



Hutchinson Public Schools

Activities Handbook
for Coaches and Advisors
2025-2026

Excellence in Academics, Activities, and Character

Hutchinson High School Contact List

Jennifer Telecky, Principal: 320-234-2694

jennifer.telecky@isd423.org

Tim Singer-Towns, Assistant Principal: 320-234-2692

timothy.singer-towns@isd423.org

Bill Tschida, Activities Director: 320-234-2698

william.tschida@isd423.org

Hutchinson Middle School Contact List

Dawn Holtz, Principal: 320-234-2631

dawn.holtz@isd423.org

Mike McDowell, Assistant Principal: 320-234-2632

mike.mcdowell@isd423.org

ISD 423 - Hutchinson Public Schools School Board Members

Diane Jankowski: diane.jankowski@isd423.org

Danny Olmstead: danny.olmstead@isd423.org

Garrett Luthens: garrett.luthens@isd423.org

Erin Knudtson: erin.knudtson@isd423.org

Michael Massmann: michael.massmann@isd423.org

Sara Pollmann: sara.pollmann@isd423.org

ISD 423 - Hutchinson Public Schools District Administration

Dan Deitte, Superintendent

daniel.deitte@isd423.org, 320-587-2860

Dr. Michael Scott, Director of Teaching & Learning

michael.scott@isd423.org, 320-234-2613

District Mission Statement

Excellence in Academics, Activities and Character

District Core Values

Relationships are essential for student success.

All students learn.

A culture of high expectations is critical.

A meaningful and challenging curriculum is vital.

HHS Norms

Help Everyone Succeed

Communicate “You Matter”

Honor the Absent

See the Problem, Own the Problem

Assume Positive Intent

HHS Phone Contacts

Attendance Secretary 320-234-2691

High School Office 320-587-2151

Activities Office 320-234-2647

Counseling Office 320-234-2641

Crow River ALC 320-234-2692

Chemical Health Coordinator 320-587-2151, x5003

Crisis Lines

Hutchinson Area Health Care Helpline: 320-484-4585

First Call for Help: 800-543-7709 or 211

The procedures included in the Hutchinson Public Schools Coaches & Advisors Handbook are based on School Board policy and are the guidelines for school operation. Complete policies are available for review on the school district’s website: www.isd423.org.

The procedures and policies listed are those enacted by the School Board or proposed to them in July 2025. In the event that this handbook conflicts with any subsequent Legislative, School Board action, or procedural changes taking place in the interim, amendments to this document will be posted and disseminated 72 hours prior to these actions taking effect.

TABLE OF CONTENTS

Introduction				4
Registration				6
Fees	Refunds	Physical Examination	Registration Method	
Student Eligibility				8
Standards	Eligibility	MSHSL Transfer	Team Selection/Cutting	
Attendance	Home School	Participation		
Deadlines	Leadership	School Suspension		
Clubs & Activities				15
Cash Boxes	Meetings	Community Service	Starting a Club	
Cash Handling				
Coach / Advisor Responsibilities				17
Budget	Early Dismissals	Mailboxes	ID Badge	
Meetings	Equipment Issues	New Employee Procedure	Recruitment	
Evaluation	Fundraising	Parent Conferences	Team Apparel	
Conduct	Injury	Payment / Stipend	Terms of Coaching	
Code of Ethics	In-Service Days	Complaints	Uniform Purchasing	
Staffing	Job Descriptions	Professional Development	Brand Consistency	
Passes	Keys	Membership		
Pre-Season				28
Captains' Practice	Meetings	Scheduling	Team Handbook	
In-Season				31
Election Dates	Parents' Night	Tournament Participation	Weather	
Game/Scrimmage	Pre-/Half-Time Activities			
Student Safety & Supervision				35
Athletic Trainer	Door Propping	Reporting Injuries	Training Room	
AED	Supervision	Equipment	Weight Room	
Care of Injuries	Locker Rooms	Security / Theft		
Facility Use				38
Commons (HHS)	Community Education	Facility Use	Open Gyms	
Transportation & Travel				40
Coach/Advisor	Extended Field Trips	Students	Protocols	
Post Season				42
Banquets	Awards	Protocols		
Out of Season				44
Non-School Leagues, Camps and Clinics				

INTRODUCTION

PHILOSOPHY OF CO-CURRICULAR ACTIVITIES

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 academic standing, 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, Howard Lake-Waverly-Winsted, Jordan, 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...

- Do what is right no matter what

- Develop people first

- Teach the game or activity

- Involve as many participants as possible

- Demand maximum effort from everyone involved in the program

- Leave the program better than when we started in the program

FUNDAMENTALS OF GOOD SPORTSMANSHIP

Show respect for the opponent at all times. When an opponent visits Hutchinson High School, the team and coaching staff should be treated as guests, greeted cordially on arriving, given good accommodations, and accorded the tolerance, honesty, and generosity which all human beings deserve. When visiting another school, we should be cordial and appreciative of our host. Good sportsmanship is the Golden Rule in action.

Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.

Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and have the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

REGISTRATION

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 **\$650 per family per year**.

HIGH SCHOOL FEES

Fall Season		Winter Season		Spring Season	
Activity	Fee	Activity	Fee	Activity	Fee
Football	\$186	Boys and Girls Basketball	\$157	Boys and Girls Lacrosse	\$141
Cross Country	\$141	Dance Team	\$141	Baseball	\$141
Girls Swimming	\$141	Boys and Girls Hockey	\$186	Softball	\$141
Girls Tennis	\$141	Boys Swimming	\$141	Boys and Girls Track	\$141
Boys and Girls Soccer	\$141	Wrestling	\$157	Boys and Girls Golf	\$141
Volleyball	\$157	Strength and Conditioning	\$45	Boys Tennis	\$141
Strength and Conditioning	\$45	Intramural Basketball	\$45	Strength and Conditioning	\$45

FREE AND REDUCED FEES

Students who qualify for free lunch will pay 25% of the participation fee. Students who qualify for reduced lunch will pay 50% of the participation fee.

MIDDLE SCHOOL FEES

All middle school (grades 6-8) athletics will be charged a \$120 activity fee. The only exception will be strength and conditioning, which is a \$45 fee.

Activities

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

- Business Professionals of America - \$79
- Fall Musical - \$79
- Knowledge Bowl - \$79
- HOSA - \$79
- Marching Band - \$112
- Math League - \$79
- One Act Play - \$79
- Robotics - \$85
- Speech - \$79
- Spring Play - \$79

These activities will not be charged a fee for participation:

- Band
- Choir
- New World Singers
- Yearbook

REFUND GUIDELINES

- A. There will be refunds given to those students who terminate participation in an activity.
- B. The amount of the refund will be according to the following time schedule:
 - Up to ½ season – full refund
 - ½ season through season's end – no refund
 - Intramurals – no refund
- C. No refunds will be given without verification in writing by the coach or director of the termination.
- D. All refunds will be by District 423 check only. There will be no cash refunds.
- E. No refunds will be given after the conclusion of the season.

PHYSICAL EXAMINATION

A physical examination is required every three years for athletics and marching band and must be on file in the Health Office at Hutchinson High School.

REGISTRATION

Online (Preferred Method):

Parents can register students, complete required forms, and pay for activities through Affinity, our online payment vendor.

Paper Registration:

If unable to register and pay online, parents / students can stop into the activities office at the high school to complete the registration form, the physical exam form, and the MSHSL eligibility form.

STUDENT ELIGIBILITY



Academic Eligibility

Philosophy: Student academic progress is a priority, and the decisions regarding eligibility should reflect a commitment to meeting the needs of students in activities. This policy reflects the goals of holding students who are in activities to a higher standard to be able to participate. Because these needs are so varied, the scholastic policy must reflect some flexibility.

3 Week Grading Period

At the 3 week grading period the activities director will review grades for students involved in a sport or activity. If a student has a D or F in any class the student and parents will be contacted and reminded about the eligibility guidelines. This contact would be a notification to the students to work towards improving their grades so as to not affect their academic eligibility.

6 Week Grading Period

A student that receives one or more "F's" as a 6 week grade will be placed on probation for the remainder of the grading period (trimester). The student and parent will be notified of the student's placement on academic probation. These students will initially be ineligible for a period of one week or one event whichever is longer. The students eligibility status will be determined on a weekly basis for the remainder of the grading period (trimester). Students must be passing all classes on a weekly basis to participate in contests. Students must demonstrate satisfactory progress by completing an Academic Progress Form showing no failing marks in the current trimester to regain eligibility. The form is found in the Activities Office. It is to be completed the school day prior to regaining eligibility and must be signed by all of the student's teachers. Students with a D will be notified as a reminder to continue to stay on track to pass their class.

12 Week Grading Period

Students who receive a grade of "F" as a trimester grade will be placed on academic probation for the entirety of the next grading period (trimester). The student and parents will be notified of the student's placement on academic probation. These students will initially be ineligible for a period of one week or one event whichever is greater. The students eligibility status will be determined on a weekly basis for the remainder of the grading period (trimester). Students must demonstrate satisfactory progress by completing an Academic Progress Form showing no failing marks in the current trimester to regain eligibility. The form is found in the Activities Office. It is to be completed the school day prior to regaining eligibility and must be signed by all of the student's teachers. A student who passes all of his or her classes at the end of this term will no longer be on academic probation.

End of 3rd Trimester Policy

Any student that receives an “F” at the end of trimester 3 the student and parents will be notified and the student will be on academic probation in the fall and subject to the guidelines of the 12 Week Grading Period. The students eligibility status will be determined on a weekly basis for the remainder of the trimester one grading period. Students must demonstrate satisfactory progress by completing an Academic Progress Form showing no failing marks in the current trimester to regain eligibility. The form is found in the Activities Office or online on Hutchinson Activities Web Page. It is to be completed the school day prior to regaining eligibility and must be signed by all of the student’s teachers. If the student passes all classes at the end of the grading period, he or she shall be removed from academic probation. Any student successfully completing summer school to recover the credit will not be placed on academic probation to start the fall season.

4. A grading committee consisting of the Principal, Coach, Assistant Principal and Activities Director shall have the authority to review and rule on the eligibility of students with special or unusual circumstances.

5. Ineligible students are not allowed to dress or participate in any contests but are allowed to attend practices during the period of ineligibility.

6. All Student participants must be “on-track” to graduate from Hutchinson High School to participate in an activity, as per MSHSL guidelines and HHS Scholastic Grading Policy. Any required class that a student fails they must recover that credit to be eligible for the next school year.

