
Extra-Curricular / Co-Curricular

ACTIVITY POLICIES FOR BENSON

COACHES & ADVISORS

Benson Public Schools

ISD # 777

Benson, Minnesota

Updated: August, 2024

PHILOSOPHY OF BENSON PUBLIC SCHOOLS
DISTRICT #777 ACTIVITIES

Before any program of direction can operate effectively and efficiently, a philosophy must provide a preview of the goals and the guidelines within which accomplishments are to progress.

The primary objective of the Benson School District is to provide wholesome opportunities to promote the physical, mental, social, emotional, and moral well-being of the participants. It is hoped that extra and co-curricular activities in our school will be a positive force in preparing youth for an enriching and vital role in American life.

The District #777 activities programs are an important and integral part of the total school program and are open to participation by all students, regardless of individual differences. Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations and responsibilities, which are unique to each program. In order to contribute to the welfare of the group, the students must willingly assume these obligations, as the role demands that the individual make sacrifices not required of others.

The leadership should exemplify to the participants the desired type of individual to be developed from the activities program. Measurement of the success of this leadership should not only be in terms of the tangible evidence of the victory and defeat record, but also in the intangible personality development factors that are an outgrowth of the major objectives of the activities program.

The activities programs should always be in conformity with the general objectives of the school and the activities administrations should be in line with the general policies of the institution. At no time should the program place the total education curriculum secondary in emphasis. The program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his/her place in modern society.

ISD#777 is a proud member of the Minnesota State High School League. The League provides educational opportunities for students through interscholastic athletics and fine arts programs, and provides leadership and support for member schools.

The League values:

- ☐ Equity, fairness and justice

- ☐ Activities which support the academic mission of schools
- ☐ Fair play and honorable competition
- ☐ Activities which support healthy lifestyles
- ☐ Treating people with dignity and respect.

Visit the following websites for more information: www.mshsl.org & www.benson.k12.mn.us

Benson School Arts & Activities Vision

In Benson’s united community we value our programs that maximize student potential and school pride. We hold students to the BHS standard to be respectful, responsible, & dedicated young leaders.

COACH/ADVISOR Code of Conduct

- Follow the rules of the sport during the progress of the contest
- Accept the decisions of contest officials
- Avoid offensive gestures or language
- Display modesty in victory and graciousness in defeat
- Avoid public criticism of game officials
- Teach sportsmanship and reward/acknowledge players that display good sportsmanship
- Provide instruction, training, and motivation without put-downs and/or the use of abusive language
- Educate and sensitize themselves to cultural differences, gender equity and disability issues
- Be Positive – leave everything in the gym and address mistakes made in game at practice (not in locker room or bus directly following the game) and revisit goals in practice
- Have a 24-hour cooling off period before talking to students/athletes/parents
- Have conversations regarding conflict via phone or face to face meeting – Not via text, email or any form of social media
- Have a communication chain of command for students/athletes who may not be comfortable talking to their head coach
- Respect For All

STUDENT/ATHLETE Code of Conduct

- Show respect at all times for coaches, opponents, game officials and fans
- Accept the decisions of contest officials
- Avoid offensive gestures or language
- Display modesty in victory and graciousness in defeat
- Follow the rules of the game
- Show respect for public property and equipment
- Have a 24-hour cooling off period before talking to coaches
- Have conversations regarding conflict via phone or face to face meeting – Not via text, email or any form of social media
- Respect For All

SPECTATOR/PARENT Code of Conduct

- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talking, name calling, personal attacks, or other acts of disrespect unacceptable.
- Respect the game/contest. Under no conditions shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest.
- Show respect for officials and opposing players, coaches, and spectators.
- No signs should block the view of other spectators. No flags are allowed in the competition area.
- Spectators without shirts or that are wearing shirts that are vulgar, obscene, or demeaning will be removed from the venue.
- Artificial noisemakers (megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- All cheers, comments and actions shall be in direct support of one's team. No cheers, comments or actions shall be directed at one's opponent or at contest officials. Some examples of inappropriate conduct or actions that are not permitted are: disrespecting players by name, number or position; negative cheers or chants; throwing items on the floor.
- Respect the American Flag and the National Anthem.
- Children in grades 6 and below must come to the game with a supervising adult.
- All spectators must remain in the main gym unless going to concessions or the bathroom. During football games and track meets, spectators may also stand along the fence area to view the game. During football games and track meets, grades 6 and under students inside the fence area are to be supervised by a parent or adult. There will not be school staff supervising outside the fence area. Benson Public Schools reserves the right to amend this list at any time, to ensure the safety of our athletes, guests and employees. THANK YOU for supporting our student athletes and fine arts participants and for providing a positive environment in which educational activities are conducted.

