

Minneapolis Public Schools Athletic Director Manual

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



<u>Fall Sports – Chairperson</u>	<u>Winter Sports – Chairperson</u>	<u>Spring Sports – Chairperson</u>
Football – Kale Severson	Boys Hockey – Adam Flanders	Baseball – TBA
Boys Soccer – TBA	Girls Hockey – Adam Flanders	Badminton – Michael Landers
Girls Soccer – TBA	Boys Basketball – Kiristen Robinson	Boys Lacrosse – Giovan Jenkins
Cross Country – Giovan Jenkins	Girls Basketball – Kiristen Robinson	Girls Lacrosse – Jared Mountain
Girls Tennis – Adam Flanders	Alpine Ski – Michael Landers	Boys Tennis – TBA
Girls Swimming – Jared Mountain	Wrestling – Adam Flanders	Track and Field – Kale Severson
Adaptive Soccer – Kiristen Robinson	Boys Swimming – Jared Mountain	Softball – Jared Mountain
Girls Volleyball – Michael Landers	Adaptive Floor Hockey – Kiristen Robinson	Golf – Giovan Jenkins
Cheerleading – Kiristen Robinson	Gymnastics – Kale Severson	Adaptive Bowling – Kiristen Robinson
	Nordic Ski – Giovan Jenkins	Adaptive Softball – Kiristen Robinson
	Dance Team/Cheerleading – Kiristen Robinson	Boys Volleyball – Kiristen Robinson
		Girls Flag Football – Michael Landers
	School may or may not offer all sports	

This is a working document – edits and formatting updates occur periodically.
Contact the District Athletic Office with any questions.

Athletics + Academics = Success

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ATHLETICS MISSION STATEMENT: To Excel in Creating Excellent Athletic Opportunities for 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; and
- Develop habits for a lifetime of physical activity, good health and wellness.

THE ROLE OF ATHLETICS IN THE EDUCATIONAL PROGRAM

Athletics in the Minneapolis Public Schools are an integral part of the educational experience; they create an opportunity for the development of skills and values not found in the regular curriculum.

Objectives:

- Participation will improve athletic knowledge and motor skills necessary for success.
- Participation will teach the value of ethical conduct, sportsmanship, and fair play.
- Participation will encourage the development of loyalty and pride in one's self, their team, and the school community.
- Participation will encourage the development of judgment, character, and leadership.
- Participation helps students learn self-discipline and build self-confidence.
- Participation fosters the development of skills needed to work collaboratively with others for a common goal.
- Participants will appreciate the value of commitment, teamwork, and cooperation.
- Participants will reflect principles of integrity, hard work and excellence.
- Participants will appreciate the benefits of hard work, motivation and perseverance in both victory and defeat.
- Participants will learn and appreciate the value of competition.

ATHLETIC DEPARTMENT DIRECTORY

District Office

<u>POSITION</u>	<u>NAME</u>	<u>PHONE (612)</u>	<u>ADDRESS / ZIP CODE 554xx (last 2 digits)</u>	<u>E-Mail</u>
Deputy Superintendent	Ty Thompson	668-0023	1250 W. Broadway Ave. (11)	ty.thompson@mpls.k12.mn.us
Director	Antony Fisher	668-0603	1250 W. Broadway Ave. (11)	antony.fisher@mpls.k12.mn.us
Account Specialist	Kelly Bailey	668-1280	1250 W. Broadway Ave. (11)	kelly.bailey@mpls.k12.mn.us

High Schools

<u>SCHOOL</u>	<u>ATHLETIC DIRECTOR</u>	<u>PHONE</u>	<u>ADDRESS / ZIP CODE 554xx (last 2 digits)</u>	<u>E-Mail</u>
Edison	Dr. Kiristen Robinson	668-1344	700-22 nd Ave. NE (18)	kiristen.robinson@mpls.k12.mn.us

Camden / FAIR	Michael Landers	668-1947	4320 Newton Ave. N. (12)	michael.landlers@mpls.k12.mn.us
North	Kale Severson	668-1706	1500 James Ave. N. (11)	kale.severson@mpls.k12.mn.us
Roosevelt / Heritage	Adam Flanders	668-4859	4029-28 th Ave. S. (06)	adam.flanders@mpls.k12.mn.us
South / Wellstone	TBA	668-4324	3131-19 th Ave. S. (07)	tba@mpls.k12.mn.us
Southwest	Jared Mountain	668-3035	3414 W 47 th St. (10)	jared.mountain@mpls.k12.mn.us
Washburn	Giovan Jenkins	668-3456	201 W. 49 th St. (09)	giovan.jenkins@mpls.k12.mn.us

MPS HIGH SCHOOL TRACKS and FOOTBALL/ SOCCER / LACROSSE FIELDS

Edison	22 nd Avenue NE & Monroe Street NE
Camden *No Outdoor Restrooms	43rd Avenue N & Logan Avenue N
North (Artificial Turf)	17 th Avenue N & Girard Avenue N
Roosevelt	East 41 st St & 30 th Ave. S
South (Artificial Turf)	East 31 st St & 21 st Ave. S
Southwest	West 48 th St & Abbott Ave. S
Washburn (Artificial Turf)	West 49 th St & Wentworth Ave. S

MPRB BASEBALL FIELDS

SITE	ADDRESS	ZIP	PHONE
Armatage Recreation Center	2500 West 57 th Street	55419	612-370-4912
Bossen Field	5657 28 th Avenue South	55417	612-370-3936
Van Cleve Recreation Center	901 - 15 th Avenue SE	55414	612-370-4926
Pearl Recreation Center	414 East Diamond Lake Road	55419	612-370-4906
Harrison Recreation Center	503 Irving Avenue North	55405	612-370-4951
Northeast Athletic Fields	1616 Northeast Buchanan	55413	612-370-4920
Nieman Complex	100 Federal Drive, Fort Snelling	55111	612-230-6491
North Commons	1801 James Avenue North	55411	612-370-4921
Cassidy Field @ Camden High – MPS Facility	4320 Newton Avenue North	55412	612-668-2000

MPRB GOLF COURSES

Columbia – (Camden)	3300 Central Avenue NE	55418	612-789-2627
Fort Snelling (9 holes) – (Roosevelt)	5701 Leavenworth Ave, St. Paul	55111	612-726-6222
Gross – (Edison)	2201 St. Anthony Boulevard	55418	612-789-2542
Hiawatha – (South)	4533 Longfellow Avenue	55407	612-724-7715
Meadowbrook – (Southwest)	201 Meadowbrook Road, Hopkins	55343	952-929-2077
Wirth (18 holes and 9 hole par 3)	1301 Theodore Wirth Parkway	55422	763-522-4584

MPRB HOCKEY RINKS

Parade Ice Garden	600 Kenwood Parkway	55403	612-370-4846
Northeast Ice Arena	1306 Central Avenue NE	55413	612-782-2123
MPRB TENNIS COURTS			
North Commons – (North)	1600 Knox Avenue North	55411	612-370-4921
Hiawatha – (Roosevelt)	4305 - 42 nd Street East	55406	612-370-4952
Lynnhurst – (Southwest)	1345 West Minnehaha Parkway	55419	612-370-4914
Northeast Athletic Fields – (Edison)	1615 Pierce Street NE	55413	612-370-4920
Nieman Complex	100 Federal Drive, Fort Snelling	55111	612-230-6491
Reed-Sweatt Tennis Center	4005 Nicollet Avenue South	55423	612-825-6844
Pershing Recreation Center – (Southwest)	3523 West 48 th Street	55410	612-370-4928
Powderhorn Recreation Center – (South)	3400 - 15 th Avenue South	55407	612-370-4960
Webber Recreation Center – (Camden)	4400 Dupont Avenue North	55412	612-370-4916
Windom Recreation Center	2251 Hayes Street NE	55418	612-370-4905
MPRB/MPS SOCCER FIELDS			
Bossen – (Roosevelt)	5657 - 28 th Avenue South	55417	612-370-3936
Brckett Recreation Center – (South)	2728 - 39 th Avenue South	55406	612-370-4924
Bryn Mawr	1905 Mount View Avenue, #5 & #6	55405	612-370-4833
Corcoran Recreation Center	3334 - 20 th Avenue South	55407	612-370-4919
Farview Recreation Center	609 - 29 th Avenue North	55411	612-370-4922
Folwell Recreation Center	1615 Dowling Avenue North	55412	612-370-4917
Franklin Middle School Field – MPS Facility	1501 Aldrich Avenue North	55411	612-668-2600
Keewaydin Recreation Center	3030 East 53 rd Street	55417	612-370-4956
Kenny Field	1328 West 58 th Street	55419	612-334-3662
MPRB/MPS SOCCER FIELDS (continued)			
Lincoln Field – MPS Facility	12 th Avenue North & Penn Avenue N	55411	612-922-4504
Matthews Recreation Center	24 th Street & 28 th Avenue South	55406	612-370-4950
Nokomis Recreation Center – (South)	2401 East Minnehaha Parkway	55404	612-370-4923
Northeast Athletic Field – (Edison)	1616 Buchanan Street NE	55413	612-370-4920
North Commons – (North)	1801 James Avenue North	55411	612-370-4921
Nieman Complex	100 Federal Drive, Fort Snelling	55111	612-230-6491
Pearl Recreation Center – (Washburn)	414 East Diamond Lake Road	55419	612-370-4906
Pershing Recreation Center – (Southwest)	3523 West 48 th Street	55410	612-370-4960
Powderhorn Recreation Center	3400 - 15 th Avenue South	55407	612-370-4960
Shingle Creek – (Camden)	2010 - 50 th Avenue North	55430	612-370-4902
MPRB SOFTBALL FIELDS			
Bossen (Roosevelt)	5657 - 28 th Avenue South, #2, 3, 4	55417	612-370-4936
Creekview (Camden)	5001 Humboldt Lane	55430	612-370-4965
Jackson Square (Edison)	2212 Jackson St. NE	55418	612-230-6400
Nieman Complex	100 Federal Drive, Fort Snelling	55111	612-230-6491
Pearl (Washburn)	414 East Diamond Lake Road	55419	612-370-4906

Pershing (Southwest)	3523 West 48 th Street	55410	612-370-4928
North Commons (Artificial Turf) – (North)	1801 James Avenue North	55411	612-370-4921

WHO DO I CALL FOR ASSISTANCE?

Benefits – Courtney Ayers (courtney.ayers@mpls.k12.mn.us), Manager, Total Compensation

Building Permits – Jennifer Bridgeman (jennifer.bridgeman@mpls.k12.mn.us), Community Education Office Manager; 612-668-3845

Cell Phones/Computers – IT Service desk at 612.668.0088. Standard business hours are 7:30 a.m. - 4:00 p.m. (**Submit an online ticket**) <https://its.mpls.k12.mn.us/>

Coaches Clearance – Meghan Quito (meghan.quito@mpls.k12.mn.us), Human Resources Specialist; 612-668-0500

Coaches Pay/Payroll – Kelly Bailey (kelly.bailey@mpls.k12.mn.us), Account Specialist, Athletics; 612-668-1280

Research, Evaluation and Assessments (Data) – Kate Parkinson (kate.parkinson@mpls.k12.mn.us), Director; 612-668-0502

Engineers – James Tschida (james.tschida@mpls.k12.mn.us), Director of Physical Plant Operations; 612-668-0153

Equity: EDIA – Sarah Hunter (sarah.hunter@mpls.k12.mn.us), Executive Director of Strategic Planning; 612-668-0576

Facilities Planning, Design & Construction – Daniel Goemann (daniel.goemann@mpls.k12.mn.us), Director; 612-559-6437

Budget & Planning – Mike Offstein (michael.offstein@mpls.k12.mn.us), Budget Analyst; 612-668-0456

Grants – John Bosveld (john.bosveld@mpls.k12.mn.us), Grants Analyst; 612-668-0213

Grounds – Christopher Lundeen (christopher.lundeen@mpls.k12.mn.us), Supervisor

Historian – Jeff Buszta (ibuszta@comcast.net), Historian; 612-366-5623

Homeless & Highly Mobile Services – Takara Dudley (takara.dudley@mpls.k12.mn.us), Manager; 612-607-9329

Insurance Certificates/Injury Reports – Oluwagbenga Ogungbe (oluwagbenga.ogungbe@mpls.k12.mn.us), Director of Risk Manager

General Counsel/Legal Issues/Title IX/Policy – Jamie Jonassen (jamie.jonassen@mpls.k12.mn.us), General Counsel

Accounts Payable & Vendor Support – Tierney Carroll (tierney.carroll@mpls.k12.mn.us), Manager; 612-668-3905

Minnesota State High School League (Eligibility) – Bob Madison (bmadison@mshsl.org) or Susi Hollenbeck (shollenbeck@mshsl.org); 763-560-2262

Security – Ernest North (ernest.north@mpls.k12.mn.us), Director of Emergency Management, Safety & Security

Student Support – TBD, Social Emotional Specialist; 612-668-0867

Title IX – Rosalind Sullivan (rosalind.sullivan@mpls.k12.mn.us), Director of the Office for Civil Rights

Transportation – Djay Gjerde (djay.gjerde@mpls.k12.mn.us), Transportation Dispatcher/Scheduler; 612-668-2315 or 612-668-2316

Union Related Issues – Daren Johnson (daren.johnson@mpls.k12.mn.us), MAAS Union President; 612-668-0064

Duties of the School Athletic Directors:

The School Athletic Director is appointed by the School Principal and is responsible to the School Principal for the management of athletics at his/her school. He/she will meet on call

of the Director of Athletics and will offer assistance in the administration of the citywide program. The School Athletic Directors interpret and implement educational and athletic policies as they affect the sports program in the school. In essence, the SCHOOL ATHLETIC DIRECTOR IS THE EXPERT MANAGER OF THE ATHLETIC PROGRAM IN HIS/HER SCHOOL. The athletic program may include all Adapted Sports, Badminton, Baseball, Boys and Girls Basketball, Boys and Girls Cross Country, Danceline, Girls Flag Football, Football, Boys and Girls Golf, Gymnastics, Boys and Girls Hockey, Boys and Girls Lacrosse, Boys and Girls Nordic Skiing, Boys and Girls Soccer, Softball, Boys and Girls Swimming, Boys and Girls Tennis, Boys and Girls Track and Field, Boys and Girls Volleyball, and Boys and Girls Wrestling.

The specific duties of the School Athletic Director will include the following:

- ◇ Interpret and implement the educational and athletic policies of the school and District while working in compliance with the rules and by-laws of the Minnesota State High School League (MSHSL).
- ◇ Certify the eligibility of each student participant as it pertains to the rules and policies of the school, District, and Minnesota State High School League (MSHSL). Items to be verified in certifying eligibility include academic progress, residence, transfer status, age, amateur status, attendance, seasons of eligibility, enrollment and required subject load, seasons of participation, unserved penalties for violations, etc.
- ◇ Prepare and file Minnesota State High School League (MSHSL) eligibility lists for each sport during each season.
- ◇ Verify the grade point average and cumulative credit totals for each student-athlete following each marking period to certify that they comply with the rules of the Minnesota State High School League (MSHSL) and the policies of the Minneapolis Public Schools (MPS).
- ◇ Assist student-athletes in the preparation and submission of appeals for reinstatement of eligibility at District Academic Eligibility Appeals Hearings.
- ◇ Conduct School Building Academic Eligibility Appeals Hearings.
- ◇ Meet with students on an individual basis to discuss potential violations of eligibility rules and impose prescribed penalties when violations are confirmed.
- ◇ Collect, verify completion, and file all necessary eligibility forms and physical exam forms.
- ◇ Administer the collection of participation fees and submit fees to the Director of Athletics.
- ◇ Management of twenty-six separate district athletic accounts as well as any school accounts deemed appropriate for the efficient operation of the school athletic program.
- ◇ Prepare vouchers for payment of all bills and financial obligations incurred by the Athletic Department for athletic purposes.
- ◇ Provide for the safekeeping of tickets and the accounting of all monies generated by ticket sales.
- ◇ Prepare ticket reports and submit those reports, along with checks for ticket sales to the Director of Athletics.
- ◇ Management of all athletic contests held at the school with considerations for site preparation, ticket sales, visiting team provisions, supervision of event personnel, crowd control, and clean-up.
- ◇ Management of concessions and concession sales, if applicable, at athletic contests and with the athletic program.
- ◇ Recruitment, hiring, and supervision of all game event personnel including police security, ticket sellers, ticket takers, supervisors, and secondary officials.
- ◇ Prepare contracts and request payment of all event personnel.
- ◇ Schedule, request, and coordinate all transportation for teams to and from away contests and practices.
- ◇ Schedule and contract non-conference contests.
- ◇ Hire and contract with officials for non-conference home contests.
- ◇ Coordinate and oversee needs, selection, maintenance, care and ordering of all athletic equipment, uniforms, and supplies.
- ◇ Coordinate with the Building Head Engineer, School Principal, and District Athletic Director in providing for the maintenance and improvement of all athletic facilities at the school.

- ◇ Submit periodic reports to the District Athletic Office and Minnesota State High School League (MSHSL). Reports include: ticket reports for each event, season ending financial reports for each sport, financial progress report for each season, participation report for each season, participation fee reports for each season, end of the year financial report, and any others requested by the District Athletic Director and/or the Minnesota State High School League (MSHSL).
- ◇ Recruit and coordinate the selection and hiring of all coaches including the posting and advertising of position vacancies, screening applicants, interviewing, and recommendation of selection.
- ◇ Prepare and maintain employment contracts and request payment for all coaches.
- ◇ Coordinate hiring of first time employees with the District Human Resources Department to ensure that drug screening, criminal background checks, and other requirements of employability are completed and met.
- ◇ Maintenance of keys to all athletic facilities, including issuing keys to, and collecting keys from, all coaches.
- ◇ Implement the athletic awards policy of the school providing for the purchase, preparation and presentation of awards as well as maintaining records of such awards.
- ◇ Identify, through verification of athletic participation and cumulative GPA requirements, building recipients of the Minneapolis Public Schools (MPS) Academic All-City Award to the Director of Athletics.
- ◇ Assist the school's Scholarship and Awards Committee in identifying recipients of all school athletic awards and scholarships.
- ◇ Schedule school and non-school use of all athletic facilities at the school – facilities to include athletic fields, gymnasiums, swimming pools, weight room, auxiliary gymnasiums, and any/all other athletic facilities.
- ◇ Conduct a formal and periodic evaluation of the athletic programs of the school including twenty-one head coaches and a minimum of twenty-one assistant coaches.
- ◇ Dissemination of necessary information to coaches, parents, and students regarding participation in, and conduct of, the school athletic program.
- ◇ Coordinate, with school counselors, in advising and counseling prospective NCAA Division I and II athletes regarding registration with the NCAA Clearinghouse and all other matters pertaining to NCAA college eligibility.
- ◇ Serve as a resource and liaison for school booster organizations and the school's athletic program.
- ◇ Oversee the implementation of the Minnesota State High School League (MSHSL) Target Program for chemical awareness.
- ◇ Verify the completion of the athletic participation requirement for students seeking a variance in the physical education graduation requirement.
- ◇ Monitor and provide guidance to students within the athletic department.
- ◇ Prepare and maintain schedules, and publicize the athletic contests of each sport in season.
- ◇ Work with school administrators to coordinate the school calendar of events and school athletic schedules.
- ◇ Serve as the site manager for region, section, and state tournament contests assigned to the school.
- ◇ Serve as the Designated School Representative and Designated Mailing Representative of the school to the Minnesota State High School League (MSHSL).
- ◇ Represent the school and MPS at all State, Administrative Region, Twin City, District Conference and community meetings and functions.
- ◇ Perform additional administrative and managerial responsibilities designated by the School Principal and/or District Athletic Director to improve the overall operation and organization of the athletic program.
- ◇ Prepares rules governing eligibility status of all participants from all schools in all sports; investigates and passes on questionable cases of eligibility.
- ◇ Governs operation of practice sessions, games, officiating and spectators. Assists the Director of Athletics in interpretation and investigation concerning questionable practices. Prepares and operates schedules of games.
- ◇ Prepares rules governing use of facilities not a part of the public schools.
- ◇ Assumes responsibility for financial progress of athletics.

DATA REPORTING DUTIES OF THE SCHOOL ATHLETIC DIRECTORS

Prepares seasonal coaching assignment list for the District Human Resources Department and the District Athletic Office.

- ◇ Complete seasonal participation report
 - o Participation numbers – list all students who took part in program for any length of time
 - o Participation Fees paid and credited
 - o Gender Participation – list all students by gender who took part in program for any length of time
 - o Average Grade Point Average – use cumulative GPA value who took part in program for any length of time
 - o I.E.P. / 504 Participation – list all students who have an I.E.P. and/or 504 plan who took part in program for any length of time
 - ◇ Complete seasonal pay report for all coaches and workers
 - o Include staff members District ID number
 - o Include which account payment should be charged to
 - o Follow stipend provisions as listed in teacher contract
 - o Adhere to District assigned due dates
 - o If any information is needed, the School Athletic Director must consult with the District Human Resources Department for missing items (ID number, official name etc.)
 - ◇ Complete seasonal coaching meeting minutes and submit to the District Athletic Office
 - ◇ Complete and submit to the District Athletic Office all award lists (All Conference, Academic All-City, Scholarships etc.)
 - ◇ Complete and submit Graduation Data Form after school each school year
 - o Students who compete in more than one sport should only be counted once
 - o Include Cumulative Grade Point Average for each student
 - o Include any special notes (Transitions Plus, Summer School, etc.)
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GENERAL ADMINISTRATIVE INFORMATION

All schools in the Minneapolis Public Schools (MPS) Conference are members of the Minnesota State High School League (MSHSL). In July of each school year the Minneapolis Public School (MPS) Board of Directors must pass a resolution to have Minneapolis Public Schools (MPS) administer athletic programs. The annual school dues for membership in the Minnesota State High School League (MSHSL) are paid by the school's athletic department.

