contact your athletic director for additional information.

Summer Vacation Definition:

With the exception of Baseball and Girls' Softball, the summer waiver period also includes a one-week no-contact period in July the week of July Fourth.

Captains Practice:

Captains practice is primarily for the purpose of physical conditioning and salaried or non-salaried school personnel may not be involved in any capacity. It is the responsibility of school officials to become aware of the pre-season activities in their school district and to verify that the spirit and intent of the League rules are respected.

Open Gym:

Open gym refers to the use of the school facilities for recreational activities. The characteristics of an open gym are that:

1. The school facilities are available for students to participate in a number of activities;
2. The recreational activities are open to all students;
3. There is no coaching of the student participants.

of activities provided in the school interscholastic athletic program;

4. There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

Interpretation:

- C. Can high school coaches participate as a player on a non-school league team or in games during open gym with students they coach on their high school team.

- A. No. It is the philosophy of the Minnesota State High School League that students should have the opportunity to engage in a variety of activities prior to and following the high school sports season provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's high school coaching staff. The presence of the student's high school coach as a participant violates the intent of the rule which seeks to prevent school personnel from exerting undue influence on students to participate on non-school teams or attend open gym.

Bylaw 307

Undue Influence on Students

A system of fines shall be imposed for schools whose personnel exert undue influence on students to participate on non-school teams or to attend camps, clinics, open gym, captains practice, weight training or other related activities.

Bylaw 308

Undue Solicitation of a Student

Any verbal or written contact initiated by a representative of another school resulting in the transfer of a student will be considered as asserting undue influence, for which the school may be publicly censured, removed from tournament competition, suspended from the League, or fined.

Bylaw 406

Physical Development Programs

Group and individual physical development programs open to all students between the close of one season and the opening of the next season are encouraged. The use of high school gymnasiums and other athletic facilities during the same period is also encouraged. National Federation guidelines for conducting programs for physical development will apply. This means that coaching of sports techniques and skills to students who have participated on high school teams is a violation of the bylaw and must not be included in the program which would emphasize physical development rather than skills and techniques of specific sports. Chalk talks or "skull sessions" emphasizing sport skills and techniques is a violation of the bylaw. There shall be no compulsion on athletes to participate in the program as a qualification for being on a high school team.

COMPLETION OF ONLINE RULES MEETING & CONTINUING EDUCATION REQUIREMENTS

Every three years, all Coaches must complete the League Continuing Education Requirements (CER) as detailed on Coaches Clipboard on the League website. All Coaches must complete an annual online League Pre-Season Rules Meeting (if a meeting is conducted) for that sport. Coaches who do not complete the CER and who do not complete the Rules Interpretation Meeting or pass the written Rules Interpretation Exam with an 80% or better score will be immediately ineligible to coach MSHSL-sponsored programs.

Penalty:

Failure to pass the rules test and the CER makes the Coach immediately ineligible to coach in the regular season and post season.

CODE OF ETHICS FOR COACHES

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

- making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench, through any public news media, social media or other electronic media;
- detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or
- being ejected from any contest.

Actions and Response:

Negative actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate.

Penalties:

Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the League Board of Directors.

PRIOR TO AND FOLLOWING THE HIGH SCHOOL SPORTS SEASON, A COACH:

MAY

- Conduct a pre-season meeting to review team registration, MSHSL rules, tryout information and other administrative items. No coaching or instruction in the skills or strategies of the sport is permissible.
- Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your athletic director to do so.
- Provide coaching during the summer vacation period if approved for summer waiver.
Ref. Bylaw 208.

MAY NOT

- Provide coaching, instruction, training, etc. to athletes of their high school B-squad, junior varsity, or varsity teams (unless approved for and during summer waiver period).
- Direct athletes to play in a league or to attend a camp or clinic.
- Place athletes on a roster, develop or organize a team roster, draft players for a team, select, secure, or otherwise influence the placement of athletes on a team for leagues, tournaments, camps, or clinics, other than those athletes approved for a summer coaching waiver.
- Direct or unduly influence an athlete to participate in open gym, captains practice, or on non-school teams, leagues, camps, clinics, or weight training.
- Organize, supervise, direct, or otherwise participate in the organization of captains practice.

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 (the 22nd calendar day) from the official start of that sport season.
- Membership Defined: A student must:
 - Be practicing with the high school team;
 - Be on the school's master eligibility list; and
 - Be under the bylaws of the League.
- Exceptions: At the member school's discretion, students may be allowed to join a team after the fourth Monday (the 22nd calendar day) from the official start of the that sport season and be fully eligible for post-season competition if they meet any of the three conditions (1, 2 or 3) below.
 - Transfer students who become eligible in their new school.
 - Students, who are participating in another sport and wish to drop that sport or participate in a second sport during that same sport season, provided they have not delayed their membership in order to gain a competitive advantage.
 - Students who were under the care of a physician and were medically unable to join the team by the specified date. Students must have written documentation from the physician.
 - Students who join a team after the fourth Monday (the 22nd calendar day) from the official start of the that sport season, but who also meet any of the three conditions (a, b or c) below are eligible **ONLY** for regular season competition, not post-season competition.
 - Participated on a non-school team or as an individual competitor;
 - Participated in a camp or clinic; and/or
 - Received private instruction in that sport during the high school season.



NCAA Eligibility

ONE OPPORTUNITY.
LIMITLESS
POSSIBILITIES.



More than
480,000 college athletes
from **1,121** colleges and universities
make up the **19,000** teams
that send more than
54,000 participants
to compete each year in the NCAA's
90 championships
in **24** sports
across **3** divisions.



GRADE 9

Plan

- Start planning now! Take the right courses and earn the best grades you can.
- Ask your counselor for a list of your high school's NCAA core courses to make sure you take the right classes. Or, find your high school's list of NCAA core courses at eligibilitycenter.org.

GRADE 10

Register

- Register with the NCAA Eligibility Center at eligibilitycenter.org.
- If you fall behind on courses, don't take shortcuts to catch up. Ask your counselor for help with finding approved courses or programs you can take.

GRADE 11

Study

- Check with your counselor to make sure you are on track to graduate on time.
- Take the ACT or SAT and make sure we get your scores by using code 9999.
- At the end of the year, ask your counselor to upload your official transcript.