Consequences

- First Offense: Verbal warning; possible removal from event venue.
- Second Offense: Removal from event venue and possible suspension from attending the next 1-5 home events.
- Third Offense: Removal from event venue and possible suspension from attending home events for the rest of the school year.
- Severe Clause: In the case of severe poor sportsmanship or failure to follow the event supervisor's directions, immediate removal from the event venue may be necessary. An indefinite suspension from attending future home events will occur. A Conference involving the concerned parties will determine whether and when attendance privileges will be reinstated.

Note: If a spectator returns to school-sponsored activity without permission during suspension, the act can be considered a violation of the suspension and may be cause for further disciplinary action.

You can visit our website, benson.k12.mn.us, to find all of the information that you will need to register for activities and for the most up to date information on schedules. We are very excited to kick off our Fall season and look forward to seeing our stands filled with Braves fans!

JOB DESCRIPTION · ACTIVITIES DIRECTOR **DISTRICT #777 ACTIVITIES**

1. **POSITION TITLE:**
 - a. Activities Supervisor for District #777 – Grades K-12 (Herein referred to as Activities Director or AD).

2. **POSITION CLASSIFICATION:**
 - a. Administrative and Supervisory

3. **PRIMARY FUNCTION:**
 - a. To work with other administrators, the coaching staff and Community Education in developing a well-balanced interscholastic and intramural activities program, which will best serve the needs of students in grades 7-12 of the school system.

4. **MAJOR RESPONSIBILITIES OF THE ACTIVITIES DIRECTOR:**
 - a. Shall be responsible for seeing that all students have a current physical examination on file, required MSHSL forms have been turned in.
 - b. Shall see that all participants are acquainted with the eligibility rules of the Minnesota State High School League and District #777.
 - c. Shall be responsible to the Senior High Principal and Superintendent for the administration and supervision of the interscholastic activities programs for the school year.
 - d. Shall draw up a schedule for all competitive events and will coordinate that schedule with other extracurricular and co-curricular activities.
 - e. Shall contact and select game officials. Officials are to electronically sign contracts indicating time, place, remuneration and number of games to be officiated.
 - f. Shall be responsible for and send eligibility verification reports for all sports/activities in conjunction with the Principal.
 - g. Shall prepare a uniform rotation/budget for the entire activities program 7-12. This should be presented to the Superintendent in January and discussed so that it may be included in the annual budget.
 - h. Shall plan the award ceremonies. Again, this may be combined with other extracurricular awards and should be worked out in cooperation with the principal and/or service organizations.
 - i. Shall order replacement equipment and supplies not secured by bid.
 - j. Shall make arrangements for all trips taken by all teams including transportation, board, lodging, and supervision.
 - k. Shall inform the public of coming events. The results of completed events must be reported by the coaches.
 - l. Shall make an annual report to the Superintendent and School Board in June covering activities of the Activities Department and make recommendations for the future.
 - m. Shall keep a current inventory of all activity equipment.
 - n. The AD shall assist the coach to develop a system of recording the issuing, checking in, and storing of all activity equipment. He/She may delegate the duties, but shall be responsible.
 - o. Shall prepare a calendar of events for the approaching fall and winter season by June 1st, stating site, event, place, time and date.
 - p. Shall assist the Principal with the enforcement of all Minnesota State High School League Rules and District #777 rules.
 - q. Shall actively work in assisting the Counselor in acquiring scholarships and placement of outstanding students in a desirable college.

- r. Shall approve all school-sanctioned camps and advise parents, students, and coaches regarding the selection of camps, which are suitable for promising students.
- s. Shall develop a program for training young athletes for future teams in all sports and work closely with coaches of younger children to see that a continuous, well-coordinated program is developed.
- t. Shall work with coaches in all sports to encourage the participation of all potential participants.
- u. Shall make observations and evaluations of activities personnel and make recommendations to the Superintendent and Principals for coaching and advisory positions.
- v. Shall make sure that all coaches have completed a summer waiver to work with their athletes throughout the summer months in camps, leagues, etc
- w. Shall work with administration to develop district policy for fund-raising and promotion, including such events as B squad and Junior High Tournaments. Shall work with coaches to implement the policy.
- x. To supervise activities as planned and coordinated with administration.
- y. To meet with Administration periodically for the purpose of activity department improvements and adjustments.
- z. To realize that the Activities Supervisor's position is an Administrative position and to follow ethical, professional practices to support that position.
- aa. To serve as the first line of communication between the coaches and the Principal.
- bb. To communicate on a regular basis with the personnel in the Community Education Department so that an accurate, up-to-date monthly calendar can be published and distributed throughout the community.
- cc. To demonstrate an active interest in all activities of the School District.
- dd. To perform other tasks as assigned by the Superintendent.

JOB DESCRIPTION · COACHES/ACTIVITY ADVISORS

DISTRICT #777 ACTIVITIES

Any Coach/Advisor in charge of students at any level and in any activity will be expected to maintain a high degree of integrity for carrying out their duties and responsibilities. Be an example for your students in language and behavior.

