



*Hutchinson High School*

*Activities Handbook*

2018 - 2019

Hutchinson Public Schools offers a variety of extra and co-curricular activities designed to meet the interests of our students in grades 7-12. Our program is focused on personal growth and development that leads to well-rounded participants who are better prepared for life's challenges. Participants should expect to develop positive character traits such as time management, teamwork, leadership, sportsmanship, individual responsibility and accountability. Involvement in activities may also lead to development of goal commitment, character, a competitive spirit and school pride.

At Hutchinson Public Schools, participation in the activities program is a privilege, not a right. Students who elect to participate in activities will be expected to hold strong academics standings, and will be expected to demonstrate high standards of behavior both on and off school property.

The Hutchinson Tigers compete in the Wright County Conference, which includes Annandale, Dassel-Cokato, Delano, Glencoe-Silver Lake, Holy Family, Litchfield, Mound Westonka, New London-Spicer, New Prague, Orono, Rockford, Waconia, and Watertown-Mayer.

## **Mission Statement**

The purpose of the Activities Department is to foster and compliment the overall academic and intellectual growth of students along with the experiences that will enable them to interact with other students, test their own personal limits, and gain from the demands and realities of athletic and academic competition and performance based activities.

### **Core Beliefs**

We believe we should.....

1. Do what is right no matter what
2. Develop people first
3. Teach the game or activity
4. Involve as many participants as possible
5. Demand maximum effort from everyone involved in the program
6. Leave the program better than when we started in the program

**\*\*Revision notice:** This handbook may be modified at anytime throughout the year. The most up-to-date version will always be available on our district website at [www.isd423.org](http://www.isd423.org)

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## **Activity Offerings**

### **High School Level**

High school-level activities may have varsity, junior varsity, B-squad, and 9th grade teams, depending on the number of players trying out.

### **Fall Season**

Activity	Grades	Registration Dates	Season Begins
Cross Country: Boys and Girls	7 - 12	August - October	August 13
Volleyball	9-12	August - October	August 13
Football	9-12	August - October	August 13
Soccer: Boys	9-12	August - October	August 13
Soccer: Girls	9-12	August - October	August 13
Swimming and Diving: Girls	7-12	August - October	August 13
Tennis: Girls	9-12	August - October	August 13

### **Winter Season**

Activity	Grades	Registration Dates	Season Begins
Basketball: Boys	9-12	August - December	November 19
Basketball: Girls	9-12	August - December	November 12
Dance Team	7-12	August - December	October 22
Hockey: Boys	9-12	August - December	November 12
Hockey: Girls	9-12	August - December	October 29
Wrestling	9-12	August - December	November 19
Swimming and Diving: Boys	7-12	August - December	November 26
Knowledge Bowl	9-12	August - December	Mid-December
One Act Play	9-12	August - December	Mid-December

## Spring Season

Activity	Grades	Registration Dates	Season Begins
Baseball	9-12	August - May	March 18
Golf: Boys	9-12	August - May	March 18
Golf: Girls	9-12	August - May	March 18
Softball	9-12	August - May	March 11
Tennis: Boys	9-12	August - May	March 25
Track and Field: Boys and Girls	9-12	August - May	March 11
Lacrosse: Boys	9-12	August - May	April 1
Lacrosse: Girls	7-12	August - May	April 1

## Full School year

Activity	Grades	Registration Dates	Season Begins
Band (Pep, Honor, Jazz)	9-12	Anytime	School Year
Choir	9-12	Anytime	School Year
Visual Arts	9-12	Anytime	School Year

### **Middle School Only Level**

Middle school-level activities may have 7th grade and 8th grade teams, depending on the number of players registering.

