

# Waterville - Elysian - Morristown Activities Handbook



A Guide to a Positive Experience!

Waterville - Elysian – Morristown Activities Office  
500 East Paquin St., Waterville MN 56096  
507-362-4403, <http://www.wem.k12.mn.us>

# **Waterville-Elysian-Morristown School Activities Department**

## **WEM Activities Mission**

Provide and Promote Educational Based Athletic and Fine Arts Activities that will have a Positive Impact on students.

## **Purpose of the Activities Handbook**

The purpose of the District 2143 Activities Handbook is to assist students, parents, guardians, and coaches of WEM programs, by creating a better understanding of the issues and concerns, and develop awareness of the policies and procedures that surround a student's participation in interscholastic and WEM activities.

## **WEM Activities Philosophy**

It is the basic educational philosophy of the WEM School District to prepare our students to become productive, contributing citizens of our community and society. It is the belief of the WEM School District that student participation in extracurricular activities enhances the development of students physically, mentally, socially, and emotionally. We believe the objective of a well-designed program is that the participants develop positive character traits and learn lifelong lessons that help guide their personal growth and development.

Within this context, it is the purpose of the school's athletic/activities program to foster and promote:

- ❖ Appropriate physical, social and psychological development.
- ❖ The ideals of competition, teamwork, and sportsmanship while achieving success and participation.
- ❖ The development of self-confidence, self-discipline, organization, decision making skills and goal orientation.
- ❖ The concept of an integral relationship between a sound mind and sound body leading to a lifetime of appreciation for physical fitness and good health habits.
- ❖ A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches and the community as a whole.
- ❖ The development of self-esteem and a healthy self-concept. Regardless of the role students play on a team, they should complete their experience in athletics feeling good about themselves.

## **WEM Activities Goals**

**WEM School District has an active commitment to meet the following goals in its Activities Program.**

- ❖ To provide all participants with positive experiences, which promote the ideals of leadership, physical fitness, competition and the pursuit of excellence.
- ❖ To protect the well-being of participants through policies and procedures concerned with safety, fitness, and injury.
- ❖ To instill good sportsmanship and citizenship, ethical behavior, integrity and honesty, and desirable health and safety habits into our students.
- ❖ To develop friendships and respect for teammates, opponents and coaches through the social experiences and contests with schools in other communities.
- ❖ To foster progress of students through the academic curriculum at WEM Schools.

## **Affiliations**

1. Minnesota State High School League (Administrative Region 2A) - <http://www.mshsl.org>  
WEM is a member in good standing with the M.S.H.S.L., which serves as a representative of the Department of Education in the supervision and control of the interscholastic athletics activities of member schools. Membership implies abiding by M.S.H.S.L. bylaws, rules and regulations.
2. Region 2A
3. Gopher Conference (website- <http://www.gopherconference.org>)
  - 1) Bethlehem Academy - Faribault
  - 2) Blooming Prairie
  - 3) Medford
  - 4) Hayfield
  - 5) New Richland-HEG
  - 6) United South Central
  - 7) WEM
  - 8) Randolph HS
  - 9) Janesville-Waldorf -Pemberton
  - 10) Kenyon Wanamingo
  - 11) Triton HS
4. Mid-South Silver Football District:  
Blooming Prairie, Blue Earth Area, JWP, Maple River, Medford, St. Clair-Loyola, WEM

\* Membership implies abiding by Conference, District and Section schedules, bylaws, rules and regulations. \*

## **Activity Fees 2026-2027**

|                                                                        |                                             |
|------------------------------------------------------------------------|---------------------------------------------|
| 9-12 Football.....                                                     | \$140.00 per student                        |
| 7-8 Football.....                                                      | \$100.00 per student                        |
| 7-12 Cross Country, Wrestling, Track & Field.....                      | \$95.00 per student                         |
| 9-12 (Cheerleading, Volleyball, Basketball, Baseball, Softball).....   | \$95.00 per student                         |
| 7-8 (Volleyball, Basketball, Baseball, Softball).....                  | \$70.00 per student                         |
| Managers/Statisticians/Foreign Exchange Students.....                  | No Fee                                      |
| One Act Play, Knowledge Bowl, Speech, Visual Arts .....                | \$45.00 fee/ activity                       |
| 7-12 Soccer, Hockey, Gymnastics (Waseca co-op).....                    | Students register through Waseca Activities |
| Students elevated <u>after mid-season</u> will remain at original fee. |                                             |

\*\*\*\* Note – Fee Reduction or Scholarship will be considered on an individual basis upon request to the Athletic Director.