HEAD COACH & ACTIVITY ADVISORS

The Head Coach/Advisor has the responsibility for the development of his/her particular program. The major responsibilities of head coaches/advisors are listed below as a guide for carrying out assigned duties. Additional responsibilities may be inherent in individual programs for various coaches/advisors; the Activities Director may delegate these responsibilities. The head coach/advisor is directly responsible to the AD and the Principal. The program responsibilities are as follows:

- ☐ Has full responsibility for the overall supervision of the program including junior high and JV teams.
- ☐ Is in charge of assignments and duties of assistant coaches in the program.
- ☐ Is responsible for keeping the Activities Director informed of practice schedules and for making sure that all practices are held within the time frame of the program and school district.
- ☐ Is responsible for the general upkeep and protection of equipment in the program.
- ☐ Is responsible for a detailed inventory of all equipment and uniforms at the end of the season, and is responsible for properly cleaning and storing all equipment in a designated area.
- ☐ Is responsible to visit with the AD at the end of the season.
- ☐ Is responsible for keeping records as requested by the AD, especially attendance, injuries, disciplinary problems, and awards.
- ☐ Has the primary responsibility of striving to build good sportsmanship and developing good public relations in the school and community.
- ☐ Is responsible to see that student penalties for eligibility violations are carried out in accordance with district and MSHSL policy.

- ☐ Is responsible to have an updated current Handbook on File in the Activities Office.
- ☐ Is highly encouraged to have a pre-season parent meeting to lay out program information/expectations
- ☐ Is responsible to have completed all the requirements on the MSHSL “Coaches Clipboard” by the MSHSL’s deadline dates.
- ☐ Is responsible for bringing any volunteer coaches to the AD for approval. No volunteer coaches are allowed to be with the team at games and practices without approval from the AD.

The personal responsibilities are as follows:

- ☐ Is responsible for assuring that all coaches in the program know the rules of the MSHSL and of ISD #777.
- ☐ Is responsible for seeing that he/she and other coaches in the program attend rules meetings, conference meetings, and district or sectional meetings in the particular activity.
- ☐ Join the State Coaches Association and recommend that assistant coaches also join if applicable.
- ☐ Is responsible for seeing that all participants have completed the necessary paperwork and have turned in said paperwork prior to practice/participation.
- ☐ Is responsible for keeping attendance figures, injury reports, and other pertinent information on students.
- ☐ Is responsible for having a season-end awards reception if possible
- ☐ Is responsible for the general health and welfare of the students in the activity.
- ☐ Is responsible for the conduct and actions of all students under his/her jurisdiction.
- ☐ Is responsible for seeing that all participants are dressed properly for home games/performances and for out of town trips.
- ☐ Is responsible for handing in bus schedules needed in the program and for clearing departure times with the AD and Principal. For early departures, all students should make arrangements with their teachers to make up work ahead of time and a list of all students leaving early must be turned into the senior high office at least one day prior to the event.
- ☐ Is responsible for seeing that all participants have transportation home after returning from an away event in the late evening hours.
- ☐ Is responsible for reporting scores and statistics to proper newspapers, radio and TV stations, and posting said scores on the MSHSL website as required by the MSHSL. For conference sports, is responsible for sending in statistics to the conference statistician.
- ☐ Is responsible for keeping emergency phone numbers easily accessible for all coaches in the program and for having a plan to handle serious injuries.
- ☐ Shall clear all scrimmages with the AD’s office.
- ☐ Is responsible to instruct proper athletic techniques and skills to all students and to all assistant coaches in the program.
- ☐ Is responsible for a written practice plan for each practice. This plan is to be kept in the coach’s personal file.
- ☐ Is encouraged to utilize the expertise of assistant coaches in the development of the program.
- ☐ Is responsibility for communicating to each student participant his/her specific role on the team or in the activity.

ASSISTANT COACHES

The primary responsibilities of the assistant coaches are as follows:

- ☐ Have an understanding of rules and regulations regarding the sport as presented in the MSHSL Athletic Rules and Policies Manual.
- ☐ Keep abreast of all rules and rule changes; complete Rules Interpretation Meetings if required.
- ☐ Keep abreast of new developments, innovative ideas and techniques by attending clinics and reading.
- ☐ Assist head coach in overall development of the program.

Before the Season:

- ☐ Assist the head coach in registration of athletes.

- ☐ Assist the head coach in preparing information to be turned in to the AD's office, to ensure the eligibility of all students.
- ☐ Assist head coach in issuing equipment.
- ☐ Is responsible to have completed all the requirements on the MSHSL "Coaches Clipboard" by the MSHSL's deadline dates.