GRADE 12

Graduate

- Take the ACT or SAT again, if necessary, and make sure we get your scores by using code 9999.
- Request your final amateurism certification after April 1.
- After you graduate, ask your counselor to upload your final official transcript with proof of graduation.



FOLLOW
YOUR
PATH

For more information:
eligibilitycenter.org
NCAA.org/playcollegesports

Search Frequently Asked Questions:
NCAA.org/studentfaq

Follow us on Twitter:
[@ncaa_ec](https://twitter.com/ncaa_ec)





eligibilitycenter.org

If you want to play sports at an NCAA Division I or II school, start by registering with the NCAA Eligibility Center at eligibilitycenter.org during your sophomore year.

Core Courses

This simple formula will help you meet the Divisions I and II core-course requirement:

4X4=16

- 4 English courses (one per year)
- + 4 math courses (one per year)
- + 4 science courses (one per year)
- + 4 social science courses (one per year)

16 NCAA CORE COURSES

Grade-Point Average

The NCAA Eligibility Center calculates your grade-point average (GPA) based on the grades you earn in NCAA-approved core courses. Visit eligibilitycenter.org for a full list of your high school's core courses.

Sliding Scale

Divisions I and II use sliding scales to match test scores and GPAs to determine eligibility. The sliding scale balances your test score with your GPA. If you have a low test score, you need a higher GPA to be eligible. If you have a low GPA, you need a higher test score to be eligible. Find more information about sliding scales at NCAA.org/playcollegesports.

Test Scores

You may take the ACT or SAT as many times as you want before you enroll full time in college, but remember to list the NCAA Eligibility Center (code 9999) as a score recipient whenever you take a test. We can accept official scores only from ACT or SAT and we won't use the scores from your high school transcript. If you direct the ACT or SAT to send us your scores every time you take a test, we will choose the best scores from each test subject to create your sum score.

ACADEMIC STANDARDS

DIVISION I

To play sports at a Division I school, you must graduate from high school and meet ALL the following requirements:

1. Complete 16 NCAA core courses:
 - 4 years of English
 - 3 years of math (Algebra 1 or higher)
 - 2 years of natural/physical science (including one year of lab science if your high school offers it)
 - 2 years of social science
 - 1 additional year of English, math or natural/physical science
 - 4 additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
2. Complete 10 NCAA core courses, including seven in English, math or natural/physical science, before your seventh semester.
3. Earn at least a 2.3 GPA in your NCAA core courses.
4. Earn an ACT sum score or SAT combined score that matches your core-course GPA on the Division I sliding scale.



DIVISION II

To play sports at a Division II school, you must graduate from high school and meet ALL the following requirements:

Before August 1, 2018

1. Complete 16 NCAA core courses.
2. Earn at least a 2.0 GPA in your NCAA core courses.
3. Earn an ACT sum score of 68 or an SAT combined score of 820.

After August 1, 2018

1. Complete 16 NCAA core courses.
2. Earn at least a 2.2 GPA in your NCAA core courses.
3. Earn an ACT sum score or SAT combined score that matches your core-course GPA on the Division II sliding scale.

Core Courses for Division II

To play sports at a Division II school, you must complete these NCAA core courses:

- 3 years of English
- 2 years of math (Algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science if your high school offers it)
- 2 years of social science
- 3 additional years of English, math or natural or physical science
- 4 additional years of English, math, natural or physical science, social science, foreign language, comparative religion or philosophy.

DIVISION III

Division III schools provide an integrated environment focusing on academic success while offering a competitive athletics environment. While Division III schools do not offer athletics scholarships, 75 percent of Division III student-athletes receive some form of merit- or need-based financial aid.

If you are planning to attend a Division III school, you do not need to register with the NCAA Eligibility Center. Division III schools set their own admissions standards.

MSHSL SUMMER COACHING WAIVER REQUEST – COACH

THIS FORM MUST BE ON FILE WITH THE DESIGNATED SCHOOL REPRESENTATIVE OF YOUR SCHOOL PRIOR TO YOUR INVOLVEMENT AT AN ATHLETIC CAMP OR CLINIC OR WITH A NON-SCHOOL TEAM THAT INCLUDES STUDENTS WHO HAVE PARTICIPATED ON THE VARSITY, JUNIOR VARSITY, B-SQUAD OR SOPHOMORE TEAM REPRESENTING YOUR SCHOOL.

☐ **INDIVIDUAL OR TEAM SPORT**

I understand that MSHSL Bylaws permit me to coach students from my school who have participated at the varsity, junior varsity, sophomore or B-squad level **from June 1 through July 31**. With the exception of Baseball and Girls' Softball, the summer waiver period also includes a one-week no-contact period in July the week of July Fourth (please see schedule below). **I understand I am not to have any contact whatsoever with those students during the one-week no-contact period.**

I further understand that I may continue to coach these students through Labor Day if said coaching is a natural extension of the summer team season and if my athletic director has approved that coaching extension. (Exception: Soccer summer waiver period ends on the Sunday before the first allowable day of practice.)

I understand that I may not require students from my school to participate as an individual or as a member of a non-school team. I understand that doing so or implying that they must do so may be considered to be Undue Influence and that my school may be fined up to \$1,000 for such a violation. I affirm that I am not violating the above.

I am asking my school for a waiver to coach those students, in grades 7-12 who participated with my high school program this past season, on non-school teams or in non-school events under the terms identified in this document in the following sports:

1 _____ 2 _____ 3 _____ 4 _____

☐ **SUMMER CAMP OR CLINIC**

I understand that MSHSL Bylaws permit me to coach students from my school who have participated at the varsity, junior varsity, B-squad or sophomore level **from June 1 through July 31**. With the exception of Baseball and Girls' Softball, the summer waiver period also includes a one-week no-contact period in July the week of July Fourth (please see schedule below). **I understand I am not to have any contact whatsoever with those students during the one-week no-contact period.**

I understand that I may not require students from my school to attend a camp or clinic with me or other coaches from my school. I understand that doing so may be considered Undue Influence and that my school may be fined up to \$1,000 for such a violation. I affirm that I am not violating the above.