## **Refunds**

No refunds will be allowed in the following situation when a student:

- voluntarily withdraws from squad membership (this is interpreted to mean after the student attends his/her first practice)
- is suspended or is dropped from the squad for violating training rules, and/or established rules and procedures of the sport season or department.
- is dropped from the squad for failing to maintain eligibility standards approved by the Board of Education

A refund will be granted if injury or illness prevents continuation in the sport/activity and that fact is substantiated by a physician's written statement. A refund will be granted if a student transfers to another school district. Refunds granted will be a pro-rated amount up to the mid-season of the activity. The mid-season date is determined by using the last regularly scheduled contest, excluding the MSHSL tourney play. There are no refunds after the mid-season of an activity has been reached.

## **Athletic Council**

### **Composition**

Two School Board Members, Superintendent, Principal(s), Activities Director, Head Coaches, Student representative, Parent Representative

### **Procedures**

Meetings will be called by administration as needed to review and discuss matters pertaining to WEM Activities.

# *Athletic Program Design*

The following guidelines have been developed to help students, parents and coaches understand the objectives and guidelines of activities at each grade level.

## Elementary Grades

Elementary programs will be run through community education services, or individual sport clubs, with an emphasis on player participation. This level shall emphasize (fun/enjoyment) opportunities for all athletes and a strong emphasis on the building of skills. The head coaches should assist in setting up these programs and creating their philosophy, in conjunction with community services or the individual sport club.

## Junior High

- The program design for junior high teams will lend itself to interscholastic competition.
- A major focus on a fair amount of participation will continue by developing innovative ideas for allowing continued opportunities for each athlete to participate in practice and during scheduled contests. The Head coach and Activities Director, along with Junior High coaches will define fair.
- The continued emphasis on skill development, as well as fun and enjoyment, will be stressed with an introduction of more defined team concepts in all aspects of play.
- This level indicates a need for coaches to communicate with athletes regarding areas for improvement and also the possibility of other opportunities in the activities program.

## C-Squad and Junior Varsity (JV)

- There is a recognized transitional period in the athletic program that calls for a balance between participation and winning. At this level not all athletes will see playing time in every game situation. Whenever possible, the program will allow each athlete the opportunity to participate in scheduled contests as the game score or situation may warrant.
- Practice time is an integral part of the athletic program and all participants will see practice time. Not all athletes can be starters, but every attempt will be made to promote the valuable role of substitute players
- This team level indicates a need for coaches to communicate with athletes regarding areas for improvement and the possibility of opportunities in the other activities programs.
- Our major focus continues on the teaching of basic fundamentals to further develop the skill level of each participant.

## Varsity

- Varsity competition lends itself to an emphasis on competing to win. Although winning is a point of emphasis, the program should never sacrifice the rules governing play, good sportsmanship or the safety of the team members at the expense of winning.
- Recognition of performance will be judged on the basis of improvement shown during the entire season.
- Individuals should be making maximum contributions within the limits of their abilities.
- Practice time is an integral part of the athletic program and all participants will see practice time. Not all athletes can be starters, but every attempt will be made to promote the valuable role of substitute players.
- Some cuts of varsity squads may be necessary at tournament time to meet MSHSL rules.

**Note: WEM has a “no cut” policy, meaning students that want to participate may, as long as they meet all requirements. In no way does this guarantee playing time. Team members may be dismissed from the team by the coaching staff for documented disciplinary reasons as spelled out by the coach in the rules distributed prior to the beginning of the season.**

### **Squad Advancement**

Any 7th - 12th grade student can participate at the varsity level if they are selected for the team. Advancement of Junior High Athletes to other levels requires signed permission from the athlete, coach, parent (s) and Activities Director. The following guidelines should be considered when promoting an athlete:

- There must be a reasonable expectation of the student being able to compete on the squad to which they are being promoted.
- The student must be able to physically handle the change.
- The promotion should be beneficial to both the student and the program.

*\*Note - In some sports (ie: wrestling, cross country and track) advancements may be made without a meeting due to necessity. All rules governing playing time and contests will be followed.*

### **Needed for Participation**

No student will be allowed to practice or participate until all the following obligations are taken care of in the High School Activities Office. Needed for registration:

- 1) A current physical examination must be on file. (Good for 3 years)
- 2) MSHSL Annual Sports Health Questionnaire completed.
- 3) On-Line Registration Completed.
- 4) Activity Fees Paid

*Reminder to Parents - The School does NOT carry insurance on students for injuries sustained during participation in practice or games. Parents and Students assume the risk of injury by participating. All medical fees are the responsibility of parents.*

### **Transportation**

Students participating in extracurricular activities are expected to travel in school vehicles. Students may be released to their parents after the event at the coach's discretion with a signature. Students may be released to other parents if the student's parents have contacted the activities director or coach by phone, email, or in person. Under special circumstances deviations from this may be allowed by the activities director or principal.