During the Season:

- ☐ Assume responsibility for care of equipment and facilities.
- ☐ Assume supervisory control over students and teams you have been assigned and over all students when such control is needed.
- ☐ Be in attendance at all practice and games and arrive early for games and practices.
- ☐ Supervise locker room areas until all students under your supervision have left the building.
- ☐ Emphasize safety precautions; be aware of best training procedures and injury prevention action.
- ☐ Apply discipline in a firm and positive manner.
- ☐ Conduct self and teams in an ethical manner during contests and practices.
- ☐ Instruct players in rules of the game, rule changes, new developments and innovative ideas.
- ☐ Is responsible for teaching proper skills under the direction of the head coach.
- ☐ Keep attendance, injury reports, etc.

End of the Season:

- ☐ Assist in return, storage, and inventory of equipment.
- ☐ Recommend students for awards.
- ☐ Recommend equipment to be purchased.
- ☐ Recommend facility maintenance and improvement.
- ☐ Complete post-season evaluations and conduct one-on-one conferences as directed by the head coach.

Additional responsibilities as assigned by the head coach may include scouting, training, equipment, filming and publicity.

JUNIOR HIGH COACHES/ADVISORS

The Junior High Coaches/Advisors are under the direction of the head coach/advisor and the Activities Director. The responsibilities listed below are to serve as a guide to Junior High Coaches. Additional responsibilities may be inherent in certain programs and may be assigned by the head coach, or the Activities Director.

- ☐ Has full responsibility for the supervision of the Junior High Program and is answerable to the head coach and the Activities Director.
- ☐ Is responsible for working with other junior high coaches in the program.
- ☐ Is responsible to have completed all the requirements on the MSHSL "Coaches Clipboard" by the MSHSL's deadline dates.
- ☐ Is responsible for keeping practice periods within the confines of the practice schedule set up by the AD, and for keeping the AD informed of any changes.
- ☐ Is responsible for the protection and upkeep of equipment.
- ☐ Reports regularly to the AD and the head coach regarding developments in the program.
- ☐ Is responsible for completing a complete inventory at seasons end.
- ☐ Is responsible for proper storage of equipment.
- ☐ Is responsible for keeping records as requested by the head coach or AD such as attendance, injuries, etc.
- ☐ Is responsible for submitting equipment and capital expenditure requests to the AD and the head coach.
- ☐ Is responsible for teaching good sportsmanship and developing good public relations in the school and community.
- ☐ Is responsible for seeing that each participant has turned in the proper paperwork and is eligible to practice prior to participation.
- ☐ Is responsible for keeping a practice plan for each practice.
- ☐ Is responsible for the actions and conduct of the team at all times when it is under his/her jurisdiction.

- ☐ Is responsible for seeing that all participants have a ride home after returning from road trips.
- ☐ Is responsible for making sure that locker rooms, shower rooms, practice and game areas are safe and clean and supervised until all students have left the building.
- ☐ Is responsible for keeping emergency phone numbers easily accessible and for having an emergency plan of action.

STEPS FOR DISCIPLINARY ACTION

If any deficiencies arise related to performance, the Activities Director will discuss the deficiency with the specific coach or advisor. If the coach or advisor fails to comply or correct the deficiency (unless the deficiency is so great that immediate action is required), action may be taken, such as, but not limited to, any one or combination of the following.

All actions are subject to due process rights in local and state law.

- a. Requirement of specific training or evaluation by a professional
- b. An improvement plan with timeline
- c. Verbal Reprimand
- d. Written Reprimand
- e. Placement of the Coach/Advisor on a non-disciplinary paid administrative leave
- f. Suspension without pay
- g. Termination
- h. Immediate Discharge

BRIEF DESCRIPTION OF CO-CURRICULAR ACTIVITIES **DISTRICT #777 ACTIVITIES**

MUSICAL PRODUCTION

A Musical is performed the opposite school year of Broadway. Most recent productions were, "Bye, Bye Birdie", "Footloose", "Joseph and the Amazing Dreamcoat", which have involved large casts and crews. Three directors are hired (Orchestral, Music and Acting). Participation is open to 9-12 students.

SPEECH

Speech provides students with the self-confidence to speak in front of a crowd. BHS competes in numerous meets each year. Speech is open to all students in grades 7-12.

ANNUAL STAFF

10th-12th publishes the Chippewa Yearbook annually. Members of the Publications Class can elect to take it for a semester (1/2 credit), or take it both semesters (1credit). Editors have historically attended a camp over the summer. Members of the class also may be asked to put in after school, evening and weekend hours.

PROM

The Junior Class is in charge of planning the prom. Students receive no recognition for this activity. Decorating largely takes place after normal school hours in the spring.

NATIONAL HONOR SOCIETY

Students in grades 11 & 12 are eligible to apply to the National Honor Society. The NHS recognizes students who excel in the classroom and also demonstrate leadership, service and a positive character. Members are involved in numerous activities such as a food shelf drive, blood drive, and Kid Kare.

