

RED LAKE FALLS PUBLIC SCHOOLS

# ACTIVITY HANDBOOK



## Mission Statement

The mission of Red Lake Falls' extra-curricular activities is to provide participants with a positive, valuable and memorable learning experience on and off the playing venues.

Red Lake Falls is of the belief that extracurricular activities are an integral part of the education system. Extracurricular experiences allow students to benefit in such areas of development as: interpersonal skills, group interaction and cooperation, self concept and character, goal setting and values, leadership, self discipline, loyalty, sportsmanship, physical skill development and growth and the personal pride and satisfaction of participation and competition.

The success of the mission is based on the continued communication and cooperation of the community, parents, students and staff.

## ACTIVITY DIRECTOR/COACHES HANDBOOK

### RED LAKE FALLS PUBLIC SCHOOLS

#### 1. INTRODUCTION

Academic achievement and graduation should be the number one priority of all students. The school should and does encourage students to meet these priorities. Many avenues of enrichment are offered by the school to aid students in their quest of these priorities. Interscholastic athletics is one of them.

Each student who has the talent, interest, and desire to participate on an interscholastic team should have the opportunity to make such a team. Being chosen for a team is based on competition with fellow candidates. Factors to be considered in squad selection are the candidate's attitude, behavior and talent.

It should be understood, by candidates for a team, that participation on an athletic team is a privilege and not a right. This privilege to play has to be earned. If certain attitudes and behaviors are not maintained, this privilege can be taken away for short periods of time or permanently.

One of the most useful, rewarding, and fulfilling experiences and individual or team can realize is the challenge to become the best one can be through dedication and hard work. Knowing at the end the "I gave my best shot" should be the goal of the program.

This rewarding experience will, many times, be the result of having attained some goals that were set or in knowing that the experience was useful and enjoyable. A person cannot contribute positively to this achievement unless he/she has earned and maintained the privilege of participating as stated in the above section.

#### 2. GUIDELINES ON PLAYING TIME FOR ATHLETICS

Students participating in our athletic programs enjoy playing and above all want to be treated as fair and reasonable a manner as possible. The following guidelines have been established in an attempt to incorporate reasonable standards of participation.

Elementary - At this level our major emphasis is on participation. Our coaches' goal should be to have as fair playing time as possible as we view this stage as developmental

for everyone. Giving positive experience to as many participants as possible will hopefully encourage students to advance to the next level.

Junior High - At the junior high level our goal again is to those in the program to have a positive experience. This can be gained by participation. However, the transition from elementary to junior high includes dedicated work in the off-season. Those individuals putting in extra time with work on their individual skills, open gyms, camps, and summer leagues may be rewarded for their efforts. Practice efforts and attendance will also determine playing time. Therefore, the emphasis will begin to shift toward winning, but definitely not at all costs. Coaches should consistently keep participation in mind as much as possible. Game situations should be used as a guide for participation.

Junior Varsity – The “Junior Varsity” level should follow similar guidelines to the junior high level regarding the extra playing time for those putting in the additional efforts during the off-season. The “Junior Varsity” Squad is the direct line to the “Varsity” Squad; therefore, it is necessary to properly prepare our athletes to make that next transition. Participation remains an important element but athletes must remember that there is a direct correlation between off-season preparation, practice effort and attendance and playing time.

Varsity – The primary emphasis at the “Varsity” Squad level is on being as successful as possible. To achieve this goal, it may require playing certain athletes the majority of the time. The coaching staff should have the best idea whom has put forth the most effort during practice sessions, as well as off-season preparation. They should be rewarded accordingly. A good coaching staff should always keep the team concept in mind. When game situations permit, efforts should be made to play as many deserving players as possible. A successful program should be a combination of winning, strong team morale and good sportsmanship from coaches and players.

*Also, the number one concern is the safety of the athlete. Therefore, if an athlete's physical stature could put them at risk of an injury; the coach could limit their playing time.*

### 3. PARTICIPANTS RESPONSIBILITY

- A. Make satisfactory progress toward graduation.
- B. Do passing work in all subjects.
- C. Abide by the rules set forth by the Minnesota State High School League and Red Lake Falls School, coaches' policy, teams' goals and expectations.
- D. Have excused absent and tardiness reports and be **personally** responsible to notify the coach if they are not able to be at practice.
- E. Be a positive influence in school, community, or when representing the school at an out of town event.
- F. Have a positive attitude toward the game, teammates, property and self.