### **Lettering**

Coaches will communicate to student-athletes prior to the beginning of the season as to the lettering qualifications.

### **Athletic Honors/Awards Restrictions**

Athletes will not receive post season honors (team awards, all-conference, all-section, all-state) if there is a confirmed infraction of the code of conduct, chemical eligibility, hazing, and/or a violation concerning (racial/religious/sexual) harassment and/or violence.

## **WEM Eligibility Guidelines**

Participants must be in good academic standing to participate in WEM activities. Students may be held out of practice or contests at any time if not in good academic standing.

### **Academic Eligibility at the end of the quarter**

- |                                   |                                                                                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------|
| 1 failing grade (F)               | Student will not be allowed to participate in 2 events or 2 weeks (whichever is greater).        |
| 2 failing grades (F)              | Student will not be allowed to participate in 3 events or 3 weeks (whichever is greater).        |
| 3 failing grades (F)<br>(or more) | Student will not be allowed to participate in Extra Curricular Activities the following quarter. |

### **Bucs Back on Track - Academic Assistance**

The 4th and 8th Wednesday of every quarter there will be Bucs Back on Track academic assistance sessions. Teachers will be available after school to work with students who are academically at 50% or below in their course(s). WEM Student Athletes who are at 50% or below academically are highly recommended to attend and will not be allowed to practice during the Bucs Back on Track session time frame.

### **Participation Clarification**

Failing Grades (F) - Students that are ineligible may practice with the team during the ineligibility period. The student will be allowed to travel with the team but not dress. Extenuating circumstances may warrant a review by the Principal and Activities Director to determine an individual student's eligibility status.

### **Release from Class**

When teams need to be dismissed from class early to go to athletic events, no person who is academically ineligible will be dismissed with the team. They may go to the event once school is out, but may not miss school for an event. Students are not allowed to get out of school to go home to get athletic gear, etc. Blue passes will not be issued for this purpose.

### **Daily Attendance**

In order for a student to be eligible to participate in a practice or a game that day, he/she must be in attendance for at least one-half day beginning at the start of the first hour after lunch. The Principal/Activities Director may give permission to be absent to maintain eligibility for participation and the absence should be pre-approved.

An unexcused absence, during the day, may render the student ineligible for participation in games or practices the day it is discovered. Field trips are excused absences. Any student being placed in ISS/OSS will not be able to practice or participate in any school activities that day.

***The following statements are intended to make the rule clearer to everyone and to try to make sure the rule is enforced fairly towards all students.***

- An unexcused absence is one in which a student does not come to school, or leaves school, for a reason which is not allowed by the student handbook.
- An excused absence is one which follows the guidelines in the student handbook and is accompanied by a parental note, or phone call, in advance to excuse the absence.
- If a student leaves school during the day without first obtaining a blue pass, the absence is unexcused. If a student leaves class without the approval of the teacher, it is an unexcused absence, even if the student returns to class later.
- When a student comes to school part way through the school day, he/she needs to bring a written note, or have parents call, to have them excused. The student needs to have the parental excuse (note or phone call) the first hour they are in school the next day after the absence.
- If there is some unforeseen circumstance that does not allow a student to bring a parental note the next day, the student should talk to the High School Principal and if the Principal is not there they should talk to the Activities Director when they come to school the next day.
- Sleeping in will not be considered as an excused absence, even with the parents' consent. Schools are required by law to make sure that students attend school every day.
- An unexcused absence may also be determined if the participant is more than 10 minutes late to class without an excused pass.

**The penalty will be enforced whenever the absence is discovered and proven to be unexcused.**

**This may not always be on the day of the absence.**

## **MSHSL Eligibility**

**MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)** - The WEM School District will adhere to and otherwise strictly enforce all policies and/or penalties set forth via the MSHSL.

1. A student shall not at any time, regardless of the quantity:

A. Use or consume, have in possession a beverage containing alcohol;

B. Use or consume, have in possession tobacco; or,

C. Use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.

D. Use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

“Tobacco products” means; any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.

E. Use or consume, have in possession, buy, sell, or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substance addressed by Minnesota or Federal Law.

2. A student shall not engage in sexual, racial, or religious harassment or sexual, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.

## **Penalties**

**Category 1 Activities:** WEM Category 1 Activities: Athletic teams, Cheerleading, Speech, Knowledge Bowl League sponsored activities in which member schools have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Penalties shall accumulate beginning with the student’s first participation on either junior high school or senior high school team or activity and continuing throughout the student’s complete high school career (7-12).