BUSINESS PROFESSIONALS OF AMERICA

BPA is open to students in grades 9-12. Members are active in fundraising. Students compete at the regional level first. From there, students advance to state and nationals. Each year Benson is very well represented at the state meet.

NATIONAL FFA ORGANIZATION

FFA is open to students in grades 7-12. Many students are involved each year. Students participate in competitions at the local, regional, state and national levels. FFA keeps track of their own records and awards, and conducts their own recognition banquets.

ATHLETIC OPPORTUNITIES

As of the current school year the following athletic opportunities exist for all students in grades 7-12.

FALL: Football, Girls Volleyball, Boys & Girls Cross Country, Girls Tennis, and fall musical

WINTER: Boys & Girls Basketball, Boys & Girls Hockey, Wrestling, Gymnastics, Esports

SPRING: Boys & Girls Golf, Boys & Girls Track & Field, Baseball, Girls Softball, Boys Tennis, and Boys & Girls Clay Target

All MSHSL and District #777 rules, policies, and regulations apply to all participants in co-curricular activities as well as students in athletic activities. All students are expected to adhere to these policies and conduct themselves accordingly.

PARTICIPATION POLICIES

DISTRICT #777 ACTIVITIES

PART I – JUNIOR HIGH PARTICIPATION POLICY

Interscholastic activities in the Benson Junior High School shall be the responsibility of the Benson Activities Department under the direction of the Activities Director. The Benson Activities Department policy shall require it's coaches/advisors at the Junior High level to give each participant fair and equitable treatment in terms of practice time, coaching attention, and playing time: subject to the coach's/advisor's evaluation of the participants' attendance at practice and games, personal behavior, respect for teammates and coaches, adherence to rules of the game and of good sportsmanship, and overall commitment to the game and improving his/her skills. To assist in assuring that this policy is workable and in the best interest of both the students and the programs, the following steps will be followed:

1. Adequate numbers of coaches/advisors will be hired for all programs to insure equitable coaching attention.
2. Adequate numbers of contests against comparable opponents will be scheduled in all programs to insure equitable playing opportunities. This might include splitting teams for contests against smaller schools, expanding schedules, and multiple contests against larger schools. Coaches with assistance from the AD should communicate with opponents to seek agreement on contest format to provide for safe, fair competition.
3. Adequate practice space will be provided to accommodate all programs. This may require split practice schedules and acquisition of additional space.
4. Intramural or intrasquad games will be made a part of the regular schedules for some activities to provide additional game experience with teams selected to provide for even competition.
5. To assist in helping participants develop to his/her fullest potential and to ensure that each participant is given every chance for success, preseason meetings will be held with students to go over the program and its policies.
6. A post-season evaluation-recommendation form may be given to each participant to outline individual progress and performance and to make recommendations for off-season development and a one-on-one conference will be held with each student to explain the evaluation and the recommendations.
7. The Activities Director will oversee the Junior High Activities Program and work with coaches/advisors in making sure that policies are followed and those programs are well run.

PART II – NINTH GRADE and/or "C" SQUAD PARTICIPATION POLICY

Interscholastic activities in the Benson Junior High School shall be the responsibility of the Benson Activities Department under the direction of the Activities Director. It is the policy of the Benson Activities Department to have coaches at the C squad/ 9th grade level give each participant fair and equitable treatment in the terms of practice time and coaching attention, subject to the coach's evaluation of participants' attendance at practice and games, personal behavior, respect for teammates and coaches, adherence to the rules of the game and to good sportsmanship, and overall commitment to the activity. The priority of this level is on learning the varsity system and developing the skills and attitude needed to be a successful player and team member. This level will be coached competitively. At this level participation is important and every effort will be made to play as many athletes as possible. However, equal playing time is not guaranteed. Additional competitive experiences will be provided at this level (both intra-squad and interscholastic) to help insure all students an opportunity to demonstrate their abilities in game situations. For intrasquad competition, teams will be selected to provide

for even competition. Coaches/Advisors with assistance from the AD will communicate with opponents to establish the format for interscholastic contests to assure that each contest provides the best possible experience for all participants.

PART III – VARSITY, JUNIOR VARSITY AND “B” SQUAD PARTICIPATION POLICY

It is the policy of the Benson Activities Department to field teams in all activities at the Varsity, Junior Varsity, and “B” Squad levels that are as competitive as possible. Keeping this in mind, any interested student is encouraged to compete for spots on teams at this level. Coaches will give fair and equitable treatment in terms of practice time and coaching attention to all participants subject to the coach’s evaluation of participants’ attendance at practice and games, personal behavior, respect for teammates and coaches, adherence to the rules of the game and to good sportsmanship, and overall commitment to the game and to improving his/her skill level. This level will be coached competitively, and coaches will put the athletes in the contest who give the team the best chance to be successful. Playing time at this level is not guaranteed. Playing time will be determined by the coach’s evaluation of each participant’s skill level in comparison to those of opponents with special consideration for each participant’s chance of success in each game situation. Additional experiences will be provided in the following ways:

1. Intrasquad scrimmages and games with teams divided evenly to assure good competition.
2. Schedule additional contests such as junior varsity games for varsity nonstarters and local 9th grade, B Squad and Junior Varsity tournaments.
3. Extra quarters and extra games for 9th grade, B Squad and JV.
4. Coaches contact opponents before games to arrange for game formats that will allow for expanded competition.
5. Allow for unlimited participation in individual events such as track, golf, tennis, and other events.
6. Schedule additional scrimmages against area schools for teams at all levels.