DAILY ACTIVITY ATTENDANCE

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:

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

DAILY SCHOOL ATTENDANCE

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 one or more periods during the school day may not participate in after-school activities for that day. This includes practice.

DEADLINE FOR JOINING / DROPPING AN ACTIVITY

Students joining a team after the 4th Monday of the season may be ineligible for section, region, and state competition. Please check with the Activities Director for clarification.

A student may choose the activity they wish to join.

No student shall change sports after the second week of the season without the consent of each coach involved and with the approval of the Activities Director.

ELIGIBILITY

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. All activities at Hutchinson High School will use MSHSL protocols for eligibility and participation whether or not the activity in question is in fact governed by the MSHSL.

MSHSL Eligibility Requirements: Visit 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:

- 1) 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.
- 2) 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.

END OF A SEASON

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

- To eliminate a player from being scheduled to practice in a completed sport and to allow the individual to start preparation for the next sport season.
- To allow coaches with consecutive coaching assignments to be available immediately for the next coaching assignment.
- To eliminate the conflict of determining priority in the scheduling of facilities.

Therefore, the following guidelines for scheduling will be followed:

Games and events will take priority over practices and rehearsals.

In-season activities shall take precedence over out-of-season activities.

Teams entering their post-season events shall take precedence over teams beginning their seasons.

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.

LEADERSHIP ELIGIBILITY

Students holding leadership positions (including, but not limited to: captain of a team; officer of an organization or club; class candidates for Homecoming Court; other) for any activity under the auspices of the Activities Department who are found to have acted contrary to Minnesota State High School League (MSHSL) policies and/or ISD 423 policies that result in a MSHSL Code of Conduct violation and/or a school suspension will be immediately removed from their position of leadership and will be ineligible to hold any other such position for a period of one (1) calendar year. If extenuating circumstances warrant, the student may appeal this determination by initiating a discussion with the Coach/Advisor involved, the Principal, and the Activities Director.

MSHSL TRANSFER RULES

Domestic Students

- 1) A student of any grade level (grades 7-12) who discontinues enrollment and attendance in a school district, or who discontinues enrollment in a high school and attends another high school, is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school attended, and one of the provisions in section 2 is met. If none of the provisions in section 2 is met, the student is immediately ineligible for varsity competition for a period equal to 50 percent (rounded up to the next whole number) of the regular season varsity games scheduled in each sport in which the student participates. This period of ineligibility shall be for one (1) calendar year (365 days) beginning with the first day of attendance in the new school. If the total number of games for which the student is ineligible exceeds the number of regular season and MSHSL tournament varsity games remaining to be played in that sport season, the penalty will carry over into the next school year. End-of-season tournament games count toward serving the penalty. The period of ineligibility shall begin immediately upon qualifying for a MSHSL activity each season and continue uninterrupted until the penalty has been served in each season of participation for one calendar year. Students are immediately eligible for B-squad and junior varsity competition. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.
- 2) A transfer student is eligible for varsity competition if:
 - a) the student is enrolling in 9th grade for the first time.
 - b) the student transfers from one school district attendance area to another during the same academic school year or during the summer months preceding the start of an academic school year in which there is a change of residence and occupancy in Minnesota by the student's parents or legal guardians.
 - c) the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
 - d) the student was fully eligible and attending a Minnesota school on the last day of the previous school year and enrolls in and attends a new school on the first day of the school year under the provisions of Minnesota state law. A student is limited to one transfer under the provisions of this section during the student's high school career, grades 9 – 12.

(Note: Students who transfer under the provisions of open enrollment or secondary enrollment options but do not attend the first day of school in the fall in the new school will be ineligible under the transfer rule. The transfer will however count as their one time transfer under this provision.)

Foreign Exchange Students

A foreign exchange student who is enrolled in and attending a Minnesota high school will be eligible to participate in varsity competition provided that the student meets all of the conditions listed below. Foreign exchange students shall be limited to one calendar year of high school eligibility commencing with their first day of attendance.

- 1) The student must be under the auspices of and be placed with a host family by an international student exchange program that has been approved for listing by the Council on Standards for International Educational Travel (CSIET) and be recognized by the U.S. Department of State. The foreign exchange program must assign students to host families by a method that ensures that no student, student's parents, school, or other interested party may influence the assignment for athletic or other purposes. The foreign exchange student may not be selected or placed on any basis related to their athletic interests or abilities.
- 2) A foreign exchange student is considered to be placed with a host family when written notice of placement is provided by the exchange organization to the student and the student's parents, and to the host family.
 - a) Neither the school the student attends nor any person associated with the host school shall have input into the selection of the student.
 - b) No member of the school's coaching staff, paid or voluntary, shall serve as the host family.
- 3) The foreign exchange student must possess a current J-1 visa issued by the U.S. Department of State. The foreign exchange student must comply with all MSHSL eligibility requirements. A completed Foreign Exchange Student Registration Form must be provided to the high school principal and approved by the League office before the student is eligible for varsity competition.

Other International Students:

An international student who is enrolled in and attending a Minnesota high school and who is not under the auspices of and placed by a CSIET listed exchange program is ineligible for varsity competition. International students shall be limited to one calendar year of B-squad or junior varsity eligibility commencing with their first day of attendance provided that the student meets all of the following conditions:

- 1) The student must possess a current F-1 visa issued by the U.S. Immigration and Naturalization Service.
- 2) The student must provide the principal of the school the student attends an official untranslated transcript, as well as a transcript that is translated into English by an acceptable agent or agency, that indicates work taken in all grades in which the student was enrolled.
- 3) The international student must pay tuition to the high school the student attends as prescribed in Section 625 if U.S. Public Law 104-208.
- 4) No member of the school's coaching staff, paid or voluntary, shall serve as the resident family for the student.
- 5) The international student must comply with all MSHSL eligibility requirements, and a completed International Student Registration Form must be provided to the high school principal and approved by the League office before the student is eligible for B-squad or junior varsity competition.

PARTICIPATION

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. District 423 is committed to a school activities program as an integral part of the total educational program. The intent of school activities is to compliment the instructional program in providing students with additional opportunities for growth and development. Students enrolled full-time in District 423 schools, including Post Secondary Educational Options, and approved off-site vocational programs are eligible to participate. The district will allow all resident students receiving instruction in a home school as defined in Minnesota Stat. 123B.36, Subd. 1, to be eligible to fully participate in school activities on the same basis as public school students. The district will also allow students in the middle school grades who reside within the boundaries of the district and attend a private school that does not offer the activity or sport. The following stipulations are applicable: All participants shall pay the appropriate district fee for participation in the activity.

- a. Home schooled and private school students are responsible for their own transportation to and from the junior high or middle school activity.
- b. All participants are subject to the eligibility rules and regulations set forth by the district and the MSHSL.

The student activity program should represent the interests and desires of the students; conform to the standards established by the Minnesota State High School League (MSHSL); operate in accordance with applicable athletic conference policies; adhere to appropriate district policies; and operate within the resources available.

The student activity program shall provide for a balance of athletic and non-athletic activities. The program shall also provide for equivalent participation opportunities for students of both genders. The School Board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner.

It shall be the responsibility of the superintendent or designee to disseminate information needed to inform students, parents, staff and community of the opportunities available within the school activity program and the rules of participation.

If a student feels unsafe participating in a particular contest, the student must inform the head coach/advisor. The head coach/advisor will then excuse the student from participating without consequence. Student safety is a top priority of the school board.

PARTICIPATION PROCEDURES AND GUIDELINES

The district encourages student participation in all co-curricular activities. However, it is recognized that there may be practical considerations which lead to the limiting of participation in an activity. These factors include:

Middle School (Grades 6, 7, and 8)

- Levels of competition not to exceed team in Grade 6.
- Levels of competition generally A & B teams in Grades 7 and 8. Participation in MSHSL sponsored programs is permissible for students in Grades 7 through 12. Students in Grades 7 through 12 are eligible to participate on freshman, sophomore, B-squad, and junior varsity teams.
- On rare occasions, a 7th or 8th grade student may be physically, emotionally, and academically mature, as well as athletically gifted. Consideration should be given to allow that student to compete at the varsity level. The needs of the student and concern for his/her physical, mental, emotional, and academic well-being must be a high priority. A decision such as this will require a thoughtful and careful look at these elements when deciding what will be in the best interest of the student.
- Placement procedures are outlined in the Coaches'/Advisors' Handbook.

- The number of participants at each middle school level should be based on reasonable opportunity to participate.
- The safe operation of the program.

High School (Grades 9, 10, 11, and 12)

- Number of participants allowed by the Minnesota State High School League.
- Levels of competition not to exceed varsity, junior varsity, B squad, and C Squad.
- Realistic opportunity to compete.
- The safe operation of the program.
- Staffing resources.

If the head coach/advisor of an activity foresees the possibility of limiting the roster size by cutting participants, the following procedure shall be followed:

- Parents and participants shall be made aware of this possibility during the pre-season parent and team meeting.
- The head coach/advisor shall meet with the activities director prior to the season to discuss and develop a mutually agreeable process to be followed.

9th Grade Level (C-squad)

- The focus at this level is placed on participation and skill development. No cuts will be made at this level.

10th Grade Level (B-Squad)

- While the focus at this level is 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.

Junior Varsity/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.

Official Squad Sizes

- As a part of efforts to involve as many participants as possible, coaches are expected to carry full squads (as defined by MSHSL and National Federation team definitions). Because official squad sizes can change, please refer to Guidelines for Participating Schools published individually for each sport.

Those students who participate in MSHSL activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

The superintendent or designee shall be responsible for conducting an evaluation of the school activity programs inclusive of program participation facts and presenting the results and any recommendations to the School Board as requested.

PARTICIPATION IN TWO ACTIVITIES DURING THE SAME SEASON

There may be times when an athlete wishes to compete in more than one activity during the same season.

All requests should be made to the Activities Director, who has the final decision.

Permission to participate in both activities may be granted after consideration of the following criteria:

- Athletes must declare a primary sport. Any scheduling conflicts will result in the athlete attending the major sports contest.
- The agreeability of both head coaches or directors.
- Demonstration of the athlete being able to meet the minimum participation standards for practices and events in each activity.
- The agreeability of the athlete's parents.
- The athlete's school, work, and personal schedule, as well as the athlete's academic standing will be examined.
- The effect on the team members will also be considered.

SCHOOL SUSPENSION

Any participant who is suspended from attending classes for disciplinary reasons is likewise suspended from practices and games during the period of suspension.