- A. School Specific Administrative Duties
1. School Calendar - The School Athletic Director is responsible for the School Calendar of Sports. Make sure information is current and widely distributed.
 2. Keys/keyless entry cards - It is the responsibility of the School Athletic Director to manage and distribute school keys. The system used is up to each individual school; contact other School Athletic Directors for ideas on how to handle it.
 3. Custodial Staff - It is a good idea to recognize productive, hard work by the custodial staff. Meet regularly with your head custodian to review the needs of the school, discuss special projects, and productivity of custodial staff.
 4. Hiring Process for Coaches – Special preference should be given to Minneapolis Public Schools (MPS) staff per MFT Contract.
 - a. Advertise the position.
 - b. Interview the applicants (give careful consideration to staff working in your building and District).
 - c. Confirm choice with the District Human Resources Department before hiring the applicant.
 5. Seasonal Coaches Roster - Updated coaches rosters should be forwarded to the District Athletics Office complete with school, employee ID number, sport, position (Head or Assistant), budget code (District or School 5024 Account), and stipend amount.
 6. Contract Issues - School Athletic Directors should keep a copy of the current Minneapolis Federation of Teachers (MFT) and Minneapolis Association of Administrators and Supervisors (MAAS) Contracts on hand to reference issues related to coaches

pay, game worker pay, athletic director schedules, vacation, sick days, duties, discipline etc. These contracts can be found at the following link: [Employee Relations & Collective Bargaining](#). Contact the Union directly for help in answering questions.

7. Each School Athletic Director will serve as Chairperson for a particular sport assigned by the District Director of Athletics. The responsibilities of Sport Chairman will include the following:

- Host a Preseason Conference meeting PRIOR to sport's season to preview schedule, discuss sport specific rules and District protocols related to athletics. Coaches should review information regarding All Conference voting procedures and number of selections in Conference Manual prior to meeting. Remind Coaches of District Coaches Manual and the requirement to submit requirements (forms, physicals, fees etc.) prior to start of season.
- Host a Postseason Conference meeting at the conclusion of their sport's season to discuss and propose any changes to sport specific rules and District protocols related to athletics, vote on All Conference Awards (if applicable), vote for Conference Coach of the Year (if applicable). When possible, electronic voting via email is acceptable.
- Distribute Conference medals to the appropriate schools.
- Following the conclusion of the meeting, submit the All Conference and Coaches' of the Year selections to the District Athletics Office, Conference Historian, and media outlets.
- Following the meeting, submit a list of schools not in attendance to the School Athletic Director for that school as well as to the District Athletic Office.
- Bring any concerns that were voiced by the coaches at the meeting to the District Director of Athletics.

B. Responsibility for the Athletic Program in High Schools

1. The individual School Athletic Director is responsible for the administration of the athletic program in his/her building; School Athletic Directors have a direct report to the School Principal and work closely with the District Athletic Director and the District Athletic Office Staff.
2. There shall be an Athletic Council in each high school. The personnel of the school's Athletic Council shall be designated by the School Athletic Director and given such responsibility as the School Principal deems necessary to conduct a well-rounded athletic program. Policies and regulations dealing with the individual school shall be determined by the school's Athletic Council; such policies and regulation are not to be in conflict with those of the Constitution of the Department of Athletics and the City Athletic Council.
3. The School Athletic Director shall be responsible to the School Principal for such details as are required in the conducting of the athletic program of the school and for such reports, inventories and information requested by the District Athletic Department.
4. The coach shall be responsible for the normal duties delegated to a coach in interscholastic competition, for the health and safety of his or her players, interschool relationships, scouting, informing players in regard to eligibility rules, and the care of equipment in his or her charge. The coaches' duties toward his or her team and school do not cease at the completion of the sports season in interscholastic competition and may require involvement throughout the year.

C. Regulations for the handling of the school's athletic funds

1. Supervision - The School Athletic Director shall administer the athletic funds under the supervision of the School Principal. Each year the School Athletic Director, in cooperation with the school's Athletic Council, shall review the budget and submit proposed changes to the Director of Athletics.
2. Grants – School Athletic Directors must work with Research Development and Innovation (RDI) Department to ensure proper spending and reporting practices are followed pursuant to individual grant guidelines.
3. General Athletic Accounts (Fund 1-District allocated monies) - the following accounts should be set up in each school:
 - a) General – 292.000.000 : Money that flows in and out of athletics allocated from the Board of Education.
 - b) Boys' – 294.000.000: Money that flows in and out of athletics allocated from the Board of Education.
 - c) Girls' – 296.000.000: Money that flows in and out of athletics allocated from the Board of Education.
4. Income Account (Fund 5024-School generated monies)
 - a. Boys' - Money that flows in and out of athletics such as participation fees, ticket and concession sales, spirit wear etc.
 - b. Girls' - Money that flows in and out of athletics such as participation fees, ticket and concession sales, spirit wear etc.
 - c. Enter reimbursements (credits) from state or regional competitions and from guarantees or non-conference games to the sports involved.

E. Budgeting

1. To start each season, the School Athletic Director will be given a budget for coaches, officials, security, uniform replacement. It is recommended that the School Athletic Director meet with coaches to discuss each sport's wants and needs.
 2. The School Athletic Director will develop his/her budget based on budget and school wants and needs.
 3. The School Athletic Director must share the athletic budget with the School Principal.
- F. Ordering Goods (Bids may be required per District Policy)
1. The School Athletic Director will meet with district approved vendors and work with the District Athletic Office, Procurement and Finance to purchase items.
 2. Vendors will provide quotes for all items.
 3. The School Clerk will create an on-line requisition (from quote).
 4. The District Finance Department will create a purchase order (PO) from the quote, which is sent to the company as an agreement for payment. The company will then fill the request and ship the orders to the school, usually addressed to the School Athletic Director or school athletic department. All purchases require a District Purchase Order (from requisition information) PRIOR to receiving goods.
 5. The School Athletic Director should contact the vendor to verify the Vendor has a District Purchase Order and confirm shipping details (date when item shipped).
 6. Upon receipt of goods, the School Athletic Director must 'receive' and approve them in order for the company to be paid. The District Procurement Department will then pay the vendor.
 7. Each School Athletic Director must have a receiving system set up for incoming uniforms, supplies, and equipment. Make sure that what was ordered is what is received; including color, size, numbers, etc. If not correct or never received, contact the vendor directly.
- G. Uniform and Equipment Inventory and Storage
1. At the conclusion of the season, included in the end of season report and communicated during the head coach's evaluation is the location of all stored uniforms and equipment.
 2. At the beginning and end of each school year, the head coach should inventory all team equipment and uniforms. If there are any issues, the School Athletic Director should be notified immediately.
 3. It is suggested that the head coach obtain the athlete's signature for all issued equipment.
 4. At the end of each sport season, the head coach must collect all uniforms and equipment.
 5. Any student not returning school property shall be placed on the school's debt list. Items not returned are to be paid for at replacement cost.
 6. Schools may hire an Equipment Manager understanding that funding must be covered by the school.
- H. Contracting Services (Timing etc.)
- All services must be contracted as required by the District Finance Department. Please use the contract matrix for detailed information related to the requirements. See Key Documents: [Contract Matrix](#) (for internal MPS staff only) for guidelines.
- I. Financial Procedure Regarding Athletics is as Follows:
1. All single game ticket reports must be kept on file at school and a copy sent to the District Director of Athletics.
 2. Game reports must be completed for each home event even if there is no revenue as these are used to track worker (officials, engineer OT, etc.) expenses.
 3. Conference and non-conference ticket sale money will be deposited to the individual school athletic fund (5024 Fund).
 4. *Note* - Schools must determine formulas for concession net revenue profits. Example: Academics-25%, Athletics or Athletic Team participating in event-25%, Club selling concessions-50%
 5. Within limits of established budgets and within established price ranges, each school may requisition supplies and equipment from samples submitted by bidders.
 6. Expenses include charges in excess of normal practice or home games. Generally, the number of persons involved in non-conference games should be governed by the same numbers as are permitted for city conference games.
 7. Receipts
 - a. All money derived from athletic contests or activities shall be deposited with the School Finance Clerk and a receipt given.
 - b. Such receipts are to be audited by standards determined by the Board of Education.
 - c. Individual receipts for monies collected may be given by the school athletic department with copies being held at the school.
 8. Expenditures

- a. Athletic accounts shall not be used to pay salaries to persons conducting interscholastic programs or activities that are associated with the conduct of interscholastic contests, games or meets. No money from Fund 1001 school athletic accounts shall be used to hire additional coaches.
- b. Non-conference game expenses are to be paid from the school athletic accounts.
- c. Athletic accounts shall not be used for any activity other than athletics.

9. Financial Aid

Any Grants, special financial aid or gifts must be reported to the School Principal.

10. School Athletic Accounts

In order that schools may close their books at the end of the school term and get their reports into the Central Office on time, School Athletic Directors are to close the athletic accounts at the end of the school year.

J. SPECIAL RULES

1. Finances - Deposition of Receipts

- a. Effective Fall 2024, 10% of full pay participation fees shall be sent to the District Athletic Office for equitable redistribution from Southwest High School and Washburn High School.
- b. Student Participation Fees - Schools shall deposit in regularly scheduled Dunbar pick-ups all receipts student fees.
- c. Student and Adult Sales - Schools shall deposit in regularly scheduled Dunbar pick-ups all receipts from the sale of student and adult ticket sales for conference and non-conference games.
- d. Use of Athletic Funds - All athletic funds at the schools shall be maintained in a separate fund and used only in the interest of athletics.
- e. All sales should be collected and deposited with the School Finance Clerk and a receipt given for such money. Game financial reports should be sent to the District Director of Athletics within five (5) days of the event.
- f. Tickets - The price of the tickets shall be established by the District Director of Athletics in conjunction with the Athletic Council. Senior citizens aged 62 and over are admitted at the student rate.

2. Management of Games: The home school shall be responsible for the management of all contests played upon its site. The visiting school shall be responsible for conduct of spectators in its section and should provide supervision.

3. Concessions: Schools playing on their own fields shall be allowed full control and the profits from concessions.

4. Protests of Games: Protests of games must be made in writing and submitted to the District Director of Athletics and the school concerned no later than forty-eight (48) hours, excluding non-school days, after the contest. No school shall refuse to play a game because of a protest, but must continue the contest as scheduled. All protests shall be decided by the District Director of Athletics.

K. Cash Handling Procedures for Athletic Events: There must always be two staff present when working with money.

Before Game:

- a. Get cash boxes: tickets, concessions (if applicable), and financial reports from safe
- b. Get concession cash boxes and financial reports from safe
- c. Confirm ticket and concession stand (if applicable) starting amount
- d. Enter header information: starting ticket numbers, game workers, officials, security etc. on the game report. Start concession report if applicable. Beginning Ticket Number equals First Ticket Sold; Ending Ticket Number equals Next Ticket on Roll/First Ticket Not Sold
- e. Bring Independent Contractor Request for Payment/W-9s to game. Officials complete and return to Site Manager (School Athletic Director). Game workers complete and return to Site Manager (School Athletic Director).

End of Game:

- a. 10 minutes after the second half begins, Administrator plus Ticket Seller take Ticket Sales Till and Game Report to office for counting and form completion.
- b. Counting and form completion are to be done with two people present.
 - 1) Count Money from Ticket Sales (and Concessions if applicable) Till
 - 2) Ticket Seller and Administration Complete and sign Ticket Sales Revenue Report (and Concessions if applicable)
 - 3) Total money in till less starting cash = **TICKET SALES REVENUE**
 - 4) Complete and sign Concession Report (Game Worker and Administration)
 - 5) Do Not Pay Any Expenses Out Of Till! Gross Profits - Supply Expenses = Net Profit
 - 6) Compile Revenue, Officials and Game Worker Pay sheets with Completed Game Report

- 7) Seal in Envelope and both sign over flap. Label with amount, date and event.
- 8) Lock in Safe
- 9) **Concessions Till *Keep Separate From Gate Receipts***

Next Day:

- a. Administration and Secretary count money from ticket tills and complete reconciliation report
- b. Replace ticket till starting amount
- c. Pay Game Workers. All MPS employees must be submitted by spreadsheet and paid by the school out of the 5024 fund account. Non-MPS workers must be submitted by Independent Contractor Form and paid by the school 5024 fund account. All officials will complete online payment forms. School Athletic Director will confirm details and form will automatically be forwarded to the District Accounts Payable Department.
- d. The School Finance Clerk will provide the School Athletic Director with receipt of deposit(s).
- e. The School Finance Clerk will prepare deposits for pick-up.

ATHLETIC DEPARTMENT AWARDS

PARTICIPATION AWARDS: The School Athletic Director presents these awards to students who participate on a school's athletic team but have not earned a varsity letter award. These are available for students participating on a sub varsity level team.

VARSITY LETTER AWARDS: The School Athletic Director presents these awards to students 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 athlete throughout their high school career.

ALL-CITY CONFERENCE AWARD: This award is presented to students for athletic excellence as determined by criteria established by conference coaches and the School Athletic Director who serves as Chairperson for the particular sport All-City Conference award winners are presented with a District Certificate of Achievement.

ACADEMIC ALL- CITY AWARD: The School Athletic Director presents this award to senior student-athletes in the spring who have achieved a cumulative grade point average of 3.5 or better through the first semester of his/her senior year and have earned a minimum of two (2) varsity letters (two in one sport or one in at least two sports). One of these letters must have been earned during the student's senior year, or, if the student is a spring sport athlete, the spring of his/her junior year. Academic All-City award winners are presented a District Certificate of Achievement from the School Athletic Director.

ATHENA AWARD: This award is presented to the outstanding senior female athlete in the school. Award winners are presented with a poster recognized at a Metro wide banquet. Coaches nominate and vote on this award. See School Athletic Director for specific details to this process.

SCHOOL LEVEL ATHLETIC AWARDS – GUIDELINES

- School Athletic Directors determine what awards are being given: athletic, academic, and/or character. This may be done in conjunction with the School Principal, administrative staff, Guidance Department, teachers, and outside groups (Booster Clubs).
- School Athletic Directors develop criteria for awards, again established with the above-mentioned group.
- School Athletic Directors develop criteria for selection of award winners, this may be established with the above-mentioned group.
- School Athletic Directors are responsible for making sure Varsity Letter Awards are purchased and distributed.
- School Athletic Directors in conjunction with the School Principal, determine who is going to be the point person to receive nominations, information, etc.

- Determine who is sponsoring, ordering, paying, etc... for the awards?
- School Athletic Directors, in conjunction with the School Principal, will determine when awards will be handed out, either at a banquet, morning show, etc.
- School Athletic Directors will distribute athletic letters and bars.

The above items will vary by school. The School Athletic Director and the Head Coach is responsible for making sure it is done.

EXPECT GREAT SPORTSMANSHIP

The Minneapolis Public Schools have adopted a mission statement for sportsmanship:

“The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Good sportsmanship is viewed by the National Federation of High Schools (NFHS) as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”

Our society has a history of discrimination in sports against females, racial minorities and the disabled. It is our responsibility to recognize and correct this in our small worlds, on our teams and in our neighborhoods.

SPORTSMANSHIP CODE OF CONDUCT

- A. School Board
 - ◇ Adopt policies/resolutions that promote the ideals of sportsmanship
 - ◇ Serve as a positive role model and expect the same from parents, fans, participants, coaches and other school personnel
 - ◇ Support participant, coaches, school administrators and fans that display good sportsmanship
 - ◇ Recognize the value of school activities as a vital part of education
 - ◇ Attend and enjoy school activities
 - ◇ Apply sportsmanship policies/rules equitably at all times
- B. School Administrators
 - ◇ Develop a program for teaching and promoting sportsmanship
 - ◇ Provide appropriate supervisory personnel for each interscholastic event
 - ◇ Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans
 - ◇ Attend events
 - ◇ Apply sportsmanship policies/rules equitably at all times
 - ◇ Develop a crowd control plan for both home and away games
- C. Coaches
 - ◇ Follow the rules of the sport during the progress of the contest
 - ◇ Accept the decisions of the contest officials without showing inappropriate emotions such as arguing with a contest official
 - ◇ Do not use unsportsmanlike gestures or language
 - ◇ Display modesty in victory and graciousness in defeat
 - ◇ Do not publicly criticize officials in front of participants or spectators
 - ◇ Teach sportsmanship and reward/acknowledge players that display good sportsmanship
 - ◇ Provide instruction, training and motivation without put-downs and/or the use of abusive language
 - ◇ Educate and sensitize themselves to cultural differences, gender equity and disability issues
- D. Participants
 - ◇ Show respect for opponents by shaking hands with them before and after the contest
 - ◇ Accept the decisions of contest officials without showing inappropriate emotions such as arguing with a contest official
 - ◇ Do not use unsportsmanlike gestures or language
 - ◇ Display modesty in victory and graciousness in defeat
 - ◇ Follow the rules of the game
 - ◇ Show respect for public property and equipment

D. Spectators

- ◊ Show an interest in the contest by taking part in positive cheers and applauding good performance made by any participant
- ◊ Work cooperatively with contest officials and faculty supervisors who are there to keep order
- ◊ Refrain from crowd booing, making negative comments, or applying blame on the participants, coaches or contest officials
- ◊ Stay off the playing floor or contest area at all times
- ◊ Show respect for public property by not causing damage to equipment or facilities

E. Cheerleaders/Bands/Sound Manager/Dance Teams

- ◊ Use discretion in selecting the times to cheer
- ◊ Lead positive cheers which support and uplift your team
- ◊ Encourage support for any participant who leaves the contest after being injured
- ◊ Show respect wishing opponents good luck before the contest and sincerely congratulating them following victory or defeat
- ◊ Dress in school-approved uniforms
- ◊ Show respect at all times for officials, opponents and spectators
- ◊ Show respect for public property and equipment

F. Officials

- ◊ Accept your role in an unassuming manner
- ◊ Know the rules, apply them equitably at all times and keep the game moving
- ◊ Publicly shake hands with coaches of both teams before the contest
- ◊ Never show emotions or argue with a player, coach or fan
- ◊ When watching a game as a spectator, give the officials the same respect you expect to receive when working a contest

G. Contest Workers

- ◊ Supervise all areas of the facility including parking lots and restrooms
- ◊ Be consistent in applying sportsmanship policies and rules
- ◊ Wear something that will identify you as a school official
- ◊ Establish/communicate emergency procedures

Acceptable Behavior	Unacceptable Behavior
◊ Accept all decisions of contest officials ◊ Applause during player introductions ◊ Cheerleaders leading fans in positive cheers ◊ Respect between participants and coaches at the end of the contest, regardless of the outcome ◊ Treat the competition as a game, not a war ◊ Showing concern for injured player, regardless of team	◊ Disrespectful or derogatory yells, chants, signs, songs or gestures that antagonize opponents ◊ Criticizing, booing or heckling officials in any way ◊ Blaming the loss of a game on an official, coach or participant ◊ Use of profanity ◊ Doing own yells instead of following the lead of the cheerleaders

NATIONAL ANTHEM PROTOCOLS

In recent years, there has been significant attention given to some professional athletes sitting or taking a knee during the National Anthem. This has also occurred at the high school level. The reasons and thought process for such demonstrations are varied and individualized – largely centering on raising awareness related to injustices in America. This is a very sensitive topic that can raise emotions all across the spectrum of opinion. We need to recognize each person comes to personal conclusions/opinions on very different paths and it is not reasonable to assume there will be consensus on this issue. While there are some who believe strongly that sitting or kneeling during the Anthem is an appropriate way to bring attention to injustices in America, there are others who believe strongly that it is offensive and an inappropriate time and manner to make this point. There's a good chance you have already given this question some thought: What will you do if one of your students decides to sit or take a knee during the National Anthem? There is not a perfect answer to this question, however there are some do's and don'ts.

- Sitting or kneeling during the National Anthem is a protected First Amendment right (whether one agrees with the action or not). We cannot disallow an athlete from sitting or kneeling during the Anthem.
- Talking with coaches and your teams about this topic would be wise. By having a conversation regarding team and coaching expectations now, potential future team conflicts could be avoided. It is good practice to discuss with your coaching staff, take time to talk about this issue before broaching this topic with your teams.

- Talk about why some people are sitting or taking a knee during the Anthem. Show you are open to the conversation and use it as a teachable moment. Work with the team to find alternate and/or additional ways to be active within the political/social process.
- Talk to your teams about not reacting to what another team does during the Anthem. If another team stands/sits/kneels during the Anthem, we should approach the contest in the same manner – with classiness and an appropriate measure of competitive spirit.
- If you think you might have a player who is considering sitting or kneeling during the National Anthem, consider asking the team ahead of time to let you know. This will allow coaches and administrators foresight and would be another great opportunity for open dialogue on the topic.

Ultimately, we should be open to conversations about this topic. There are many diverse opinions each of us can learn from. Important talking points addressing concerns and providing clarity on the District's position include:

- Thank you for sharing your perspective with me.
- We support our students' rights of expression.
- Like many adults, our students are attentive to and concerned about inequities and disparities in our state and nation.