I am asking my school for a waiver to coach those students, in grades 7-12 who participated with my high school program this past season, in camps or clinics under the terms identified in this document in the following sports:

1 _____ 2 _____ 3 _____ 4 _____

Coach's Signature

Coach's Name (please print)

Date

The Summer Waiver No-Contact Period dates consistently run Saturday through Friday, except when July 4th occurs on a Friday. The approved dates are:

2015... July 4 – July 10 (Saturday – Friday)	2016 July 2- July 8 (Saturday – Friday)
2017... July 1 – July 7 (Saturday – Friday)	2018 June 30 – July 6 (Saturday – Friday)
2019... June 29 – July 5 (Saturday – Friday)	2020 June 29 – July 5 (Monday – Sunday)*
2021... July 3 – July 9 (Saturday – Friday)	2022 July 2 – July 8 (Saturday – Friday)
2023... July 1 – July 7 (Saturday – Friday)	2024 June 29 – July 5 (Saturday – Friday)

Revised 7-15-14

MPS Athletics Booster Club Pamphlet

Booster Clubs MAY:

- Volunteer time and raise money.
- Contribute funds to increase students' opportunities and better enhance their experiences.
- Print promotional items like team schedules, programs, and yearbooks (subject to the School Athletic Director's approval).
- Financially support the program by providing additional funding for coaches, staff, and event workers.
- Organize team events, such as team meals.
- Discuss as official business any item that meets the definition or function of a booster club as outlined on the previous page.

Booster Clubs SHOULD NOT:

- Openly discuss or perform a performance review of the head coach, coaching staff, and/or coach funded by the booster club. The School District has sole authority over all staff decisions (hiring, renewal, termination, etc.).
- Openly discuss playing time issues.
- Withhold or condition contributions (financial or other) to the program in order to control the hiring or firing of the head coach or staff member, the playing time of certain athletes, or any other decision under the School District's authority.
- Offer up a petition by booster club members to hire/fire a coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the head coach.
- Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.

Banquets

- The head coach and/or Athletic Director is responsible for all facets of the end-of-season awards banquet, if any. The head coach may delegate these responsibilities to the booster club; however, the program and the agenda must be approved by the head coach.
- The awards given out at the banquet are the sole responsibility of the head coach.
- Awards programs or end-of-season banquets are expected to be alcohol-free.

Advertising

- Consistent with District policy, the District Athletic office must approve all advertisements.
- The school's athletic office reserves the right to pull programs that have not been approved or are not consistent with District values.

Fundraisers

-Fundraising is a necessary part of high school athletics today. We are very thankful for the efforts of parents and booster clubs. All donations, gifts, bequests, and unsolicited grants must comply with and are subject to Minneapolis Public Schools Policy 3280 and Regulation 3280A. Full details of this policy and regulation are found at:

http://policy.mpls.k12.mn.us/income_2

- Membership on a team and/or playing time is not affected in any way by the amount of money a participant raises.
- Booster club dues and other fees should be refunded to students who are cut from the team.

MSHSL Basics

- Booster club activities must be in compliance with MSHSL policies, including Title IX and student eligibility.
- No booster club member may recruit or encourage athletes from other schools to transfer to the Minneapolis Public Schools.
- Booster clubs are prohibited from paying an athlete's sports participation fee or fees to attend a camp or clinic.
- Coaches are allowed to work with their teams only during the designated MSHSL season and the summer waiver period.
- No coaches, paid or volunteer, may supervise captains' practices.
- Captains' practices may be scheduled up to two weeks before the start of the season by submitting a building permit online at www.mpls.k12.mn.us and click on Community Education.
- Adult supervision is required at captains' practices, but student participation should never be mandated or required.

Thank You

This document was created to set guidelines for interactions between booster clubs and MPS athletic programs. It is meant to be a tool used to better relationships, clarify procedures and rules, and set the stage for successful seasons. Parents, without your help we would not be able to provide quality athletic programs for all Minneapolis Public School students.

MINNEAPOLIS PUBLIC SCHOOLS ATHLETICS DEPARTMENT

EXECUTIVE DIRECTOR: DR. KEITH BROOKS
DIRECTOR: TBA
ASSISTANT DIRECTOR: DAVE WICKER

1250 WEST BROADWAY AVENUE
MINNEAPOLIS, MINNESOTA 55411
PHONE: 612-668-0600

Purpose and Function

Booster clubs play a key role in supporting Minneapolis Public Schools athletic programs and we are very thankful for the many positive contributions they provide. A booster club is defined as an organization that is formed to help support the efforts of a sports team or organization. Support is shown in many ways, including volunteering time, raising money, and contributing funds to increase our students' opportunities and better enhance their experiences.

Booster clubs exist entirely outside of the School District. They operate as separate entities and may perform, meet, or organize in any way, in accordance with the above-stated definition, that supports or 'boosts' an MPS sports team or organization. They establish their own governance, generate their own funds, have their own bank accounts, and, independently, decide how to use their funds.

It is the charge of the Minneapolis Public Schools Athletic Department, in partnership with individual school administrations, to ensure that booster clubs operate within their defined parameters. MPS retains the right to disassociate itself from any booster club that does not abide by these parameters or fails to follow any other District policy or regulation or city, state or federal law, regulation, rule or ordinance.

Getting Started

- 1) MPS encourages all booster clubs to organize as a 501(c)(3) non-profit organization.
- 2) Each booster club should have elected or appointed officers in accordance with the 501(c)(3) regulations. If a booster club is not organized as a 501(c)(3) nonprofit, then the officers for the club should include a president, a treasurer, and a secretary.
- 3) Booster clubs should have all meetings open to the public, follow a set agenda, and record minutes of each meeting.
- 4) A representative of the School District (District Athletic Director, Building Athletic Director, coach) should be notified of all booster club meetings.
- 5) Prior to the first practice of each season, each booster club must provide the names and contact information (address, phone number, email) of each club officer to the School Athletic Director.

Guidelines for 501(c)(3) Organizations

- 1) Each club must remain in good standing with State and Federal laws to be recognized as a "Booster Club" by the District.
- 2) To remain in good standing each club should do the following:
 - a. Obtain a Federal Taxpayer Identification number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax).
 - b. Comply with Federal and State charitable fundraising laws by:

- i. Becoming incorporated in the State of Minnesota (develop bylaws and articles of incorporation and follow requirements for operating as such) as a nonprofit corporation;
 - ii. Registering with the State Attorney General's Office as a charitable organization;
 - iii. Requesting recognition from the IRS as an exempt organization by filing Form 1023; and
 - iv. Annually filing a form 990 or "post card" filing as applicable with the IRS and annually file Charitable Organization Annual Report with the Minnesota Attorney General's office
- c. Clubs not set up as non-profits will need to demonstrate to the District that they are complying with applicable laws pertaining to reporting of revenue and expenditures as a for profit corporation, partnership or individual.
- d. Provide the District (Principal /AD) with a copy of the appropriate annual tax/ reporting returns filed with the appropriate Federal and State agencies upon request.