### 4. PARENTS RESPONSIBILITY

Good discipline originates in the home because the parent is the first teacher. It is a parent's obligation, by teaching and example, to develop in the pupil good habits of behavior as well as proper attitudes toward the school. To help your student's progress in school, a parent should:

- A. Recognize that the teacher/coach takes the place of the parent while the student is in school.
- B. Teach and require of the student respect for law, for authority, for the right of other, and for private and public property.
- C. Share with the student an interest in school activities and in their general progress.
- D. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- E. Arrange for a time and place for homework and see that the student makes use of the time.
- F. Encourage and guide wholesome friendships, interests and activities.
- G. Understand and comply with the rules of the board concerning pupil conduct and cooperate with the school in carrying out disciplinary action taken by the school.
- H. Instill in students that academics is the prime concern of the school.
- I. *Be aware of the eligibility/participation rules of the Minnesota State High School League, Red Lake Falls Public School, and those of the coach of your daughter's/son's activity.*

## 5. RESPONSIBILITY OF HEAD COACHES/DIRECTORS

- A. Organize practice sessions/times.
  - 1. Work within the school policies related to practice sessions.
  - 2. Use good judgment and common sense in amount of time allotted for practice. Practice for all teams/organizations is recommended not to exceed two (2) hours whenever possible. Attempts should be made to notify parents when longer practice sessions are planned.
  - 3. Utilize sensitivity, thoughtfulness, and set an example for participants and colleagues.
  
- B. Select students to participate on varsity levels.
  
- C. Work with colleagues at lower levels or assistant directors.
  - 1. Encourage uniformity within the program.
  - 2. Provide background information for other coaches/directors.
  - 3. Promote cooperation among all coaches/directors of other sports/activities.
  - 4. Cooperate with athletic director and/or principal in making recommendations/requests in area of schedule.
  - 5. Demonstrate respect and understanding of students and colleagues.
  
- D. Chaperone student participation in your event at all times.

## 6. RESPONSIBILITY OF ASSISTANT COACHES/DIRECTORS

- A. Attend all practices, scrimmages, performances, and games for the assigned team/group. Be punctual.
- B. Demonstrate loyalty and respect to student participants and colleagues, as well as to the activity.
- C. Promote participation and involvement of students to the best of one's ability in all activities.
- D. Select players for participation at assigned activity in accordance with the objectives.
- E. Adhere to the job description as prepared by the head coach/director.
- F. Chaperone student participants in your event at all times.

## 7. PERSONAL & PROFESSIONAL BEHAVIOR FOR COACHES/DIRECTORS

- A. Interact with young participants in a positive manner. Minimize and attempt to eliminate negative comments directed at the participants.
- B. Promote positive attitudes among all staff in the program.
  - 1. Increase participants' self-worth and self-confidence through positive reinforcement.
  - 2. Be sensitive and responsive to individual needs of students.
- C. Promote positive relations with parents and athletes. Be open to discussion of individual student's needs. Keep parents informed of team goals and expectations.
- D. Promote positive relationships among officiating crews and judges who work athletic events at Red Lake Falls and elsewhere.
- E. Promote public relations within the community.
- F. Promote public relations among schools with whom we compete.
- G. When the event is completed, leave it on the floor, field, etc. Eliminate needless narrative "after the fact". Control one's person, realizing that coaches/directors are an example to youth at all times. Swearing will not be accepted.
- H. Keep administration informed of particulars of the activity.
  - 1. Problems with students and/or parents from within the district should be brought to the attention of the administration.
  - 2. Problems with students and/or parents from the opposing schools should be brought to the attention of the administration.
- I. Remain under control at all times. Competitive events create emotional reactions from participants, fans, coaches, and directors. To allow ourselves to get out of control undermines the entire program.
- J. Never make a threat/promise which cannot be kept. Overreaction to people and concerns can also undermine the program.

## 8. PROBLEM SOLVING PROCEDURES

### *Procedure for Handling Activity Complaints*

To allow for an expression of differences that may occur within the district's activities the following process should be followed:

- 1. No conflict between a parent, student, official or coach (director) should be addressed during or immediately following a contest or production. The contest site, practice area, lobby, or locker room is not an appropriate place to handle questions and conflict. Coaches

(directors) are not to meet or deal with questions or conflicts at these times or in these places. Problems should be addressed the next day, or as soon as possible.

2. If a parent/guardian or student has a concern, a meeting should be established following the procedures outlined below.
3. If a meeting becomes confrontational, it can be terminated by any party and taken to the next step of the procedure.

#### *Steps for Conflict Resolution*

##### Step 1 – Participant Concerns

A meeting between the participant and the coach/director should be held and may be initiated by the participant and/or the coach/director.

**OR**

##### Step 1 – Parent Concerns

A meeting involving the coach/director can be requested by the parent directly calling the coach/director; or the athletic director and/or an administrator may be utilized as a point of contact to schedule the meeting. If so desired, the athletic director and/or an administrator may also facilitate the meeting.

##### Step 2- Concerns

If a resolution is not achieved and a parent and/or student desires further intervention or discussion of the issue, a meeting with the athletic director and/or an administrator may be held to further address the issue.

##### Step 3 – Concerns

If the conflict still has not been resolved, it may be referred directly to the superintendent, and if he/she chooses, the Board of Education.

#### 9. SCHOOL CLOSING/EARLY DISMISSAL

- A. There will be **no** junior high practices or games.
- B. The decision to allow voluntary (parent discretion) practice for junior varsity, and varsity will be made by the athletic director in consultation with either the principal or the superintendent, or both. The same procedure will be followed

for holding athletic contests. The decision to hold voluntary rehearsals or meeting for other activities will be made by the directors or advisors in consultations with the principal, superintendent or both.