SELECTION OF TEAM & CUTTING POLICY

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Hutchinson High School, we encourage coaches to keep as many students as they can.

Coaches are expected to carry a full squad as defined by the MSHSL.

Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport.

Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Lower level coaches shall take into consideration the policies as established by the head coach in that particular program when selecting final team rosters.

Prior to trying out, the coach shall provide the following information to all candidates of the team:

- Extent of tryout period
- Criteria used to select the team
- Number to be selected
- Practice commitment if they make the team
- Game commitments
- When a squad cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - Have completed a minimum of five practice sessions
 - Be personally informed of the cut by the coach and the reason for the action
 - The coach will inform the Activities office about a refund of any activity fee(s).
- Any cutting other than as specified above, can only be made with the consent of the Activities Director.

Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.

CLUBS & ACTIVITIES

CASH BOXES

Requests for cash boxes should be directed to the Activities office at least three days in advance. The total amount of money requested as well as the desired denominations should be indicated. Paper currency only. Coin is not kept on-hand.

CASH HANDLING

You are responsible for funds left in your work space at any time. All funds received shall be delivered to the building office immediately and will be entered into a receipt book immediately. The receipt book shall contain receipts that are numbered in consecutive order.

The receipt shall contain the following information at minimum: name of person/company the money is from, what the money's for, if the funds were in the form of cash or check, and the date the funds were received.

All funds shall be placed in a secure location as soon as possible. At minimum, this should be done at the end of each business day. Money, cash or checks, should never be left in an unsecured location (classroom, breakroom, computer lab, conference rooms, etc).

If money is being deposited for a specific purpose (such as graduation) a separate list should also be maintained that indicates the student's name and whether or not payment has been received. A copy of the list should accompany the funds when delivered to the building office.

Cash or coin received shall not be expended unless the Purchasing procedure is followed as outlined on page 24. A purchase order must be obtained prior to expending funds.

MEETING GUIDELINES FOR CLUBS & ACTIVITIES

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.

SCHOOL / COMMUNITY SERVICE

School/community service will constitute a factor in determining the function of a club. We encourage as many groups to have a service aspect to their group function as possible.

STARTING A CLUB

A special interest club may be offered when there is sufficient student interest and an adult willing to act as club sponsor/advisor.

When the club becomes chartered, the following will be available to the club:

- The club will be listed in the Activities handbook.
- The club's picture will be taken and included in the yearbook.

Contact the Activities office for a club application.

High School & Middle School Student-Driven Club Qualifications

Considerations in creating student driven clubs:

- Supervisor availability
- Is the club educationally based?
- What is the number of participants in the club?
- Do we have space and necessary equipment available?
- What will the cost of the club total?

COACH / ADVISOR RESPONSIBILITIES

ACTIVITIES BUDGET

Co-curricular activities have a general fund budget established for them each year. Clubs derive their operating money through fundraising activities.

ACTIVITIES STAFF MEETINGS

There are times when the total coaching or advising staff, or coaches active in a particular season, will meet. Coaches/advisors are expected to attend the meetings when scheduled. Notification of one's absence from the meeting should be given to the Activities Director at least one day prior to the meeting.

ACTIVITIES GENERAL MEETING SCHEDULE

Meetings are scheduled at the beginning of each season. All coaches/advisors involved in that season must attend one of the scheduled meetings.

Each head coach/advisor is to schedule a year-end meeting with the Activities Director within two weeks of the conclusion of his/her season. The total program staff is not required to attend this meeting.

ACTIVITIES BUDGETING PROCESS

All head coaches will be asked to submit a budget request for all levels of his/her activity. This should include additional staff, capital outlay/fixed asset needs, and supply needs.

The coach and Activities Director may have a brief meeting to discuss the requests.

The Activities Director will prepare the total budget request to submit to the administration.

The coach will be notified as soon as possible of his/her budget allocations.

All coaches will be expected to stay within their budget.

ACTIVITY EQUIPMENT, UNIFORMS & SUPPLIES

All equipment, uniforms and supplies purchased are the property of the Activities Department and will be shared among appropriate teams at the discretion of the Activities administration and Equipment Manager(s).

All equipment that is lost or damaged will be re-purchased from the budget of the activity or booster club fund that lost the equipment.

Purchase of uniforms and warm-ups are on a 5-6 year rotation.

BUILDING STAFF MEETINGS

Coaches/advisors who are also district employees are expected to attend and participate in building staff meetings. Practices should be covered by non-teaching staff coaches or delayed until teaching staff coaches finish the staff meeting.

COACHES' / ADVISORS' EVALUATION

Evaluation has been developed for the following reasons:

- 1) To help the coach/advisor assess performance and ascertain areas of strength and weakness.
- 2) To provide an objective and comprehensive record for an evaluation of coaching/advising effectiveness which can be used as one of the criteria when reappointment is being considered.
- 3) To reflect on an acceptable system-wide philosophy of the activities department.
- 4) To serve as a guide for constructive supervision.

Guidelines for evaluation are:

- 1) The head coach/advisor will be evaluated annually by the Activities administration.
- 2) Intensive evaluations – in which information will be gathered from as many sources as possible – will be conducted once every three years.
- 3) The head coach evaluates assistant coaches yearly with supplementary evaluations done by the Activities Administration.
- 4) Head coach must complete a self-evaluation to be shared with the Activities Director.

COACHING / ADVISING PERSONNEL CONDUCT

Coaches/advisors have earned a unique position of esteem in the community that allows them to influence many of the young people with whom they work. This prestigious position carries with it a special responsibility. Because young people respect and emulate coaches/advisors, it is important that the coach/advisor/advisors have a positive influence on young people. Always be sure that the young men and women who have participated under the leadership of the Hutchinson High School coaching/advising staff are better persons for having done so. Never place the value of a win above that of instilling the highest desirable ideals and character traits in athletes.

Adherence to the code of ethics of the Minnesota State High School Coaches' Association and the guidelines included in this manual will be expected from all coaches/advisors. Setting an example for athletes by following the Minnesota State High School League rules on alcohol, tobacco, and drugs when in contact with students and parent groups will help foster positive coaching relationships.

High-functioning coaches/advisors always have emotions under control, do not attack officials, never use foul language, and maintain the dignity of the coaching profession.

CODE OF ETHICS

(From Minnesota State High School Coaches Association)

As a professional educator, I will:

- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment. Respect the integrity and personality of the individual athletes.
- Encourage the highest standards of conduct and scholastic achievement.
- Seek to inculcate good health habits including the establishment of sound training rules. Fulfill responsibilities to provide health services and an environment free of safety hazards. Exemplify the highest moral character, behavior and leadership.
- Promote ethical relationships among coaches.
- Encourage a respect for all athletes and their values.
- Abide by the rules of the game in letter and spirit.
- Respect the integrity and judgment of sports officials.

- Display modesty in victory and graciousness in defeat.
- Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

I will not:

- Approve commercialism, solicitation, subsidizing, or professionalism entering into high school athletics.

CO-CURRICULAR STAFFING

It is the responsibility and obligation of the school district to staff its co-curricular programs. Staff will be assigned as equitably as possible to correspond with student participation, program levels, and conference, region, or state standards subject to available resources and budget.

In the event that staffing positions have been eliminated due to district budget reductions, fundraising may be done to re-establish the eliminated position(s) with the consent of the Activities Director.

Contributions for staffing may be accepted from recognized external groups (e.g. Community youth associations, Booster clubs, etc.) assuming the following parameters are met:

- The salary is based on the salary schedule in the current district master contract.
- Accepting the contribution does not place the district in an untenable position related to staffing ratios and/or equity guidelines.
- The contribution is supported by the Activities Director, the High School Principal, the Superintendent, and accepted by the School Board.
- Limited income stipends may be paid to individuals performing specific, part-time tasks. For example, a choreographer may be hired for the dance team, an accompanist may be hired for the musical, or an individual may be hired for the preparation of a game program, etc. This stipend may be covered by fundraising or by contribution, but it will not be additionally staffed.

DISTRICT, CONFERENCE, AND SECTION PASSES

District 423 employees will be admitted to all home games free of charge upon presenting their ID card.

Wright County Conference passes are limited in number by the conference. In order to accommodate all needs for conference passes, these will be available by request only.

Region and Section passes will be issued by the Activities Director for use at Region and/or Section tournaments.

In all cases, the bearer of the pass is to be an adult.

EARLY DISMISSALS FOR COMPETITION

When a team or group must be excused during the school day, the coach/advisor must present an alphabetical list of team members, according to grade level, to the attendance secretary three days in advance. A copy will be given to all teachers.

Early dismissal for competition will usually be honored. Early dismissal for practices will be denied.

EQUIPMENT ISSUE PROCEDURE

The coach/advisor is responsible for the issuance of all equipment, supplies, and uniforms in his/her activity.

The coach/advisor is responsible for the collecting, cleaning, inventory, repairing, and storing of all supplies.

Requests to use equipment that is the property of Hutchinson High School must receive the approval of the office of the Activities Director.

FUNDRAISING: CONTRIBUTIONS / SOLICITATION OF FUNDS OR EQUIPMENT

Coaches/Advisors are to complete the fundraising application form located in the activities office and submit to the Activities Director. Any changes made after approval must be submitted to the activities director for approval. Any individual or organization that desires to make a contribution to our school should acquire administrative approval of the appropriateness of the gift prior to the purchase of the contribution. Contributions accepted by the School Board will be used or displayed as deemed appropriate by the administration. The coach/advisor receiving the donation should write a letter of thanks with a copy to the Activities Director who will send a copy to the superintendent. (Note: The amount of the donation is between the donor and the IRS. We don't place a value on anything except cash contributions; we just verify that equipment, etc. has been donated.)

INJURY WHILE COACHING/ADVISING

If you are injured while coaching/advising you must report the injury immediately to the Activities Office.

A "First Report of Injury" form needs to be completed and sent to the Human Resources Office to determine if Workers Compensation benefits are applicable.

IN-SERVICE DAYS

The following procedures for athletic practice on in-service days have been approved:

- On "in-service days" all staff coaches must attend in their entirety all in-service meetings, all department meetings, and/or all building level staff meetings.
- Athletes and activities may not be in the building or use school facilities unsupervised on "in-service" days.
- Non-staff coaches may conduct practice during district-designated times when the facilities are free. All practices should be coordinated through the Activities office to avoid scheduling conflicts.