### **Fall Season**

Activity	Grades	Registration Dates	Season Begins
Volleyball	7-8	August - October	August 27
Football	7-8	August - October	August 27
Soccer: Boys	7-8	August - October	August 13
Soccer: Girls	7-8	August - October	August 13
Tennis: Girls	7-8	August - October	August 13

### **Winter Season**

Activity	Grades	Registration Dates	Season Begins
Basketball: Boys	7-8	August - December	January 2
Basketball: Girls	7-8	August - December	October 29
Wrestling	7-8	August - December	November 19
Knowledge Bowl	7-8	August - December	Mid-November

### **Spring Season**

Activity	Grades	Registration Dates	Season Begins
Baseball	7-8	August - May	TBA
Golf: Girls	7-8	August - May	TBA
Golf: Boys	7-8	August - May	TBA
Track and Field: Boys and Girls	7-8	August - May	TBA
Softball	7-8	August-May	TBA
Tennis: Boys	7-8	August - May	TBA

## **Fees and Equipment**

Activity fees must be paid in full and prior equipment/uniform returned before participation in any activity. Hutchinson Schools has approved a maximum fee of \$450 per family per year. Families approved for educational benefits will have their fees waived.

### **High School Fees**

#### Fall Season

Activity	Fee
Football	\$165
Cross Country	\$125
Girls Swimming	\$125
Girls Tennis	\$125
Boys and Girls Soccer	\$125
Volleyball	\$140
Strength and Conditioning	\$40

#### Winter Season

Activity	Fee
Boys and Girls Basketball	\$140
Dance Team	\$125
Boys and Girls Hockey	\$165
Boys Swimming	\$125
Wrestling	\$140
Strength and Conditioning	\$40
Intramural Basketball	\$40

## Spring Season

Activity	Fee
Boys and Girls Lacrosse	\$125
Baseball	\$125
Softball	\$125
Boys and Girls Track	\$125
Boys and Girls Golf	\$125
Boys Tennis	\$125
Softball	\$125
Strength and Conditioning	\$40

## **Middle School Fees**

All middle school (7-8) athletics will be charged a \$100 activity fee. The only exception will be strength and conditioning, which is a \$40 fee.

## **Non-Sport Activities**

Fine arts activities at HHS will be charged an activity fee. Those offerings include:

- Fall musical - \$70
- Business Professionals of America - \$70
- Spring Play - \$70
- Speech - \$70
- One Act Play - \$70
- HOSA - \$70
- Math League - \$70
- Knowledge Bowl - \$70
- Robotics - \$70
- Marching Band - \$100

These activities will not be charged a fee for participation:

- Yearbook
- Band
- Choir
- New World Singers



## **Fee Refunds**

An activity fee refund can be requested up to the first contest or 10 days from the season start (whichever occurs first). The request must be submitted to the activities office.

## **Registration**

### **Online (Preferred Method)**

Parents can register students, complete required forms, and pay for activities through SchoolView's online system called FeePay.

### **Paper Registration**

If you are unable to register and pay online, please stop in the activities office at the high school. You will need to complete the registration form, the physical exam form, and the MSHSL eligibility form.

You must have an up-to-date sports physical on file to register for a sport.

## **Policies, Rules, Regulations**

### **Policies**

All Hutchinson Public School policies and student handbook regulations, as well as the policies enforced by the Minnesota State High School League, apply to student conduct while participating in activities. Violation of a policy may, and likely will, affect future participation in an activity. If a student is participating in an activity that is offered in conjunction with another school district, the policies of the district they are enrolled in apply.

### **Awards Banquet**

In order for a student to attend the end of the season awards banquet and receive any team or individual awards, he/she must meet eligibility requirements and be free of violations. Academic and/or letter awards can still be issued.

### **Home School Participation**

Parents or legal guardians of home school students who live in the district and wish to have their student(s) participate in a Hutchinson Schools activity must:

1. Prior to registration, provide the district with a written request for their student(s) to participate in an activity.
2. Comply with all eligibility requirements.

## Transportation

Students are required to travel to and from games and/or away practices by school-provided transportation only. An exception to this rule is if a student is injured and requires alternative transportation, or if prior approval has been given by a coach for a student to travel with his/her parent(s). The Activities Office must also be informed of alternative transportation.