Note: MPS cannot and will not give booster clubs legal advice. Booster clubs should consult their own attorneys for the specific legal requirements.

Finances

- 1) The booster club treasurer should handle all club funds and deposit the funds into an authorized bank account held by the club.
- 2) The treasurer's report should contain all transactions that took place prior to each club meeting.
- 3) All club bills must be paid by check, never cash. No checks should be written out to "cash."
- 4) Sales slips, receipts, or invoices are required for all expenditures.
- 5) Financial records of each booster club should be open to all members and the general public.
- 6) At no time may a coach or other District staff member have check writing authority.
- 7) It is mandatory that two members should be involved in the authorization and signing of any check.
- 8) All purchases for students or the activity must go through the School District (see purchasing section).
- 9) At least two members should tabulate all funds collected and provide the treasurer with a signed proceeds receipt.
- 10) Bank statements should be reconciled by the treasurer and reviewed by someone without check signing authority.
- 11) Minneapolis Public Schools has the right to request tax statements, receipts, expenditures, and balances.



Booster Club Guidelines and Procedures Required by Minneapolis Public Schools

-DRAFT-
Brett McNeal
Edison Athletic Director

TBA
North Athletic Director

Kenny Maxey
Patrick Henry Athletic Director

Dennis Stockmo
Roosevelt Athletic Director

Amy Cardarelle
South Athletic Director

TBA
Southwest Athletic Director

Reggie Perkins
Washburn Athletic Director

Purchasing

Booster clubs wishing to purchase athletic equipment for their teams must go through the School Athletic Department for approval. **Booster clubs should not purchase equipment independently.** When equipment is purchased with donated funds, it becomes the property of the School District.

After the School Athletic Director has approved an equipment request, the booster club should donate the funds to the School Athletic Department, specifying its purpose. The School Athletic Department will then complete a purchase order to initiate the order. All equipment and supplies must be shipped to a School District address.

The Athletic Department cannot give out the School District tax-exempt number.

If a booster club is funding a coaching position (in whole or in part), the funds must be donated to the District Athletic Department prior to the start of the season. At the end of the season the District Athletic Department will use the booster club funds to pay the coach. The School District is the sole authority and makes all decisions regarding the hiring, renewal, termination, direction, and discipline of coaches—even if booster club donations are used to fund the position in whole or in part.

Billing to Booster Clubs

All transportation, fees, and equipment purchases must be approved by the School Athletic Director.

The District Athletics Department will bill booster clubs for any bus transportation that exceeds the District budget.

The District Athletics Department will bill booster clubs for any fees for tournaments or games that exceed the given District budget.

The District may bill booster club for supplies/equipment that exceeds the District budget. All donations must be turned into the Athletic Department prior to ordering.

Websites

Booster clubs wishing to link to the School District's website must keep appropriate and accurate content. Booster club websites must also comply with the School District's student data privacy policies and regulations.

Names, Logos, and Mascots

The names, logos, and mascots of MPS schools and athletic teams are the property of the School District. Booster clubs may not use school names, logos, and/or mascots without the School District's express, written permission. Written permission must be obtained on an annual basis and is subject to immediate revocation if the club violates any School District rules, regulations, or policies or if the name, logo, or mascot is used in an inappropriate manner.

ANYONE CAN	SAVE	A LIFE
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RESPONSE PROTOCOL – Section Athletics & Activities

COACH				
SPORT/ACTIVITY				
LEVEL				
SEASON				
	EMERGENCY CONTACTS			
1st Call	911	911	911	911
2nd Call		C:	W:	H:
3rd Call		C:	W:	H:
4th Call		C:	W:	H:
5th Call		C:	W:	H:
Nearest Phone:	Practice:		Game:	
AED Location:	Practice:		Game:	
EMS Access Point:	Practice:		Game:	
EMS Cross Street:	Practice:		Game:	

In the event of a cardiac emergency the trained coach/advisor be the lead responder and will activate the student response teams as follows.

Lead Responder

If someone collapses, is not breathing normally, and is unresponsive to shaking, initiate response protocol:

1. Instruct Emergency Call Team to call 911 and staff numbers listed and send someone to the EMS Access Point.
2. Instruct AED Retrieval Team to get the AED from nearest location and find the Athletic Trainer.
3. Position the person on his/her back.
4. Put one hand on top of the other in the middle of the victim's chest. Keeping your arms straight, push hard and fast, at about 100 presses a minute. Let the chest completely recoil after each compression.
5. Take turns doing CPR with fellow responders. Keep CPR interruptions to a minimum.
6. Once the AED arrives, turn it on and follow the voice prompts.
 - a. Remove clothing from chest.
 - b. Attach electrode pads as directed by the voice prompts.
 - c. Stand clear while the AED analyzes the heart rhythm.
 - d. Keep the area clear if the AED advises a shock.
 - e. Follow the device prompts for further action.
 - f. After EMS takes charge of the victim, deliver AED to Tournament Director for data download.

911 Team

Student 1. Call 911: Provide the dispatcher with a quick description of the medical emergency.

Provide the dispatcher with the EMS Access Point and Cross Street as listed above.

Student 2. Go to the EMS Access Point to meet the ambulance.

Student 3. Call Emergency Contacts (2nd-5th) as listed above.

Provide a quick description of the emergency and provide the victim's name and location.

AED Retrieval Team

Student 1. Retrieve the AED and give it to the Coach/Lead Responder.

Student 2. Locate the Athletic Trainer and escort to the medical emergency.

ANYONE CAN SAVE A LIFE

STUDENT RESPONSE TEAMS

This form is to be completed by the coach and returned to the Athletic/Activities Administrator.

CPR/AED TEAM (Those trained in CPR)

This team is responsible for the administering CPR and for applying the AED. It is recommended that the student-athletes on the CPR/AED Team be trained in CPR and AED use. If there are students who are interested in being on this team who are not currently trained, contact the Athletic/Activities Administrator for training options.

Lead Responder	Coach/Advisor:
Responder	Student 1:
Responder	Student 2:
Responder	Student 3:

911 TEAM

This team is responsible for calling 9aa and letting EMS know the details of the emergency, including the location and nearest access point to the victim. This team should also be made aware of the nearest accessible landline phone.