REQUIREMENTS FOR PARTICIPATION

1. Minnesota State High School League (MSHSL) Parent/Guardian Permission Form
2. Minnesota State High School League (MSHSL) Annual Health Questionnaire
3. Minnesota State High School League (MSHSL) Physical Form – Note this is different from a well-child physical exam
4. Minneapolis Public School Emergency Referral Card
5. Students must also meet District academic eligibility requirements and pay the district participation fee.

PROCEDURES TO FOLLOW FOR PHYSICAL EXAMINATIONS

- Students who cannot afford physicals or who do not have access to a physician with their medical histories can receive physicals in their own School Based Clinics. Please follow procedures outlined by the clinic in your building to make an appointment.
- An additional option would be to contact a community agency to obtain information about free or low-cost physicals.
- All other students should contact their family physician or clinic for physicals.

TRANSFER STUDENTS

A transfer occurs when a student makes any change in schools after he/she enrolls in the first high school of their ninth grade year. All transfer students are processed through the Minnesota State High School League (MSHSL). Verification of a student's transfer during the school year should be confirmed prior to allowing that student to participate in any athletic contest.

ADAPTED ATHLETICS – ELIGIBILITY REQUIREMENTS

The MSHSL has two competitive interscholastic divisions: Physically Impaired (PI) and Cognitively Impaired (CI). Participation in the interscholastic program of a high school is limited to students in grades 7 through 12. Students in an ungraded setting are first

eligible when their age peers are in the 7th grade. Students will be eligible for 8 consecutive semesters (4 years), beginning with their or their peers initial entrance into the 9th grade.

The MSHSL requires a sports qualifying exam every three (3) years for participants in competitive athletics. The MSHSL acknowledges that some students with disabilities, like some students without disabilities, will be unable to participate in adapted athletics due to the competitive nature of the programs and for reasons unrelated to their disability. Like other students who do not "make the team", these students should be directed to alternative programs which are less competitive and more recreational in nature.

Students may not participate in both PI and CI divisions. If a student participates in both divisions the penalty for the use of an ineligible player will be enforced and result in an automatic forfeiture of the game.

A. PI Division – The MSHSL Adapted Athletics PI Division program is specifically intended for students with physical impairments who have medical clearance to compete in competitive athletics. A student is eligible to compete in the PI Division with one of the following criteria.

The student must have a diagnosed and documented impairment specified from one of the two sections below: (Must be diagnosed and documented by a Physician and/or Physicians Assistant):

1. Neuromuscular, postural/skeletal, traumatic, growth, or neurological impairment that affects motor function, modifies gait patterns, or requires the use of a prosthesis or a mobility device including but not limited to, canes, crutches, or wheelchairs.
2. Cardio/respiratory impairment that is deemed safe for competitive athletics but limits the intensity and duration of physical exertion such that sustained activity for over five minutes at 60% of maximum heart rate for age results in physical distress in spite of appropriate management of the health condition.

Note: A condition that can be appropriately managed with appropriate medications, which eliminate physical or health endurance limitations, will NOT be considered to be eligible for adapted athletics.

Specific exclusions to PI competition:

The following health conditions without coexisting physical impairments as outlined above do not qualify the student to participate in the PI Division even though some of the conditions below may be considered Health Impairments by an individual's physician, student's school, or a government agency. This list is not all-inclusive and the conditions are examples of non-qualifying health conditions; other health impairments that are not listed below may also be non-qualifying for participation in the PI Division.

- | | |
|---|------------------------------------|
| ● Attention Deficit Disorder (ADD) | ● Bronchopulmonary Dysplasia (BPD) |
| ● Attention Deficit Hyperactivity Disorder (ADHD) | ● Blindness |
| ● Emotional Behavioral Disorder (EBD) | ● Deafness |
| ● Autism Spectrum Disorders (including Asperger's Syndrome) | ● Obesity |
| ● Tourette's Syndrome | ● Generalized Anxiety Disorder |
| ● Neurofibromatosis | ● Depression |
| ● Asthma | ● Seizure Disorder |
| ● Reactive Airway Disease (RAD) | ● Other Similar Disorders |

B. CI Division – The MSHSL Adapted Athletics CI Division program is specifically intended for students with cognitive impairments who have medical clearance to compete in competitive athletics. A student is eligible to compete in the CI Division with the following criteria.

The student must have a diagnosed and documented cognitive impairment. Cognitively impaired refers to students with sub-average intellectual function defined by a **Full Scale** intelligence quotient of 70 or below, using a standardized, nationally-normed, technically adequate, and individually administered intelligence test.

Specific exclusions from CI competition:

A student becomes ineligible to participate in Adapted Athletics when they have attained a level of cognitive performance that exceeds the eligibility requirements. A student whose Full Scale IQ score increased above 70 after the start of a season will be permitted to complete that sports season.

Challenges to a student's eligibility to participate in PI and CI adapted athletics:

A school may file a written challenge regarding a student's eligibility to participate in Adapted Athletics based on the qualifications stated above. Challenges must be submitted within 24 hours of the end of the game in which an alleged ineligible player

participated. A challenge submitted after the deadline will not be honored. The student shall remain eligible during the review process. The committee's findings will be final and follow the student through the remaining years of eligibility unless there is a change in physical or cognitive status.

Upon receipt of a written challenge the MSHSL will activate the following review process:

1. Request of a brief statement from the school/coach supporting the eligibility of the athlete.
2. Review of the school's/coach's submission and the school's supporting data (testing, medical history, school documentation) by one reviewer who will submit a brief written statement regarding the eligibility status.
3. Appeal Process: If the initial finding is appealed, a panel of three (3) reviewers will be convened. Two (2) of these reviewers must be from different disciplines (MD, Adapted PE teacher, PT, etc). The school/coach will be asked to submit a video of the player during a game or during PE class that will best demonstrate the disability. The video will be at the school's expense.

ACADEMIC REQUIREMENTS FOR ELIGIBILITY

A student who wishes to participate must have an overall Grade Point Average (GPA) of 2.00 or achieve at least a 2.00 GPA on the last report card prior to the season or activity period. If a report card is issued during a season or activity period, a student must remain eligible in order to participate. Because winter and spring activities, in most cases, begin prior to the end of the grading period which determines eligibility for the major part of the season, an individual will be allowed to try out and practice, but not participate in games or other competitions until grades are available for the grading period in question. Students who then become ineligible will not be allowed to continue to practice/participate. Transfer students will be required to meet the Minneapolis eligibility requirements during their first quarter in the Minneapolis Public Schools (MPS).

1. Grade Point Average (GPA) will be computed using all classes in which a student is enrolled. Credit/non-credit classes will not be counted in the Grade Point Average (GPA).
2. Students participating in athletics must be enrolled as a full time student at their high school. Seniors who may not need to take the required amount of credits each quarter/semester/trimester to graduate will have their GPA figured on the number of credits taken if less than the number required.
3. A student must qualify on both 1 and 2 above.
4. The first grading period will be a probationary period for incoming 9th grade students who do not meet the 2.00 GPA. This probationary period is limited to participation during the second grading period of the ninth grade year. These students would be granted one probationary quarter during the second grading period, provided they earn a minimum of 1.0 credit. Following the probationary period, the students would be required to meet the full 2.00 GPA required as well as other requirements of the policy.
5. The Minnesota State High School League (MSHSL) Bylaw 407.00 defines eligibility as "making satisfactory progress toward graduation". The new Minneapolis policy does not require eligibility to be determined on a cumulative GPA. Students are required to maintain 1.25 credits per quarter on a cumulative credit basis. At the end of the ninth grade, satisfactory progress is 5.0 credits, the end of tenth grade is 10.00 credits, the end of eleventh is 15.00 credits and seniors graduate with a minimum of 20.00 credits.

A student who is ineligible because of too few credits may regain eligibility by attending two consecutive quarters and earning 1.25 during each for a total of 2.50 credits. If the second quarter is the quarter prior to participation, then the student must also have a 2.00 GPA or better. The regaining of eligibility as described is automatic and determined at the school level.

QUARTER SYSTEM

- ◇ 2.00 overall GPA
- ◇ 2.00 GPA previous grading period
- ◇ 1.25 credits (passing 5 classes) two quarters in a row to regain eligibility (if behind in credit)

- ◇ An “incomplete” grade is considered a failure (F) until the required course work is completed. The GPA will then be re-computed.

Grade	First Quarter	Second Quarter	Third Quarter	Minimum Credits (Fourth Quarter)	Total Credits
9 th	1.00	2.50	3.75	5.00	6.00
10 th	6.25	7.50	8.75	10.00	12.00
11 th	11.25	12.50	13.75	15.00	18.00
12 th	16.25	17.50	18.75	Graduate	Graduate

District Appeals Committee: If a lengthy non-attending absence is caused by illness or any other unusual circumstance, the student’s parents, guardian, or the student if he/she is legally emancipated, may appeal in writing to the District Appeals Committee for an exception to the rule.

The following criteria must be met to remain eligible:

- A student granted the appeal must have weekly monitoring of their academic progress. Students must be making satisfactory progress as determined by classroom teachers. If the students are not making satisfactory progress in any class he/she will be ineligible for any contest, but will be able to practice until the following weekly monitoring, where they can regain their eligibility. Monitoring will be completed the Thursday of each week by the school administrator or his/her designee.
 - The student must be in attendance for every class, if they are absent from class they are ineligible to practice or play on that day of activity.
 - Students removed from instruction or suspended are not eligible to participate in co-curricular or extra-curricular activities on the day they are removed from instruction, or during the day of the suspension.
 - At the end of the quarter, students must earn a Grade Point Average of 2.00 for the grading period. If a 2.00 GPA for the quarter is not achieved the student will be declared ineligible.
 - **This is a one-time appeal and no additional appeals will be granted under this policy.**
6. Spring Quarter will be used to determine eligibility for the following Fall. A student (grades 10-12) must have a 2.00 GPA for the number of classes required during Spring Quarter to be eligible for the following Fall.

Summer school credits processing protocol: If the summer class is the same as the spring class where a poor grade was received, the grade achieved during the summer will replace the spring grades and then averaged to determine the Grade Point Average (GPA). If the summer class is an additional class, the grade achieved during the summer will be added to the spring grades and then averaged to determine the Grade Point Average (GPA). Early college grades will also be computed as a part of the Grade Point Average (GPA).

Declaration Date for Eligibility - Students who fail to achieve a 2.00 GPA will become ineligible on the second Monday following the end of the previous quarter. This procedure must be followed by all high schools and replaces individual school procedures.

Exception Procedures

- A student with less than a 2.00 GPA may appeal in writing to the District Committee for an exception to the rule. All appeals must be made by the parent or guardian unless the student is legally emancipated. In that case, the student may request an appeal.
- The District Committee may grant such an exception if the low grades were not the result of poor attendance or poor social/work habits.
- The District Committee will consist of the District Director of Athletics, the Assistant District Director of Athletics, a School Principal, representatives from the District Guidance Counseling Department, a northside School Athletic Director, and a southside School Athletic Director.
- An Executive Committee will meet prior to appeals hearings to determine eligibility for students having extremely sensitive extenuating circumstances that would add to the burden of a student addressing the District committee. The Executive Committee will consist of the Deputy Superintendent and the District Director of Athletics.
- The School Principal, the School Athletic Director or the Assistant Principal with oversight of athletics for the student requesting an exception may appear before the Committee to observe or present information pertinent to the case. The student, his/her parents and/or a representative may be present at the hearing to observe or present evidence to the Committee. Coaches may

not serve as representatives. Deliberations and voting will take place after all the parties concerned are excused from the hearing.

- F. In the event a student feels the student or teacher representative from his/her school could not render a fair decision or would create an uncomfortable atmosphere, the student may ask the school representative to be excused from the hearing. If the decision is to excuse the committee member, the chairperson will excuse the member in question from the individual hearing and vote.
- G. The District Appeals Committee shall meet and render a decision within five (5) working days after having received a written request for an appeal. The student will receive a written notice of the result of the hearing. If an exception is granted, rationale for granting it will be so stated and a copy filed with the Superintendent. All appeals will be processed by the District Athletic Office.
- H. A school building committee consisting of an administrator, the School Athletic Director and a staff member would review Academic Appeals for Eligibility and will restore eligibility to individuals who meet the criteria established by the Athletic Council. Students who meet the following criteria will not have to attend the Citywide Academic Appeals for Eligibility and will be declared eligible by the Building Committee.
 - 1. A student would have less than a 2.00 GPA for the quarter prior to participation.
 - 2. A student would have five (5) or less absences per quarter in each of the classes taken during the quarter in question, and
 - 3. No more than:
 - a. Two fails
 - b. Two no-credits
 - c. Combination of one fail and one no-credit
 - 4. The teacher in each class where the student received less than a C grade must verify that the student was making an honest effort to achieve in class and was not disruptive.

A student with an overall 2.00 GPA or higher will be eligible, no appeal needed, if they do not meet the 2.00 GPA the previous quarter. The student must meet with the School Athletic Director for approval. All students receiving less than a 2.00 GPA who choose to appeal and do not meet the above requirements must use the citywide process.

The School Building Committee will use the regular forms for appeals. All paperwork for students declared eligible at the school must be forwarded to the Central Office Athletic Department and a copy kept on file in each school site.

- I. The Committee shall maintain a record of all such exceptions and the Superintendent shall review and make periodic reports to the Board concerning them.

Additional Eligibility Requirements

- A. Continuation School - shall be the school in the student's home attendance area. Students in the 7th and 8th grades who participate in high school athletics are eligible to participate at the high school in their home attendance area or at their "partner" high school. See MPS Policy 5560
- B. Inter-District Transfer - follow the MSHSL Transfer Rule.
- C. Students new to Minneapolis Public Schools (MPS) - If eligible when they left their previous school, they will be eligible in Minneapolis if they meet the credit requirement. Next quarter they will be governed by Minneapolis Athletic Eligibility Requirements.
- D. Seventh and Eighth Grade Eligibility - must meet the same requirements as high school students.
- E. Rules for students attending Minneapolis Public Schools (MPS) but live outside the district boundaries in grades 7th and 8th:
 - 1. Verify students' name and address.
 - 2. The enrollment and/or attendance of the student determines where he or she is eligible. If he or she is attending a Minneapolis school, the Minnesota State High School League (MSHSL) eligibility is with the corresponding Minneapolis high school.
 - 3. School choice once they enter 9th grade (once choice has been established, students not allowed to switch schools until 9th grade enrollment)
 - 4. If a student changes high school choice after declaring they will be ruled ineligible to compete.
 - 5. All participants must be attending Minneapolis Public Schools.
- F. Students experiencing academic difficulties may be restricted from participating in co-curricular activities.

Attendance Procedures and Requirements: For the purpose of eligibility for co-curricular activities (including athletics), an unexcused absence in one or more classes in one school day makes the student ineligible to participate in those activities on the same day.

- A. Students experiencing academic difficulties may be restricted from participating in co-curricular activities occurring during school hours upon consultation with the student's parent.
- B. Students removed from instruction or suspended are not eligible to participate in co-curricular or extra-curricular activities on the day they are removed from instruction, or during the days of the suspension (including athletics).

Suspension Rule: If a student is suspended from school he/she **will not** be allowed to participate in any athletic contest for the remainder of the school day, regardless if the student is readmitted back to school on the same day of the suspension. Students must also serve an entire suspension before he/she is allowed to practice or participate in any contest.

Game Suspensions for the Minneapolis Public Schools Attendance Rule: When counting contests for suspensions in the Minneapolis Public Schools Attendance Policy, the MSHSL definition of contests will be employed. (Example: volleyball or wrestling tournament - 1 contest each basketball, baseball, soccer, etc. game = contest). Also, athletes that participate at more than one level of competition cannot pair these contests for the purpose of serving the penalty. Suspensions are at their primary level of participation and contest at all other levels that may fall between contests.

Exemptions - The only class absences that are exempt from this rule and regulation are those that occur when the school requires the student to participate in an alternate activity, or when such absences are due to official religious observances. The Superintendent of Schools or his/her designee, is responsible for identifying the activities for which students may be exempted. In each case, the school (or governmental agency) stipulates the place of attendance other than the classroom.

Approved Required Activities

- A. Administration of the district's testing program
- B. Instructional field trips
- C. Athletic contests
- D. Court ordered appearances
- E. Absences due to district error such as late arriving school buses
- F. Activities requested by school or district personnel such as student council, academic appeals hearing committee, etc.
- G. Death in the immediate family (5 days maximum). The School Athletic Director may require proof from the student
- H. Absence due to medical reason (written excuse with doctor's stamp required)
- I. College visits (Limited to two (2) days per year.)

Other activities resulting in absences from the classroom that are school-related or school-sponsored but which are voluntarily participated in by the student are not exempt. Students who participate in any approved school-sponsored activity of more than one-day's duration shall have no more than one-day's absence charged against them per activity. Students in the Minneapolis Federation of Alternative Schools and other special sites that are part of the district must conform to this rule. Attendance at citywide or student council activities does not constitute absence from school. Students will be allowed to participate in the game.

Appeals for academic eligibility: Eligibility appeals are held throughout the school year. Students are required to complete the appeal packet which includes: transcript, attendance record, statements from parents, statements from teachers, and any other pertinent information. Each hearing will last approximately 15 minutes. This time period will split into two parts:

- 1) Presentation by the student/adult advocate making the appeal.
- 2) Committee comments, questions and answers.

A final decision will be made by the Eligibility Committee without a student present, and the School Athletic Director will be notified of the final decision.

Questions about Eligibility: If in doubt about eligibility, contact the District Athletic Office. Do not risk the team for one; ask for a ruling. If a student is ruled ineligible, any games in which the ineligible player played will be forfeited per MSHSL rules.

PARTICIPATION FEES FOR INTERSCHOLASTIC ATHLETICS

Fees

- A. All students who choose to participate in the Interscholastic Athletic Program of the Minneapolis Public Schools (MPS) will be assessed a fee for the use of equipment and materials. The fees are as follows: Hockey - \$240.00 / Football - \$90.00 / All Other Sports - \$75.00
- B. **There will be no adjusted price for participating in more than one sport.**
- C. Students receiving Educational Benefits may pay 1/3 of athletic fees. There are fee scholarships available, see School Athletic Director for fee waiver application. **Fees must be paid prior to the first game.**

Collection of Fees

- A. The responsibility for the collection and receipt of the participation fees rests with the School Principal and/or his/her designee which is typically the School Athletic Director.
- B. A complete list of the participants in each sport and the amount collected from each participant will be retained by the School Principal and/or his/her designee which is typically the School Athletic Director. Students receiving fee waivers must have a completed fee waiver form on file with their School Athletic Director.

Refunds

- A. After the beginning of the season, a refund request will be honored only if the student, through no fault of his/her own, cannot continue with the activity. No refund will be provided in case of quitting a team or being dropped from the team because of disciplinary action. **The allowable reasons for the refund include: a crippling injury or a transfer to a school outside of the district. In any case, the refund will be a prorated amount up to the mid-season of the activity. There will be no refunds after the mid-season of the activity has been reached.**
- B. A receipt is to be given for each refund.
- C. A list of all participants receiving refunds and the amount of the refund is to be retained by the School Principal and/or his/her designee which is typically the School Athletic Director.

There has been some confusion in the buildings about participation fees for athletics.

1. All fees collected stay in the school. Ten percent (10%) of full pay participation fees from both Southwest High School and Washburn High School are sent to the district headquarters for equitable redistribution to all schools.
2. Fees are intended to be used AT THE SCHOOL for covering game expenses and the purchasing of athletic equipment and supplies, or additional coaches at the discretion of the School Athletic Director in coordination with his/her School Principal.
3. All students participating in district sponsored athletic programs will submit their participation fees to the District Athletic Office. Fees are used to cover program expenses; financial reports are kept on file by the District Director of Athletics.
4. No student should be denied participation in athletic programs for inability to pay participation fees, those needing financial assistance should have an Application Participation Fee Hardship Status Form on file at their school.

APPLICATION OF ATHLETIC PARTICIPATION FEE HARDSHIP STATUS



The Board of Education has approved the following High school participation fees:

- Hockey - \$240
- Football - \$90
- All other sports - \$75

Payment of this fee is required by the first game of each sports season.

Students who qualify for Educational Benefits must have a completed Benefit Form on file with their school. Qualified students receiving educational benefits will be required to pay 1/3 of the district athletic participation fee.

Parents of students participating in athletics who are not able to pay their participation fee are eligible for Hardship Status. **Application for Hardship Status requires that a student has a current Educational Benefit Form on file.**

If you wish to apply for Athletic Participation Fee Hardship Status, please fill out the information below and return this form to your child's School Athletic Director. Partially completed forms will not be accepted. A separate form must be filled out for each student-athlete for whom a Hardship Status is requested.

Name of student: _____ [please print]

Student ID number: _____ [please print]

School: _____ [please print]

Sport: _____ [please print]

Season: _____ [please print]

[please print] Reason: _____

[please print] Parent/guardian name: _____

Address: _____ [please print]

I hereby apply for hardship status with regard to my child's athletic participation fee and affirm the information provided on and with this application is accurate.

Parent/Guardian (Print Name) _____

Parent/Guardian Signature _____

Date: _____

RULES GOVERNING ATHLETIC ELIGIBILITY

It will be the responsibility of the individual School's Principal and the School Athletic Director to determine the eligibility status of student-athletes.

Approval of Eligibility: Before a student is eligible to compete in athletics, his or her eligibility record shall be filed by the School Athletic Director with the Director of Athletics.