## Code of Conduct

It is the philosophy of Hutchinson Schools that staff, students, parents and community members will model appropriate behavior by being a TIGER in all aspects of life. Being a TIGER is based on 5 core values: Tenacity, Integrity, Gratitude, Effort, and Respect.

## Eligibility Requirements

In order for a student to participate in activities, he/she must meet eligibility requirements set by the Minnesota State High School League (MSHSL) and Hutchinson Schools.

## MSHSL REQUIREMENTS

Visit [www.mshsl.org](http://www.mshsl.org) and click on "Resources" and "Eligibility".

## Hutchinson Schools Requirements

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

In addition, the following guidelines will be applied:

- Students coming out for an activity after the season has begun must be a fully-participating member of the team for seven days before being eligible for interscholastic competition. Full participation means that a participant attends and participates in all practices and games.
- Students who are ineligible for MSHSL events for academic/chemical ineligibility must be a fully-participating member of the team from the first day of practice until the end of the season to count toward reinstatement.

## Academic Eligibility

For a student to be eligible to participate on a MSHSL high school interscholastic team, he/she must be making satisfactory academic progress towards the school's requirements for graduation and/or maintaining current academic progress. Hutchinson Schools has expanded this requirement to include involvement in all co-curricular and extracurricular activities.

**Academic Probation**

- Students on Academic Probation are still eligible for competition.
- Students who do not meet satisfactory academic progress or current academic progress will be placed on academic probation.
- Students on academic probation will have grade checks every three weeks beginning at the end of the first three-week progress period to ensure they are passing all courses.
- Students who are not passing all courses after any three week period will be placed on Academic Ineligibility.

**Academic Ineligibility**

- Once placed on Academic Ineligibility, students will be ineligible to participate in contests or performances and will have weekly grade checks beginning at the end of Week 3 each term. They are able to practice while ineligible.
- If at the end of the term, the period of ineligibility will be for at least 10% of their season total contest and remain on probation for two grade check periods (6 weeks).
- If ineligible at the end of a progress period, the period of ineligibility will be at least one week.
- Students who become Academically Ineligible, and then stay on Academic Probation, will remain on Academic Probation through the remainder of the trimester.

**Attendance in School**

This procedure applies to all students involved in any co-curricular or extracurricular activity scheduled either during or outside the school day. School-initiated absences will be accepted and participation permitted. Medical appointments or other principal-approved absences are also exempted. A student may not participate in any activity or program if he/she has an unexcused absence from any class period during the day. If a student is suspended from any class, he/she may not participate in any activity or program that day. Any student who is ill for two or more periods during the school day may not participate in after-school activities for that day. This include practice.

**Attendance in Activities**

Any absence from a scheduled practice and/or contest/performance will be considered unexcused unless the individual communicated the absence to the coach prior to being gone. Emergency situations rest on advisor/coach discretion.

Unexcused absences from a scheduled practice or contest will result in:

- Suspension for one contest following the first violation
- Suspension for two contests following a second violation
- Dismissal for remainder of season following a third violation

**Health/Injury (Athletics Only)**

A student must have cleared a physical exam within the last three years from the start of an activity. After major surgery, serious illness, or injury, the attending physician must certify in writing the student's readiness for participation.

## **Team Levels and Formation**

### **Varsity/Junior Varsity**

The junior varsity and varsity level teams will concentrate more on competition success by playing/ involving the best students or teams available as determined by the designated advisor/coach. Participation and skill development, while still important, will play a smaller role (all students may not play every contest). If high participation numbers are evident, a tryout will be held and available to all interested students. Cuts will be made at this level when tryouts are necessary. No squad size will be smaller than the official squad as recognized by the Minnesota State High School League for that activity.

### **B-Squad**

While the focus at this level is still winning, less emphasis is placed on it than at the varsity/junior varsity level, and more emphasis is placed on participation and skill development. Participation does not mean equitable playing time. Cuts will be made at this level when tryouts are necessary.