REDUCTION OF SQUAD SIZE:

- ☐ Reduction of Varsity is necessary at some time in almost all sports. In many cases this reduction in squad size is necessary at the end of the season for tournaments and comes naturally due to head to head challenges in practices and in meets. In other cases, these decisions must be made by the coaching staff based on practice and game observations. Coaches/advisors must do what they feel is best for the success of the team and choose players who will be best able to help the team.
- ☐ In some team sports such as basketball, volleyball, baseball and softball, only a limited number of players may be used during the entire season. This is necessitated by rule, staff, and facilities. In these instances a two-week tryout period will be conducted, after which the coaching staff may reduce the squad to a desired number. This procedure will be spelled out to all students wishing to try out for the team before practice begins. The coaching staff will meet with students not making the squad individually and reasons for their not being retained will be given.

COACHING EVALUATIONS

- ☐ Activities Director completes formal in-season observation.
- ☐ Feedback is provided through a conference between coach and athletic director.
- ☐ Coach completes an end of season report/self-evaluation.
- ☐ The Activities Director completes an end of season report.
- ☐ Final conference occurs between coach and Activities Director.
- ☐ Head Coaches complete a final evaluation on assistant coaches.
- ☐ Middle School Coaches will have one informal observation.

PART IV – ELIGIBILITY REQUIREMENTS

The following rules shall apply for student eligibility to participate in both practices and games for interscholastic activities at all levels (7-12).

1. Must have a current physical on file in the AD’s office as well as a baseline concussion test.
2. Must have a current (annual) MSHSL/Benson High School Eligibility Confirmation & Consent Form, Big Stone Therapy Concussion Consent Form, and Medical Form for Coaches on file in the AD’s office.

3. Must have paid the participation fee required for all activities. Participation fees are: \$75 for 9-12 students and \$55 for 7-8 students, per sport/activity per year, (up to a family maximum of \$400 per year). Fees apply to all activities in which BHS competes with other districts. No student will be denied participation in activities because of the inability to pay the activity fee. Students on Free Lunch Status should talk to the AD to see if arrangements can be made prior to beginning participation. Student managers will be exempt from fee payment, however all other requirements must be met.
4. Academic Eligibility: Students must meet MSHSL and ISD#777 eligibility requirements. The academic eligibility of a student shall be determined by the Activities Director. Students are required to be passing all classes in order to participate in any activity, as the academic success of our students is a priority at Benson High School.
5. All eligibility rules as stated in the MSHSL/District #777 Policies & Procedures Handbook must be met and adhered to in order to participate in any ISD #777 activity.
6. It is the policy of the Activities Department that students are in school to receive an education first. Participants will be treated as any other student regarding conduct.
7. Before any student can practice or participate in an interscholastic contest, he/she must be in school at least half of the school day. (ISD#777 has set from 11:52 a.m. on as the requirement).

PART V – INTERSCHOLASTIC ATHLETIC ACTIVITIES, COACHES AND ADVISORS

The following interscholastic athletic activities are offered at Benson Public Schools:

1. Boys Senior High School Athletics: (Based upon number of participants annually)

a. Baseball		Junior Varsity	Varsity
b. Basketball	C Squad	Junior Varsity	Varsity
c. Football		Sophomore	Varsity
d. Golf		Junior Varsity	Varsity
e. Hockey		Junior Varsity	Varsity
f. Tennis			Varsity
g. Track			Varsity
h. Wrestling		Junior Varsity	Varsity
i. Clay Target		All levels	

2. Girls Senior High School Athletics:

a. Basketball	C Squad	Junior Varsity	Varsity
b. Golf		Junior Varsity	Varsity
c. Gymnastics		Junior Varsity	Varsity
d. Hockey			Varsity
e. Softball		Junior Varsity	Varsity
f. Tennis		Junior Varsity	Varsity
g. Track			Varsity
h. Volleyball	C Squad	Junior Varsity	Varsity
i. Clay Target		All Levels	

3. Boys Junior High School Athletics:

a. Baseball	7 th Grade	8 th Grade
b. Basketball	7 th Grade	8 th Grade
c. Football	7 th Grade	8 th Grade
d. Golf	Junior High	
e. Tennis	Junior High	
f. Track	Junior High	
g. Wrestling	Junior High	
h. Clay Target	Junior High	