JOB DESCRIPTION: HEAD ATHLETIC COACH

Qualifications:

- 1) Valid Minnesota teacher certification, coaching license, and/or working towards a variance, or
- 2) In the judgment of the school board, the individual has the knowledge and experience necessary to coach the sport; can verify completion of six quarter credits (or equivalent) or 60 clock hours of instruction in first aid and the care and prevention of athletic injuries; can verify completion of a coaching methods or theory course.
 - a) Has the ability to organize and supervise a total sports program.
 - b) Has previous coaching experience in assigned sport.
 - c) The Head Coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.
 - d) Attend meetings on the local and state level for his/her sport.
 - e) Maintains active memberships in related professional organizations.

Reports To:

Activities Director, who provides overall objectives and final evaluation in conjunction with the High

School Principal.

Supervises:

In several instances the head coach must advise, coordinate and support a staff of High School assistant coaches and Middle School coaches in conjunction with the Activities Director and respective Principal.

Job Goal:

- 1) To instruct athletes in fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

General:

- 1) The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
- 2) The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.
- 3) It is the express intent of these duties and responsibilities to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

- 1) Has a thorough knowledge of all the policies approved by the ISD 423 Board of Education and is responsible for its implementation by the entire staff of the sports program.
- 2) Has knowledge of existing systems, state and league regulations; implements the them consistently and interprets them for staff.
- 3) Generates an attitude of good sportsmanship and fair play by adhering to the Minnesota State High School League "Code of Ethics".
- 4) Understands the proper administrative line of command and refers all requests or grievances through proper channels.
- 5) Is aware of all public/staff/departmental meetings that require attendance.

Staff Responsibilities:

- 1) Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to insure staff awareness of the overall program.
- 2) Trains and informs staff, encourages professional growth by encouraging clinic attendance.
- 3) Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
- 4) Maintains discipline, adjusts grievances and works to increase morale and cooperation.
- 5) Performs such other duties, which may be assigned by the Activities Director.

Administrative Duties:

- 1) Assists the Activities Director in scheduling needs requirements for tournament and special sports events.
- 2) Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility times.
- 3) Verifies that all athletes have all forms and obligations cleared through the Activities Office before an athlete is allowed to practice.
- 4) Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
- 5) Advises the Activities Director and recommends policy, method or procedural changes.
- 6) Prepares and submits year-end reports, including information as to participants, letter winners, grade levels, specific honors, records, standings, and recommendations for all levels of participation.

Student Responsibilities:

- 1) Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- 2) Understands and supports the District's chemical awareness policy and assists in its implementation.
- 3) Is aware of student athletes' grades, conduct, and school attendance.
- 4) Provides assistance, guidance and safeguards for each participant by his/her presence at all practices, games and while traveling emergencies.
- 5) Initiates programs and policies concerning injuries, medical attention and emergencies.
- 6) Completes paperwork on all disabling athletic injuries on proper forms and submits to Activities Office within 24 hours.
- 7) Directs assistants, captains, student managers and statisticians.
- 8) Determines discipline, delineates procedures concerning due process in coordination with the Activities Director when the enforcement of discipline is necessary and contacts parents when a student is dropped, becomes ineligible, or displays behavioral concerns.
- 9) Develops a positive relationship between coach and athlete through open communication.
- 10) Counsels and advises athletes in their college or advanced educational selection.
- 11) Participates in the budgeting function with the Activities Director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
- 12) Checks in, inventories and stores uniforms and supplies/equipment with the equipment manager.
- 13) Is certain all equipment is properly marked before issuing or storing.
- 14) Permits the athletes to only be in authorized areas of the building under special circumstances.
- 15) Examines locker rooms before and after practices and games, checking on general cleanliness of the facility.
- 16) Secures all doors, lights, windows and locks before leaving the building.
- 17) Instills in each player a respect for equipment and school property, its care and proper use.
- 18) Ensures that the athletes are not left unsupervised.
- 19) Prepares appropriate awards for presentation to varsity level participants.
- 20) Conducts some form of awards presentation for his/her activities.
- 21) Attends the annual Senior Athletic Program.
- 22) Adheres to district transportation policies and timelines as delineated in this handbook.

Public Relations:

- 1) Avoids criticizing, admonishing, or arguing with an assistant coach or any staff members within ears or eyes of players or parents.
- 2) Organizes parents, coaches, players and guests for pre-season meetings.
- 3) Promotes the sport within the school through recruiting athletes that are not in another sport program and promotes the sport outside the school through news media, community recreation programs, or in any other feasible manner.
- 4) Is responsible for maintaining good public relations with the news media, support groups, parents, officials, volunteers and fans.
- 5) Presents information to news media concerning schedules, tournaments and results (Hutchinson Leader)

JOB DESCRIPTION: ASSISTANT ATHLETIC COACH

Qualifications:

- 1) Previous coaching experience in assigned sport is desirable.
- 2) Has knowledge and background in the assigned sport.

Reports To:

The Head Coach in conjunction with the Activities Director and respective Principal (high school or middle school).

Supervises:

Athletes and team assigned to him/her and assumes supervisory control over all athletes in the program when such control is needed.

Job Goal:

- 1) To carry out the aims and objectives of the sport program as outlined by the head coach.
- 2) To instruct athletes in fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

- 1) Has a thorough knowledge of policies of the Hutchinson Activities Department and is responsible for its implementation.
- 2) Has knowledge of the existing system, state and league regulations; implements the same consistently.
- 3) Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departamental meetings that require attendance.
- 4) Generates an attitude of good sportsmanship and fair play by adhering to the Minnesota State High School League "Code of Ethics".
- 5) Maintains discipline and works to increase morale and cooperation within the school sports program.

Administrative Duties:

- 1) Carries out responsibilities as designated by the head coach.

Student Responsibilities:

- 1) Provides assistance and guidance to, and safeguards for, each participant (by his/her presence at all practices, games and while traveling).
- 2) Maintains the discipline framework and philosophy outlined by the head coach.

Equipment and Facilities:

- 1) Is accountable to the head coach for all equipment and assists the head coach with inventorying, issuing and storing of equipment.
- 2) Recommends to the head coach budgetary items for the next year in his/her area of the program.
- 3) Monitors coaches' offices and authorizes who may enter.
- 4) Permits the athletes to only be in authorized areas of the building at the appropriate times.
- 5) Examines locker rooms before and after games, checking on general cleanliness of the facility. Is responsible for cleanliness and maintenance of the specific sport equipment.
- 6) Secures all doors, windows and locks and checks lights before leaving the building.
- 7) Instills in each player a respect for equipment and school property, its care and proper use.

Program Responsibilities:

- 1) Assists the head coach in carrying out his/her responsibilities.
- 2) Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
- 3) Maintains a record of team statistics.
- 4) Works within the basic framework and philosophy of the head coach of that sport.
- 5) Attends all staff meetings and carries out scouting assignments as outlined by the head coach.
- 6) Arrives early enough before practices, contests and meetings to adequately prepare and remains long enough to help players with problems or to become involved in staff discussions.
- 7) Helps in planning and implementation of both in-season and out-of-season conditioning and weight programs.
- 8) Avoids criticizing, admonishing, or arguing with the head coach or any staff member within ears or eyes of players or parents.
- 9) Strives to improve skills by attending clinics and using resources made available by the head coach.
- 10) Performs such other duties that are consistent with the nature of the position and may be requested by the head coach.

JOB DESCRIPTION: VOLUNTEER COACH

- 1) Volunteer coaches may be used but must be approved through the Activities Department.
- 2) Previous coaching experience in assigned sport is desirable.
- 3) Has knowledge and background in the assigned sport.
- 4) Must submit to a background check.
- 5) Volunteers are not permitted to coach participants unless under the supervision of a licensed coach. They are not permitted to take players to contests on their own. The supervising coach is to ensure that a volunteer coach adheres to all policies and rules of the school, district, and MSHSL.
- 6) During state tournament playoffs, volunteer coaches will be able to join the team on the bench/sideline to the extent made possible by the MSHSL. Should MSHSL tournament policy not afford this access to the volunteer coach, the price of admission will be reimbursed by the high school after submission of appropriate documentation.
- 7) Volunteer coaches who are employees of ISD 423 subs may be covered for state tournaments with prior approval from the Activities Director. If the Activities Director does not approve this request then volunteer coaches will be responsible for using their personal leave time to attend state tournament playoffs.

KEYS

Keys are to be checked out from the Activities Director. Duplication or loaning of keys is prohibited. Keys are to be checked back in at the end of the season. Extended key checkout will be examined on an individual basis.

School keys and key cards are District property. Lost or misplaced keys must be reported to the building principal or the Director of Buildings and Grounds immediately.

Under no circumstances should students be allowed access to staff keys. It is NOT acceptable to leave keys/key cards unattended during the work day whether it is inside the facility or outside. (Example: you may NOT leave keys/key cards by outside doors for students to use to access the facility during outdoor activities.)

Transfer of keys from one staff person to another is to be done by the office staff only.

MAILBOXES

During the sport/activity season, it is absolutely necessary for coaches to check their mail/message box daily, which is located in the Activities Office. In addition, the mailbox should be checked daily through the remainder of the year. Coaches should check their voicemail boxes and email messages periodically for messages and respond to them in a timely manner.

NEW EMPLOYEE PROCESS / PROCEDURES

All new employees (paid or volunteer) must complete paperwork at Human Resources prior to having contact with students.

PARENT-TEACHER CONFERENCES

District teachers are expected to participate in parent-teacher conferences as scheduled. No games or practices are to be scheduled in conflict with conferences. Teachers with unavoidable conflicts should talk to their building principal for help in resolving the conflicts.

PAYMENT OF COACHING / ADVISING STIPEND

All coaches/advisors are expected to remain involved for the length of their season.

Lump-sum payments will be distributed on the first payday following the conclusion of the assignment. If requested, six installment payments during the assignment can be arranged with the business office.

PROCEDURE FOR HANDLING COMPLAINTS

Parents and/or participants who have a concern regarding a particular situation, team player, or coach/advisor/director are encouraged to first speak personally with the coach/advisor/director. If concerns remain, parents and/or participants should contact the Activities Director at 320-234-2698.

PURCHASING

The Activities Office will order all supplies and equipment with the advice of the head coach/director/advisor and the approval of the Activities Director.

A running account of expenditures will be maintained. It will be the responsibility of the head coach/advisor and the Activities Director to see that the budget is not overdrawn.

A purchase order must be obtained before any order is placed. No vendor is authorized to deliver any goods without first obtaining a school purchase order number. It is not the duty of the vendor to obtain the order number. Do not ask them to do so.

Individuals ordering from a vendor without a purchase order may be held personally responsible for that order and payment may have to be made by the person ordering.