Request for Information Concerning Eligibility of Players: The School Athletic Director of a school requesting information concerning the eligibility of a player of another school shall submit his or her request in writing, together with any facts of information he or she has, to the District Director of Athletics, who shall investigate and report. It is deemed unethical to give publicity to questions of eligibility until a formal decision has been made by the District Director of Athletics.

Playing of Ineligible Player: Any player who knowingly fails to give full and correct information regarding his or her eligibility to take part in athletics, or who plays in any athletic contest when he or she knows they are ineligible, shall be declared ineligible to represent his or her school in any sport for one year from the date of the offense.

COACHING MPS ATHLETICS

Minnesota State High School League (MSHSL) Requirements

All Head Coaches are required to become state certified. Certification is available through the Minnesota State High School League (MSHSL). In addition to completing training on Education Based Athletics (Philosophy, first aid, etc.); coaches and officials must possess a thorough knowledge of playing rules and an ability to interpret these rules.

District Requirements

- Completed Signed Contract, passing a background check and clearance from the District Human Resources Department – PRIOR TO WORKING WITH STUDENTS
- Up-to-date MSHSL coaching certification including Concussion State Statute Requirement
- Encourage valid AED/CPR certification, attending Positive Coaching Alliance (PCA) training, and Heads Up Training (football coaches only)

Volunteer Coaches and Paid, Non-School Board Coaches

- The School Athletic Director must meet with and approve all assistant and volunteer coaches prior to the season.
- The appropriate paperwork and processing must be completed and followed before any individual (volunteer or paid) has contact with the student-athlete. There are no exceptions. **No approved paperwork on file = no student contact!**

Supervising Coaches

- The School Athletic Director should have regularly scheduled coaches meetings.
- The School Athletic Director should have a comfortable understanding of the state and District guidelines, rules, and policies. If there are questions, it is OK to say, “I will get back with you after I find the answer.” It is the School Athletic Director’s responsibility to work with the coaches, ensuring everyone is following the same guidelines, rules, and policies.
- The School Athletic Director must be familiar with the District’s hiring and termination procedures of coaches. Contact the District Employee Relations Department with any questions

District Coaching Assessment

This on-line tool is facilitated by School Athletic Directors who should lead a regular evaluation of their head coaches. Both the Head Coach and supervising School Athletic Director complete the assessment separately and then a post season meeting is held to review assessment. This process may include parent/student surveys and feedback. This process is intended to aid head coaches in their professional development. All head coach’s contracts are on a yearly basis; these contracts are at-will assignments and may be subject to termination at any time. Head coaches will complete assessment of all assistant coaches.

The purpose of this coaching assessment is to:

1. Create a climate to achieve individual improvement.
2. Afford an opportunity to identify, recognize and praise quality coaching and instruction.
3. Provide information required to support a coach against false accusations which question the right of the coach to continue coaching.
4. Provide an exchange of ideas and communication among the coach, School Athletic Director, School Principal and supervisor.
5. Provide the Superintendent and the Board of Education with the assurance that quality coaching is the shared responsibility of the entire coaching staff and the School Athletic Director. It is a willingness on the part of all to be accountable for the quality of performance.

SCHEDULING: Regular Season Contests

- School Athletic Directors will approve and post all contests on their respective Arbiter Sports website. This site should always be up to date. Contracts are needed for non-conference regular season contests.
- The School Athletic Director Sport Chairperson for each sport will host pre and post season meetings to discuss scheduling. This meeting will be attended by all coaches of that particular sport. Prior to this meeting, the coach should contact any off-site facility used and establish the possible contest dates and times based on availability.
- The deadline to submit schedule change requests will be set by the District Athletic Office.

Alternative Scheduling Options.

1. Independent or Membership in Alternative Conference:
Alternative Conference: Girls Swimming, Girls Lacrosse (Tri Metro); Girls Hockey (Metro West); : Adapted Soccer-CI and PI, Adapted Floor Hockey-CI and PI, Adapted Bowling-CI and PI, Adapted Softball-CI and PI, (Minnesota Adapted Athletic Association)
MSHSL District: Football
Independent - Programs are not affiliated with a conference. They must play MSHSL member schools but these games would have no bearing on the conference championship. Neither team nor individual players are eligible for postseason awards: Alpine Ski; Boys Hockey, Swimming, Boys Lacrosse, and Danceline.
2. The Minneapolis City Conference will offer the following Alternative Scheduling formats:
 - Single Round: Schools play each member of Minneapolis City Conference once and remaining games are played against non-conference opponents. **The following sports use Single Round Scheduling: Girls Tennis, Boys Tennis, Wrestling, Girls Soccer, Boys Soccer, Girls Volleyball, and Boys Volleyball**
 - Double Round: Schools play each member of Minneapolis City Conference **twice** and remaining games are played against non-conference opponents. **The following sports use Double Round Scheduling: Girls and Boys Basketball, Baseball, Softball and Badminton**
 - Alternative: Schools compete against Conference schools in pre scheduled events. **The following sports use Alternative Scheduling: Girls and Boys Cross Country, Girls and Boys Track, Gymnastics, Girls and Boys Nordic Ski, Girls and Boys Golf**

The following Alternative Scheduling Options are being explored:

- Modified: For use in double round schedules only. A school would play one game against each school. They may play a second game with each school if agreed upon by mutual consent. For standings purposes teams are awarded 2 points for a win, 1 point for a tie and 0 points for a loss. If only one game is played between the schools it shall be considered a "4 point" game in the standings. The team would be eligible for conference championship, and individual athletes would be eligible for postseason awards.
- Limited: For use in single round schedules only. A school would play at least half of the conference schools. The team would not be eligible for conference championship, but individual athletes would be eligible for postseason awards. Criteria for granting a Limited Membership includes but is not limited to the following:
 - Provide additional competitive opportunities for Minneapolis City Conference schools and participants.
 - Provide a superior competitive/performing venue.

At this time no sports are considering using the Limited Alternative Scheduling Option

Pre-Season Preview and/or Tournament:

1. Submit a request in writing to the School Athletic Director.
2. Request should include sanctioning form and contract from host school.
3. Sign contract.
4. Arrange your own team transportation.
5. All schools participating in the tournament must be state sanctioned member schools.

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/post game prayer.

MEMORANDUM

To: School Athletic Directors and Coaches

From: The District Athletic Office and the Office of General Counsel

Date: February 16, 2016

Re: Pregame and postgame 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.

SCHEDULING REGIONAL/STATE CONTESTS

- See MSHSL website for instructions regarding any required on-line coaches meetings, brackets, hotel arrangements, etc.
- If hosting a contest, the Administrative Region will email information including officials assigned, host site reports (ticket and game worker report, etc.). Remember to submit a Building Permit.
- Report score following contest.
- If you are the away team for the contest, arrange an appropriate mode of transportation per District Director of Athletics approval.
- Complete overnight travel forms if needed. Arrange lodging if necessary per the approval of the School Principal and the Associate Superintendent. Rooms can be reserved and paid with a school P-card. A school check for exact amounts can also be used. Provide a tax-exempt certificate to the hotel.
- Arrange Substitute Teachers coverage for coaches.
- Arrange for fan bus and site supervision. Review District Expectations for Sportsmanship.
- An administrator must be present at away district, regional and state tournament contests for team sports.

BUILDING PERMITS/COMMUNITY EDUCATION

A building permit is required for any building and athletic facility use. Coaches should work with their School Athletic Directors to make sure all building permits are up to date and approved. All Facilities Booking Procedures need to be followed.

All gym use requires a permit. 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.

MEMORANDUM

To: School Athletic Directors
From: The District Athletic Office and the Office of General Counsel
Date: October 14, 2015
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 the District Community Education Department. The District Community Education Department 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 the District Community Education Department.

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 the District Community Education Department 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 the District Community Education Department.

Thank you for your prompt attention to this matter.

OFF-SITE SPORTING LOCATIONS (MPRB and OTHER FACILITIES)

School Athletic Directors must work with outside facilities and the District Athletic Office to secure practice and playing venues for sports that cannot be hosted on school sites; i.e. Tennis, Swimming, Golf, Gymnastics, Hockey, Nordic Skiing, Alpine Skiing, etc.

After securing sites, the School Athletic Director will receive final approval from the District Athletic Office. Individual high schools must cover any rental fees and practice transportation costs. Once approved, a facility agreement must be signed by the venue and then a Financial Requisition must be generated for the specified amount to the specific vendor. The requisition becomes a purchase order (PO) and is released by an approver at your site. That amount is sent directly to the vendor.

TICKET AND PASS PROCEDURES

Tickets

- A. Tickets for Badminton, Basketball, Baseball, Football, Hockey, Wrestling, Gymnastics, Softball, Volleyball, City Track, Swimming and Soccer will be \$2.00 for home school students, \$4.00 for away students and senior citizens and \$6.00 for adults.
- B. There will be no charge for the following sports: Cross Country, Golf, Skiing, Tennis, and Girls Flag Football.
- C. Upon proper identification, senior citizens (age 62 and/or over) will be admitted at the student rate.

- D. An Athletic Pass will be available for purchase. The pass will allow one person into any conference athletic contest ten times per pass. Cost: Students - \$25.00, Adults \$40.00.
- Passes will be sold online.
 - Passes will not be allowed at Twin City events or non-conference games.

No re-entry or re-admission. If you leave, you must pay to come back into the contest.

Passes

1. Faculty Athletic Passes - All staff will be admitted to any conference event with proper school picture identification. Passes will not be allowed at Twin City events or non-conference games.
2. When a school is playing, the band in uniform, cheerleaders in uniform and those who participate as part of the performance will be allowed admittance without charge.
3. Additional passes (Coaches Association, Lifetime Coaches passes) will be honored at Minneapolis conference events.

CONTEST MANAGEMENT

The administrator on duty will have the following contest responsibilities:

Pre-Game

- Send "Welcome Letter" to visiting schools describing timeline, drop off and parking details, locker room facilities etc.
- Print program including Sportsmanship Announcement (if possible).
- Secure ticket cash boxes and game reports (and concession cash box if necessary).
- Verify that the facility and restrooms are clean, stocked, and in working condition.
- Greet officials and notify them of your approximate location during the contest.
- Contest officials will notify administrator of any concerns with team or spectator behavior, administrator will notify police when necessary.
- Circulate parking lots on a regular basis.

Hosting Officials

- Room for officials to change (warm shower, restroom, drinks, etc.).
- Communicate payment Information - Officials must have a W9 on file with the District ([MPS Athletics Officials Request for Payment](#)).
- Escort officials off the field/court after the game.
- Support officials by expecting positive sportsmanship to be displayed by students, coaches and fans; any disruption or inappropriate behavior will not be tolerated.

Security

- Hire security personnel and school supervisors as needed.
- Contact Ernest North, Emergency Management Health Safety Department with any special needs or concerns.

Game Day Prep

- Field and court set-up prior to the contest.
- Verify scoreboard, lights and P.A. system work ahead of time.
- Conduct safety/cleanliness site checks.
- National Anthem before each contest, if available.
- Announcers for contest, if available – provide special announcements as needed.
- Visiting team is accommodated as if the home team.

Post-Game

- Storming of the field, court, or pool by spectators and students is strictly prohibited by MSHSL policy.
- Supervise until all spectators have vacated premises.
- Post-game speeches/meetings/activities are to be limited to no more than ten (10) minutes followed by departure of the visiting team. Visiting team to buses ASAP to secure venue.
- Secure equipment and facility after fans have left.

Weather (Delay, postponement or cancellation)

- Inclement weather prior to the game is an administrative decision; once the contest begins, the officials will work with administrators on duty.
- When possible, try to make a decision prior to the visiting team leaving their school.
- The School Athletic Director makes calls when school facilities are unplayable, not coaches. MPRB will govern their facilities.
- All games are required to be made up on the next available play date.
- Cancellation of conference events due to weather is required to be made up; it is not an option.

Emergency Procedures

- Work with School Administration, Athletic Trainer and each coach to update catastrophic and regular emergency plans prior to season.
- Each sporting event will have an emergency plan to follow if a team doctor or trainer is not available at the contest
- Locate and know where the closest AED is.

PUBLIC ADDRESS ANNOUNCEMENTS FOR SAFETY AND EMERGENCY

(READ ONLY ON CUE FROM GAME MANAGER)

Pre-Game Sportsmanship Announcement

Ladies and Gentlemen, the Minneapolis City Conference and <Name of High School> promote good sportsmanship by student-athletes, coaches and fans. We request your cooperation in supporting the participants in today's/tonight's game in a positive manner. The throwing of objects onto the playing surface, use of profanity, racial or sexist comments or other intimidating actions directed toward officials, players, coaches or team representatives will not be tolerated and are grounds for removal. We ask you to please be courteous to those fans around you and let's enjoy today's/tonight's contest in its true spirit – that of Good Sportsmanship.

During-Game Sportsmanship Announcement

The Minneapolis City Conference encourages spectators of both schools to support their team(s) in a sportsmanlike manner. Conference policy prohibits unsportsmanlike taunting or derogatory comments directed at opponent players or coaches and contest officials. Your cooperation in maintaining an atmosphere of GOOD SPORTSMANSHIP is appreciated.

Thrown Objects/Interfering Incidents

Ladies and Gentlemen, the game officials, coaches and players of both teams have been directed to remain off the field or court until such time as order has been restored. Please refrain from throwing objects or other actions interfering with the game. Thank-you!

Crowd Noise

Ladies and gentlemen, the game officials are requesting your cooperation in allowing the teams to hear its signals. If it becomes necessary to stop the game again, Officials may take further action which may include accessing a time out or penalty. Thank you for your cooperation.

Bomb Threats

Suspected Threat: May I have your attention please. At this time Officials have postponed play on the field. Local police are in the process of conducting a thorough search of the surrounding area. There is no certain immediate danger. Those of you wishing to leave may do so, but please remain calm and walk from the stadium as directed by Officers and Staff. Any additional information will be announced. Thank you.

Confirmed Threat: MAY I HAVE YOUR ATTENTION PLEASE. AT THIS TIME THE STADIUM WILL BE EVACUATED. PLEASE EXIT IN A CALM AND ORDERLY FASHION AND WATCH FOR OFFICERS AND STAFF FOR ASSISTANCE. AGAIN, AT THIS TIME THE STADIUM WILL BE EVACUATED. PLEASE EXIT IN A CALM AND ORDERLY FASHION AND WATCH FOR OFFICERS AND USHERS FOR ASSISTANCE.

LIGHTS AND SEVERE WEATHER

Light System Fails: Ladies and gentlemen, we are temporarily experiencing a power outage. Emergency lights will provide for your safety. Game Management Officials are working to restore power as quickly as possible. Please remain calm, your cooperation is appreciated. Thank-you!

Severe Weather With No Adjacent Shelter: Ladies and gentlemen, the contest officials have suspended play in view of imminent severe weather. Please leave the stadium at this time and move to your vehicles. We will resume play 30 minutes after the last lightning and thunder incident.

Severe Weather School Adjacent to Stadium: Ladies and Gentleman because of approaching severe weather, please leave the stadium at this time and move north to the high school gymnasium. Officials will direct you to safe areas within the building. Per National Federation Rules we will resume play 30 minutes after the last lightning and thunder incident.

HEATED CONTEST OR RIVALRY GAMES

Public Address Announcement During Final Period: Ladies and Gentlemen, for the safety of players, coaches, officials and fans, please remain off the playing (floor/field) following tonight's contest. Dangerous and inappropriate behavior could result in serious injury and is expressly prohibited. Your cooperation in maintaining a safe environment is appreciated. Please see the contest supervisor(s) with any questions.

Public Address Announcement If A Crowd Surge Starts: In the event a crowd surge occurs despite printed and public address announcements, the public address announcer should immediately read the following announcement multiple times and contest supervisors should move to the playing surface repeating the following:

Attention Please: All spectators and persons other than players and school officials must clear the field (floor) immediately!

INSTRUCTIONS FOR SUPERVISION OF STUDENT GROUPS AT ATHLETIC GAMES

The Faculty Supervisor of students at athletic games is hired to perform a job. Arrangements have been made for this special help to assure exemplary student conduct. It has been our observation that a Supervisor cannot properly know what is going on and perform the job of supervision if he or she merely takes a seat and becomes an interested spectator. We wish, therefore, to suggest that supervisors be instructed as follows:

1. They should arrive at the site thirty (30) minutes prior to the beginning of an athletic contest.
 2. They should be on their feet and moving about wherever their schools' students congregate. This means through the balcony, into the hallways and occasionally through the lavatories on an inspection.
 3. Tobacco, alcohol and other mood-altering chemicals will not be tolerated in any area.
 4. Throwing debris is a common annoyance that will not be tolerated.
 5. Fighting of any kind is not to be permitted.
 6. Make your identity known to the security team on duty and have them assist you when dealing with difficult situations.
 7. Do not tolerate abusive or profane language by students.
 8. Report to the School Athletic Director the names of any students that may need to be disciplined at the individual school.
 9. Supervisors should remain until all students have left the playing site.
 10. Each Supervisor is to wear an identifying badge and/or clothing.
 11. If the Supervisors have any suggestions, please refer them to the Contest Manager.
 12. Do not permit derogatory or disrespectful signs to be displayed. Only official signs are permitted. Noisemakers such as sirens, horns, etc. are not permitted.
-

TRANSPORTATION

A. Policy pertaining to transportation regulations

1. Approved mode of transportation: All co-curricular groups will be transported by district hired buses. All students are to ride the district transportation. (if provided).
2. The dismissal time for squad members is the responsibility of the School Principal of the school involved.
3. Any deviation from the transportation time schedule on an individual school basis is the responsibility of the School Principal of the particular school.
4. The transportation time schedule on an individual school basis is the responsibility of the School Principal of the particular school.
5. Any changes to the transportation time schedule that involve all the conference schools should be submitted to the District Athletic Office according to amendment procedures.
6. The coach, assistant coach or designated adult must accompany each chartered bus.

All requests for transportation outside the metro area must have prior approval by the School Athletic Director and the District Athletic Office.

B. Transportation Procedures

1. The district will assume the transportation cost for regular season events that require same day travel and that does not exceed \$500.00. Sites will be responsible for the difference that exceeds the \$500.00 threshold. District transportation will not be provided for practices. Practice buses can be ordered and paid for by schools.
2. All requests for athletic transportation where the costs are charged to the central budget, **shall be submitted to the field trip (Transportation) office by the School Athletic Director.**
3. Coach submits a request and verifies the schedule with the School Athletic Director prior to the season (set deadline). All requests shall be submitted on written forms provided by the School Athletic Director. Copies of this form are available on the District Athletic Department website within each respective toolbox. It is required by the District Transportation Department to have trip requests submitted **at least two (2) weeks** in advance. Trip requests submitted to the Field Trip Office **less than two (2) weeks** in advance **are subjected to the request being unfulfilled.**
4. It is the responsibility of each School Athletic Director to monitor all athletic trip requests submitted to the The District Transportation Department. Whenever duplicate requests are submitted and it results in an additional bus charge, **that charge will be assessed to the school rather than the central budget.**
5. Requests for changing trip arrangements may be submitted directly to the District Transportation Department and must have approval from the District Athletic Office.
6. Requests to cancel a pre arranged trip will be accepted from the School Athletic Director or coach in charge of the activity. Requests to cancel should be submitted as soon as possible, but at least two hours before the trip to avoid show-up charges. **All show-up charges will be assessed to the school and not the central budget.**
7. The District Athletic Office does not cover motor coach expenses.
 - a) For same day trips, the requesting school is responsible for the difference between the standard yellow school bus rate and the motor coach rate.
 - b) For overnight trips the requesting school will be responsible for all costs and Approved Overnight Travel Forms are required. Please make sure to remember to include a room for the bus driver when booking your hotel rooms, this room is also the expense of the requesting school.
8. For trips out of the city, use authorized common carrier or private cars adequately covered by insurance. The use of privately-owned automobiles for transporting athletic teams must be approved. Guidelines for the procedures are contained in the document entitled "Transportation Procedures for Interschool Athletics."
9. When a common carrier is provided for all contestants, there will be no reimbursement for private cars.

C. Overnight Trips: All overnight athletic trips are subject to the following policies:

1. Completed all overnight trip forms. (see appendix)
2. All trips must be approved by the School Athletic Director, School Principal and the Associate Superintendent.
3. All students are to be adequately chaperoned both in terms of number and gender.

4. All students must have written permission forms on file with the coach prior to leaving on the trip.
5. All travel and lodging arrangements must be in accordance with District policies and procedures.

MEMORANDUM

To: All School Athletics Directors and Coaches

Date: March 3, 2017

Re: Guidance for Staff Transporting Students in Personal Vehicles

This memo is to remind all athletics 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 Athletic Department staff member transports any student in a personal vehicle.

EMERGENCY PLAN FOR ATHLETIC INJURIES

I. INTRODUCTION

It is important that all school personnel involved with athletics prepare themselves to prevent accidents and to maintain a safe environment within the various outdoor and indoor arenas for athletic participation. It is important that when schools provide equipment for athletics, the equipment is safe and provides the protection intended. It is also expected that all coaches will instruct the athletes they are responsible for in the proper skills and techniques for their particular sport to provide the safest atmosphere possible. Even though all possible areas for safety have been addressed, because of the nature of the activity, we can assume that accidents will occur. With this in mind, the Athletic Department offers this Emergency Plan for athletic injuries.