911 Caller	Student 1:	Student 2:
Staff Caller	Student 1:	Student 2:
Meet EMS	Student 1:	Student 2:
Meet EMS here	Practice:	Game:
Nearest Phone	Practice:	Game:

AED RETRIEVAL TEAM

This team is responsible for retrieving the AED and bringing it to the victim as quickly as possible. This team should know the location of the nearest AED and, if there is an Athletic Trainer on staff, where the ATC is usually stationed during practices and games.

Get AED	Student 1:	Student 2:
Get Athletic Trainer	Student 1:	Student 2:
AED Location	Practice:	Game:
Typical Location of The Athletic Trainer		

Note: The computer-generated Response Protocol worksheet and Response Teams worksheet should be printed on one sheet of paper, front to back.

Minnesota State High School League IMPLEMENTATION OF NFHS PLAYING RULES RELATED TO CONCUSSION AND CONCUSSED ATHLETES

In its various sports playing rules, the National Federation of State High School Associations (NFHS) has implemented a standard rule in all sports dealing with concussions in student-athletes. The basic rule in all sports (which may be worded slightly different in each rule book) states that:

"Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional."

The MSHSL Sports Medicine Advisory Committee highly recommends that every student-athlete and parent should successfully complete the Heads Up: Concussion in high School Sports course. The course can be accessed at: www.cdc.gov/headsup

The role of contest officials in administering the rule

- ◊ Officials are to review and know the signs and symptoms of a concussion and immediately remove any athlete who displays the following signs or symptoms from the contest.
 - ☐ Headache
 - ☐ Fogginess
 - ☐ Difficulty concentrating
 - ☐ Easily confused
 - ☐ Slowed thought processes
 - ☐ Difficulty with memory
 - ☐ Nausea
 - ☐ Lack of energy, tiredness
 - ☐ Dizziness, poor balance
 - ☐ Blurred vision
 - ☐ Sensitive to light and sounds
 - ☐ Mood changes – irritable, anxious or tearful

Only an Appropriate Health Care Professional can decide if an athlete has been concussed (has had a concussion)

- ◊ An Appropriate Health Care Professional is empowered to make on site determination that an athlete has received concussion.

An Appropriate Health Care Professional (AHCP) is defined as a medical professional functioning within the levels of their medical education, medical training, and medical licensure.

- ◊ If the Appropriate Health Care Professional has determined that an athlete has been concussed, that decision is final and the athlete must be removed from all competition for the remainder of that day.
- ◊ If the event continues over multiple days, the designated event AHCP has ultimate authority regarding any return to play decision during the event.

Procedure to follow if an official has removed an athlete and the AHCP has determined the athlete does not have a concussion

- ◊ If it is confirmed by the school's designated AHCP that the athlete was removed from competition but did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play, and the athlete may reenter competition pursuant to the contest rules.

Procedure regarding an authorization to return to practice/competition in the sport

- ◊ Once a concussion has been diagnosed by an AHCP, only an AHCP can authorize a subsequent return to play.
 - a) The clearance must be in writing;
 - b) The clearance may not be on the same date on which the athlete was removed from play; and
 - c) The form must be kept on file in the school's athletic office.
 - d) A parent cannot authorize the return to play for his or her child, even if the parent is also an AHCP.
- ✓ The school administration shall notify the coach regarding the concussed athlete's permission to return to play.

Fundamental reminder about this rule

- ◊ It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that players are allowed to compete in practice or contests only if they are physically capable of doing so.

WHEN IN DOUBT...SIT THEM OUT

MSHSL Tournament Series

- ◊ In cases where an assigned MSHSL tournament physician is present, his or her decision regarding an athlete's ability to return to competition shall not be overruled by any other AHCP.

NFHS suggested Concussion Management Guidelines for Health Care Professionals if the athlete has been concussed on the day of competition

1. No athlete should Return to Play (RTP) or practice on the same day of a concussion.
2. Any athlete suspected of having a concussion should be evaluated by an AHCP that day.
3. Any athlete with a concussion should be medically cleared by an AHCP prior to resuming participation in any practice or competition.
4. After medical clearance, RTP should follow a step-wise protocol with provisions for delayed RTP based upon the return of any signs or symptoms.

CONCUSSION MANAGEMENT RECOMMENDATIONS FOR MPS ATHLETES

Acute injury

When a player shows any symptoms or signs of a concussion, the following should be applied.

1. The player should not be allowed to return to play in the current game or practice.
2. The player should not be left alone, and regular monitoring for deterioration is essential over the initial few hours after injury.
3. The player should be medically evaluated after the injury.
4. Return to play must follow a medically supervised stepwise process.

A player should never return to play while symptomatic. **"When in doubt, sit them out!"**

Return to play protocol

As described above, most injuries will be simple concussions, and such injuries recover spontaneously over several days. In these situations, it is expected that an athlete will proceed rapidly through the stepwise return to play strategy.

During this period of recovery in the first few days after an injury, it is important to emphasize to the athlete that physical and cognitive rest is required. Activities that require concentration and attention may exacerbate the symptoms and as a result delay recovery.

The return to play after a concussion follows a stepwise process:

1. No activity, complete rest until all symptoms have resolved. Once asymptomatic, proceed to level 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise—for example, skating in hockey, running in soccer; progressive addition of resistance training at steps 3 or 4.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level. If any post-concussion symptoms occur, the patient should drop back to the previous asymptomatic level and try to progress again after 24 hours.

In cases of complex concussion, the rehabilitation will be more prolonged, and return to play advice will be more circumspect. It is envisaged that complex cases should be managed by doctors with a specific expertise in the management of such injuries.

An additional consideration in return to play is that concussed athletes should not only be symptom-free but also should not be taking any pharmacological agents/drugs that may affect or modify the symptoms of concussion. If antidepressant treatment is started during the management of a complex concussion, the decision to return to play while still receiving such medication must be considered carefully by the clinician concerned (see below).

When there are team physicians experienced in concussion management with access to immediate—that is, sideline—neurocognitive assessment, return to play management is often more rapid, but it must still follow the same basic principles, namely full clinical and cognitive recovery before consideration of return to play.