All purchases exceeding \$1,000 will need to go through the bid process. When the cost of an order is expected to exceed \$5,000, at least three quotations must be obtained to assure competitive prices.

Please observe the following process to make a purchase:

- Pick up copies of the price quotation form and price quotations, where needed.
- Bring the quotations to the Activities Office and fill out a requisition form. Make sure that all information (company name, address, phone and fax numbers, etc.) is included.
- Obtain the approval of the Activities Director.
- The purchase order will be processed electronically and mailed or faxed to the vendor.
- When receipts are required, turn in receipts to the Activities office as they are accrued. Do not hold receipts until the end of the month.

PROFESSIONAL DEVELOPMENT

In regards to attendance at professional clinics, the following criteria will apply:

Head Coaches/Assistant Coaches: School district will pay the cost of a sub and clinic registration

PROFESSIONAL MEMBERSHIPS

The membership dues for head coaches, advisors, and/or directors will be covered by the school district. The membership dues for assistant coaches will be covered at ½ the cost by the district.

STAFF ID BADGE

All coaches of sports and activities advisors must have a photo ID badge that may be obtained from the Human Resources Department at the District Office.

STUDENT RECRUITMENT

Open Enrollment and other state programs facilitate student movement from school district to school district. The intent of these programs is to insure that student movement is based on academic, not athletic reasons.

Coaches are expected to observe the following guidelines:

- No Hutchinson coach is to initiate contact, directly or indirectly, with any prospective student athlete and his/her parent from outside the Hutchinson attendance area at any level, under any circumstances.
- If the student athlete or his/her parent from outside the Hutchinson attendance area contacts a coach, directly or indirectly, the coach will refer them to the Activities Director.
- Transfer students, whose families are moving into the school district, will not be affected. These students will be processed through the Guidance Office as they have been in the past.

TEAM APPAREL (NON-COMPETITION APPAREL)

Each coach, with the input of his/her team members, may elect to order team T-shirts, sweatshirts, or similar items. The item(s) are to be made available for purchase only to members of the team/group and their parents.

Items may be offered for sale to the general public only with the consent of the Activities Director.

The cost of these items is to be borne by the individual purchaser(s).

The coach is responsible for adhering to established district purchasing procedures, including the use of purchase orders and the obtaining of competitive quotations unless Booster Club money is used.

The coach is responsible for the wording, logo, and graphic(s) to be used.

Please submit your proposed graphic, and wording, to the Student Activities Office for review.

If anything is felt to be potentially objectionable, a committee made up of a principal, the Activities Director, the coach/advisor, and two team/group leaders, will meet to discuss the printing.

Although purchased at the discretion of each individual student, it is strongly recommended that such apparel adhere to accepted school colors of black and yellow #123 and/or the accent color of white.

TERMS OF COACHING / ADVISING LETTER OF ASSIGNMENT

All coaching/advising assignments shall be for one school year. Letters of Assignment shall be executed according to the adopted salary schedule. Fall coaches/advisors should notify the Activities Director in writing regarding their interest in returning the following season, or not, on or before April 1. Winter/spring coaches/advisors must notify the Activities Director by June 1.

UNIFORM PURCHASE GUIDELINES (COMPETITION APPAREL)

Individual participants will be asked to purchase practice attire, footwear and socks, and non-protective personal headwear.

Jackets and warm-ups will be provided when needed for protection from weather conditions. A universal warm-up may be established as the outdoor warm-up to be used by all teams needing a warm-up.

Protective headgear, which is required for constant wear, will be provided, except in the case of hockey.

Uniforms may be provided as required by National Federation and/or MSHSL regulations. Home and away uniforms may be provided when required by such rules. Fundraised monies and/or contributions may be used to purchase uniforms.

As you consider uniform orders, please keep the following points in mind:

- 1) All team uniforms used in competition, including pre-game warmups, must be approved by the Activities Director prior to purchase.
- 2) All elements of the team uniform used in competition, including pre-game warmups, must adhere to the following expectations:
 - a) Primary colors for Hutchinson High School are black and yellow #123 (no other hue of yellow/gold is permitted)
 - b) White is considered a neutral color that may accent/complement black and yellow garments.

Brand Consistency

The Activities Department is moving towards greater “brand” consistency across all activities.

Brand consistency includes:

- 1) Colors: All team uniforms used in competition, including pre-game warmups, will use only the three approved school colors (black; yellow #123; white)
- 2) Logos / Crests: All team uniforms used in competition, including pre-game warmups, will use one of the two following logos / crests as the central identifying feature of the team uniform, where appropriate:
 - a) “Tiger Logo” (with or without “Hutch” and/or “Tigers” wording)
 - b) “Athletic H”



a)



b)

- 3) Showstoppers and TigerSharks are allowed to retain their unique identities and will work with the Activities Director regarding brand consistency.

Brand Consistency: Timeline for Implementation

The Activities Department will move towards greater brand consistency on an incremental basis and based on the uniform purchasing cycle. Beginning in 2020-21, all uniform purchases made by the Activities Department will employ the brand consistency elements outlined above. Beginning in 2022-23, *all* uniform elements used in competition, including pre-game warmups, whether purchased by the Activities Department or by the participant, will be fully in compliance with the brand consistency expectations as outlined above.

PRE-SEASON

CAPTAINS' PRACTICE

The term "captains' practice" and the definition of captains' practice are rather nebulous. There is no real true definition. The following should be used as a guideline at Hutchinson High School:

- Captains' practices may be initiated, organized, and administered by the captains.
- Captain's practices will be limited to the two weeks prior to the start of a season and will be scheduled on a space available basis. Adult supervision may be required.
- Attendance should be voluntary and should not be limited.
- It is difficult for an athlete to prepare for more than one sport at a time. A coach, who encourages team members to participate in captains' practice while he/she is still participating in a current sport, is not being fair to the individual or to the sport in which the student is participating.
- Coaches should encourage students to participate in a sport that is in season. Coaches who educate captains to start captains' practices extremely early in a season would be discouraging students from participating in a current sport. This should not be the philosophy of Hutchinson High School athletic coaches.
- During the regular season, a coach may instruct the captains regarding what would constitute a "good" captains' practice and how to initiate, organize and administer a program. The coaches should do all of their coaching, instructing or evaluation of a squad during the regular season.
- Coaches who arrange, or encourage their captains to arrange, for parents or "outside of school" coaches to administer captains' practice, would be in violation of good coaching ethics.

PRE-SEASON MEETINGS

Each head coach is allowed one pre-season meeting for the purpose of disseminating information to prospective participants, according to MSHSL rules.

It is expected that each head coach will hold this meeting on the same night as the Activities Department parent meeting.

Coordinate the meeting through the Activities Office and publicize it so that all interested parties may attend.

At this meeting the coach must address the following topics:

- _____ Activity start date
- _____ Tryout and selection process
- _____ Team calendar (including all competition and practice dates / times)
- _____ Attendance policies (including Saturdays and vacation days)
- _____ What, if any, captain's practices are planned. STRESS THAT THESE ARE OPTIONAL ACTIVITIES FOR THE SAKE OF CONDITIONING AND WILL HAVE NO BEARING ON TEAM SELECTION.
- _____ Registration process, including applicable fees
- _____ Any anticipated fundraising activities (see: Fundraising Policies)
- _____ Award policies and banquet information
- _____ MSHSL rules
- _____ ISD 423 rules concerning attendance and scholastic progress
- _____ Any specific team/squad rules for your activity
- _____ Process for addressing concerns and/or complaints
- _____ Transportation policy
- _____ Booster presentation
- _____ Any other activity-specific information (Please provide a copy for the Activities Office)

Since covering these items may be of great importance, it is necessary to have as high a percentage of attendance as possible.

SCHEDULING

Games/Events

- All Wright County Conference games will be scheduled by the conference one-year in advance.
- Non-conference games will be scheduled by the Activities Director with the advice of the head coach.
- Contracts for home contests will originate in the Activities Director's office and the Activities Director shall sign all contracts (home and away).
- All non-conference contests must be contracted.
- Coaches are not authorized to make any official commitment concerning games or contests.

Practices

- The date for the first official practice for an activity is established by the Minnesota State High School League. The time will be established by the Activities Director and the coach.
- Prior to the start of the season, the Activities office is to be informed of a team's schedule for practices and scrimmages.
- Participants are to be notified at the start of the season of any practices and scrimmages that are going to be scheduled on non-school days – including Saturdays and vacation days.
- All practices will be canceled when there is an emergency closing of the schools.
- All practices that are to be scheduled on legal holidays or days preceding and following legal holidays must have the approval of the Activities Director.
- No coach is to be involved in the organizing or administering of "captains practices" during the off-season or on Sundays.

SCHEDULING OF PRACTICES

Holiday/Vacation Periods:

Practices will not be held on Christmas Day, 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 when 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 religious activities. When possible, practices should conclude by 6:00pm.

TEAM HANDBOOKS

The printing of informative material for distribution to program participants in which as much information as possible is presented to participants and parents is encouraged. Coaches and advisors are responsible for being consistent with department, district, conference, and state policies and procedures. Coaches and advisors should provide a review copy to the Activities Director prior to printing and/or distributing the booklets.

Preparation and printing costs may be charged to the budget of the individual activity.

IN-SEASON

ELECTION / PRECINCT CAUCUS DATES

No activity (event, performance, rehearsal, practice, etc.) may be conducted between 6:00pm and 8:00pm on these dates. Dates of concern will be communicated by the Activities Director to coaches / advisors as necessary.

MSHSL DEFINITION OF A GAME OR SCRIMMAGE

Game Limitations

It is important that the administrator of the athletic program be able to draw a distinction between a game and a scrimmage.

- A. Inter-School Scrimmage - An inter-school scrimmage is defined as an instructional and practice training session. Scrimmage sessions shall not approximate or equal actual game conditions. A time clock may be used during the scrimmage in order to approximate certain game situations during which coaches may want to give instructions to their athletes. Teams participating in a scrimmage MAY NOT:
 - Use a scoreboard or any other device to keep score or show points scored.
 - Keep an official or unofficial scorebook.
 - Use game uniforms or uniforms identifying the school. Practice jerseys are permitted.
 - Charge admission of any kind for the scrimmage. This includes free will donations.
 - Advertise or promote the scrimmage.
 - Record or report scores of the scrimmage.
- B. All other contact between teams will count as one game toward the maximum number of games allowed during that sport season.
- C. An Alumni game, if not played under the conditions described in A, must count toward the limit of games allowed.