II. EMERGENCY ACTION PLAN

Schools are required to have updated Emergency Action Plans. These plans are developed and shared in coordination with school administration and staff. Plans should be kept on file in the school Athletic Office.

III. ACCIDENT REPORT SYSTEM

When injuries occur, the coach in charge is responsible for completing the "Student (or non-employee) Accident/Incident Report", Form 119. The following injuries should be reported:

- A. Any injury requiring care beyond that given in school.
- B. Any injury with recommendation to parents, guardians or designee for a medical follow-up.
- C. Accidents with any type of head injury. Even a slight head injury may result in symptoms of further injury after the student leaves the supervision of the coach. The parent, guardian or designee should be notified of all head injuries. A report should include information on who was contacted and how the contact was made.

- D. Any injury of an unusual nature or as a result of an unusual circumstance, e.g., poisoning, overdose, etc.
- E. Assault and battery.

Form 119 should be submitted on the first work day following the incident to the Health Services Office in the Special Education Center (no copy should be kept at the school). The School Athletic Director should keep a list of all accident reports filed, to include the name of the injured athlete, date of the accident and date the form was sent to the Health Services Office.

When the injury is considered serious, it is necessary to also inform by phone, as soon as possible, the School Athletic Director who will notify the School Principal and the District Director of Athletics. The District Director of Athletics is responsible for notifying the Deputy Superintendent and the Senior Officer with oversight of the Health Services Office.

Injuries that fall in the serious category are as follows:

- A. An injury that is life threatening.
- B. An ambulance is called.
- C. The victim suffers a compound fracture.
- D. Dismemberments.
- E. Head injury requiring immediate medical care.
- F. Questionable third degree burns.
- G. Any injury of an unusual nature as a result of an unusual circumstance, e.g., poisoning, overdose, etc.
- H. Assault and battery.

When an injury occurs and a concern is expressed by the coach as to whether or not an accident report should be filed, the District Athletic Office suggests that the coach file the report.

IV. WHEN AN INJURY OCCURS

All persons employed by the district are responsible for administering first aid to injured students within the limits of their proficiency. On the athletic field the coach in charge assumes this responsibility. Attempting to render first aid care beyond the level of one's proficiency can be grounds for legal action against the school personnel. Minnesota Statute section 604.05, commonly known as the "Good Samaritan Law" reads as follows: "No person, who in good faith and in the exercise of reasonable care renders emergency care at the scene of an emergency, is liable for any civil damages as a result of acts or omissions by such person in rendering the emergency care."

Thus, any coach rendering proper initial first aid to an athlete, such as stopping bleeding, cleansing a wound, placing a bandage over a scrape, etc., is free from civil liability pursuant to this statute if done with due caution and common sense.

The coach in charge is responsible for any athlete on his or her team who is injured regardless of whether the team is the home team or the visiting team. If an Athletic Trainer has been assigned to a contest, the Athletic Trainer will advise the coach as to the proper action to take. If an injury occurs that requires advanced or professional emergency care and a 911 call is necessary, the following procedure should be employed:

- A. The most knowledgeable first aid person should remain with the injured athlete.
- B. Send a responsible person, who understands the situation, to call 911 and the parent, guardian or designee. Also, the caller should explain to the 911 dispatcher and the parent where the best access point to the injured person is to include street and number and the closest gate opening or door. An example would be the "northeast door on the 49th Street side."
- C. Send a responsible person (with a key if necessary) to the access point to meet all emergency vehicles and/or parents and direct them to the accident scene.
- D. If it is necessary to transport the injured athlete to the hospital and the parent is not available, a responsible person should accompany the athlete in the ambulance to the hospital. The coach should have someone continue to try and reach the parent. If the parent cannot be reached by the end of the athletic activity the coach should contact the hospital as to the condition of the injured athlete and determine further action. In the event contact was not made with the parent/guardian, the coach in charge is responsible for writing an account of the incident and mailing it to the parent/guardian.

- E. The "Student (or non-employee) Accident/Incident Report", Form 119, should be completed on the first work day following the injury and submitted to the Health Services Office.

V. RETURN TO PARTICIPATION

If an injury requires medical attention, the attending physician must verify the athlete is capable of returning to participation before he or she resumes participation (forms are available from the School Athletic Director).

VI. EMERGENCY NOTIFICATION LIST

The coach in charge must have available at all times, when the team is practicing or playing, an emergency notification list which should include:

- A. The athlete's name and address.
- B. The name of the parent, guardian or designee.
- C. An emergency telephone number, home and work for the person above.
- D. An additional person who may be called if the parent cannot be reached, to include a home and work telephone number.
- E. Family physician if applicable.

VII. ACCESS POINTS FOR PRACTICE AND CONTEST SITES

The School Athletic Director at each school is responsible for providing a plan for directing emergency personnel and/or parents to the following appropriate access points for:

- A. Outdoor athletic fields (on school grounds and at other home sites).
- B. The most accessible outside door or entrance for each indoor athletic facility (it may be the same door).
- C. The most accessible outside door or entrance to buildings other than the main school building(s) that are used as home game or practice sites (e.g., swimming pools).

All coaches should be given a dry run on access points for areas they will be using for that season prior to the start of practice. A map of the access points should be available for coaches and posted on the wall by the telephones that are used to make emergency calls.

VIII. CLAIMS AGAINST AN ATHLETIC STAFF MEMBER OF THE SCHOOL DISTRICT

The school district does not carry accident or medical insurance for students. Those expenses are the responsibility of the student and his/her family.

However, school districts have been alleged to be liable for student injuries. Lack of supervision, poor equipment and facilities, or violations of safety practices or procedures are common allegations. The school district carries liability insurance to defend claims of that nature.

If a coach is threatened with a liability claim, refer the claimant to the school district's General Counsel/Legal Office. All legal processes served on the district should be directed to the Superintendent's Office.

Under no circumstances should school personnel admit liability or assure anyone that their damages or claims will be taken care of. Such statements could invalidate your insurance coverage or the school district's coverage.

VIII. CONCLUSION

Immediate and proper care will provide all injured parties, the best opportunity for a normal recovery and in some cases, the saving of a life. All athletic personnel must familiarize themselves with this plan so that we may provide the safest possible conditions for all Minneapolis Public School (MPS) athletes. For further information contact the District Director of Athletics at 668-0603.

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, as such, are subject to the same behavioral standards set forth in the Minneapolis Public Schools (MPS).

Student-athletes are expected to abide by the following:

- Social media sites may not be used to publish disparaging or harassing remarks about Minneapolis Public Schools (MPS) community members, faculty, coaches, teammates, opponents, referees, athletic or academic contest rivals, etc.
- Those who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- 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.
- 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.

Best Practices when using Social Media

- 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. It's the Golden Rule!
- 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.
- Avoid topics that may be considered objectionable or inflammatory, like politics and religion.
- 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. Don't post when you're angry or upset. Remember, the internet is permanent!
- Demonstrate Minneapolis Public Schools (MPS) Pride!

APPROPRIATE STUDENT/ADULT 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 Minnesota law. 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, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority.

General Concerns or Issues Protocol: Any emergency situation or potential criminal behavior should be reported immediately to the School's Athletic Director or School Principal.

Step 1: 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 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 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 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 may contact the School Principal or appropriate administrator.

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.

ATHLETIC WEBSITES

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

1. District: The Minneapolis Public School's Athletic [website](#) has information pertinent to administrators, staff, coaches, families, shareholders and students. This site offers a lot of resources and should be checked on a regular basis. The website has the following information:

- | | | |
|---------------------------------------|---------------------|----------------------------|
| • Program overview | • Adapted Athletics | • Eligibility/Registration |
| • Schedules and Scores | • Middle School | • Historical Information |
| • AD Toolbox | • Coaches' Toolbox | • Officials Toolbox |
| • AD Manual | • Coaches Manual | • Student/Parent Manual |
| • Important Links (MSHSL, NCAA, etc.) | | |

2. Adapted Athletics (schedules): maaaconference.org

3. Minnesota State High School League (MSHSL): The MSHSL is the governing body of high school sports in the State of Minnesota. It is imperative that their website (www.mshsl.org) is checked on a regular basis (minimum, weekly; preferably, daily). You will find specific sport information, eligibility information, contact information, calendar information, forms, rules and guidelines, current news, etc.

COOPERATIVE SPONSORSHIPS

A Cooperative Sponsorship is a formal agreement between two or more schools to allow their students to compete on the same team. The Minnesota State High School League (MSHSL) requires approval for all new Cooperative Sponsorships. Cooperative Sponsorships allow schools who are not able to support their own team to pair with another school to share resources (coaches, equipment, supplies, facilities and participants) so that student-athletes have participation opportunities in the sport of their interest. Cooperative Sponsorships allow school districts to stretch their financial resources to create additional participation opportunities. Cooperative Sponsorships are designed to maximize participation and expose students to participation opportunities not offered in their school. Cooperative Sponsorships are in effect for a minimum of two years or until dissolved by all active participating schools.

Frequently asked questions regarding Cooperative Sponsorships:

How are Cooperative Sponsorships determined? School Athletic Directors notify all students of the sports opportunities by listing all available sports across the district - depending on registration at the high school, individual School Administration and the School Athletic Directors will determine the sports offered at their school. If a school does not have enough resources to support the program, the School Athletic Director will (in partnership with the District Athletic Office) make connections with their "partner" school to serve the athletes interested in sports not offered at the school.

Why are Cooperative Sponsorships formed? Cooperative Sponsorships are formed to assist schools in meeting individual student(s) athletic interests given the budget constraints of the District Athletic Department.

What is the process for forming a Cooperative Sponsorship? All Cooperative Sponsorships require approval from participating schools Administration, the District Athletic Office, the Administrative Region of participating schools, the Minneapolis Board of Education, and the Minnesota State High School League (MSHSL).

How often are Cooperative Sponsorships reviewed? Cooperative Sponsorship agreements must be reviewed by representatives from all schools involved every two years. Amendments to the cooperative sponsorship may not be unreasonably denied by the participating schools.

How is the host school determined? Host schools are determined based on a number of factors including number of participants, facilities, funding, etc.

Do Minneapolis Public Schools (MPS) participate in Cooperative Sponsorships with Charter and/or Private schools? Minneapolis Public Schools (MPS) only participate in Cooperative Sponsorships with other schools governed by the Minneapolis Public Schools (MPS).

What school uniforms do Cooperative Sponsorships wear? School Athletic Directors work with the District Athletic Office to provide uniforms for Cooperative Sponsorship Teams. When possible the uniforms will represent the District Athletic Program or schools involved in the Cooperative Sponsorship.

Does Minneapolis Public Schools (MPS) have any Cooperative Sponsorships? The Minneapolis Public Schools (MPS) has districtwide Cooperative Sponsorships in Adapted Athletics (Soccer, Floor Hockey and Softball), Boys and Girls Hockey, Boys and Girls Lacrosse. In addition, certain schools have Cooperative Sponsorships in other sports (i.e. Roosevelt and South with Boys and Girls Nordic Ski); for an up to date list please contact your individual high school.

Do students earn letter awards on Cooperative Sponsorship teams? Students who meet lettering requirements as determined by the Head Coach receive school issued varsity letter awards. See the School Athletic Director for details.

At the conclusion of the 2023-24 and the 2024-25 school years, the Minneapolis Public Schools District Athletic Program was reorganized to fit budget constraints. The District Athletic Office was asked to make the difficult decision to consolidate and eliminate both Assistant District Director of Athletics positions and a Project Manager position.

What is the rationale for forming Cooperative Sponsorships? The rationale for forming Cooperative Sponsorships are:

- Lack of high school level facilities at FAIR, Wellstone International and Heritage Academy.
- Geographic proximity of participating schools.
- Strength of program.
- MSHSL classification of programs.
- Number of participants.
- Ease of transition for student-athletes to cooperatively sponsored host high schools.

What are the benefits of Cooperative Sponsorships? The benefits of Cooperative Sponsorships include:

- Students exposed to athletic offerings not offered at their school.
- Students will represent their “attendance” school as part of a combined team.
- Students are allowed the opportunity to work with other students who are not enrolled at their school.
- Students may be allowed to play at a higher level of competition.
- School District saves funding on coaches, operational costs, and transportation costs (see above financial impact of cooperative sponsorships).
- Participating schools collaboratively work together to administer and run programs.
- Participating schools are allowed to apply for “joint” grants for equipment and supplies.

What steps are in place to ensure welcome feelings for all participants on Cooperative Sponsorship teams?

- Merging of coaching staffs and hiring of coaches from participating schools when possible.
- Attract coaches with similar cultural background and student experiences.
- Inclusive practices must be expected of coaches, this may include: newly designed uniforms (when budget allows), team designed spirit wear, alternate alternative practice sights, alternate meeting sites, various practices to recognize all students participation for their school, inclusive score reporting, etc.

How are Cooperative Sponsorships evaluated? Cooperative Sponsorships are evaluated using the following factors:

- Annual Coaching Staff reviews.
- Participation numbers by school.
- Growth of program.
- Diversity of Coaching Staff.

- Student/Parent feedback.

How are Cooperative Sponsorships communicated? Cooperative Sponsorships are communicated using the following methods:

- Websites.
- Individual school announcement and recruiting efforts by coaching staff and the School Athletic Director.
- Program and school meetings.
- School flyers and announcements.

In addition to Districtwide Cooperative Sponsorships in Adapted Athletics (Soccer, Floor Hockey and Softball), Boys and Girls Hockey, Boys and Girls Lacrosse; and individual school Cooperative Sponsorships in other sports (i.e. Roosevelt and South with Boys and Girls Nordic Ski); the following full school athletic cooperative sponsorships are currently in place:

- Camden/FAIR – These two schools have a long history of working together in Cooperative Sponsorships. This dates back prior to the time when FAIR joined the MPS family. These schools are 5.8 miles apart and on the MTC bus line. FAIR does not have athletic facilities that are suitable for high school athletics (no track, no competition gym). FAIR's two main sports are Basketball (boys and girls) and Volleyball.
- South/Wellstone International – These two schools are 3.8 miles apart. Wellstone's main sport is Soccer.
- Roosevelt/Heritage Academy – These schools are 2.7 miles apart. Heritage joined the District Athletic program in 2016-17. Heritage competed in Boys Basketball only in 2016-17. Heritage Academy does not have a high school level competition gym.

The financial Impact of the above mentioned full school Cooperative Sponsorships are: (2018 numbers are used in calculations)

- Projected Cost Savings of \$140,217 in coaching and School Athletic Director salary/fringe costs
- Projected Cost Savings of \$20,610 in operational costs (engineer overtime, workers, officials, transportation)

REPORTING OF SCORES

It is the responsibility of all coaches (B-Squad, Junior Varsity, Varsity) to call their School Athletic Director after each game with the final score. The winning coach is responsible for reporting the contest score to the following news media:

StarTribune	612-673-4447	KARE11-TV	763-797-7242 or 7241
Minneapolis Sun	763-831-1200	KMSP-TV	952-925-3300
North Minneapolis Post	763-536-7500	KTCA	651-646-4611
WCCO-TV	612-339-4444	Pioneer Press	651-228-5516
KSTP-TV	651-646-5555	Max Prep Sports	612-673-4000
Jeff Buszta	612-366-5623	jbuszta@comcast.net	

ATHLETIC TRAINERS – TRIA ORTHOPEDICS

8100 Northland Dr, Bloomington, MN 55431

Contacts

Matt Carlson

Cell Phone

612-202-9416

PAY SCHEDULE OF OFFICIALS

Fall Sports					
	Fees				
Adapted Athletics	24-25	25-26	26-27	27-28	28-29
Soccer - Fall	70	74	76	78	81
Floor Hockey - Winter	70	74	76	78	81
Softball - Spring	70	74	76	78	81

*Any non-weather related cancellations day of the games = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

	Fees				
Swim & Dive	24-25	25-26	26-27	27-28	28-29
Var/JV (with up to 5 extra dives or heats) - 2 officials	82	84	86	88	90
Var/JV (with up to 5 extra dives or heats) - 1 official	92	94	96	98	100
each additional dive and/or heat over 5	10	12	12	14	14
Offsite diving/11 dive dual meet	60	60	60	60	60
Invite Meet fee (\$/hour)	44	46	46	48	48

*Any non-weather related cancellations day of the game = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

	Fees				
Football	24-25	25-26	26-27	27-28	28-29
Varsity	125	130	135	140	145
Lower Level	89	92	95	97	100

*Any non-weather related cancellations day of the game = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

*Any weather related cancellations less than 4 hours prior to scheduled game time = 50% game fee for scheduled officials. This includes when officials show and the game is canceled. suspended game = 100% game fee.

*Resummed game on different day = 100% game fee.

*Any request for extra quarters would be paid 1.25 (5 quarters) or 1.5 (6 quarters) times original game fee.

	Fees				
Soccer	24-25	25-26	26-27	27-28	28-29
Varsity - 3 officials	85	87	90	92	95
Varsity - 2 officials	100	102	105	107	110
Lower Level - 1 Official	70	70	74	74	77
Lower Level - 2 or more Officials	62	62	67	67	72
Assignor Fee/official/game (invoices by assignor to school)	8	8	8	8	9

*Schools pay the published fee to Officials and the Assignor will invoice school independently.

*Any non-weather related cancellations day of the game = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

*Any weather related cancellations less than 4 hours prior to scheduled game time = 50% game fee for scheduled officials. This includes when officials show and the game is canceled. suspended game = 100% game fee.

*Doubleheaders: Officials would be paid 100% for game 1 and 50% for game 2 if game 1 has started and game 2 is canceled.

*Resumed game on different day = 100% game fee.

	Fees				
Girls Volleyball	24-25	25-26	26-27	NA	NA
Metro Volleyball Officials Fees 2024-2027	X	X	X		

Winter Sports							
			Fees				
Gymnastics	# Teams		24-25	25-26	26-27	27-28	28-29
Varsity/JV Together - 2 officials	2		124	124	126	126	128
Varsity/JV Together - 3 officials	2		100	74	76	78	81
Varsity/JV Together - 4 officials	3		115	74	76	78	81
Varsity/JV Together - 3 officials	3		158	158	160	160	162

*Any non-weather related cancellations day of the games = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

	Fees				
Basketball	24-25	25-26	26-27	27-28	28-29
Varsity (2 or 3 officials)	95	97	100	105	110
Lower Level	67	68	69	70	71

*Any non-weather related cancellations day of the game = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

	Fees				
Hockey	24-25	25-26	26-27	27-28	28-29
Varsity Referee	99	101	103	105	107
JV Referee and Varsity Line	82	84	86	88	90
JV & Varsity	181	185	189	193	197

*Any non-weather related cancellations day of the game = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

	Fees				
Wrestling	24-25	25-26	26-27	27-28	28-29
Varsity & JV 1 official	115	115	120	120	125
Varsity only 1 official	85	85	90	90	95
Two Varsity Duals 1 official	140	140	145	145	150
Three Varsity Duals	175	175	180	180	185
One JV Dual	70	70	75	75	80
Two JV Duals	105	105	110	110	115
Three JV Duals	135	135	140	140	145
Two Varsity - 1 JV Dual	160	160	165	165	170
One Varsity - 2 JV Duals	135	135	140	140	145
Middle School/Junior High	70	70	75	75	80
One 9th Dual	70	70	75	75	80

	Fees				
Two 9th Duals	100	100	105	105	110
Three 9th Duals	130	130	135	135	140
Weigh-ins - 1 Hour Prior add \$30 - 2 Hours prior for Tourney add \$50					
Tournaments					
Varsity less than 8 hours	230	230	235	235	240
Varsity more than 8 hours	270	270	275	275	280
JV/9 less than 8 hours	180	180	185	185	190
JV/9 more than 8 hours	200	200	205	205	210

*Any non-weather related cancellations day of the game = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

Dance				
Dance Team 24-25				
# of Routines	Superior Judge	Judge	Tabulator	Kick Counter/Timer
2	54	48	n/a	28
3-4	64	53	53	30.5
5-10	78	63	63	35.5
11-15	87	69	69	38.5
16-20	100	79	49	43.5
21-25	107	82	52	45.5
26-30	114	89	89	48.5
31-40	127	99	99	53.5
41-50	147	115	115	61.5
51-60	161	125	125	66.5
61-70	180	135	135	71.5

Dance				
71-80	208	161	156	82.5
81-90	236	176	176	92
91-100	264	197	197	102.5
101+	determined on a meet by meet basis			

Dance				
Dance Team 25-26				
# of Routines	Superior Judge	Judge	Tabulator	Kick Counter/Timer
2	56	50	n/a	30
3-4	66	55	55	32.5
5-10	80	65	65	37.5
11-15	89	71	71	40.5
16-20	102	81	51	45.5
21-25	109	84	54	47.5
26-30	116	91	91	49.5
31-40	129	101	101	55.5
41-50	149	117	117	63.5
51-60	163	127	127	68.5
61-70	182	137	137	73.5
71-80	210	163	158	84.5
81-90	238	178	178	94
91-100	266	199	199	104.5
101+	determined on a meet by meet basis			

Dance				
Dance Team 26-27				
# of Routines	Superior Judge	Judge	Tabulator	Kick Counter/Timer
2	57	51	n/a	31
3-4	67	56	56	33.5
5-10	81	66	66	38.5
11-15	90	72	72	41.5
16-20	103	82	52	46.5
21-25	110	85	55	48.5
26-30	117	92	92	50.5
31-40	130	102	102	56.5
41-50	150	118	118	64.5
51-60	164	128	128	69.5
61-70	183	138	138	74.5
71-80	211	164	159	85.5
81-90	239	179	179	95
91-100	267	200	200	105.5
101+	determined on a meet by meet basis			

Dance				
Dance Team 27-28				
# of Routines	Superior Judge	Judge	Tabulator	Kick Counter/Timer
2	59	53	n/a	33
3-4	69	58	58	35.5
5-10	83	68	68	40.5
11-15	92	74	74	43.5

Dance				
16-20	105	84	54	48.5
21-25	112	87	57	50.5
26-30	119	94	94	52.5
31-40	132	104	104	58.5
41-50	152	120	120	66.5
51-60	166	130	130	71.5
61-70	185	140	140	76.5
71-80	213	166	161	87.5
81-90	241	181	181	97
91-100	269	202	202	107.5
101+	determined on a meet by meet basis			

Dance				
Dance Team 28-29				
# of Routines	Superior Judge	Judge	Tabulator	Kick Counter/Timer
2	60	54	n/a	34
3-4	70	59	59	36.5
5-10	84	69	69	41.5
11-15	93	75	75	44.5
16-20	106	85	55	49.5
21-25	113	88	58	51.5
26-30	120	95	95	54.5
31-40	133	105	105	59.5
41-50	153	121	121	67.5
51-60	167	131	131	72.5

Dance				
61-70	186	141	141	77.5
71-80	214	167	162	88.5
81-90	242	182	182	98
91-100	270	203	203	108.5
101+	determined on a meet by meet basis			

*Any non-weather related cancellations day of the game = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

Spring Sports					
	Fees				
Baseball	24-25	25-26	26-27	27-28	28-29
Varsity	105	107	110	115	120
Lower Level	90	92	95	100	105
Lower Level 5 inning DH (75% Var)	135	138	143	150	158

*Any non-weather related cancellations day of the games = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

*Any weather related cancellations less than 4 hours prior to scheduled game time = 50% game fee for scheduled umpires. This includes the umpires show and the game is canceled. Suspended game = 100% game fee.