### **9th Grade**

The focus at this level is the same as at the B-squad level; however, no cuts will be made at this level.

### **7th/8th Grade**

Seventh and eighth grade programs, when possible, will function on an organized interscholastic schedule with the largest focus on equitable playing time and skill development. Little emphasis will be placed on winning. No cuts will be made at this level.

### **Moving Up Levels**

The following guidelines will be considered before a student is moved from their normal level of competition to a higher level:

#### **Students in grades 9-10 moving to a higher level**

- Emotional, social, and physical maturity level
- Current and prospective skill level
- Does the particular student fill a team necessity?
- If moved up, they should get ample playing time.
- The move should be discussed with and approved by the parent, student, and Activities Director.

#### **Students in grades 7-8 moving to a higher level**

- All items above must be considered.
- Academic status and ability to hold that status with the demands of playing at a higher playing level

**Limiting**

At the varsity, junior varsity, and B-squad levels, limiting the number of players may be necessary to conform to squad size requirements.

Choosing members of the squad or cast is the sole responsibility of the coaches or advisors of those activities. It is also the responsibility of the coach/advisor to inform all candidates of the criteria established that will be used to select squad or cast members. There will be no appeal of the advisor/coach's decision.

Please be sure that when your student tries out for a team, both you and he/she understand there is a very real possibility of not being selected or being selected for a different team level than you wanted. If selected, both you and your student should be prepared to accept placement at any team level.

**Squad/cast limitation procedure**

- Completion of a minimum of three practice sessions or a set audition period
- Each candidate will be personally informed of the placement by the coach or advisor and the reason before any squad/cast lists are posted.
- Advisors and coaches will discuss alternative possibilities for participation in a sport or in other activities programs.
- If difficulties arise as a result of a squad/cast limitation, the coach/advisor will discuss the situation with the activities director.

**Starting Positions and Playing Time**

A main goal of a competitive activities program is to put the most talented members of the team in competition to win the contest. Starting positions and playing time are not guaranteed. Each member of a team is very valuable to the team's overall progress. Some members may play a great deal of time in a contest while others may not see what a parent would consider "significant" or equitable playing time. Each student should have personal experience as one of his/her goals.

## **Communications**

Athletic achievement requires sincere commitment from all athletes, parents, advisors/coaches, and administrators. For all of us to be successful, effective communication must occur. This communication protocol specifies the person who should be contacted first when there is a concern. Staff members will be contacted in the following order. If resolution of the concern is not achieved at the first level of communication, the next person in the communication protocol can be contacted.

- Coach/advisor directly involved with the student
- Head advisor/coach
- Activities Director
- Principal
- Superintendent
- School Board Chair

### **Communication From Coach**

It is reasonable to expect your student's advisor/coach to inform you of:

- Philosophy of the coach
- Expectations the coach has for your student
- Location and times of all practices and games
- Team requirements such as special equipment, off-season conditioning, etc.
- Procedures to follow should your student be injured during participation
- Discipline that may result in the denial of your student's participation

### **Communication From Parents**

We encourage fluid communication from parents to coaches/advisors. This communication should take place during a scheduled conference or if appropriate via email. Please do not attempt to confront an advisor or coach before or after a contest or practice. These can be emotional times for both the parent and the advisor/coach. Meetings occurring during this time usually do not promote objective analysis of the situation.

It is inappropriate to discuss with a coach/advisor:

- Team selection
- Playing time
- Team strategy
- Play calling
- Other players

### **Communication From Students**

Students should expect to communicate openly with their coach about the following items:

- If he/she is planning to be absent or tardy
- How his/her academics are going

- Asking for, and being open to, improvement ideas

## **EXPECTATIONS FOR ADVISORS/COACHES**

All advisors/coaches shall follow rules/guidelines set forth by the Minnesota State High School League, the Wright County Conference and Hutchinson Public Schools. Any advisor/coach in charge of students at any level and in any activity will be expected to maintain a high degree of integrity for carrying out their duties and responsibilities.