OFFICIALS

Officials are assigned by the conference in most sports. Coaches are given an opportunity to indicate undesirable officials.

In other sports, the head coach is asked to work with the Activities Director in obtaining proper officials. The Activities Director will assign officials for 9th grade, sophomore and junior varsity games with recommendations from the coach.

PARENTS' NIGHT CHECKLIST

"Parents' Night" should be a part of as many activity programs as possible. The Activities Office would like to be of help in your plans for this event. Please use the following checklist as a guide in helping you plan this event.

- _____ Notify the Activities Office of the date.
- _____ Send letters of invitation to parents (include instructions as to time and place to meet, how to be admitted, where to stand or sit, when recognition will take place, etc.)
- _____ Arrange for a room for refreshments, if desired.
- _____ Order refreshments.
- _____ Arrange for free admission.
- _____ Arrange for special seating, if appropriate.

- _____ Prepare a script for announcer and program (include pronunciation of names).
- _____ Prepare name tags.
- _____ Instruct athletes on how to acknowledge parents.
- _____ Recognize Booster Association and volunteers.
- _____ Notify the opponent's coach.

PRE-GAME AND HALF-TIME ACTIVITIES

All half time or pre-game activities during athletic events will be scheduled through the Activities office. Requests should be submitted at the beginning of each season.

STATE TOURNAMENT PARTICIPATION PROTOCOLS

In the event that a team or activity qualifies for state competition, the following will apply:

- 1) The school district will provide transportation (when possible), lodging, and meal money for the team members and contracted coaches.
- 2) The district will not cover lodging costs 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 10:00am, the district will not pay for lodging for the night before the competition.
- 3) Individuals and coaches will be allocated \$15 per meal, up to 3 meals a day.

In the event that an individual (or multiple individuals) qualify for state competition, the following will apply:

- 1) The school district will cover transportation (when possible), lodging, and meals for the participating individuals and contracted coaches.
- 2) The district will not cover lodging costs 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 10:00am, the district will not pay for lodging for the night before the competition.
- 3) Individuals and coaches will be allocated \$15 per meal, up to 3 meals per day.

Lodging: Lodging may be provided for those activities where participation would be adversely affected by traveling to and from Hutchinson to the competition site(s). The Activities Director will make such determination with input from the head coach or director. When lodging is provided, the following provisions will guide it:

- 1) All lodging will be at the officially designated site(s).
- 2) Lodging will be provided for actual (officially rostered) participants only.
- 3) Lodging will be provided only during the period of actual participation.
- 4) All students will be lodged four to a room.
- 5) Coaches and other adults will be lodged two to a room based on gender.
- 6) No visitors are allowed in district-provided hotel rooms; visits from parents/guardians to hotel rooms should not interfere with team activities or the privacy of other team members.
- 7) Extra hotel charges such as telephone calls, movie rentals, etc. will not be paid 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 only an individual team member qualifies for state competition.

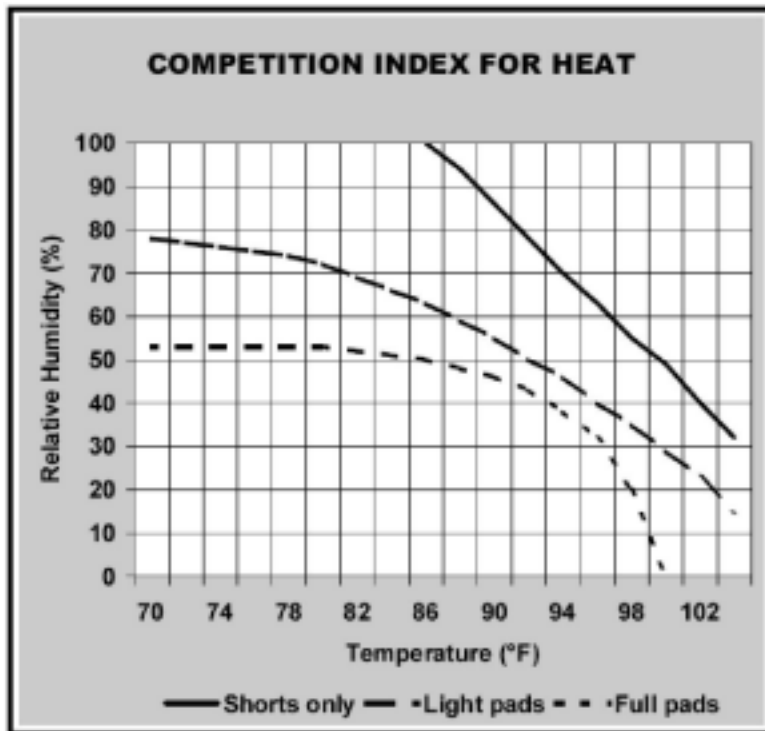
The school district requires that all receipts be turned in the week after state competition is complete. Tips on meals should not exceed 20% of the bill.

WEATHER EMERGENCIES

Coaches are responsible for the safety of their athletes during a weather emergency occurring during a practice or event.

Discontinue practices during a severe thunderstorm and/or if lightning is present.

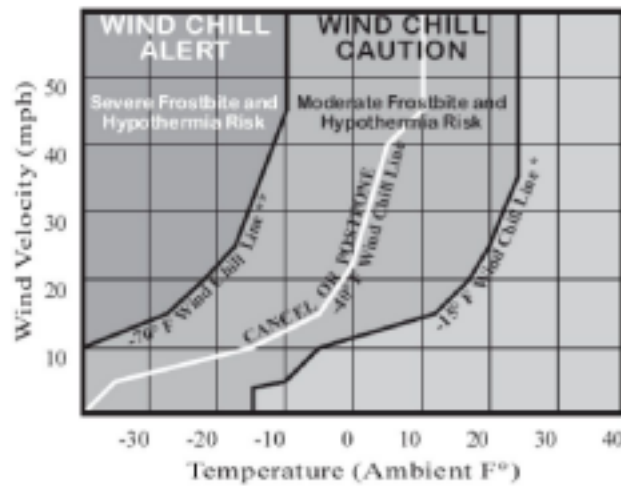
In the event of schools being closed for any type of emergency closing, including inclement weather, all co-curricular practices, games, or events are canceled. If weather conditions improve, practices, games, or events for varsity teams/groups may be scheduled upon approval from the Superintendent and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



Heat Stress Risk Temperature and Humidity Graph

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

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



COMPETITION INDEX FOR COLD

CANCEL OR POSTPONE:

- Competition >1 minute duration at -4° F
- All Activity at -20° F or at -40° Wind Chill

Notes:

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

STUDENT SAFETY & SUPERVISION

ATHLETIC TRAINER

Hutchinson High School contracts with TRIA in conjunction with Hutchinson Health for our athletic training services. Serena Roehl is the athletic trainer assigned to Hutchinson High School. Serena may be contacted at serena.roehl@tria.com.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The AED is for use in case of cardiac arrest. The case is alarmed and clearly marked for emergency use only: one is located in the Commons near the Health Office; another is located in the Door 5 hallway across from the Training Room. The District will provide training in the use of the AED. Coaches will be expected to take this training.

CARE OF INJURIES / TRAINING ROOM

Common or Simple Injuries:

- If simple first aid is needed, the coach will administer it using the supplies furnished with the team training kit.
- If the injury occurs during trainer's hours, send a player to the training room to get the trainer.
- Properly transport the injured athlete to the training room.

Trainer's responses:

- Evaluate the injury.
- Determine if it is necessary to have the student go to a doctor or emergency room for further examination.
- Call the parents/guardians of the athlete; discuss transporting the student, if necessary
- IF THE TRAINER IS NOT AVAILABLE, THE COACH IS TO PERFORM ALL OF THE STEPS LISTED ABOVE.

Serious Injuries (including suspected fracture or dislocation, a back or neck injury, unconsciousness, or any head injury):

- 1) A coach will stay with the injured athlete.
- 2) Another coach or athlete will be sent for the trainer.
- 3) A coach or manager will call 911 from the nearest phone.
- 4) The coach will call the parents/guardians
- 5) Inform the parents of the injury.
- 6) Ask which hospital the athlete should be sent to.
- 7) If the parents are unable to be reached, the non-parent listed on the medical card should be called.
- 8) An individual should be assigned to ride in the ambulance with the athlete. The order of preference is listed below:
 - a) Trainer
 - b) Coach or assistant coach
 - c) Athletic Director or game manager
 - d) Team member's parent
 - e) Family member (brother or sister)

While the coach is calling the parents, an athlete should be sent to direct the ambulance to the injury site.

IF, AS DETERMINED BY THE TRAINER OR COACH, THE INJURY IS FAIRLY MINOR AND DOES NOT REQUIRE EMERGENCY CARE, AND THE ATHLETE WILL BE SENT HOME UNDER HIS/HER OWN POWER, THE PARENTS SHOULD STILL BE CALLED BY THE COACH TO BE MADE AWARE OF THE INJURY.

DOOR PROPPING

Under no circumstances should outside doors or locker room doors be propped open, nor should any employee direct someone else to prop open doors. This applies during school and non-school hours.

GROUP AND BUILDING SUPERVISION

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

No athlete is allowed to use school facilities without a coach present to supervise. If you open a door, you are responsible for securing the door when your practice/event is completed.

Before leaving the premises, make the following final check:

- All showers are shut off.
- All lights in the gymnasium, locker room, and coaches' office are shut off.
- All doors in the gym and locker room are locked and secured (check for paper, etc. wadded in the door locks).
- Be sure the exterior door is locked and secured.
- Do not, under any circumstances, leave while there are students still in the building.
- Head coaches and assistant coaches with a demonstrated need will be issued a security access card, which will enable them to access the building for practices and games.

After entering the building, the coach must contact the building custodial staff for assistance in opening the appropriate doors for entry by team members.

LOCKER ROOM PROTOCOL

- 1) The athletic lockers are for use by after-school athletic teams only. Physical Education students are to use the Physical Education lockers.
- 2) Participants in programs using bulky equipment will have priority for use of the larger lockers located in the Door 5 hallway.
- 3) No cleated shoes are to be worn in the building.
- 4) Each athlete is responsible for making sure that his/her locker is kept locked and is cleaned out at the conclusion of the season.
- 5) Lockers will be emptied at the end of each season for cleaning.
- 6) Cleaning dates will be posted and/or announced.
- 7) Items left in lockers will be kept for one week and then donated to charity.
- 8) All lockers will be assigned seasonally. Labels will be issued to students to put his/her name and sport on the locker. These are the only labels to be used.