**First Violation:** The student is ineligible for 2 contests or 2 weeks whichever is greater.

**Second Violation:** The student is ineligible for 6 contests or 3 weeks whichever is greater.

**Third/Subsequent Violation:** The student is ineligible for 12 contests or four weeks whichever is greater.

**Category 2 Activities:** WEM Category 2 Activities: Band, Choir, Visual Arts and One-Act Play League sponsored activities in which member schools do not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

**Violations and Penalties:** First and Subsequent Violations Penalties

The student shall lose eligibility for the next interscholastic contest in which the student is a participant.

Penalties for violations will be served consecutively.

**\*\* Students active in Category 1 and Category 2 activities are required to serve penalties in both categories.**

**Category 3 Activities:** WEM School sponsored activities.

WEM Category 3 Activities: Clay Target League, Bowling Prom, Senior Class Trip, School Play, School Dances, other activities as determined by the H.S. Principal or Activities Director.

**Violations and Penalties:** First and Subsequent Violations Penalty

The student shall lose the opportunity to participate in the next regularly scheduled event. To retain the opportunity to participate in the next event the student will need to serve two hours of community service outside the school. Signed forms proving service will need to be turned into the High School Principal prior to participation in the event. Penalties for violations will be served consecutively.

Students already serving penalties in category 1, category 2 activities, or both will not need to serve category 3 penalties.

## **MSHSL Eligibility – Code of Conduct**

### **Good Standing:**

In order to be eligible for regular season and League tournament competition a student must be in good standing.

### **Definition:**

The term “Good Standing” shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

**Student Code of Responsibilities** - Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

**Penalty-** A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

### **Student/Coach Ejection from a Contest**

- A. **Notification to School Administration:** Coaches are responsible to inform their school administration regarding any ejection of a coach or student in their sport.
- B. **Penalties: Student**
  - a) During the Regular Season: A student-athlete, who is ejected from a game/meet, shall not participate in a game/meet for the remainder of that day. The student is also suspended from the next scheduled, rescheduled, or contracted game/meet at that level of competition and all games/meets in the interim at other levels of competition.
  - b) The second and subsequent violations carry a four regularly scheduled game/meet ineligibility penalty.
  - c) During the League Tournament Series (Subsection, Section and State Tournament): A student athlete who is ejected from a game, meet or individual competition shall not participate in a game, meet or individual round of competition for the remainder of that day. The student is also suspended from the next scheduled round of team or individual competition in tournament series.
  - d) Student Relationship to Team During Suspension: A player who is under suspension for an ejection may travel with the team and be in the locker room and on the sideline but may not be in uniform while under suspension
  - e) If penalties are imposed at the end of the sport season or League tournament series and no contest remains, the penalty is carried over in that particular sport until the next school year. In the case of a senior, the penalty will continue to the next sport season.

## Hazing Policy

Team gatherings and activities to build team unity are important and encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, initiation events are not allowed. Students who violate this rule are subject to MSHSL penalties. Participants in hazing may also be subject to criminal and/or civil action. Any student deemed to be in violation of this policy will be subject to investigation by local law enforcement and or WEM Administration and possibly subject to repercussions.

## Social Networking Sites

As a student at WEM High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that WEM students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as your Student Handbook, School Board Policy #524, and Internet Acceptable Usage Agreement. As a WEM student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

### GUIDELINES FOR STUDENTS:

**Consider All Communications Public:** Treat all social media communications as public, regardless of intent. Anything shared may be viewed by anyone at any time reported to Coaches, Advisors, or Administration.

- ❖ **Represent WEM and Your Team:** You are a representative of WEM, your team, the Gopher Conference and Region 2A. Conduct yourself accordingly.
- ❖ **Promote Positivity:** Always promote your team, school, and conference positively, fostering a sense of pride.
- ❖ **Adhere to Ethical Standards:** Ethical guidelines applicable to public speech also apply to social media. Avoid sharing specifics about teammates, opponents, or game situations.
- ❖ **Be Aware of Privacy Risks:** Many forms of electronic communication can be made public without the original sender's knowledge.
- ❖ **Limit Personal Information Sharing:** Be cautious when sharing personal information, including photos, and adjust your privacy settings accordingly.
- ❖ **Report Inappropriate Content:** Report fake profiles or posts to the appropriate authorities or governing bodies promptly.
- ❖ **Follow Policies and Guidelines:** Adhere to all school, district, and team policies regarding social media use. Failure to comply may result in disciplinary action.

Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director. The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

*\*\* All regulations contained herein supersede all previously set regulations. Any regulation in this booklet may be amended, deleted or modified. To initiate change, it is recommended the change be in writing with reason for change and how the change should. This request should be given to the Activities Director. Any change will be voted on by the Board of Education. \*\**

# *Parent Section*



## **WEM Fundamentals of Sportsmanship**

The following will help everyone understand their responsibilities and WEM's expectations at contests.