*Make-up innings added to another scheduled game - 1-3 innings = 50% game fee, 4+ innings = 100% game fee.

*Make-up innings that cannot be added to another scheduled game = 100% game fee.

	Fees				
Softball	24-25	25-26	26-27	27-28	28-29
VarsityJV/B/9-2 Officials (2x25min run time)	95	95	97	102	107
Lower Level	81	82	85	90	95
Lower Level 5 inning DH (75% Var)	122	123	128	134	141

*Any non-weather related cancellations day of the games = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

*Any weather related cancellations less than 4 hours prior to scheduled game time = 50% game fee for scheduled umpires. This includes the umpires show and the game is canceled. Suspended game = 100% game fee.

*Make-up innings added to another scheduled game - 1-3 innings = 50% game fee, 4+ innings = 100% game fee.

*Make-up innings that cannot be added to another scheduled game = 100% game fee.

*No Extra innings for Sub Varsity 5 inning DH's

	Fees				
Boys Lacrosse	24-25	25-26	26-27	27-28	28-29
Varsity - 3 Officials	95	98	101	104	107
Varsity - 2 Officials	117	121	125	129	133
JV/B/9-2 Officials (2x25min run time)	67	68	69	71	72
JV/B/9-1 Officials (2x25min run time)	77	78	79	81	82

*Any non-weather related cancellations day of the games = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

*Any weather related cancellations less than 4 hours prior to scheduled game time = 50% game fee for scheduled officials. This includes the officials show and the game is canceled. Suspended game = 100% game fee.

*Resumed game on different day = 100% game fee.

	Fees				
Girls Lacrosse	24-25	25-26	26-27	27-28	28-29
Varsity - 3 Officials	93	94	96	98	99
Varsity - 2 Officials	113	117	121	125	129
JV/B/9-2 Officials (2x20min run time)	61	62	62	63	63
JV/B/9-1 Officials (2x20min run time)	71	72	73	74	75

*Any non-weather related cancellations day of the games = 100% game fee. Examples include: school scheduling errors, not having enough athletes for competition, etc.

*Any weather related cancellations less than 4 hours prior to scheduled game time = 50% game fee for scheduled officials. This includes the officials show and the game is canceled. Suspended game = 100% game fee.

*Resumed game on different day = 100% game fee.

	Fees				
Boys Volleyball	24-25	25-26	26-27	NA	NA
Metro Volleyball Officials Fees 2024-2027	X	X	X		

PAY SCHEDULE OF EVENT SUPPORT PERSONNEL

Events Support Personnel (per Teacher Contract): When support services for the following events are contracted by the School Athletic Director, they shall be compensated at the specified rate of pay.

Ticket Seller, Ticket Taker, Supervisor, Scoreboard, Scorebook, Timer, Announcer, etc.	\$29.00 per Game, Match or Meet
Track: Announcer, Head Timer, Starter	\$37.00 Per Game Match or Meet
Pep Band Director	\$32.00 Per Day Game / \$61.00 Per Night Game
Manager: Badminton	\$50.00 Per Game, Match or Meet
Basketball	\$37.00 Per Game, Match or Meet
Football, Day	\$44.00 Per Game, Match or Meet
Football, Night	\$61.00 Per Game, Match or Meet
Gymnastics	\$37.00 Per Game, Match or Meet
Hockey	\$37.00 Per Game, Match or Meet
Soccer, Day	\$37.00 Per Game, Match or Meet
Soccer, Night	\$50.00 Per Game, Match or Meet
Swimming	\$37.00 Per Game, Match or Meet
Track	\$37.00 Per Game, Match or Meet
Volleyball	\$37.00 Per Game, Match or Meet
Wrestling	\$37.00 Per Game, Match or Meet
Student Worker	\$16.00 Per Game, Match or Meet

EARLY DISMISSAL FOR ATHLETIC EVENTS

Minimum Amounts of Time Needed for Pregame Warm-up/Stretch in a Fall or Spring Sport

Baseball/Softball	45 minutes
Cross Country	45 minutes
Football	60 minutes
Golf	30 minutes
Soccer	45 minutes
Tennis	30 minutes
Track & Field	45 minutes

Coaches will use the following formula to determine the early dismissal time for student-athletes:

Dressing Time (differs because of facilities) + Transport Time (differs because of demographics) + Pregame Warm-up/Stretch Time/Athletic Training (relatively constant) = Time needed for early dismissal.

In order to provide opportunities for cooperative solutions of conference problems, to promote good relationships between member schools, to create equitable conditions among all students competing in interscholastic athletics, to allow member schools with acute problems to save programs, and to seek to give students a positive experience, it is the policy of the Conference to endorse the concept of alternative scheduling.

BADMINTON SPECIAL RULES (Revised 7/8/2026)

1. Both coaches are responsible for sending the box score of the match to Jeff Buszta, Conference Historian at jbuszta@comcast.net; or text Jeff at 612-366-5623.
2. All teams must report results to their School Athletic Director.
3. Varsity and JV teams shall consist of four singles and three doubles, or a total of twenty players.
4. United States Badminton Association (USBA) rules shall be followed.
5. Conference Champion - The championship is determined by wins and losses. If two teams tie with the best win-loss record, the team that defeated the other once in a single round or twice in a double round shall be declared the winner. If the teams split against each other, they shall be declared co-champions. If three teams tie with the best record, then three teams will be declared tri-champions (If needed: In the event of a tie for the championship, the team that will represent Minneapolis in the Twin City Match will be the team that was the least-recent representative to the Twin City Match).
6. The courts will be changed automatically in the third game at the score of 11 in the singles and 11 in the doubles matches.
7. Play two out of three 21-point games in a singles match and two out of three 21-point games in the doubles matches. At a score of 20-20, teams must win by 2 points with a cap of 30 points.
8. Play will begin as soon as possible after 4:00 p.m. with the provision that the visiting team has 20 minutes warmup time. Any necessary arrangements should be made by the coach and the School Principal concerned.
9. The coaches responsible for the badminton competition are to place their players in the matches in the order of ability.
10. Host schools shall supply new birds for each game.
11. An individual shall be allowed to participate in one match that counts for either a varsity or junior varsity team point. If the person participated in two-point counting matches, one shall be forfeited.
12. All officiating is done by the players on the court. Any disagreements should be brought to a coaches' attention. Carries that are not intentional will not be considered an infraction.
13. Players must play and be substituted for in the order of ability. If a number one singles player cannot play, players 2, 3, and 4 will each move up one position and the substitute will take place at the number 4 position.
14. Continuous Play - Play must be continuous with no break or undue delay. If a protest is registered with both coaches, the first offense will be a warning, the second offense will result in the loss of serve or a point depending on whether the delay is called against the server or the receiver.
15. All-City Team - (Based on regular season records) made up of 13 top players with coaches discretion.
 - All City Conference is voted on by the coaches based on regular season records of the players.

- 13 players maximum will be named All Conference.
 - 5 singles players will be named All Conference.
 - 4 doubles teams will be named All Conference (8 total players – 4 teams of 2 players).
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BASEBALL SPECIAL RULES (Revised 7/8/26)

Length of Game - All games shall be seven innings in length. Teams will follow the Minnesota State High School League's (MSHSL) ten-run rule.

Pregame Protocols - Except by mutual agreement of coaches, the Varsity home team shall be entitled to the field up to 3:30 p.m. for batting practice. The visiting team shall have the field from 3:45 p.m. for fielding practice.

Game Time - The Varsity game shall start promptly at 4:30 p.m. in April and 4:00 p.m. in May.

Ground Rules - Each coach is to prepare a set of ground rules for home field. This set of rules is to be given to the visiting coach and umpires before game time.

Inclement Weather - In the case of inclement weather, the School Athletic Director will be responsible to postpone games. Coaches and the Transportation Office will be notified by the School Athletic Directors after 12:00 p.m. of the postponement. The postponed games will be played the next available school day. Postponed games will be played in the order of postponement.

Suspended Games - Start from where they left off. Postponed games called before five innings are played. If the game was suspended before the required 4½ or 5 innings, it should resume from the point of suspension. If it was suspended after 4 1/2 or 5 innings, it should be considered a complete game and need not be resumed (MSHSL Rules: Suspended Games).

A suspended game is a called game to be completed at a later time. A called game is one which is ended by order of the umpire. A postponed game is a game that is deemed unplayable before game start.

Umpires - Two officials for each Varsity game will be scheduled. Umpires are to be in full charge while the game is in progress.

Balls - Before the game starts, the home team shall deliver to the umpire three new (unused) baseballs. If balls are lost, the home team shall provide the umpire with additional good balls. The baseballs used in all league games shall be the balls adopted by the Minneapolis conference.

Tie Games - The games are to be played off at the point of suspension on the next available school day.

Game Reports - The winning school shall report the score of the game to the local news media and the School Athletic Director.

Use of Gymnasium for Indoor Spring Sports Practice During Spring Break - Administration approval has been granted to conduct spring sports practices in the gymnasium of the senior high schools during the week of Spring Break provided that there is no additional janitorial service required. Requisitions for the use of the indoor facilities should be submitted through regular channels.

Coaches - All coaches must be in uniform if they are coaching on the base paths.

Tie Breaking Procedures - In case of a two-way tie and the two teams split in the games they played against each other, the team that had the least recent appearance in the Twin City Game will be the representative and the winner of the trophy. If one of the tied teams has beaten the other in the two games played, that team will represent Minneapolis and win the trophy regardless of when they last played in the Twin City Game. If three teams tie for the championship, the records of these teams when played one another will determine the representative and the trophy winner.

Reporting of Scores - Both coaches are responsible for sending game results to the School Athletic Director and Jeff Buszta, Conference Historian. Email: jbuszta@comcast.net; or Jeff at 612-366-5623. Varsity coaches should report scores to local media outlets.

All-City Selection Procedure - Each Varsity coach may nominate no more than five players from his squad as worthy candidates for All-City selection. The nominations must be submitted in writing. The total squad will be 15 players. By closed ballot on the first round, each coach will vote for ten players not from their team. The top ten vote getters will be named to the All-City Squad. A second closed ballot will vote on all remaining candidates to determine the next five players. Coaches are not allowed to vote for their own players on either ballot.

Coaches Recommendation (only a recommendation):	First place team members - up to five players
	Second place team - up to four players
	Remaining players - from rest schools

TWIN CITY BASEBALL GAME

Date, Time and Place - Held in late May at a location TBA.

Teams - Minneapolis champion vs. St. Paul champion. In case of a two-way tie in Minneapolis, the team that beats the other team during the season will play in the Twin City game. If there is a three-way tie, a draw will be made in the District Athletic Office, except if one team beats each of the other two.

Ticket Prices - Student tickets and senior citizen tickets (62 and older) are \$4.00 and adult tickets are \$6.00.

JUNIOR VARSITY BASEBALL SPECIAL RULES

*Length of Game and Starting Time - All games shall be seven innings in length and no innings will start after 6:00 p.m. If games are not complete by the time limit, games will end early. The game shall start at 4:30 p.m. in April and 4:00 p.m. in May if both teams and the officials are ready.

Balls - Before the game starts, the home team shall deliver to the umpire two new (unused) baseballs. If the balls are lost, the home team shall provide the umpire with additional good balls. The baseball used in all league games shall be the ball adopted by the Minneapolis conference.

Game Reports - The winning school should report the score of the game to the local newspaper (StarTribune, 612-372-4141) or Sports Score (612-331-7800). All schools are to send their scores to their School Athletic Director.

*Inclement Weather - In the case of inclement weather, the School Athletic Director will be responsible to postpone all games. The games shall be played the next available school day. Postponed games will be played in the order of postponement.

Umpires - One official for each game will be sent out by the selected Baseball Officials Association. The umpire is to be in full charge while the game is in progress.

*Eligibility - Sophomore or under are not exempt from scholastic eligibility for the sophomore league.

BASKETBALL SPECIAL RULES (Revised 7/8/26)

Determination of Champion - The championship shall be decided on a percentage basis. The team finishing first in the conference schedule shall represent Minneapolis in the Twin City Game. The JV and B-Squad Championship teams will also play in the Twin City Championship game. In the case of a two-way tie and the two teams involved split in the games they played, the team that had the least-recent experience in the Twin City Game will be the representative. If one of the tied teams has beaten the other team in two games played, that team will represent Minneapolis regardless of when they last played in the game. If three teams tie for the championship, the records of these teams when they played one another will determine the representative.

Practice and Games During Winter Break - Practice, plus regular games approved by the School Athletic Director, may be conducted during Winter Break.

First Game - No game shall be scheduled or played until the end of the second week of organized practice.

Maximum Number of Games / End of Season - The maximum number of games shall not exceed 26 exclusive of the Twin City Championship games and the State Tournament. The season shall end with the State Tournament.

Rules - All games shall be played according to the rules of the National Federation of High Schools (NFHS) unless otherwise specified. The official basketball shall be standard for all games.

Time of Games - The ninth-grade games are at 4:00 p.m., the JV at 5:30 p.m. and the Varsity games at 7:00 p.m. B-Squad and JV games may be shortened to allow the Varsity game to start on time. Alterations to this schedule must be approved by the District Athletic Office and School Administration.

Between Game Procedures - At the conclusion of the first game, and after the teams have had a chance to leave the floor, the warm-up clock will start for the second game. Teams playing in the second game should immediately take the floor at that time. When the countdown clock reaches three minutes, the teams should leave the floor so that it may be swept. When possible, Varsity games should have a 20 minute warm-up time. Varsity team introductions will begin when the countdown clock reaches 00:00.

Supervision - At least one school supervisor is to be provided by each competing school for night games if the School Athletic Director feels it is necessary. If the supervisor is to be paid, he/she must wear an identifying badge.

Timer and Scorer - One official timer shall be employed to time at all games. One official scorer shall be employed to keep score for all Varsity games. School scorers should sit with the official scorer to aid with identification in recording.

Officials - Three officials will be assigned for each Varsity game and two officials shall be assigned to work each lower level game. When necessary, games may begin with less than the assigned number of officials. School officials should not have conferences with game officials after their teams have come onto the floor for pre-game practice.

Press - Press tables are reserved for sports writers of the city newspapers, timer, scorer and announcer. No press table space is provided for school papers.

Rules - The National Federation of High Schools (NFHS) Rule book for the given year shall be used.

Entertainment - Pep bands may be assigned to play at games. The home team shall furnish the band. Bands are to report before the first night game and will play for the remaining game in session. Bands are to play before games, between halves and when there is a stoppage in play. The National Anthem is to be played four minutes before the start of the first game. Coaches who have teams playing night games take their entire squad to the dressing room between halves so as not to interfere with the half time activities of the bands. Half-time entertainment must not exceed six minutes on the playing floor. Instruments are not to be used for noise making. The Band Director may receive a stipend paid by the school.

Dressing Rooms - Assignment of dressing rooms will be made at the playing sites. Visitors are not permitted in dressing rooms. Coaches should maintain order and see that rooms are left in good condition. Teams should be thoughtful about the condition in which they leave dressing rooms.

Prices - The price of tickets shall be as follows: Students from Host school (with ID) \$2.00, Students and Senior Citizens (age 62 and older) \$4.00 and adults \$6.00. Children under 7 accompanied by an adult will be no charge. All staff will be admitted to any conference event with proper school picture identification.

Reporting of Scores - Both coaches are responsible for sending game results to the School Athletic Director and Jeff Buszta, Conference Historian. Email: jbuszta@comcast.net; or Jeff at 612-366-5623. Varsity coaches should report scores to local media outlets.

All-City Team - Each coach nominates players from their team then votes for twelve players **not** from their team. Fifteen players will be All-City.

Player of the Year and Coach of the Year - Coaches will nominate players and coaches for Player of the Year and Coach of the Year. Coaches get one vote and they cannot vote for their own players or themselves.

BOYS' TWIN CITY BASKETBALL CHAMPIONSHIP GAMES

Place and Date - Minneapolis Hosts on odd years. Ninth grade games will be held at 10:30 a.m., JV will be held at 12:00 p.m., and Varsity will be held at 1:30 p.m.

Color of Jerseys - The home team will wear dark color jerseys.

Cheerleaders - Cheerleaders will be admitted in uniform but names must also appear on the pass list.

Bands - The Minneapolis band from the school playing the championship game will be admitted at the main gate upon uniform or pass list and sit on the east side of the gymnasium.

Teams - For the second game, teams will not be allowed on the floor until five minutes after the previous game. This is the sweeping period. Teams will be allowed fifteen minutes of warm up for the second game.

Officials - Officials will be assigned by the host city.

CROSS COUNTRY SPECIAL RULES (Revised 7/23/25)

Start of Season - First Meet - End of Season - Meet Limitations - Follow the Minnesota State High School League (MSHSL) rules on all of these.

Rules - All events shall follow the rules of the National Federation of High Schools (NFHS) unless otherwise specified.

Distance - Students will run the distance established by the National Federation of High Schools (NFHS) and Minnesota State High School League (MSHSL).

Eligibility - The regular city eligibility rules govern this event.

Timing - Automated timing systems are used for City Conference Meets. Coaches are reminded to register for meets and collect timing chips and bibs directly following meets.

Entries - The number of entries for the Varsity meet will be limited to seven (7) runners from each school. Eligibility lists with names and numbers should be in the Athletic Office at least seven days before the City Meet. For the Junior Varsity meet, the number of entries will be unlimited. No student may run both races.

Scoring - The first five runners from each school to finish shall score in that order. The lowest scoring team will be declared the winner (National High School Federation Rules).

Reporting of Scores - Coaches are responsible for sending results to the School Athletic Director and Jeff Buszta, Conference Historian. Email: jbuszta@comcast.net; or Jeff at 612-366-5623. Varsity coaches should report scores to local media outlets.

All-City - The top seven finishers are automatically All-City. Three may be recommended for All-City; if no recommendations, the top ten will be All-City. Maximum number is ten.

JV Meets - Any student who is not a medal winner in the City Varsity meet may enter the JV meet. Any student who is not on a team in the State meet may enter the JV meet.

Varsity Football Special Rules (Revised 7/8/26)

Management - The home school shall be responsible for the management and equipment of the field, gates, stretcher and policing of the grounds.

Supervisor - At least one supervisor is to be provided from each school for afternoon away games and for all night games.

Concessions - Schools playing on their own fields shall be allowed full control and profits from the concessions.

Playing Rules - The National Federation of State High School Athletic Association (NFHS) Official Football Rules shall govern all contests.

Mouthpieces - All players must wear mouthpieces for practice and games.

Officials - Five officials are assigned to all games.

Start of Season - Practice may begin on the fifteenth (15th) Monday preceding the finals of the State Tournament. Practice will be permissible on the first Saturday of practice, provided that arrangements are made with the School Principal for Tuesday - Saturday janitor schedule for that week. Practice on Labor Day is optional.

First Scrimmage - The first scrimmage versus another school may be held on the second Saturday following the beginning of practice.

Contest Start Times - All MPS home contests should begin no later than 6:00pm.

Reporting of Scores - Coaches should report all scores for all levels to their School Athletic Director and Jeff Buszta at jbuszta@comcast.net or 612-366-5623. Varsity statistics and scores should be reported to MNFOOTBALL Hub within two days of the Varsity game.

Game Limitations - There shall be a maximum of eight games, exclusive of Conference Preview and Section/State Tournament play.

Color of Jerseys - The home team will wear dark color jerseys.

Spring/Summer Football Practice - Follow Minnesota State High School League (MSHSL) rule.

Number of Football Players to Dress for Games - An unlimited number of players may dress for regular season games.