REPORTING INJURIES

- 1) Inform the Activities Director of all serious injuries.
- 2) The coach or trainer will complete the Athletic Injury Report form if referral is made to a physician, police, rescue squad, or emergency room. THIS REPORT FORM MUST BE TURNED IN TO THE ACTIVITIES DIRECTOR.
- 3) The trainer should keep a written record of all reported injuries and the treatment(s) administered.
- 4) The Activities Director must receive a written statement from a physician releasing the athlete from medical care before the athlete resumes sports participation. The statement must be written on clinic letterhead and include a date, the athlete's name, medical release and the physician's signature.

SCHOOL ATHLETIC EQUIPMENT

- 1) All lockers, uniforms, equipment and supplies are the property of Hutchinson High School and will be assigned for use by the student.
- 2) Lockers must be emptied for cleaning after each season, even if a student is planning to participate in a sport the following season. Announcements will be posted indicating cleaning dates. All personal items left in lockers will be kept for one week, and then donated to charity.
- 3) No one will be allowed to commence practice in a sport until the Activities Office is assured that all equipment issued in the previous season has been returned.
- 4) There is no towel service for athletics. Athletes are responsible for their own towels.
- 5) If the student drops out of a sport during the season, all equipment must be returned before a refund is available.
- 6) Athletes will be charged the replacement cost for articles lost or excessively worn. Previously unreported theft will not be accepted as an excuse for not returning equipment.
- 7) All equipment issued must be returned within two weeks of the end of the season or a billing will be sent to the parent/guardian.
- 8) Game and practice uniforms are to be worn for those purposes only and should not be worn as a physical education uniform or for casual wear.
- 9) It is a violation of MSHSL policies to use any type of high school uniform or equipment for non-school use. The penalty for violation of this policy is a suspension of two contests.

SECURITY / THEFT

Coaches must remind student participants that thefts occur and they should be discouraged from bringing large sums of money and/or other valuables to practices or events. Remind students to lock their lockers and check them for security each time they use them.

If a theft occurs from a locker room, students should contact an administrator or the school resource officer.

TRAINING ROOM PROTOCOL

- 1) The Training Room is for the treatment of athletes.
- 2) No admittance unless a coach or trainer is present.
- 3) A coach or trainer must administer treatment.
- 4) Anyone using the whirlpool must be supervised.
- 5) Showers must be taken prior to using the whirlpool.
- 6) The whirlpool must be cleaned after use.
- 7) The room is to be locked when not supervised.
- 8) Tape is not to be applied to uniforms.
- 9) The trainer is responsible for the upkeep of the training room.
- 10) Athletes must sign in for treatment.
- 11) Medical kits, coolers, and ice chests must be checked in and out from the trainer.

WEIGHT ROOM USE & PROTOCOL

- 1) No students are allowed in this room without supervision.
- 2) Coaches must supervise the athletes on his/her team when in-season workouts are scheduled.
- 3) Weights and other equipment must be returned to their proper place each day.
- 4) The room is to be locked when use is over.

FACILITY USE

COMMONS (HHS)

The Commons are commonly used for meetings, programs, and banquets. All requests to use the Commons after school hours are to be scheduled through the Community Education Department and the Activities Office.

Parameters for the use of each facility are listed below. Questions about the serving of food by groups should be directed to the Food Service Director, but, in general:

- Catered food may be brought in, if desired, by the group
- Warmers may be used, but there are limited outlets

COMMUNITY EDUCATION

Community Education schedules many activities in the building. Do not automatically assume that “your” area is available in the evening. Schedule your uses through the Activities office and Community Education by using the facility scheduler available through the school district website.

FACILITY USE

Schedule Off Season Facilities and night needs with Community Education 320-587-2975.

Facilities that are to be used for any phase of the interscholastic or intramural athletic program are to be scheduled for use through the Activities Office.

Facilities that are to be used for any phase of the non-athletic activities program are to be scheduled through the Activities Office.

Jurisdiction of these facilities and the responsibility for scheduling rests with the Activities Director. In the event of conflicts:

- A varsity contest of a sport or activity shall have priority in scheduling over any non-varsity contest.
- A game, contest, or performance shall have priority in scheduling over a practice.

Use of facilities for invitationals, tournaments, and fundraisers

School groups will be able to use district facilities when the following conditions are present:

- The event is a part of the administratively approved schedule. For athletic teams, the event is within MSHSL, conference, or district scheduling limits.
- All financial matters (entry fees; admissions; program sales; etc.) are handled by the school district.
- The Activities Director and the coach/advisor will determine entry fee amounts.
- Admission prices will be consistent with either the district admission prices or the district fundraiser prices.
- Passes approved by the district will normally be honored for the event.
- All revenue (entry fees and/or admissions) will be applied to the operating expense of the event.
- All reservations and supporting requests will originate with district personnel.
- The district provides insurance and liability coverage.
- All promotional materials for the event indicate school sponsorship.
- Sponsoring groups may be charged for the operating costs of the event not covered by entry fees and admissions.

OPEN GYMS

According to MSHSL policies, "Open Gym" refers to the use of school facilities for recreational activities. The characteristics of an open gym are that:

- The school facilities are available for students to participate in a number of activities.
- The recreational activities are open to all students.
- There is no coaching of the skills and techniques of activities provided in the interscholastic program.
- There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.
- High school coaches may not participate in games, pick-up games, provide instruction in the skills of a sport, or otherwise influence a high school athlete's participation in open gym.

In order to assure compliance with these provisions, all open gyms must be scheduled through the Activities Office.

Open Gym FAQ

Q. What constitutes an open gym?

- A. Open gym refers to the use of school facilities for recreational activities. The characteristics of an open gym are that:
- the school facilities are available for students to participate in a number of activities.
 - the recreational activities are open to all students.
 - there is no coaching of the skills and techniques of activities provided in the school interscholastic athletic program.
 - there is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.
 - high school coaches may not participate in games, pickup games, provide instruction in the skills of a sport or otherwise influence a high school athlete's participation in open gym.
 - Open gym conducted as stated above is not a violation of MSHSL bylaws.

(Note: Coaches who have been approved for summer waivers may supervise open gym and provide instruction to athletes.)

Q. How are open gym and open basketball or open volleyball different?

- A. Open gym implies that a number of activities are available for students to participate in during the time that the gym is open and conducted as stated above. Open volleyball, or open basketball, implies that the facility is open only for those who want to participate in basketball or volleyball and that other activities are excluded. Open basketball, volleyball, wrestling, etc., constitutes a violation of MSHSL bylaws if supervised by a member of the high school coaching staff, B-squad, JV or Varsity.

Q. As a high school coach, may I supervise open gym?

- A. High school coaches may supervise open gym, provided that the coach has been designated by the school to do so and that all of the characteristics of open gym are met. High school coaches may not supervise open gym where only their sport is offered for participants, i.e. open volleyball, open basketball, open wrestling, etc. High school coaches may not participate in games or provide instruction, coaching or training to their high school athletes in that sport.

Q. When may I conduct open gym during the year?

- A. Because open gym is not a MSHSL sanctioned activity there are no restrictions on when it may be offered.

Q. May a coach receive pay for supervising open gym?

- A. A school may hire and pay coaches to supervise open gym.

Q. May we have open gym on Sunday?

- A. There are no restrictions as to when the school may allow open gym, however school districts are responsible for identifying the person responsible for open gym supervision.

TRANSPORTATION & TRAVEL

COACH / ADVISOR TRANSPORTATION

Coaches/directors/advisors are expected to ride the district-provided transportation. When district transportation is provided, staff will not be reimbursed for driving personal vehicles.

Reimbursable Mileage Expenses

- 1) Staff members should use a district vehicle whenever possible before using a personal vehicle / requesting reimbursement.
- 2) Staff members are expected to participate in and will be reimbursed for mileage used attending the following activities:
 - Rules interpretation meetings
 - Conference and/or Region Coaches' meetings
 - Tournament and/or Region Seeding meetings
- 3) There will be NO reimbursement for scouting and/or attendance at State Tournaments as a spectator.

EXTENDED FIELD TRIPS

Approved and school sponsored programs will participate in events through the state level with district funding as a part of their normal operating budget.

School sponsored groups may participate in regional and/or national events when approved by the responsible administrator.

When participating, the expenses of such participation will be borne by the participating group. Fundraising opportunities may be conducted by the group to help offset an individual member's personal cost. All fundraisers will be subject to district approval and policies.

Parents or guardians must sign an extended field trip waiver.

Groups will be expected to have supervising directors/advisors in attendance.

Teachers who are advisors/directors will be excused from their teaching duties subject to master contract provisions, available staff, and funds.

Students will be given school-approved absences from their classes for the time missed while participating as a part of a school group.

Approval Process

The process to obtain extended field trip permission is:

- 1) An ISD 423 employee initiates a written request to the activities director and principal prior to communicating with parents and students.
- 2) The activities director and principal review the request and, if appropriate, forward the request to the superintendent.
- 3) The superintendent reviews the request and, if appropriate, forwards the request to the School Board.
- 4) The trip is approved or denied.
- 5) Activities director or principal notifies the coach/advisor of the trip status.
- 6) Parents and students are contacted regarding the feasibility of the School Board approved trip.
- 7) All overnight trips taken by a student or a group of students in the name of the school are subject

to the following policies:

- All trips must be approved by the Board of Education. To be included on the agenda (for Board approval), the Extended Field Trip Form must be received AND approved by the Superintendent by the first Monday of the month. Trips in conjunction with MSHSL-sponsored state tournaments requiring overnight lodging do not need additional school board approval.
- All students are to be adequately chaperoned both in terms of number and gender. All students must have written permission forms on file in the Activities Office prior to leaving on the trip.
- All travel and lodging arrangements must be in coordination with the Activities Office and be in accordance with District 423 policies and procedures.

Cancellation

The superintendent is authorized to cancel an approved extended field trip should safety circumstances arise that in the superintendent's judgment warrant such action.

STUDENT TRANSPORTATION

All students are to ride the district transportation to and from all practices and games. Any exceptions due to extenuating circumstances must have approval by the Activities Director.

TRANSPORTATION PROTOCOLS

Approved modes of transportation: All co-curricular groups will be transported by the following modes in priority order:

- 1) School bus – driven by district-employed bus driver
- 2) School van – driven by coach/director/advisor
- 3) Licensed private carriers – especially on chartered trips

In the event of an accident, the employee is covered by the district's liability insurance, but only after the employee's personal automobile liability insurance is exhausted.