### **1. Gain an understanding and appreciation for the rules of the contest.**

The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on officials, coaches, or administrative decisions. The spirit of Good Sportsmanship depends on conformance to a rule's intent as well as to the letter of a given rule.

### **2. Exercise appropriate behavior at all times.**

A prerequisite to Good Sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies upon everyone exhibiting behavior that is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Whether you are aware of it or not, your behavior influences others.

### **3. Recognize and appreciate skilled performances regardless of affiliation.**

Applause for an opponent's good performance displays generosity and is courtesy that should be regularly practiced. This not only represents Good Sportsmanship, but also reflects a true awareness of the game by recognizing and acknowledging quality.

### **4. Exhibit respect for officials.**

The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are part of the game. We should not rationalize our own poor unsuccessful performance or behavior by placing responsibility on an official. The rule of Good Sportsmanship is to accept and abide by decisions made. This value is critical for students to learn for later appreciation in life.

### **5. Display openly a respect for opponents at all times.**

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative for WEM, your team, and family. This fundamental is the Golden Rule in action.

### **6. Display Pride in your actions at every opportunity.**

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach, or official, this value is paramount since it suggests that you care about yourself and others and how others perceive you.

## **Communications between Parents and Coaches**

### **Communication from your student's coach:**

1. Philosophy of the coach
2. Expectations the coach has for your child
3. Location and times of all practices and games and lettering requirements
4. Team requirements, i.e. practices, special equipment, out of season training
5. Procedures to follow should your child be injured during participation
6. Discipline that may result in the denial of your child's participation

### **Communication that coaches may expect from parents:**

1. Concerns expressed directly to the coach
2. Specific concerns with regard to a coaches philosophy and or expectations
3. Notification of any illness or injury of missed practices

### **Appropriate concerns to discuss with the coaches:**

1. Treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

### **Issues not appropriate to discuss with the coach:**

1. Team selection
2. Playing time
3. Team strategy
4. Play calling
5. Other student-athletes

It is very difficult to accept your child not playing as much as you may hope. Coaches are teachers. They make judgment decisions based on what they believe to be best for all students involved. As you can see from the above list, certain things can and should be discussed with the coach and others must be left to the professional judgment of the coach.

## **Resolving Conflicts**

There are often situations that may require a conference between the coach and the parents. The student athlete should be involved in these meetings. To resolve the problem, we must have everyone's help and involvement.

### **I. If there is a problem:**

1. Have your son or daughter talk directly to the coach, one on one - this is part of the learning and maturing.

### **II. If the problem is not resolved:**

1. Call the coach for their insight into the problem.
2. Set-up a face-to-face meeting with the coach and your son or daughter.

### **III. If the meeting with the coach does not provide a satisfactory resolution:**

1. Call the Activities Director and request a meeting with all parties. The Activities Director will attempt to mediate a resolution.

### **Parents Should Not:**

1. Confront the coach before or after practice.
2. Confront the coach before or after a game.
3. Confront the coach before or after the banquet.

There are proper ways to communicate and have your concerns addressed. Practices and games are highly emotional times for everyone involved; players, coaches, and parents. Parents/Guardians should not approach a coach to discuss a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least **24 hours after the fact.**

## Waterville-Elysian-Morristown PARENT CODE OF CONDUCT

Sports are supposed to be fun – **for the student athlete, coaches, parents, officials and fans!** Unfortunately, many parents, fans and coaches don't realize that their actions, whether verbal or nonverbal, can have a lasting emotional effect on student athletes. Too many student athletes are leaving sports activities because the fun is unfairly taken away by adults. That is why Waterville-Elysian-Morristown Public Schools is dedicated to promoting the healthy development of student athletes, parents, fans and coaches to help reinforce that sports are meant to be fun.

### Preamble

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will remember that student athletes participate to have fun and that the game is for student athletes, not adults.
2. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
3. I will learn the rules of the game and the policies of the school.
4. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
5. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
6. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
7. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
8. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
9. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
10. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
11. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
12. I will emphasize skill development and practices and how they benefit my child over winning.
13. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
14. I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak to coaches at an agreed upon time and place.
15. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all school events.
16. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
17. I will not approach a coach to discuss a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least **24 hours after the fact.**

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, activities director, and/or school administrator
- Written warning
- Parental game suspension with written documentation of incident kept on file
- Parental season suspension

### References

The WEM Parent Code of Conduct has been compiled from the following national organizations and local youth sports league Parent Codes of Conduct: Arizona Sports Summit Accord, Character Counts, Kid Sports, National High School Coaches Association, Mt. Laurel Soccer Club, Pop Warner, USA Hockey, Heartland Soccer Club, National Alliance for Sports, Rosemount Area Athletics Association.