Game Spotter - Visiting Coaches should be allowed one side of the press box for use by spotter(s)

Ticket Information - Students from home school are \$2.00, students from other schools and senior citizens (62 and over) are \$4.00 and adults are \$6.00. Children under 7 years old are free when accompanied by an adult. Students should have their school ID.

Working Passes - All Passes shall be presented directly at the main gate.

All-District Team - Maximum number is 29. Coaches nominate players. The All-City team is based on the number of conference wins plus one by each team (6 wins, 7 players). Zero wins gets one all-city player. After nominations, coaches vote for at-large athletes.

Film Exchange Policy - All film exchange is determined by the District Football Committee. Schools are encouraged to provide good quality film.

JUNIOR VARSITY FOOTBALL SPECIAL RULES (Revised 7/8/26)

Regulations - Junior Varsity Squad

1. This schedule is for the purpose of providing game opportunities for those who seldom play with the Varsity squad.
 2. Junior Varsity squad members are not exempt from scholastic eligibility.
 3. Three officials will be assigned to each game. The home team shall furnish three chain people and a clock person.
 4. Playing time shall be twelve minutes stop time with three timeouts per half. If changes need to be made there will be a conference with officials and coaches from both teams.
 5. Coaches should report all scores to School Athletic Director and Jeff Buszta at jbuszta@comcast.net or 612-366-5623.
 6. The home team shall wear dark color jerseys.
 7. All game start times will be determined by the home team.
 8. The varsity tie-breaker rule will be in effect at all JV games unless determined otherwise by officials and all coaches.
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GOLF SPECIAL RULES (Revised 7/8/26)

Rules - All events shall follow the rules of the National Federation of High Schools (NFHS) unless otherwise specified.

Matches - Wherever possible, matches may start as soon as teams are ready, but all teams should be ready to start promptly at 4:00 p.m. Coaches must be present during a meet. The home coach should be at the course before 4:00 p.m. and is in charge of the match.

Teams and Scoring - Teams should be composed of six players from each school, but four in determining the winner. In scoring matches, medal play will prevail. Matches will consist of playing 9 holes. The City Conference Tournament will consist of 18 holes.

Reporting Scores - Coaches should report all scores to Jeff Buszta at jbuszta@comcast.net or 612-366-5623, and local media outlets with the results. All coaches should submit the scores of the matches to their School Athletic Director the following school day.

Postponed Matches - The home coach will notify the Golf Professional.

Honors - The visiting team will have the honors on the first tee. Ready golf and continuous putting (unless in someone's line) should be encouraged.

Transportation - Schools should arrange transportation to all matches. The School Athletic Director orders transportation. The coaches can cancel transportation.

Medal Play - Medal play will be a foursome if possible. This, it is hoped, will speed up play. No player shall use the regular course for practicing preceding the match.

No Caddie Service - Players must not have caddie service. The penalty is disqualification. No pull carts or motorized vehicles allowed.

Termination of a Match - The golf coaches agreed if a match must be terminated while in play the match would be considered complete at that point.

Course Rules - Course rules on the back of the scorecard are to be followed. Golf etiquette requires honesty from all players.

Practice During Spring Break - If the courses are open, coaches must call the Golf Professional at the club for permission and schedule time for spring vacation golf on Monday through Friday.

City Champion Schedules - Coaches will review the schedule, a single round of matches will be used to determine the city championship. The School Athletic Director with oversight of Golf will submit a revised schedule to the District Athletics Office.

Twin City Representative - In case of a tie by however many teams, the head-to-head wins will determine the representative. If the teams are still tied, then the representative will be the winner of the City Meet. If none of the champions wins the City Meet, then the representative will be the least-recent team to have competed in the Twin City Match.

All-City Team - The All-City Team will be based on the conference tournament. (Maximum Team Golfers 30%)

Seeding for the Conference Match - The seeding for the foursomes in the conference match will be based on the conference standings. The conference team championship for the tournament will be based on the total score of the first four players from a school. In the event of tie scores in the individual play, a sudden death playoff for medalist honors will follow immediately. **City Champion – Based on regular season play.**

Winter-Summer Rules - To be determined by the local Golf Professional or Manager.

Tie Breaking Procedure - Follow the Minnesota State High School League (MSHSL) rule.

GYMNASTICS SPECIAL RULES (Revised 7/8/26)

Rules - All events shall follow the rules of the National Federation of High Schools (NFHS) unless otherwise specified.

Warm-Ups - Teams stretch and warm-up from 4:00 p.m. - 4:35 p.m. Bar settings should be checked at this time. Teams will follow Varsity rotations for warm-ups. There will be 15 minutes per event total for JV/Varsity teams. There will be two minute transition periods between rotations. Meets will start at 6:00 p.m.

Competitions - Competitions will begin at 6:00 p.m. Olympic Rotation A will be given to the "Host" school. Olympic Rotations will be given to remaining schools. There will be eight (8) JV competition spots and three (3) Varsity competition spots per event per team. A Gymnast may compete in both JV and Varsity provided it is not on the same event.

Judges - There will be two (2) judges for Varsity and one (1) judge for JV events. Varsity will start on Vault and Bars while JV competes on Beam and Floor. Meets will require six (6) judges with eight (8) rotations (Quad Meet). The competing team will provide people with time and display scores for their event.

Scoring - Judges will be given cards to return to the head table for tabulation of each rotation. The total team score will be tabulated using the sum of the top four (4) scores on each event. Should a tie occur, the sum of the top five (5) scores would be used. If tie remains the meet will end in a tie. A courtesy score of 2.0 will be requested of the judges prior to the beginning of the meet provided that there was not a void performance or unsportsmanlike conduct. The courtesy score request will be made by the host school at each meet. The National Federation of State High Schools (NFHS) Association rules book for the current year will be used to determine rules for equipment, competition, meet management, scoring, sportsmanship and any other not mentioned. Any skill not listed in the NFHS rule book will be cleared by judges prior to competition. The "Host" school will report all results to the School Athletic Director, Conference Historian and local media outlets.

Host School Responsibilities - The "Host" school will be responsible for reporting meet results and concessions. The "Host" school will have the opportunity to acknowledge parents and/or senior athletes on their "Host" night. The "Host" school will provide an

Announcer, the National Anthem, and a head table and staff for scoring. The “Host” school will have Rotation A (Olympic Rotation) and will provide programs as needed.

Announcer/Noise Control/Music - The announcer must monitor crowd noise to ensure it does not interfere with competition. During both warm-ups and competition, music volume shall not interfere with communication between coaches and gymnasts. All teams must use courtesy with regard to music volume and content. It is courtesy to play background music while a gymnast is competing on beam or another event. Music accommodations will be communicated by the site school to ensure compatibility for all teams.

Program - The “Host” school will use a standard program for each meet. The participating schools will provide their line-ups prior to the event. If not all teams provide line-ups/rosters, blank spreadsheets should be provided so that attendees can keep track of scores and competitors.

Conference Meets - Both JV and Varsity Conference Championship meets will be held using the same guidelines as a quad meet with the exception that the JV meet will have four (4) judges and the Varsity meet will have eight (8). The rotation will be based on the team standings for the regular season with the best record receiving Rotation 1 and so forth. There will be a short coaches meeting during the changing period from 5:45 p.m. – 5:55 p.m. prior to march in. Each event and All-Around will place 1st to 10th for each conference with awards provided by the respective conference. The Twin Cities Champion will be the Minneapolis or St. Paul City Conference team with the highest overall score.

Reporting of Scores - Coaches should report all scores for all levels to their School Athletic Director and Jeff Buszta at jbuszta@comcast.net or 612-366-5623

All-City Awards - Each school will calculate the average of the top 3 scores for any gymnast they wish to nominate for the All-City Team. A gymnast may only be nominated for one event. There will be 3 spots on each event (Bars, Beam, Floor, Vault, and All-Around) and 3 At-Large to total no more than eighteen (18). All-City members will receive a District provided certificate from their School Athletic Director. Honorable mention may be used at coach’s discretion – the District does not recognize or provide Honorable Mention Awards.

HOCKEY SPECIAL RULES (Revised 7/8/26)

Rules - All events shall follow the rules of the National Federation of High Schools (NFHS) unless otherwise specified.

Reporting of Scores – Coaches should report all scores for all levels to their School Athletic Director and Jeff Buszta at jbuszta@comcast.net or 612-366-5623

Schedule - For overtime games, there will be a three-minute rest period. Following this, an eight (8) minute sudden death period will be played. If a tie still exists after one overtime period, the game is declared a tie. All hockey games will be governed by the National Federation of High Schools (NFHS) Rule Book.

Responsibilities of School - Each school shall be responsible for the supervision of its own pupils. Each Hockey squad shall be under the control and supervision of a faculty person, both at practice and during games.

Officials - Three (3) referees per game will be provided.

Mouthpieces - All players must wear mouthpieces and face masks for practices and games.

Warm Up Time - Five (5) minutes warm up time is to be permitted for each game. Goalies should wear all the necessary equipment during the warm up period.

Procedures

1. Penalties - Follow Minnesota State High School League (MSHSL) rule.
2. Players must remain in the box keeping the blade of the Hockey stick on the floor rather than the blades in the air.

3. The losing team leaves the ice first at the end of the game.

Ice - For conference games, make ice between each period. For overtime, ice will be swept at the end of the second overtime period. New ice will be provided for each game. Ice for playoffs will be made each period.

Number of Players to Suit Up - The maximum number of players to suit up for Hockey is twenty (20), two of whom must be goalies.

Tickets - Student and senior citizens (62 and older) tickets are \$4.00 per person. Adult tickets are \$6.00.

Scores - The game managers are responsible for submitting scores to the StarTribune (612-673-4447). In case of a tie, the home team will call in the score. Coaches should send in the score to the Director of Athletics the day following the game.

JUNIOR VARSITY HOCKEY SPECIAL RULES

Officials - Two (2) referees per game will be assigned by the District Athletic Director's Office.

Length of Game - Each game shall be played in periods of 15-15-15 minutes stop time. Game limit is one hour.

Eligibility - Follow Minnesota State High School League (MSHSL) rule and District Policy.

Scores - The winning coach should call their School Athletic Director the following morning with the score. In case of a tie, the home team will call in the score. The home team should send in the score to their School Athletic Director the day following the game.

Number of Players to Suit Up - Junior Varsity players suiting up are unlimited.

NORDIC SKIING SPECIAL RULES (Revised 7/8/26)

Conference Meet

Rules - All events shall follow the rules of the National Federation of High Schools (NFHS) unless otherwise specified.

Reporting of Scores - Coaches should report all scores for all levels to their School Athletic Director and Jeff Buszta at jbuszta@comcast.net or 612-366-5623.

1. There is a limit of eight (8) entries per school in cross country competition. Six (6) will place, four (4) will score. List entries in all events in the order the coach wishes them to compete. All relays will permit unlimited entries.
2. All-City Team - Top eight (8) for both boys and girls.
3. No student is eligible unless he/she has been properly certified by the School Principal.
4. A jury to rule on disputes will be appointed at the fall meeting.
5. Follow section guidelines.
6. Team Placing: Base determined on maximum number of skiers entered in the race.

Section Skiing - Follow Minnesota State High School League (MSHSL) rules for section meets.

Number of Entries for State Meet - Follow Minnesota State High School League (MSHSL) rules.

State League Reimbursement - The Minnesota State High School League (MSHSL) will reimburse expenses in accordance with league policy.

Scores - The ski chairperson will call in scores to the StarTribune (612-673-4447), and send scores to their School Athletic Director the day following the meet.

Cancellation of Meets - If the absolute temperature is -4° or colder (as recommended by the Minnesota State High School League) the meet will be canceled. If the absolute temperature is -3° or warmer, the teams will go to the meet and the coaches will decide whether to have the meet or to practice.

SOC CER SPECIAL RULES (Revised 7/8/26)

Rules - All events shall follow the rules of the National Federation of High Schools (NFHS) unless otherwise specified.

Reporting of Scores - Coaches should report all scores for all levels to their School Athletic Director and Jeff Buszta at jbuszta@comcast.net or 612-366-5623.

Season - Practice may begin on the eleventh Monday preceding the finals of the State Tournament. The season shall close on the final date of the State Tournament conducted by the Minnesota State High School League (MSHSL). Equipment may be issued on or after the Friday preceding the authorized date for opening of practice.

Practice and Practice Sessions - Minimum practice preceding first game - two weeks of organized practice must precede the first scheduled contest. Interschool practice scrimmages may not be held until after five (5) separate and completed days of organized practice.

Practice Site - Practice sessions will be conducted within the local school environs. Special training camps are not permitted. Controlled inter school scrimmages may be held within the environs of one of the participating schools or at some point between the two (2) schools.

Games - Member schools shall not schedule or play more than eighteen (16) games per season, exclusive of league tournament play. The champion of any conference will, however, be allowed to play a nineteenth (19th) game to determine an inter-conference championship. First game - two (2) weeks of organized practice must precede the first scheduled contest. Transfer students must be enrolled before participating.

Player Limitation - No player may participate in more than thirty-six (36) halves per season. Participating in any half counts as one (1) half, no matter how limited. A full report of violations must be made to the District Athletic Office by the School Athletic Director of the school violating the rules. The District Director of Athletics will determine the responsibility and penalize the responsible school official and officials. The game must be automatically forfeited.

Contest Rules - Except as modified by the Minneapolis Public Schools (MPS), the National Federation of High School Association (NFHS) Rules for the current year shall be the official game rules for all interscholastic soccer contests in which Minnesota State High School League (MSHSL) members participate.

Overtime - Overtime will be two (2) five-minute sessions. If after the two (2) five-minute sessions the score is still tied, the game ends in a tie.

Schedule Review - Conducted annually and at seasons' end.

Conference Championship - In determining the conference champion, the following procedures will be adhered to (Revised Fall 2007):

- a. Win - equals 3 points
- b. Tie - equals 1 point
- c. Lost - equals 0 points

Teams tied in the standings shall share that position together.

Official Squad - For conference meets, a team may dress as many players as they wish.

All-City Team - First place - 5; second place - 4; third place - 3; fourth place - 2; fifth place - 2; sixth place - 1; seventh place - 1 (maximum 18). If a tie occurs, tied teams will add their total number of nominations and distribute evenly. If players cannot be evenly distributed, a vote among conference head coaches (of that team's gender) who are present will decide which player(s) will receive the All-City Award.

GIRLS' VARSITY SOFTBALL SPECIAL RULES (Revised 7/8/26)

Rules - All events shall follow the rules of the National Federation of High Schools (NFHS) unless otherwise specified.

Reporting of Scores - Coaches should report all scores for all levels to their School Athletic Director and Jeff Buszta at jbuszta@comcast.net or 612-366-5623.

Season - Practice may begin on the 14th Monday preceding the date established for the finals of the Spring Girl's Softball Tournament. Individuals may work out prior to that date provided they do so without instruction or direction of school personnel. The season shall close at the conclusion of the school year for each school or the final date of the State Softball Tournament conducted by the Minnesota State High School League (MSHSL), whichever date is later. Individual players may play with independent amateur teams during the high school season, summer and fall, provided they retain their amateur status and do not participate with an all-star team or in an all-star game. The term "all-star", as here used, shall not apply to a Minnesota team playing intact against a team from another state, territory or country.

Practice Sessions and First Game - Two (2) weeks of organized practice shall precede the first game.

Games - The maximum number of games allowed will be twenty (20) games exclusive of Minnesota State High School League (MSHSL) tournament play. The conference of division championships may schedule a 21st game to determine an inter-conference or intra-conference champion. The game must be listed on the school schedule at the time it is required to be submitted to the Minnesota State High School League (MSHSL). Softball tournaments not part of Minnesota State High School League (MSHSL) play will count each game played in the tournament as one (1) game towards the maximum number of twenty (20). Schools may not participate in more than two (2) tournaments in addition to those that are Minnesota State High School League (MSHSL) sponsored. The number of teams participating in a tournament shall not exceed eight (8) unless it is a conference tournament. Teams will be allowed to participate in a maximum of four (4) games per tournament with the limitation of three (3) games per day. Total games allowed is twenty (20) including two (2) tournaments.

Player Participation Limitation - Pitchers can pitch unlimited innings in conference play.

Contest Rules - Except as modified by the Minneapolis Public Schools (MPS), the National Federation of High School Association (NFHS) Rules for Softball (fast pitch) for the current year shall be the official game rules for all interscholastic Softball games in which member schools participate.

Infield Practice - The home team will take a ten (10) minute infield/warm up first. Visitors will take their infield directly after and conclude ten (10) minutes prior to game time.

Tie Game - Tie games are to be played off from the point of suspension on the next available school day. To accommodate the traveling trophy, the following tie-breaking procedure will be adhered to:

- a. In the case of a two-way tie, the team that beats the other team during the season will be declared the champion.
- b. If there is a three-way tie, a draw will be made in the District Athletic Office, except if one (1) team beats each of the other two (2).

Game Ending and Ten-Run Rule - The game ends when the visiting team completes its half of the 7th inning provided their runs are fewer than the number scored by the home team in six (6) innings or the game will end when after five (5) innings of a seven (7) inning game a team is ten (10) or more runs behind and has completed its turn at bat.

Regulation Game - It is a regulation game if: (a) five (5) full innings have been played, or if the team second at bat has scored a greater number of runs in four (4) or four (4) and a fraction innings, or (b) if the game is called when the teams have not had an equal number of completed turns at bat, the score shall be the same as it was at the end of the last completed inning; except that if the home team, in their half of the incomplete inning, scores a run or runs which exceeds the opponent's score, the final score shall be recorded when the game is called.

Inclement Weather - In the case of inclement weather, the School Athletic Director will be responsible to postpone games. Coaches and the Transportation Office will be notified by the School Athletic Directors after 12:00 p.m. of the postponement. The postponed games will be played the next available school day. Postponed games will be played in the order of postponement.

Coaches - Coaches must be in school colors or in uniform on the sidelines.

All-City Players - All-City teams will be determined by using the following format (17 maximum):

- | | |
|--|------------------------------------|
| 1 st Place | 5 selections |
| 2 nd Place | 4 selections |
| 3 rd Place | 3 selections |
| 4 th Place | 2 selections |
| 5 th , 6 th and 7 th Places | will have 1 selection, if desired. |

If a team does not fill out their selection, the other schools may nominate another player for all-city. A vote of the coaches in attendance will determine the at-large winner. All coaches must bring their players statistics to vote on if any unused selections remain. The criteria will be based on attitude, performance and statistics. This will be discussed to determine the winner.

JUNIOR VARSITY SOFTBALL SPECIAL RULES (Revised 7/8/26)

1. No inning will start after 6:00 p.m. Should an inning start before 6:00 p.m. it will be finished.
 2. The game is over when the score is fifteen (15) run rule after four (4) innings (1999).
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BOYS' AND GIRLS' SWIMMING SPECIAL RULES (Revised 7/8/26)

Rules - All events shall follow the rules of the National Federation of High Schools (NFHS) unless otherwise specified.

Reporting of Scores - Meet Managers and Coaches should report all scores for all levels to their School Athletic Director and Jeff Buszta at jbuszta@comcast.net or 612-366-5623.

Lineups - The names of contestants may be submitted immediately before each event. A swimmer may participate in both the Junior Varsity and Varsity events during any given swim meet.

Champion - The conference and dual meet champion will be determined on the win/loss in dual meets.

Management - Meet Managers are to establish use of lanes for warm ups. Meet Manager is the same as Pool Manager. During a swim meet, only school swimmers, officials and coaches are permitted on the swimming pool deck

Home team special responsibilities - Put in backstroke pennants; install lane markers; at the end of the meet remove the items and store. Coaches must adhere to this responsibility.

Instructions for Swimmers

Swimmers are confined to the swimming and locker areas; take care of valuables to prevent loss.

If swimmers want to go to the bleachers, they have to change to civilian dress first.

Swimmers are not to arrive at the pools too early. This will prevent loitering at pool sites.

For practice sessions, there will be no provisions for spectators as the balconies will be closed.

Junior Varsity swimmers do not participate in the Twin City Meet, Section V Meet or the State Meet.

Order of Events Dual Meets

200 Yard Medley Relay
200 Yard Freestyle
200 Yard Individual Medley
50 Yard Freestyle
1 Meter Diving
100 Yard Butterfly
100 Yard Freestyle
500 Yard Freestyle
200 Yard Freestyle Relay
100 Yard Backstroke
100 Yard Breaststroke
400 Yard Freestyle Relay

Order of Events Relay Meets

JV 200 Yard Medley Relay (4 x 50 yards) Varsity 200 Yard Medley Relay (4 x 50 yards)
600 Yard Freestyle Relay (200 x 100 x 100 x 200)
300 Yard Individual Medley Relay (100 x 100 x 100)
JV 200 Yard Freestyle Relay Varsity 200 Yard Freestyle Relay
Diving - 6 Dives: (No more than 3 dives per person; minimum of 2 divers; maximum of 3 divers.)
300 Yard Butterfly (100 x 50 x 50 x 100)
850 Crescendo (50 x 100 x 200 x 500)
300 Yard Backstroke (100 x 50 x 50 x 100)
300 Yard Breaststroke (100 x 50 x 50 x 100)
JV 400 Yard Freestyle Varsity 400 Yard Freestyle Relay (4 x 100)

All-City Team - The top three finishers in individual events at the City Meet. Coaches may also nominate individuals other than the top three finishers (maximum of 20). The coaches will vote to determine which members will be selected.