4. Girls Junior High School Athletics:

a. Basketball	7 th Grade	8 th Grade
b. Golf	Junior High	
c. Gymnastics	Junior High	

- d. Softball 7th Grade 8th Grade
- e. Tennis Junior High
- f. Track Junior High
- g. Volleyball 7th Grade 8th Grade
- h. Clay Target Junior High
- i. The District #777 minimum coaching staff is listed below. If a coach in a given sport feels that additional coaches are needed, they should make a recommendation to the AD. The AD will then present the request to the Activities Committee if deemed an appropriate request. Coaching staff reductions may also result if the athlete numbers are too low at a particular level, at the discretion of the AD.

☐ Baseball	Varsity, Assistant, 8 th Grade, 7 th Grade
☐ Boys Basketball	Varsity, Assistant, C Squad, 8 th Grade, 7 th Grade
☐ Girls Basketball	Varsity, Assistant, C Squad, 8 th Grade, 7 th Grade
☐ Football	Varsity, Assist., Assist, Assist., 9 th , 8 th , 7 th
☐ Boys Golf	Varsity, JV/Junior High (Depending upon numbers, Boys/Girls may combine)
☐ Girls Golf	Varsity, JV/Junior High (Depending upon numbers, Boys/Girls may combine)
☐ Gymnastics	Varsity, Assistant, Junior High, Junior High
☐ Boys Hockey	Varsity, Assistant
☐ Girls Hockey	Varsity, Assistant
☐ Softball	Varsity, Assistant, 8 th Grade, 7 th Grade
☐ Boys Tennis	Varsity, Junior High (Depending upon numbers)
☐ Girls Tennis	Varsity, Junior High
☐ Boys Track	Varsity, Assistant, Junior High
☐ Girls Track	Varsity, Junior High
☐ Volleyball	Varsity, Assistant, C Squad, 8 th Grade, 7 th Grade
☐ Wrestling	Varsity, Assistant, Junior High, Junior High
☐ Swimming	Coop Minnewaska, Morris
☐ Clay Target	Association, volunteer coaching staff

PART VI – LOGISTICS

Scheduling:

1. All Scheduling is the responsibility of the Activities Director. Coaches/Advisors may make suggestions as to the teams they would like to play or any other schedule changes.

Officials:

1. The hiring of officials is the responsibility of the Activities Director. Coaches are encouraged to suggest the officials they want. Coaches are encouraged to referee Junior Varsity and Junior High Games when possible.
2. Officials within the staff will be paid at the rate indicated in Board Policy for the following events.
 - a. Junior High Referees: Volleyball 7, 8, 9; Basketball 7, 8, 9; Football 7, 8, 9; Wrestling 7, 8, 9;
 - b. Junior Varsity Basketball Referees
 - c. Junior Varsity Football Referees
 - d. Softball/Baseball Umpires, 7, 8, JV
 - e. Track Workers
 - f. Volleyball Line Judges

Out of Town Trips:

1. Buses: All transportation shall be arranged by the Activities Director. The time for departure will be at the discretion of the Coach/Advisor. Early dismissals must be arranged for by the Activities Director. School provided

transportation will be used on all trips, unless decided otherwise by the Activities Director because of availability or other budget reasons.

- a. Coaches/Advisors are prohibited from transporting students in private vehicles.
 - b. The coach/advisor in charge is responsible for keeping the bus clean and all noise to a minimum.
 - c. Squad members are classified as those who are eligible to compete. Others may not accompany the group without special authorization from the Activities Director and coach. Student Managers are considered to be squad members.
 - d. Squad members must return on the school bus unless they request in writing to return with their parents. Permission will be granted only when squad members are traveling with their parents and the coach/advisor must personally release said students to their parents.
 - e. Travel, Transportation, and Meals