## **Concussion Information**

### **Introduction**

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

The understanding of sports-related concussion has evolved dramatically in recent years. We now know that young athletes are particularly vulnerable to the effects of a concussion. Once considered little more than a “ding” on the head, it is now understood that a concussion has the potential to result in short or long-term changes in brain function, or in some cases, death.

### **What is a concussion?**

You’ve probably heard the terms “ding” and “bell-ringer.” These terms were once used to refer to minor head injuries and thought to be a normal part of sports. There is no such thing as a minor brain injury. Any suspected concussion must be taken seriously. A concussion is caused by a bump, blow, or jolt to the head or body. Basically, any force that is transmitted to the head causes the brain to literally bounce around or twist within the skull, potentially resulting in a concussion.

### **Recognition and Management**

If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, that athlete must be removed from all physical activity, including sports and recreation. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death.

| <b><u>SYMPTOMS REPORTED BY ATHLETE</u></b> |                                    |
|--------------------------------------------|------------------------------------|
| • Headache                                 | • Feeling sluggish                 |
| • Nausea                                   | • Feeling foggy or groggy          |
| • Balance problems or dizziness            | • Concentration or memory problems |
| • Double or fuzzy vision                   | • Confusion                        |
| • Sensitivity to light or noise            |                                    |

Parents and coaches are not expected to be able to “diagnose” a concussion. That is the role of an appropriate health-care professional. However, you must be aware of the signs, symptoms and behaviors of a possible concussion, and if you suspect that an athlete may have a concussion, then he or she must be immediately removed from all physical activity.

| <b><u>SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES</u></b> |                                         |
|-----------------------------------------------------------------------|-----------------------------------------|
| • Appears dazed or stunned                                            | • Answers questions slowly              |
| • Is confused about what to do                                        | • Loses consciousness                   |
| • Forgets plays                                                       | • Shows behavior or personality changes |
| • Is unsure of game, score, or opponent                               | • Can’t recall events prior to hit      |
| • Moves clumsily                                                      | • Can’t recall events after hit         |

**When you suspect that a player has a concussion, follow the “Heads Up” 4-step Action Plan.**

- 1. Remove the athlete from play.*
- 2. Ensure that the athlete is evaluated by an appropriate health-care professional.*
- 3. Inform the athlete’s parents or guardians about the possible concussion and give them information on concussion.*
- 4. Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.*

The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. An athlete should be observed following a suspected concussion and should never be left alone.

A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term problems. In rare cases, a repeat concussion can result in severe swelling and bleeding in the brain that can be fatal.

## Concussion Information continued...

### Cognitive Rest

A concussion can interfere with school, work, sleep and social interactions. Many athletes who have a concussion will have difficulty in school with short- and long-term memory, concentration and organization. These problems typically last no longer than a week or two, but for some these difficulties may last for months. It is best to lessen the student's class load early on after the injury. Most students with concussion recover fully. However, returning to sports and other regular activities too quickly can prolong the recovery.

The first step in recovering from a concussion is rest. Rest is essential to help the brain heal. Students with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Exposure to loud noises, bright lights, computers, video games, television and phones (including texting) all may worsen the symptoms of concussion. As the symptoms lessen, increased use of computers, phone, video games, etc., may be allowed.

### Return to Play

After suffering a concussion, **no athlete should return to play or practice on that same day**. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Newer studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Once an athlete no longer has signs, symptoms, or behaviors of a concussion **and is cleared to return to activity by a health-care professional**, he or she should proceed in a step-wise fashion to allow the brain to re-adjust to exercise. In most cases, the athlete will progress one step each day. The return to activity program schedule may proceed as below following medical clearance:

### Progressive Physical Activity Program for Return to Play: ***\*AFTER SYMPTOMS SUBSIDE\****

Step 1: Light aerobic exercise - 5 to 10 minutes on an exercise bike or light jog.

Step 2: "Sport" exercise - Non-contact Drills at moderate intensity in the gym or on the field without any equipment.

Step 3: Non-contact training drills in full uniform, weight lifting, resistance training, sport specific drills and other exercises,

STEP 4 - Get Clearance from a "LHCP"

Step 5: Return to full contact practice or training.

Step 6: Full participation in games.