Tie Breaking Procedure for Twin City Meet - The team with the best record in head-to-head competition will be the Minneapolis representative. If still tied, the team that went to the Twin City Meet least-recently shall be declared the Conference Champion.

TENNIS SPECIAL RULES (Revised 7/8/6)

Schedule - Schedule must be submitted by the District Athletic Office to the Read-Sweat Family Tennis Center if that facility is selected for conference matches.

Balls - The home school is to furnish the necessary number of new current year official balls for each home match and the home team is to retain the balls.

Matches - Matches shall consist of four (4) singles and three (3) doubles. No player shall compete in more than one (1) event. Players should be played in order of ability. The number one player must play the number one singles or number one doubles. All matches will be seven (7) points.

Team Line-Ups - Team line-up is to be made out before the match and exchanged with the other coach once line-ups have been announced.

Use of Gymnasiums for Indoor Sports During Spring Break - Administrative approval has been granted to conduct spring sports practices in the gyms of the senior high schools during the week of spring break provided that there is no additional janitorial services required. Permit requests for the use of indoor facilities should be submitted through regular channels.

Matches at Reed-Sweatt Family Tennis Center

- a. The second school listed on the schedule is the home team and is responsible for providing new balls for the match.
- b. Spectators are encouraged to attend and may sit in the bleachers.
- c. Players arriving early should check with the desk before going on a court and no players should begin warm-ups without proper approval.
- d. Players will be strictly limited to a ten minute warm up period. Coaches need to help enforce this rule.
- e. The no-add rule may be used if agreed upon by both coaches.

Forfeit - If the first singles player is sick or otherwise physically unable to complete or if a number one player is unable to play, a substitution shall be made and all players move up in order of ability. The intent is to have the best team possible on the court.

Time - Matches shall begin promptly at the designated times.

Postponed Match - Postponed matches shall be played in the order of postponement on a date agreeable to both coaches. The home coach is to call by 11:00 a.m. in the event of a postponement. Rained out matches will begin at the point of interruption.

Reporting Results - The winning school should report their scores to their School Athletic Director, Conference Historian Jeffrey Buszta at jbuszta@comcast.net and local media outlets.

Special Conference Rule

- a. The 12-point tiebreaker will be used in both singles and doubles matches (must win by two (2) points; first to seven (7) wins).
- b. At odd game end change, 90 seconds will be allowed during which coaching may take place. This is allowed on any changeover except 1-0. At the end of the second, if a third set is required, five (5) minutes will be allowed during which coaching may take place. Coaches may not take more than the specified time and are not to disrupt play on adjacent courts. This rule maintains the philosophy that sports are part of the educational program of the schools. Proper tennis wear is desired.
- c. If home team cancels, court time will be distributed according to the following rules:
 1. The Home Team will declare number, courts needed either 1-2 or 3 courts.
 2. The Visiting Team gets to use the remaining courts.Triangular - Coaches must agree, not mandatory.

Twin City Match - This will include four (4) singles and three (3) doubles. The players will constitute a team. New balls will be furnished for this match by the host school. The team with the best win-loss record will represent Minneapolis in the Twin City Match. A tie will be settled by which team won in conference play. In the event of a three way tie, the representative will be the least-recent team to have competed in the Twin City Match.

All-City Team - The All-City team will consist of at least ten (10) players but no more than thirteen (13).

TRACK AND FIELD SPECIAL RULES (Revised 7/8/26)

1. Cancellation - Scheduled meets should not be canceled without mutual agreement of the schools involved.
 2. City Relay Scoring - Field and running events: 10 - 8 - 6 - 4 - 3 - 2 - 1
 3. Use of Gymnasiums for Indoor Practice During Spring Break - Administrative approval has been granted to conduct spring sports practices in the gyms of the senior high schools during the week of spring break provided that no additional janitorial services are required. Permit requests for the use of the indoor facilities should be submitted through the regular channels.
 4. Scores - The home school should call in the scores to the press, radio and television. All coaches will submit scores to their School Athletic Director the day following the meet.
 5. Rules - Rules shall be National Federation of High School (NFHS) Rules or where amended by the Minnesota State High School League (MSHSL).
 6. Track - All Conference - Top three (3) medalist
 7. Conference Meet
 - A. Dates - To be announced.
 - B. Entries
 - Schools are allotted three (3) entries per event.
 - Accurate times and/or distances must be used for seeding; the Meet Manager has the authority to adjust seedings as necessary.
 - Heats, flights and/or seedings will be set by the Meet Manager and/or timer based on the submitted seedings.
 - Eight (8) individuals will advance to finals for all running events and nine (9) in the field events.
 - C. Meet Scoring - Events will be scored in order of finish using the following point scale: 10-8-6-4-2-1
 - D. Awards - Medals provided by individual schools. The District does not pay for individual awards.
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VOLLEYBALL SPECIAL RULES (Revised 7/8/26)

1. Each team is responsible for two trained line persons.
2. Coaches at the school where games are played are responsible for the game ball, courts being ready, bleachers and referee platforms.
3. All rules are the National Federation of High School (NFHS) Women's Volleyball Rules with Minnesota Revision.
4. Reporting Results - Both schools should report their scores to their School Athletic Director and Conference Historian Jeffrey Buszta at jbuszta@comcast.net, as well as all local media outlets.

5. Ticket Information - Home Student (with student ID) and Senior Citizen (62 and older) ticket prices will be \$2.00. Away student ticket prices will be \$4.00 and Adult ticket prices will be \$6.00. Children Under 7 are admitted for free.
 6. Twin City Match - The team with the best win-loss record will represent Minneapolis in the Twin City Match. A tie will be settled by which team won in conference play. In the event of a three (3) way tie, the representative will be the least-recent team to have competed in the Twin City Match.
 7. All-City Selection - A maximum of fifteen (15) athletes will be chosen for the All-City Volleyball Team. Thirteen (13) are awarded based on wins and two (2) additional at-large selections will be selected by coaches in attendance at the season ending meeting.

6 wins	4 - All-City
5 wins	3 - All-City
4 wins	2 - All-City
3 wins	2 - All-City
2 wins	1 - All-City
1 win	1 - All-City
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WRESTLING SPECIAL RULES (Revised 7/8/28)

1. City Title - City title is to be decided on the basis of dual meets.
2. Officials - Officials are to be assigned by an Sport Assignment Chairperson with the approval of the District Athletic Director and the coaches.
3. Report - The home team is to file a report, Form 0105, in the District Athletic Office the day after each meet. The report is to include the time of the pin. The host school is to send the meet results to the five (5) non participating schools as well as the copy to the Central Office.
4. Rules - The National Federation of State High School Association (MSHSL) rules will be adhered to. Also exceptions as listed by the Minnesota State High School League (MSHSL) and the Athletic Director Manual will be taken under consideration.
5. State and Region VAA Tournament Expenses - State and Region VAA Tournament Wrestling expenses are to be followed according to the Minnesota State High League (MSHSL). Each school pays its own expenses.
6. Responsibility of the Local School
 - A. Provide a suitable mat.
 - B. Provide a timing device or a stopwatch in addition to a responsible adult to act as timer.
 - C. Provide a scorer's table with paper and pencils and a scorer to score matches. The visiting team should be extended the courtesy of having a representative at the table to assist in checking the time and score.
 - D. Be responsible for proper audience supervision in keeping with the spirit of amateur athletics.
7. Reporting Results - Both schools should report their scores to their School Athletic Director and Conference Historian Jeffrey Buszta at jbuszta@comcast.net, as well as all local media outlets.
8. Provide an announcer to keep the audience informed as to contestants, officials' decision, score, time of match, etc.

9. Contestants must wear suitable and clean clothing. Fingernails must be trimmed. Follow the National Federation of High Schools (NFHS) Rules on hair.
 10. Wrestle to win, but win, lose or draw, be an asset to the sport, your school and good sportsmanship.
 11. Space - Adequate space should be provided for all meets. This is a safety measure. Stages shall not be used.
 12. Tie Breaking Procedure - In the event of a two (2) team tie, the winner of the head to head competition will represent Minneapolis in the Twin City Match. In the event that the two (2) champions tie in head to head competition, advancement to the Twin City Match will be determined by the Minnesota State High School League (MSHSL) dual meet advancement criteria.
 13. All-City Players - Wrestlers with five (5) or six (6) wins are All-City. Wrestlers with four (4) wins, head coaches will vote. The maximum number of All-City Wrestlers is twenty-eight (28). Must complete the season in order to be recognized.
 14. MVP – Nominate Wrestler, head coach vote. The best wrestler does not have to be a senior.
 15. JV Tournament - No more than two (2) varsity conference wins to compete.
 16. Ticket Prices for Conference Matches and Twin City Matches - Student and Senior Citizen (62 and older) ticket prices will be \$4.00 and Adult ticket prices will be \$6.00.
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CHEERLEADING HANDBOOK (Revised 7/8/28)

1. Philosophy
Cheerleading is an important activity and provides a valuable service to the interscholastic athletic program and to school spirit and sportsmanship. The significant role of Cheerleaders is to “lead positive cheers”. Through the leading of cheers, students become a positive influence on the team and other students and fans of the community. The intent of the following rules are not to limit the activities of the Cheerleaders, but rather to guide and enhance their experience.
2. Minnesota State High School League (MSHSL) Rules
Cheerleading is a Minnesota State High School League (MSHSL) sponsored activity and therefore, each squad is subject to the rules and policies of the organization.
 - A. All cheerleaders are required to read, sign and adhere to the Minnesota State High School League (MSHSL) Athletic Eligibility Bulletin.
 - B. All Cheerleaders must have a current physician’s approval, signed and on file with the School Athletic Director.
 - C. A current (yearly) signed Parent’s Permit and health questionnaire must be on file.
 - D. A current (yearly) signed Athletic Insurance Information form must be on file.
 - E. Cheerleaders are subject to rules and policies of the Minnesota State High School League (MSHSL) regarding pyramids, stunts, mounts and apparatus usage.
 - F. During Basketball, Cheerleaders are not allowed to stand or cheer on the baseline under a basket (free throw lane must be clear).
3. Minneapolis Public Schools (MPS) Rules
The Cheerleaders are subject to all academic eligibility and attendance policies established by the school district regarding co-curricular activities and must have a current, signed (yearly) Minneapolis Public Schools (MPS) Athletic Insurance Eligibility information sheet on file with the School Athletic Director.

4. Supervision

- A. Cheer coaches will have the responsibility for the supervision of their Cheerleaders at all times.
- B. All practices, including non-school days, must be supervised. There is no such thing as a sanctioned captain's practice.
- C. Non-school, but misunderstood approval of, traditional Cheerleading activities such as visiting football players' homes for a cheer on an evening prior to a big game, initiations, etc., are not allowed without advisor supervision and must be cleared with the school administrative offices (School Principal and School Athletic Director).

5. Transportation

- A. Cheerleaders will not ride to away contests or home contests at off-campus sites with opposite gender or sports teams. School Athletic Directors will schedule a separate trip for Cheerleaders separate from any sport; include number of passengers when ordering team buses or other transportation.
- B. Permission from a parent/guardian must be obtained for a Cheerleader to ride to or from contests with another parent/guardian. Parent permission notes must be approved by the School Principal or his/her designee.
- C. If costs are prohibitive on long trips, the School Athletic Director will determine whether or not Cheerleaders will accompany the team.
- D. While on the bus the Cheerleaders will abide by all rules established by the coach.

6. Squad Membership

- A. All cheering squads for a single contest shall consist of no more than eight (8) cheerleaders which include the mascot except for Football and Soccer. The squad size for Football and Soccer shall be no more than nineteen (19) Cheerleaders and one mascot or twenty (20) Cheerleaders.
- B. Rotating Cheerleaders for one (1) sport is acceptable at the discretion of the advisor.
- C. The total squad size per sport shall be determined by individual school policy.
- D. For State Tournament competition, additional Cheerleaders, in uniform, are allowed to cheer in the stands. This policy is dictated by the Minnesota State High School League (MSHSL).
- E. Starting in the winter of 2006-07 winter season, Cheerleaders will cheer at home sites only, not at away conference games.

7. Squad Designation By Sport – **Recommended**

Cheerleading squads may be established for the sports listed in the recommended categories:

Football	Boy's Basketball	Volleyball
Girl's Soccer	Girl's Basketball	Wrestling
Boy's Soccer	Hockey	

Optional – Cheerleaders are encouraged to attend these events in uniform to show support and promote school spirit. Cheerleading squads for these sports are optional and are determined by each individual school. Support of major events should be considered.

Boy's Cross Country	Boy's Cross Country Skiing	Girl's Swimming
Girl's Cross Country	Girl's Cross Country Skiing	Boy's Swimming

Inappropriate – Cheering at these activities may hinder the athlete's performance or breach the etiquette of the sport. Showing support by attendance in uniform is encouraged but cheering would not be appropriate.

Girl's Tennis	Gymnastics	Badminton
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8. Advisor Responsibilities

- A. The Cheerleading advisor will adopt and enforce a written code of conduct and a discipline policy.

- B. Establish a written policy for earning a letter award.
- C. Establish a schedule for practice and events.
- D. Responsible for the supervision of all practices and scheduled events. This responsibility includes appointing an adult supervisor to attend activities that the advisor cannot attend. A pool of designated adult supervisors may be formed by contacting faculty members, Cheerleader parents and the School Athletic Director.
- E. Organize and conduct cheering clinics and tryouts.
- F. The cheering advisor has the right to reassign, suspend or dismiss a Cheerleader as well as determine squad/team membership.

9. Cheerleading Responsibilities

- A. A uniform policy will be designated by the school.
- B. The Cheerleaders will conform to personal appearance policies set by the advisor.
- C. Cheerleaders are expected to be present and on time to all scheduled practices and events.
- D. Cheerleaders will conform to the school district attendance policies.
- E. Cheerleaders must conform to the transportation procedures outlined in this handbook.
- F. Advisor is responsible for contacting the event site manager upon arrival for special instructions at each event.
- G. Image and Behavior: Because Cheerleaders are so “public” once they become a Cheerleader, it is necessary that they uphold the rules, image and the integrity of their school and their squad. As a representative of their school and the Minneapolis Public Schools (MPS), they will be expected to conduct themselves in a mature and responsible manner.
- H. Cheerleaders must attempt to act appropriately at all times so as not to be the object of innuendos and insinuations concerning their character and/or behavior. This applies to the classroom as well, where they are expected to set a good example both personally and academically.
- I. The Cheerleader Advisor has the right to reassign, suspend or dismiss a Cheerleader and to determine squad/team membership.

Recommendations for Selection Process

- E. All candidates must meet all eligibility requirements of the Minnesota State High School League (MSHSL) and the Minneapolis Public Schools (MPS).
- F. Attendance at all tryout clinics should be required.
- G. All candidates should demonstrate a basic knowledge of the sport.
- H. Candidates should be informed of tryout criteria.
- I. There must be a process for grading cheers during tryouts.
- J. Candidates should be informed of the level of commitment involved. The candidate must be able to make a primary commitment to Cheerleading. Work and other activities may not be compatible with membership on the squad and candidates must be aware of the amount of time necessary to fulfill this commitment.
- K. Cheerleaders should display good citizenship.
- L. Faculty recommendations may be part of the selection process.
- M. Judges for tryouts will be adults with a working knowledge of Cheerleading activities such as athletic ability, dance, gymnastics, etc.
- N. Segregated squads should be discouraged. Racial balance is recommended.

**BOOSTER CLUB GUIDELINES AND PROCEDURES REQUIRED BY MINNEAPOLIS PUBLIC SCHOOLS (Revised
7/8/28)**

Purpose and Function

- 1) Booster clubs play a key role in supporting Minneapolis Public Schools (MPS) 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.
- 2) 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.
- 3) It is the charge of the Minneapolis Public Schools (MPS) 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) nonprofit 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, School 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 (School Principal / School Athletic Director) 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 (2) 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 (2) 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 (MPS) has the right to request tax statements, receipts, expenditures, and balances.

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 Athletic Department will bill booster clubs for any bus transportation that exceeds the District budget. The District Athletic Department will bill booster clubs for any fees for tournaments or games that exceed the given District budget. The District may bill the 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.

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 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 School 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

Booster club advertising must be 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 (MPS) 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 (MPS).
- 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 facility use agreement online linked [here](#).
- Adult supervision is required at captains' practices, but student participation should never be mandated or required.

Thank You

These guidelines describe 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. Without Community help we would not be able to provide quality athletic programs for all Minneapolis Public School (MPS) students.

ADDITIONAL RESOURCES

<https://www.nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15-2020-final.pdf>

MSHSL REGISTERED SPORTS

Roosevelt	Wellstone	Camden	FAIR	Edison	Heritage	North	South	Washburn	Southwest
Fall (revised 7.9.26)	Fall (revised 7.9.26)	Fall (revised 7.9.26)	Fall (revised 7.9.26)	Fall (revised 7.9.26)	Fall (revised 7.9.26)	Fall (revised 7.9.26)	Fall (revised 7.9.26)	Fall (revised 7.9.26)	Fall (revised 7.9.26)
Boys Cross Country		Boys Cross Country		Boys Cross Country			Boys Cross Country	Boys Cross Country	Boys Cross Country
Girls Cross Country		Girls Cross Country		Girls Cross Country			Girls Cross Country	Girls Cross Country	Girls Cross Country
Football		Football		Football		Football	Football	Football	Football
Boys Soccer	Boys Soccer	Boys Soccer		Boys Soccer	Boys Soccer		Boys Soccer	Boys Soccer	Boys Soccer
Girls Soccer		Girls Soccer		Girls Soccer			Girls Soccer	Girls Soccer	Girls Soccer
Girls Swimming				Girls Swimming			Girls Swimming	Girls Swimming	Girls Swimming
Girls Tennis		Girls Tennis		Girls Tennis			Girls Tennis	Girls Tennis	Girls Tennis
				Cheer		Cheer	Cheer	Cheer	Cheer
Volleyball		Volleyball	Volleyball	Volleyball		Volleyball	Volleyball	Volleyball	Volleyball
							Adapted Soccer P1		

Winter (revised 7.9.26)	Winter (revised 7.9.26)	Winter (revised 7.9.26)	Winter (revised 7.9.26)	Winter (revised 7.9.26)	Winter (revised 7.9.26)	Winter (revised 7.9.26)	Winter (revised 7.9.26)	Winter (revised 7.9.26)	Winter (revised 7.9.26)
Boys Basketball		Boys Basketball	Boys Basketball	Boys Basketball	Boys Basketball	Boys Basketball	Boys Basketball	Boys Basketball	Boys Basketball
Girls Basketball		Girls Basketball	Girls Basketball	Girls Basketball	Girls Basketball	Girls Basketball	Girls Basketball	Girls Basketball	Girls Basketball
		Boys Hockey					Boys Hockey	Boys Hockey	Boys Hockey
Girls Hockey							Girls Hockey	Girls Hockey	Girls Hockey
Boys Nordic Ski		Boys Nordic Ski					Boys Nordic Ski	Boys Nordic Ski	Boys Nordic Ski
Girls Nordic Ski		Girls Nordic Ski					Girls Nordic Ski	Girls Nordic Ski	Girls Nordic Ski
Wrestling		Wrestling	Wrestling	Wrestling		Wrestling	Wrestling	Wrestling	Wrestling
						Dance			Dance
Boys Alpine Ski							Boys Alpine Ski	Boys Alpine Ski	Boys Alpine Ski
Girls Alpine Ski							Girls Alpine Ski	Girls Alpine Ski	Girls Alpine Ski
Gymnastics		Gymnastics	Gymnastics	Gymnastics		Gymnastics	Gymnastics	Gymnastics	Gymnastics
Boys Swimming		Boys Swimming		Boys Swimming			Boys Swimming	Boys Swimming	Boys Swimming
				Adapted CI Floor Hockey			Adapted PI Floor Hockey		Adapted PI Floor Hockey
Cheer		Cheer		Cheer		Cheer	Cheer	Cheer	Cheer

Spring (revised 7.9.26)	Spring (revised 7.9.26)	Spring (revised 7.9.26))	Spring (revised 7.9.26)	Spring (revised 7.9.26)	Spring (revised 7.9.26)	Spring (revised 7.9.26))	Spring (revised 7.9.26)	Spring (revised 7.9.26)	Spring (revised 7.9.26)
Baseball		Baseball		Baseball		Baseball	Baseball	Baseball	Baseball
Softball		Softball	Softball	Softball		Softball	Softball	Softball	Softball
Boys Golf		Boys Golf		Boys Golf			Boys Golf	Boys Golf	Boys Golf
Girls Golf				Girls Golf			Girls Golf	Girls Golf	Girls Golf
Boys Tennis		Boys Tennis		Boys Tennis			Boys Tennis	Boys Tennis	Boys Tennis
Boys Track		Boys Track	Boys Track	Boys Track		Boys Track	Boys Track	Boys Track	Boys Track
Girls Track		Girls Track	Girls Track	Girls Track		Girls Track	Girls Track	Girls Track	Girls Track
Boys Lacrosse				Boys Lacrosse		Boys Lacrosse	Boys Lacrosse	Boys Lacrosse	Boys Lacrosse
						Girls Lacrosse	Girls Lacrosse	Girls Lacrosse	Girls Lacrosse
Badminton		Badminton		Badminton	Badminton	Badminton	Badminton	Badminton	Badminton
							Adapted Softball PI		
Adapted Softball CI									Adapted Softball CI
				Adapted Bowling CI		Adapted Bowling CI	Adapted Bowling CI	Adapted Bowling PI	