### **General Duties**

- Maintain open channels of communication with Activities Director, promptly report unforeseen problems or rule violations.
- Assign managers and the duties each is expected to perform
- Be first to arrive and MAKE SURE THAT YOU ARE THE LAST TO LEAVE. Supervision of students waiting for rides or to make phone calls is the advisors/coaches responsibility.
- Check that all students have turned in all required forms and are academically eligible.
- Have appropriate first aid equipment available at all times. Explain safety precautions, proper procedures and expectations of participants regarding safety.
- Demonstrate the manner in which equipment is to be worn or handled and how to take care of it. Equipment used in the junior/senior high program is the responsibility of the head advisor/coach. That responsibility may be delegated to another advisor/coach as needed, but the head advisor/coach must maintain direct responsibility.
- With the activity policy as a minimum guide, advisors/coaches should distribute a general expectation handout for participants at the beginning of the season, explaining expectations regarding practices, games/contests, academics, attendance, behavior, dress, etc. A copy of those expectations should be turned in to the Activities Director within one week of the initial practice.

### **Advisor's/Coach's Professional and Personal Relationships and Expectations**

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability. There is a definite need for precise criteria to measure advising/coaching accomplishments within the framework of the Hutchinson School District objectives for their activity programs. These major performance areas stand out above others:

- Rapport - An advisor/coach must be able to develop good rapport with any number of individuals and groups: team personnel, the student body, the professional staff, the community as a whole, spectators, officials, fellow advisors/coaches in the conference, media representatives and the parents of his/her students. Good rapport and an image of competency are invaluable for the advisor/coach.
- Cooperation - The district expects cheerful give and take between all individuals associated in any degree with the comprehensive program. Advisors/coaches must work hand in hand with their Activities Director, Principal and other members of their staff.
- Leadership - Diligence, enthusiasm, honesty and enjoyment of the game are all part of a professional pride that should be exhibited by any advisor/coach.

- Discipline - Every facet of discipline is the advisor/coach's responsibility. Individually, the advisor/coach becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season - at home and away, and the conduct of the crowd - especially where the student body is concerned. Desire to do well; to win well, to lose well, should be emphasized. Staff, students and spectators should be motivated toward established goals.
- Improvement - An advisor/coach should constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is recommended. Membership should be maintained in professional organizations, advisor/coach's associations, and similar groups, whose programs are geared toward greater achievement and fuller performance.

#### Expectations for Coaches

- Be a good role model
- Extend the educational environment to your activity
- Remain positive
- Promote sportsmanship
- Adhere to policies
- Promote professional growth
- Model enthusiasm

#### Staff Development

Staff development consists of two areas:

1. Clinics
2. State Tournaments

In regards to attendance at clinics or state tournaments, the following criteria will apply:

- Head Coaches
  - Clinics - School district will pay the cost of a sub and clinic registration
  - State Tournament - School district will pay the cost of a sub and ticket (one day)
- Assistant Coaches (9-12)
  - Clinics - School district will pay the cost of a sub and ½ clinic registration
  - State Tournament - School district will pay for cost of a sub and ticket; assistant coaches have to take a personal day

\*Coaches may not be able to attend clinic or state tournament on the same day due to the lack of subs in your building.



## **Emergency Closing of School**

In the event of schools being closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled. If weather conditions improve, practices, games, or events for varsity teams/groups may be scheduled upon approval of the Activities Director. Before scheduling such practices/games, there must be approval from the High School Principal and the Superintendent.

## **Equipment Policy**

All coaches and advisors are expected to keep accurate records of equipment checked out to students. Students who do not turn in equipment at the end of the season will be charged a fee to replace the equipment. Students will not be issued equipment for any other sport or activity until they have met their obligations from the previous sport or activity. Diplomas of graduating seniors will be held if they have unmet obligations. If students do receive their equipment before it is discovered that there is outstanding equipment, they will not be allowed to participate until the equipment has been returned or paid for.