For small groups (under 10, including the driver) the use of district-owned vans, driven by the coach/director/advisor or other assigned responsible adult will be prescribed.

The district will assume the district transportation cost for those regular season events. If overnight lodging is necessary for regular season contests, the costs will be borne by the participants. All required regional activities do not need administrative approval.

"Coach" type buses may be requested for certain trips. These will be considered on an individual basis and the added cost will be borne by the activity.

POSTSEASON

ACTIVITY BANQUETS

When a school activity has a banquet, it then becomes a school function, and the school assumes responsibilities as it does for any other school-sponsored activity. Therefore, it becomes imperative for the responsible staff member to comply with policies and guidelines established for the purpose of regulating banquets. The following guidelines will be observed when planning for recognition programs for the athletic squads.

- Although the coach/advisor/director may wish to involve parents in the planning and coordinating of the banquet, the banquet remains the responsibility of the coach/director.
- All requests for use of the building and/or dispersal of funds must be handled by the coach/director personally.
- The school will make arrangements to have the Commons available for any banquet or awards program arranged by parents and coaches. Schedule these events well in advance to avoid conflicts with other events.
- Banquets and awards programs may also be held at locations other than the school.
- If the banquet is held at an establishment where alcoholic beverages are served, they must not be served on this occasion. Parents, coaches, and guests, as well as athletes are to be asked to respect this policy. In conforming to the no tobacco use policy of the school, no tobacco products (including electronic cigarettes) should be used at athletic banquets.
- Any athletic squad may hold a separate banquet and awards program, or it may combine with one or more of the other sports.
- Parents or the sponsoring organization must pay all banquet expenses. The costs should not be prohibitive for parents and families. Provisions should be made to allow players and parents to attend the presentation of awards without being required to purchase a meal.
- The following items may be helpful when making arrangements for the banquet: to provide some initial organization, it is suggested that the parents of team captains meet with the other parents and coaches of their particular activity to decide how a team should be honored and to select a date that provides for a maximum attendance.
- An information letter should be sent to all parents.
- Committees for tickets, programs, menu, decoration, etc. should be organized.
- A decision should be made as to which teams in that sport should be honored. For example, should only varsity and junior varsity level athletes be honored, or should tenth or ninth grade teams be included?
- Banquet money should be collected in advance. Banquets are self-supporting.
- A purchase order must be obtained for all banquet expenses.
- All collected money should be deposited in the appropriate Activity account, from which all bills will be paid.
- If the use of the school facilities is desired, a building permit must be obtained well in advance. The Activities Office can help with arrangements.

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.

PARTICIPANT AWARDS PROTOCOLS

Hutchison High School has an awards program consisting of chenilles that provide the participant with a tangible memento of each season in which he/she participates.

Standards for Awards

- 1) **The Varsity Chenille**
The first time a participant earns a letter for varsity level competition in any sport/activity, he/she will be awarded the varsity chenille (black and yellow "H"). Only one chenille will be awarded to a participant.
- 2) **The Chenille Activity patch**
The first time a participant letters in an activity, they will be awarded a chenille activity patch. Only one patch will be awarded to a participant.
- 3) **Chenille Bar**
Each additional time that a participant earns a varsity letter, chenille bars will be available in the Activities Office for \$3. Any additional or specialty chenille patches may be ordered through AST. The cost will be borne by the individual participant.
- 4) **Manager's Awards**
A manager is defined as a participant who is present at practices as well as contests. Managers will receive awards as follows:
 First Varsity sport – Varsity Chenille

Individual Activities Lettering Requirements

- 1) Participants will be given lettering information each season by their advisor.

Individual Sports Lettering Requirements

All sports have in common the following standards:

- 1) The participant must complete the entire season.
- 2) Any senior who has participated for at least two years will be awarded a varsity letter.
- 3) The coaching staff may use discretion in determining award winners.
- 4) The participant must take part in practices to improve his/her own quality and development of the team.

OUT-OF-SEASON

NON-SCHOOL LEAGUES, CAMPS AND CLINICS:

Q. What involvement can I have as a member of the high school coaching staff in non-school leagues, camps and/or clinics during the school year? During the summer?

A. During the school year prior to and following the high school sport season:

May Do:

- Provide camp and clinic and non-school league information to athletes.
- Conduct pre/post-season meeting(s) with the team in order to provide information regarding the high school season, and/or to provide leadership training programs etc. provided that there is no coaching of the sport, or strategies of the sport, at the meetings.
- May conduct an organizational meeting for summer play provided that the coach has secured a summer waiver from the school's Athletic Director in advance of the meeting.

May Not Do:

- During the school year, prior to and following the sports season, a coach may not influence or direct a student who has been a member of your high school team to participate in a league, attend a camp or clinic, require the student to workout or participate in open gyms, etc. as a requirement for team membership; or placing athletes on a roster, developing or organizing a team roster, drafting players for a team, selecting, securing, or otherwise influencing the placement of athletes on a team for leagues, tournaments, camps, or clinics.
- Issue school uniforms or equipment for student use in non-school leagues, tournaments, camps, or clinics. Schools may lease equipment to non-school camps, clinics and/or leagues.
- A coach may not provide training, instruction, private or group lessons, or coaching in their sport to students who have been a member of the high school team, B-squad, JV, or Varsity.
- Provide money from school funds or booster funds to students to attend camps or clinics, or to participate in a league or tournament.
- Organize, supervise, direct, or otherwise participate in the organization of captain's practice.

A. During the summer:

May Do:

- Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your athletic director to do so.
- Provide coaching in non-school leagues, camps or clinics under the provisions of the summer waiver.
- Organize summer leagues, camps, clinics or other instructional opportunities for athletes once approved for the summer waiver.

May Not Do:

- May not influence or direct a student to participate in non-school activities, including open gym, workouts, captain's practice or strength and development training programs as a requirement for team membership.
- Issue school uniforms or equipment.
- Provide money from school funds or booster funds to students to attend camps or clinics or to participate in a league or tournament.

Camp Funding FAQs:

- Q. Can the booster clubs pay for students to attend a camp or clinic?
- A. No, the camp fee must be paid by the student or the student's parents.
Options: Booster clubs may sponsor a free camp to all interested students. The camp must be open to all students in the area and may not be limited to just the high school athletes. Booster clubs may set aside money for jobs performed by students for which a reasonable hourly wage is paid to the student. This money may be used to attend a camp or clinic. The booster club will be responsible to provide a full accounting to the athletic director listing the students who worked, the job(s) performed, the hours worked and the wages paid.
- Q. Can students raise money through fundraisers for camps or clinics?
- A. Students may not set up fundraisers for camp or clinic fees.
- Q. Can coaches use booster club money to pay for camps or clinics or establish camp scholarships?
- A. No, coaches may not use booster club money to establish camp scholarships or pay camp fees.
- Q. May high school students work at a camp as a coach and receive pay or work off the camp fee?
- A. Yes, athletes may work at a camp as a coach, counselor, or official and receive pay. They may work only if: the camp sponsor has a job description for their responsibilities, identifies the dates and times they will be working, identifies all players who will be instructing, and an accounting of the hours worked and the pay are provided to the high school athletic director.

Camp Equipment FAQs:

- Q. May schools issue their uniforms or equipment for use by non-school programs, leagues, camps or clinics?
- A. No, schools may not issue their uniforms or personal equipment outside of the high school season. Schools may, however, lease their equipment other than uniforms to non-school camps, clinics, and/or teams.
- Q. What equipment can the school issue out of season to high school athletes without charging a lease or rental fee?
- A. Schools may only issue balls and goalie equipment.

Camp Administrative FAQs:

- Q. May I run my summer camp through the school?
- A. No, you may not run your summer camp through the school in the same manner in which your school administers its high school athletic program, or as an extension of the athletic department. Schools are prohibited from sponsoring a sport outside of the prescribed MSHSL season. Programs conducted by coaches under the summer waiver are non-school programs. You are an independent contractor conducting a non-school camp, clinic, league or instructional program for members of your high school team. You may, however, conduct your summer camp through your school's community education programming, or you may lease your school facility at the same rate charged for rental from anyone who wishes to rent that space. Reminder, only coaches who have been approved for a summer waiver may have contact with their high school athletes.

- Q. Does MSHSL catastrophic insurance cover summer coaching?
- A. No, MSHSL catastrophic insurance does not cover summer coaching, camps, clinics and/or leagues; these programs are not school sponsored programs. Summer programs conducted under the school's community education program may be covered under the school's insurance coverage. Coaches should discuss this issue with the school's administration for clarification.
- Q. Does MSHSL insurance cover summer camps, clinics or leagues?
- A. No. MSHSL insurance covers only school-sponsored activities conducted under the sponsorship of the MSHSL and during the prescribed MSHSL season. In as much as schools may not sponsor non-school programming, you would be responsible for your own insurance.
- Q. I am planning to run a camp for the elementary and jr high school students during the school year just before our high school season begins. May I use some of our high school players as coaches and demonstrators to assist me in this camp? Can they be paid for working?
- A. Yes, you may use some of your high school players to work your camp provided that: they are not attending your camp as campers/players to receive instruction. They may serve as instructors/demonstrators only if: you have a job description for their responsibilities, identify the dates and times they will be instructing, identify all players who will be instructing, and finally a statement that you know and understand that you may not provide coaching and training to the high school athletes and that you will follow the rule.

Summer Camp/Clinic Waiver

Member schools shall have the authority to approve a coaching waiver for camps and/or clinics following the fourth Friday in May through July 31 or two weeks (14 calendar days) prior to the start of the earliest fall sport season, whichever is earlier.

Procedure for Granting Summer Coaching Waiver

The designated school representative of the member high school shall document, in writing, and keep in file in the school:

- A letter from each student, signed by the parent(s), requesting the waiver;
- A letter of verification from the coach indicating an approval to coach the students;
- The letters required for summer coaching should be documented on an official MSHSL summer coaching form, which is available from the league office.

SCHOOL-SPONSORED SUMMER CAMPS & CLINICS

Parameters:

- Attendance by students at these camps will be voluntary.
- Coaches/advisors will be paid a stipend for these camps.
- A fee will be charged to the student participants sufficient to cover the cost of the salaries and supplies necessary to conduct the program.
- The cost of any necessary building supervision must be planned into the sponsoring group's budget.
- Groups may coordinate their schedules to share this expense.
- A minimum number of participants necessary to offer the activity will be established for each activity.
- Summer camps and clinics will be scheduled through Community Education.