Neurocognitive testing, utilizing computerized programs like Impact, used by MPS athletic trainers, can be a useful adjunct to the management of concussion in high school athletes and are best applied to the management of concussion when there is a baseline test to use for comparison after concussion. Baseline testing should be considered for athletes competing in contact sports, especially football, ice hockey, soccer, wrestling, and basketball. Testing is most cost effectively applied after symptoms have resolved.

For more information please refer to the references listed below and www.concussionsafety.com.

References:

- Johnston KM, et al. Concussion in sport group: Summary and agreement statement 2001. Physician and Sportsmed 30(2): 57-63, 2002.
- McCrory P, et al. Concussion in sport group: Summary and agreement statement 2004. Physician and Sportsmed 33(4): 29-44, 2005.

Heads Up: Concussion in High School Sports

A FACT SHEET FOR PARENTS

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even a “ding” or a bump on the head can be serious.

What are the signs and symptoms?

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or can take days or weeks to appear. If your teen reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit

Symptoms Reported by Athlete

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

What should you do if you think your teenage athlete has a concussion?

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for your teen to return to sports.
2. Keep your teen out of play. Concussions take time to heal. Don’t let your teen return to play until a health care professional says it’s OK. Athletes who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your teen for a lifetime.
3. Tell all of your teen’s coaches about any recent concussion. Coaches should know if your teen had a recent concussion in ANY sport. Your teen’s coaches may not know about a concussion your teen received in another sport or activity unless you tell them. Knowing about the concussion will allow the coach to keep your teen from activities that could result in another concussion.
4. Remind your teen: It’s better to miss one game than the whole season.

It’s better to miss one game than the whole season.

DEPARTMENT OF HEALTH AND HUMAN SERVICES CENTERS
FOR DISEASE CONTROL AND PREVENTION

Athletic Transportation Request

ATHLETIC TRANSPORTATION REQUEST FORM MINNEAPOLIS PUBLIC SCHOOLS



Check all that apply

9th Grade _____ Boys _____

Sophomore _____ Girls _____

C-Squad _____

JV _____

Varsity _____

Sport _____

Coach _____

School _____

Athletic Director _____

Pickup Point _____
(Street/Avenue, Side of Building, Door #)

Date	Day of Week	Pick-Up Time (Circle One)	Return Time (Circle One)	Destination	Number of Passengers *	Check One	
						Practice	Game
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				
		AM or PM	AM or PM				

All buses will be charged to: 1001 536500 292.000.000 190000007 1231

FORM MUST BE APPROVED AND SUBMITTED BY ATHLETIC DIRECTOR

*Please contact the Field Trip Office (668-2315) if the passenger count changes.

Letter of Intent



LETTER OF INTENT – EXTENDED FIELD TRIP OVERNIGHT OR EXTENDED TRIP – NON-INTERNATIONAL SCHOOL SPONSORED ACTIVITY

School:				No. of Students:			
Class/ Group:				No. of Chaperones:			
Staff Member in Charge:				No. Staff Chaperones:		No. Parent/Volunteer Chaperones:	
Participation by student is required:	☐	YES	☐	NO			

TRIP Information:

Destination: Include address			
Departing: Date/ Time		Returning: Date/ Time	
Method of Travel: District Bus/ Commercial Carrier, etc.		Estimated Cost: Total cost; may include per person cost information	
Overnight Accommodations:		Estimated Cost: Total cost; may include per person cost information	

REQUIRED ATTACHMENTS:

☐ Full Itinerary	☐ Curricular Purpose/ Standards to be met:	☐ Student agout	☐ Chaperone Agout	☐ Funding Plan
☐ Emergency Plan	☐ Plan for students not attending	☐ Brochures from destination/ accommodations, if any		

Submitted by:

NAME	Email	Phone
------	-------	-------

APPROVALS:

☐ Approved	☐ Not Approved		
		Principal Signature	Date
Reason(s) not approved: (application too late, not connected to curriculum, plans inadequate, funding)			
☐ Approved	☐ Not Approved		
		District Athletic Director Signature	Date
Reason(s) not approved: (application too late, not connected to curriculum, plans inadequate, funding)			

District Athletic Office to return original to School within 3 days of receipt.
Attach approved Letter of Intent to Field Trip Requests sent to Transportation.
Ref: MPS Policy 6230 (Field Trips)



EXTENDED FIELD TRIP – NATIONAL/INTERNATIONAL TRAVEL PARENT/GUARDIAN AGREEMENT FORM

Student's Name (please print)

Name of School Sponsoring Trip

Student's ID No.

Title of Trip

Sponsoring Teacher/ Group

Parent or Guardian Agreement:

1. I understand that my student will be under the care and control of the chaperones on this trip, and that those chaperones will make decisions regarding the daily schedule, permitted activities and the educational experiences offered by this trip.
2. I understand and agree that my student will be expected to abide by Minneapolis Public Schools expectations for appropriate student conduct at all times. I understand that my student's conduct must conform with district policies regarding behavior, including the Citywide Discipline Policy and policies regarding controlled substances, weapons, bullying, hazing, harassment and violence. I have reviewed these expectations with my student and we agree to abide by these policies and expectations.
3. If this trip includes leaving the United States I agree that my student will be supplied before departure with the necessary travel documents, such as a passport, visas, immigration status materials required to enter and leave countries, including the United States, at my own expense. My failure to provide the necessary documentation may result in forfeiture of deposits made or payment of fees charged to change arrangements.
4. I agree that inappropriate behavior of my student may result in him or her being sent home from the trip at my expense.
5. I agree that my student will make no personal excursions during the term of this trip and is expected to travel with the group at all times.
6. I agree that any expenses for emergencies for my student will be paid by me. This includes, but is not limited to, long distance phone call charges incurred by or on behalf of my student, extra land transportation costs including taxis, legal fees, medical fees, extra hotel or accommodation expenses and airline fees should the student be sent home before the rest of the group, or because the student's condition does not allow the student to leave the destination with the group.
7. I affirm that the sponsoring teacher or staff member has reviewed this agreement with me and answered my questions regarding it.

Parent/ Guardian Signature

Date

I am: ☐ Parent to this student

☐ Guardian of this student



EXTENDED FIELD TRIP – NATIONAL/INTERNATIONAL TRAVEL STUDENT AGREEMENT FORM

Your Name (please print)

Name of School Sponsoring Trip

Your Student ID No.