*At each step if no symptoms return you move to the next step. If symptoms recur you move back a minimum of a step.*

**THIS PROCESS MAY TAKE A WEEK OR LONGER**

### Concussion in the Classroom

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short- and long-term memory, concentration, and organization. In many cases, it is best to lessen the student's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or longer, if necessary. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

### What to do in an Emergency

Although rare, there are some situations where you will need to call 911 and activate the Emergency Medical System (EMS). The following circumstances are medical emergencies:

1. Any time an athlete has a loss of consciousness of any duration. While loss of consciousness is not required for a concussion to occur, it may indicate more serious brain injury.
2. If an athlete exhibits any of the following: decreasing level of consciousness, looks very drowsy or cannot be awakened, if there is difficulty getting his or her attention, irregularity in breathing, severe or worsening headaches, persistent vomiting, or any seizures.

# **Coaches/Advisor**

## **Section**



### **Forms and Requirements**

- Application and Tax forms (W-4 and I-9) etc. to office
- Background Check completed and on file with District Office
- MSHSL Coaches Dashboard developed and necessary Continuing Ed Requirements met. This includes the Concussion Training piece for all coaches 7-12 volunteer or paid, it will also include the other requirements and completion of the Rules Interpretation requirement for your sport.

### **Objectives of the Coaches**

- To realize their responsibility to the school program adhering to the objectives as stated by the total faculty and within their own department.
- To recognize coaching as teaching in its truest form.
- To recognize winning as being important, but never at the expense of our total program, or the welfare of our student participants.
- To work towards a goal of improvement from the standpoint of the individual and the team during the course of the season.
- To give careful consideration to the physical condition of our athletes at all times, including following up on injured students.
- To deal fairly with each student athlete and be responsive to individual needs and concerns.
- To provide opportunities for each student athlete to actively participate in practice sessions, whenever possible in game situations, and to strive for additional opportunities to participate through scrimmages etc.
- To conduct oneself in the highest professional manner.
- To provide, through association, a positive role model for student athletes.
- To recognize loyalty as a very important ingredient in the success of any program, and to be loyal to fellow coaches, teachers, the school and the community.
- To recognize all programs below varsity level as developmental activities for the individual and the team concept as well.

### **Team and Player Rules**

Coaches will establish rules and regulations for their sport and requirements for earning a letter. A copy of these rules must be given to the Activities Director for approval. These rules must be explained fully at the start of the season to parents and student participants.

### **Facilities**

Suggestions for improvement of athletic facilities should be made in writing to the Activities Director. These recommendations will be discussed with the coach and then submitted to the Supervisor of Buildings and Grounds.

Work orders will be submitted by the Activities Director to the Supervisor of Buildings and Grounds. Coaches should turn in their requests to the Activities Director during the Spring (or earlier) of the previous year during planning time for the new school year.

A complete facilities schedule will be kept by the Activities Director. School Days and Non-School Days. When facilities must be shared, practice schedules will be drawn up by the Activities Director and Head Coaches. Once drawn up they may not be changed unless prior approval of the Activities Director,

Recognizing the demand for usage of facilities, the following priority list has been established.

- scheduled academic activities
- scheduled athletic contests
- scheduled athletic practices
- scheduled school related activities and groups
- scheduled community services activities
- Other booster or community groups may use WEM facilities when available.

### **Keys/ Key Cards**

Keys & key cards will be issued to coaches at the start of the sport season for the athletic facilities and should be returned to the Activities Director at the conclusion of the season. Coaches are responsible for the safekeeping of keys & key cards and at no time should students be given keys. Occasions may arise for a student manager to use keys to run an errand for the coach.

### **Weight Room**

Weight room (Coed).....The proper use of the weight room is the responsibility of each coach who uses it. Each coach is responsible for the equipment and care of the weight room. Coaches must supervise the weight room when students are present.

### **First Aid Supplies**

Necessary first aid supplies should be picked up prior to the season and whenever necessary during the season. The Activities Director will order and supply all necessary supplies. It is the coach's responsibility to keep a kit stocked and maintained.

### **Fund Raising**

All fund-raising projects must be approved by the Activities Director and Principal of the building.

### **Practice Regulations**

No practices will be held on a day school has been dismissed early due to bad weather. On days of cancellation, practice may be held upon the approval of the Activities Director. On Wednesdays, practice will end so that all students are out of the building by 6:30 pm. Coaches must be present at all practice and workout sessions. No athlete is to be given permission to use the facilities unless a coach is present at all times. No athletic practices, workouts, etc. will be conducted in the morning before school, without prior approval by the Activities Director.

### **Publicity and Promotions**

The reporting of news items and game results is the responsibility of the head coaches and their staff, unless. Playoff games may be the responsibility of the game manager, please confirm with the Activities Director. A list of News organizations and phone numbers or emails will be distributed before the season.

## **Scrimmages**

Transportation will be provided for one scrimmage per year. Coaches may plan to attend more but will need to make arrangements to pay for transportation. If students or parents are to drive students to a scrimmage, the coach must first get approval from the Activities Director and Principal. Scrimmages will be scheduled by the Activities Director with the help of the Head Coach.