In such cases where a student is in need of renting equipment from the school district (i.e. helmet, shoulder pads, jersey, etc.) a \$1 fee will be assessed to the student. The fee shall be refundable when the student returns the equipment in satisfactory condition.

## **Scheduling Practices**

- Holiday/Vacation Periods
  - Practices will not be held on Thanksgiving Day, Christmas Day, New Year's Day, or Easter Sunday or on those days contractually established as holidays when a holiday falls on a weekend. According to MSHSL rules, practices may not be held on Sundays. Practices may be held during other holiday or vacation periods, but separate practice schedules for these periods shall be made and distributed to students well in advance of the holiday periods.
- Workshop/Inservice Days
  - Practices on workshop or inservice days will not be held prior to 2:30 pm unless the coach/advisor has received prior approval from his/her building Principal and the Activities Director.
- Parent Teacher Conference Days
  - Practices on days of parent teacher conferences will not take place during times conferences are scheduled unless the coach/advisor is not employed as a teacher in the district. Every attempt will be made to avoid activity events during parent teacher conferences.
- Wednesdays/Sundays
  - No practices are to take place on Sundays. School activities are also not to be scheduled on Sundays, except on rare occasions, when special permission has been granted through the activities office and the MSHSL.

- Wednesday practices are held and, whenever possible, scheduled to not interfere with church night activities. When possible, practices should be done by 6:00 pm.

## **State Tournament/Contest Policies and Procedures**

- In the event that a team or activity qualifies for state competition, the following will apply:
  - The school district will provide transportation (when possible), lodging, and meal money for the team members and coaching staff.
  - The district will not cover lodging cost when it is determined that a team/group is able to travel to and from the competition in a reasonable manner. If the competition starts after 10:00 am, the district will not pay for lodging for the night before the competition.
  - Individuals and coaches will be allocated \$9 per meal. If breakfast is included with your hotel stay, money for 2 meals per day will be covered by the school district.
- In the event that an individual (or multiple individuals) qualify for state competition, the following will apply:
  - The school district will cover transportation (when possible), lodging, and meals for the participating individuals and coaches registered with the MSHSL.
  - The district will not cover lodging cost when it is determined that the individual is able to travel to and from the competition in a reasonable manner. If the competition starts after 10:00 am, the district will not pay for lodging for the night before the competition.
  - Individuals and coaches will be allocated \$9 per meal. If breakfast is included with your hotel stay, money for 2 meals per day will be covered by the school district.
- The school district will cover related expenses (parking, additional passes, etc), as required for participation in competition, for participating individuals and coaches.
- If school vehicles are not available for use as transportation, the district will reimburse, according to state guidelines, the coaches for use of personal vehicles.
- The school district will not cover transportation, lodging, or meals for managers/statisticians in the instance that an individual qualifies for state competition.
- The school district requires that all receipts be turned in the week after state competition is complete.
- Tips on meals should not exceed 20% of the bill.

## **Meeting Guidelines for Activities/Clubs**

There are guidelines on meetings of various clubs, activities and organizations that have meetings and sessions. The guidelines dictate when they can meet, where they can meet and who can advise that activity. Chiefly, all organizations and clubs of a similar type must have similar expectations.

- All student organizations, clubs and teams may use district facilities related to district policies.
- Anything related to district-employment, coaching, paid extra-curricular positions in general, Student Council, Speech, One Act, BPA, Robotics, etc. can meet at any time during the day that is approved by the District.

- Anything related to your curricular role as a teacher (Social Justice League in the Social Department, Math Team in the Math Department, Robotics in the Tech Ed, Culture Club from the World Language department) can also meet at any approved time during a contract day.
- Any student-organization not related to above (Fellowship of Christian Athletes, Drivers Training, etc.) may use district facilities as available and approved by Administration.
- District employees who are advisors for student-organizations not related to district employment cannot schedule meetings during their contract time.
- Any organization that is not affiliated with the school district may use district facilities upon approval, but are subject to district policies with respect to fee payments, etc.