Title of Trip

Sponsoring Teacher/ Group

Student Agreement:

1. I agree that this planned trip experience is an extension of my school classroom.
2. I agree that the chaperones are responsible for helping me make the best of this learning experience.
3. I understand and agree that chaperones will make decisions regarding my daily schedule, my permitted activities and my behavior while on this trip.
4. I agree to follow the directions given me by the chaperones on this trip.
5. I agree to meet the expectations for appropriate student behavior and to abide by all Minneapolis Public School policies, including the Citywide Discipline Policy, and policies regarding controlled substances and weapons, bullying, hazing, harassment and violence.
6. I agree that I will not use alcohol or any other controlled substance while I am a participant on this trip even though the location of the trip might permit others of my age to use these substances legally.
7. I understand and agree that my failure to follow the directions of my chaperone, or failure to follow district policies may result in my being sent home at my parent's expense, and that my family will not be entitled to any reimbursement for any amounts we have paid for me to participate in this trip.
8. I understand that I may not make any individual excursions during the term of this trip.
9. I understand that I must remain with my assigned group and chaperone at all times.
10. I agree that I will ask the sponsoring teacher or staff for help to resolve any issues I encounter that might prohibit my successful completion of this trip.
11. I understand that I represent myself, my family, my school and my community on this trip, and will strive to represent them honorably at all times.
12. I affirm that the sponsoring teacher or staff member has reviewed this agreement with me and answered all of my questions regarding it.

Student signature

Date

Chaperone Agreement



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

EXTENDED FIELD TRIP – NATIONAL/INTERNATIONAL TRAVEL VOLUNTEER CHAPERONE AGREEMENT FORM

Your Name (please print)

Name of School Sponsoring Trip

Your Address

Title of Trip

Your Phone No.

Your Email (if available)

Sponsoring Teacher/ Group

I ☐ Am ☐ Am not a District Employee

If an employee:

Title

School/Location of assignment

Background Information:

Your previous
experience working with
students:

Special skills: WSI, CPR, First Aid Training,
Fluency in non-English Language etc.

Have you been convicted of a misdemeanor or felony since your last criminal background check?

	YES		NO
--	-----	--	----

If YES: please explain:

Chaperone Agreement:

1. I understand that I have volunteered to act as a chaperone for students participating in the above described field trip, and enter into this agreement for the purposes of understanding my responsibilities. I do not expect to be paid for my services as a chaperone on this trip.
2. I understand and agree that the students are my responsibility 24 hours per day.
3. I agree that the students for whom I am made specifically responsible are part of the whole group of students participating and I will promote the concept of total group cooperation.
4. I agree that no student will be left without a chaperone at any time.
5. I agree that chaperones will meet together as a group with the sponsoring teacher or staff to discuss incidents and concerns and any other problems which may affect the success of this experience. I agree that I will follow the directions of the sponsoring teacher or staff regarding my response to incidents.
6. I agree that I will not undertake any personal excursions while I am a chaperone for the Minneapolis Public Schools on this trip.
7. I agree that I will keep the sponsoring teacher or staff aware of my location at all times while on this trip.
8. I agree that I will maximize the learning experiences available to the students on this trip to the best of my ability.
9. I agree that I will follow specific procedures of the Minneapolis Public Schools in handling problems due to illness, discipline or any emergency situation while I am a chaperone.
10. I agree that I am responsible for any travel documents required for this trip (passports, visas, or other border control required documents).
11. I certify that all the information I have provided on this form is true and complete to the best of my knowledge.

Signature

Date

Trip Plan and Final Approval



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

EXTENDED FIELD TRIP – NATIONAL/INTERNATIONAL TRAVEL TRIP PLAN AND REQUEST FOR FINAL APPROVAL FORM

INSTRUCTIONS: Trip leaders must fill this out completely, obtain the Principal's signature and turn it in to the appropriate Associate Superintendent within ten (10) days for receiving a signed "Letter of Intent" from the Associate Superintendent

Your Name (please print)

Name of School Sponsoring Trip

Your Address

Title of Trip

Your Phone No.

Your Email (if available)

Sponsoring Teacher/ Group

I ☐ Am ☐ Am not a District Employee

If an employee:

Title

School/Location of assignment

Background Information:

Your previous
experience working
with students:

Special skills: WSI, CPR, First Aid Training,
Fluency in non-English Language etc.

Have you been convicted of a misdemeanor or felony since your last criminal background check?

☐ YES ☐ NO

If YES: please explain:

Chaperone Agreement:

12. I understand that I have volunteered to act as a chaperone for students participating in the above described field trip, and enter into this agreement for the purposes of understanding my responsibilities. I do not expect to be paid for my services as a chaperone on this trip.
13. I understand and agree that the students are my responsibility 24 hours per day.
14. I agree that the students for whom I am made specifically responsible are part of the whole group of students participating and I will promote the concept of total group cooperation.
15. I agree that no student will be left without a chaperone at any time.
16. I agree that chaperones will meet together as a group with the sponsoring teacher or staff to discuss incidents and concerns and any other problems which may affect the success of this experience. I agree that I will follow the directions of the sponsoring teacher or staff regarding my response to incidents.
17. I agree that I will not undertake any personal excursions while I am a chaperone for the Minneapolis Public Schools on this trip.
18. I agree that I will keep the sponsoring teacher or staff aware of my location at all times while on this trip.
19. I agree that I will maximize the learning experiences available to the students on this trip to the best of my ability.
20. I agree that I will follow specific procedures of the Minneapolis Public Schools in handling problems due to illness, discipline or any emergency situation while I am a chaperone.
21. I agree that I am responsible for any travel documents required for this trip (passports, visas, or other border control required documents).
22. I certify that all the information I have provided on this form is true and complete to the best of my knowledge.

Signature

Date

FOR STAFF:

DATE OF CHAPERONE'S CRIMINAL BACKGROUND CHECK:

DATE OF CHAPERONE'S COMPLETION OF VOLUNTEER ORIENTATION:

SPONSORSHIP / DESTINATION / DATESResponsible Staff Person (*please print*)

School/ Organization Sponsoring

Planned Departure Date

Time

Planned Return Date

Time

Primary Destination/ Description of itinerary (*attached detailed itinerary if more than one destination*)

Purpose, educational value of the trip

STUDENT INFORMATION

Total Number of Students :

Grade(s) Level(s)/ Ages of students:

Do any students have special needs?