## **Squad Selection**

It is the intent of WEM School to encourage maximum participation while also recognizing that competitive play increases with every level. As such, not every athlete will earn equal playing time. The following guidelines should be followed for squad selection. WEM has adopted a no cut policy:

- No athlete will be cut from an athletic program for non-disciplinary reasons.
- No tryouts or limits on squad size will be allowed for 9th grade or B squad.
- Playing time will be at the discretion of the coach.
- Varsity coaches shall be allowed to determine their playing squad, taking into consideration guidelines set forth by the Minnesota State High School League.
- Coaches must follow the procedure listed below prior to the start of the season:
  - Players and parents will be informed there may be a limited number that will dress for games/ contests/ tourneys.
  - Players and parents will be informed of the timeline for making their squad selection and the coach will communicate with players about their role on the team.

Students participating in 7th or 8th grade activities must be provided opportunities to participate in competitions. School or team disciplinary situations may apply, however this must be explained prior to the beginning of the season.

## **Squad Advancement**

Any 9th - 12th grade student can participate at the varsity level if they are selected for the team. Advancement of junior high athletes to other levels requires signed permission from the athlete, coach, parent (s) and Activities Director. Note in some sports ( i.e. Track, Cross Country and Wrestling) due to numbers or necessity a meeting may not be necessary.

The following guidelines should be considered when promoting an athlete:

- There must be a reasonable expectation of the student being able to compete on the squad to which they are being promoted.
- The student must be able to physically handle the change.
- The promotion should be beneficial to both the student and the program.
- What affect will the advancement have on game/match limitation as set forth in MSHSL guidelines?

## **State Tournament Attendance**

Head Coaches will be allowed to attend the State Tournament of the sport they coach. The school will provide for a substitute. All other expenses will be paid for by the coach. One Assistant Coach will be allowed to attend the State Tournament per day. The Varsity team will be allowed one day to attend the state tournament if the team qualifies for the state tournament, but has been eliminated from competition. A bus will be provided and all other expenses will be the responsibility of the student. Coaches will be expected to make these arrangements and supervise the students. The Booster Club may help with these costs. No meals or hotel will be provided from the athletic budget for any athletic trip except for those reimbursed by the Minnesota State High School League or Section. In the instance that a coach or other coaches need to drive to a State Tournament event in which we have student-athletes participating, he/ she must first request the use of school transportation (van, car). If school transportation is not available, only one vehicle will be reimbursed for one trip to and from the event site, if lodging is also provided. If no lodging is being provided no more than one vehicle for coaches will have mileage reimbursed per day. All mileage reimbursement must be pre-approved by the Athletic Director.

## **Disqualification**

Minnesota State High School League Bylaw 206 states:

- a) During the Regular Season: Anytime a coach is ejected from a game/meet, the coach shall not coach the remainder of that day. The coach is also suspended from the next scheduled, rescheduled, or contracted date at that level of competition and all games/meets in the interim at other levels of competition.
- b) The second and subsequent violations carry a four regularly scheduled game/meet ineligibility penalty.
- c) During the League Tournament Series (Sub-section, Section and State Tournament):
  - a. A coach who is ejected from a game/meet shall not coach the remainder of that day.
  - b. The coach is also suspended from coaching the next scheduled round of team or individual competition in that tournament series.
  - c. The penalty will be carried over into the next season for that sport.
- d) Coach Relationship to team during suspension: A coach who is under suspension for an ejection may not:
  - (1) have access to the locker room prior to the game, during half-time, or following the game;
  - (2) be seated in an area proximal to the team bench;
  - (3) ride the team bus to or from the contest; or
  - (4) serve in any official capacity as a coach, statistician, supervisor, etc. until the suspension has been served.
- e) Appeal: A basketball coach may appeal the penalty only when he/she is disqualified for technical fouls and his/her actions did not contribute to the disqualification. The appeal will be heard by the local school administration. A complete report must be sent to the League for review

## **Undue Influence/ Solicitation of a Student** **MSHSL ByLaws 307 & 308**

Upon completion of any MSHSL investigation, any penalty levied against the school district will be sent to the Athletic Council for review. The Athletic Council will review the findings and recommend the penalty against said coach to the School Board. It is our philosophy that students should go out for whatever sport they want without any pressure exerted on them. If a student is not out for any sport, coaches may encourage the student to go out for a sport.

## **Coaches Code of Ethics**

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

This code of ethics has been adopted by the Minnesota State High School Coaches Association (MSHSCA) for all members of that organization. All WEM coaches should strive to embody this code.