☐

NO

☐

YES [attach list of students requiring special assistance]

If yes, Specify special needs and plans
for accommodation:
(may attach plans)**SITE /ACTIVITY CONCERNS (*unique characteristics that may require specific precautions*)**

Does the site or proposed activity present any unique challenges?

☐

YES

☐

NO

If YES, explain conditions and proposed precautions to manage:

TRANSPORTATION PLAN*travel will be by:*☐

Air

Carrier Name(s):

Phone

Numbers:

☐

Charter Bus

Company Name(s):

☐

Other (specify:)

LODGING PLAN

Attach a detailed lodging plan including location, address, phone number for each location to be used.

Indicate no. of rooms/ type of rooms (i.e. hotel like, dormitory, family home stay)

Indicate persons/ room; arrangements for chaperones

BUDGET AND FUNDING SOURCES

estimated budget based on:

Number of students:		Number of adults:	
---------------------	--	-------------------	--

Transportation	\$
Meals	\$
Lodging	\$
Entrance Fees/ tickets	\$
Other (administrative fees, insurance) specify	\$
TOTAL	\$
Paid by Special Funds (specify source below)	- \$
NET to be funded	\$

Funding Sources: [attach a description of any fundraising projects planned to support this trip]

Source:	Amount:
Special Fund Source:	\$
	\$
	\$

Explain how instances of economic need will be handled for this trip:

CANCELLATION CONTINGENCY PLAN

If Trip Planner is absent on day of departure: ☐ Trip will be cancelled ☐ Trip WILL NOT be cancelled.

Name of alternate Group Leader:

Position of alternate Group Leader:

Comments:

Describe Cancellation Procedures Required and any Penalties that will accrue:

SUPERVISION PLANS

Explain what plans have been made to supervise and provide curriculum to students who do not participate in **this trip**:

No. of Adult Chaperones Planned:		Student/ Adult Ratio		Are special skills required of some adults? (W.S.I., First Aid, CPR, Bilingual, Special Needs support)	YES	NO
----------------------------------	--	----------------------	--	--	-----	----

Name of Chaperone:	Chaperone status (teacher, ESP, Volunteer	Special Skill?

SUBMITTED BY:

NAME

POSITION/ SCHOOL

DATE

FINAL RECOMMENDATIONS & APPROVAL

For School Athletic Director:

☐ APPROVED Comments: _____

☐ NOT APPROVED Comments: _____

School Athletic Director Signature

Date

For Principal:

☐ APPROVED Comments: _____

☐ NOT APPROVED Comments: _____

Principal Signature

Date

For Associate Superintendent:

☐ APPROVED Comments: _____

☐ NOT APPROVED Comments: _____

Associate Superintendent Signature

Date



4002

Harassment and Violence Prohibition: Protected Classes

Policy 4002

Original Adoption: 12/18/1990

Effective Date: 09/15/2010

Revision Dates: 11/09/1993, 10/26/2004, 03/25/2008, 9/14/2010

I. PURPOSE

The purpose of this policy is to establish the District prohibition of harassment or violence based on the victim's status as a member of a protected class, perpetrated by employees, other personnel of the District or students.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the Minneapolis Public Schools to maintain a learning and working environment free of harassment and violence.
- B. In general, Minneapolis Public Schools prohibits harassment or violence when the behavior is based upon any of the following characteristics:
 1. gender
 2. race or ethnicity
 3. religion or religious practice
 4. disability
 5. gender identity
 6. sexual orientation or affectional preference
- C. Harassment based upon these characteristics are forms of discrimination which violate any of the federal Civil Rights Act of 1964, as amended, the federal Civil Rights Act of 1991, the Minnesota Human Rights Act and the City of Minneapolis Civil Rights Ordinance. Violence based on these same characteristics is also a violation of those laws and may also represent violation of criminal law.
- D. It shall be a violation of this policy for any student, employee or other personnel of the of the District to harass, or to inflict, threaten to inflict, or attempt to inflict violence upon any student, employee or other personnel of the District relating to any of the characteristics identified in Paragraph II. B, above.
- E. The District will investigate all complaints, formal or informal, verbal or written, of actions or statements which may constitute improper harassment or violence.

- F. The District will discipline or take appropriate action against any student, employee, or personnel of the District who harasses or is violent toward any student, employee or other personnel of the District. The District also reserves the right to discipline any student, employee or other personnel of the District for derogatory statements or conduct based on the characteristics identified in Paragraph II. B, above, which do not constitute illegal harassment or violence but nonetheless are inappropriate.
- G. It shall be a violation of this policy in the case of any alleged harassment or violence based on the characteristics identified in Paragraph II. B., above, to retaliate against any person who:
 - 1. reports alleged harassment,
 - 2. acts as a witness in any investigation,
 - 3. testifies, assists or participates in any
 - (a) fact-finding or investigation,
 - (b) hearing, or
 - (c) proceeding.
- H. Submission of a good faith complaint of harassment or violence based on characteristics identified in Paragraph II.B., above, will not affect the complainant's future employment, grades, course credit acquisition, or work assignments.
- I. Any student or employee who supplies information in a complaint or related to a fact-finding process that is determined to have been falsely and maliciously supplied shall be subject to discipline.

III. RESPONSIBILITY

- A. It is the responsibility of every student, employee and other personnel of the District to comply with this policy.
- B. The Superintendent is authorized to promulgate such regulations as are necessary to fully implement this policy.
- C. The Superintendent is directed to provide training to students and employees related to this policy and to identification, prevention, fact finding procedures and discipline related to harassment and violence based on the characteristics in Paragraph II.B above.

- D. The Superintendent is directed to provide notice of this policy to students and parents, employees and other personnel of the District, in accordance with law.
- E. The Superintendent shall designate a Responsible Authority to receive complaints of harassment or violence prohibited under this policy.

Legal References:

42 U.S.C. § 2000e, et seq., (Section 703 of Title VII of the Civil Rights Act of 1964, as amended; Civil Rights Act of 1991)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
City of Minneapolis Ordinance Title VII, Ch. 139 (Civil Rights)

Cross References:

MPS Policy 4000 (Equal Employment Opportunity)
MPS Policy 4001 (Disability Non-Discrimination)
MPS Policy 5000 (Equal Education Opportunity)
MPS Policy 5200 (Citywide Discipline)
MPS Policy 5201 (Bullying and Hazing Prohibition)
MPS Policy 5750 (Disability and Nondiscrimination)