 - f. According to the Benson School Board Policy Handbook the Benson School District is responsible for student safety when participating in school activities held at a location other than within the Benson School District. Therefore, students participating in a school activity held at a location other than within the Benson School District must return to the school on the school bus/transportation unless:
 - g. If a parent/guardian requests to personally transport their child to or from an activity, a transportation waiver form must be filled out.
 - h. Under no circumstances shall the Advisor and Coach authorize the student to leave with anyone other than the adult specified in the prior parent/guardian authorization.
 - i. In no case shall the advisor and coach authorize the student to leave with the specified adult if in the opinion of the advisor and coach that the specified adult may be under the influence of alcohol or illegal drugs.
 - j. Meals/Conduct/Dress:
 - i. A meal allowance is provided for participants competing in MSHSL State Tournament play. The meal allowance will be allocated depending on the length of the competition. The allowance will not exceed 3 meals per day. The current meal allowance is \$45/day
 - ii. Coaches, coaching at the MSHSL State Tournaments will be reimbursed meals. Itemized receipts w/ voucher must be turned into AD for payment authorization. Meal Guidelines as follows:
 1. Breakfast \$10.00
 2. Lunch \$15.00
 3. Supper \$20.00
 4. By law, the school cannot reimburse for alcoholic purchases.
 - iii. Students should dress appropriately at the discretion of the coach/advisor.
 - iv. The coach/advisor is responsible for the students on the trip whether it is in a café or a visiting school. There is to be no boisterousness, roughhousing, or loud talk in a visiting school, on streets, or in a restaurant.
 - v. Coaches/Advisors cannot afford to condone foul language or immoral talk at any time.
 - vi. Coaches/Advisors should not partake in chemical use while students are under their supervision.
 - vii. Bus doors should not be blocked by equipment. The rear exit door should be used for emergencies only.
 - viii. When playing out of town, it is suggested that coaches have a custodian of the host school check the locker room before leaving.
 - ix. Athletes may ride home with parents/guardians with coach or advisor approval.
2. Overnight Trips: All events that would include an overnight stay must have prior approval from the Activities Director. All over night trips will be strongly discouraged unless:
- a. Distance to the event makes it economically sound.
 - b. Time considerations would make same day travel impractical.
 - c. Trip does not put undue stress on students and families.
 - d. If overnight trip is approved, advisor must provide, in advance, in writing to AD:
 - i. A complete budget for the trip.
 - ii. A complete list of students involved.
 - iii. A complete summary of supervision.
 - iv. A complete itinerary of the trip.

Attendance at State Tournaments:

1. Students who participate in that activity can choose to attend the entire tournament. Make-up work must be completed before the student is excused to attend the State Tournament. Students requesting to go should have written permission from parents turned into the office prior to the tournament.
2. State hotel rooms should be booked through HR as soon as possible. Depending on the number of athletes that have qualified for the tournament, 4 athletes per room is required. Coaches are required to stay 2 per room, and must be of the same gender to share a room. The night before the state tournament and any days of competition are covered by ISD#777. If coaches and athletes would like to stay longer, those extra night/nights are to be paid by the program. If you attend the state banquet those costs will be covered for only state participants and coaching staff.
3. Attendance at state tournaments for coaches who do not have a team or athletes qualified will require the individual or the program to cover all costs associated with the state tournament. Each program is allowed a head coach and one assistant coach to attend the state tournament. A maximum of 2 days time off granted for the head coach and one assistant coach. The coaching staff is responsible for the purchase of all tickets, food, parking and accommodations.
4. School transportation may be used if available.

Locker Rooms:

1. Coaches (head and assistant) are responsible for their respective squads from the time they report to the locker room until they have left the building.
2. It is the coach's/advisor's responsibility to see that all students are out of the building and the building is locked before leaving.

Athletic Injuries:

1. All coaches must report any injury of a squad member within two days after the injury.
2. If the student reports to the doctor without the coach's knowledge, the coach must still file an "Injury Claim Report" when it becomes known.
3. An injured student cannot practice or compete until a "Participation After Injury" report is filled out by the doctor who treated the injury, when deemed necessary by the coach or school personnel.
4. Make sure that your injured athletes report to the trainer on site for treatments and clearance to report back to practice and competition.

Practice Sessions:

1. Practice will begin on dates according to regulations set down by the Minnesota State High School League.
2. Practice sessions will not be held during the school day.
3. Participants must stay in their authorized area while practice is in session.
4. In case of inclement weather, the following policy will apply:
 - a. If school is dismissed due to bad weather:
 - i. No practice will be allowed for Junior High Teams.
 - ii. All Varsity teams may practice at the discretion of the AD/Supt, immediately after school.
 - iii. All Varsity practices will be held in the Senior High School complex. Facility assignments will be determined at the time of practice.
 - b. If school is canceled due to bad weather:
 - i. No practice or competitions will be allowed for Junior High Teams.
 - ii. No Varsity team practice or competitions unless approved by AD/Supt.
5. Junior High winter coaches are asked to conclude practices by 5:30 p.m. This results in about two hour practices during the winter season.
6. In cases involving evening contests (boys or girls), it may be necessary to have locker rooms cleared by 5:30.
7. Any junior or senior high athlete missing a practice or game due to an unacceptable or unexcused absence will be withheld from the following competitive event.
8. Practice on Wednesday afternoons and evenings:
 - a. For all high school youth (grades 10-12), all Wednesday late practices will be concluded by 6:30 p.m.

- b. For all junior high youth (grades 7-9), practice on Wednesday is optional, as they are expected to meet their religious obligations. The Activities Director is to be informed if problems arise in this area. If there are no religious obligations, students shall attend practice.
- 9. Practice on Holidays:
 - a. No practices will be conducted on the following holidays; Thanksgiving, Christmas Day, New Year's Day, and Easter.
- 10. Scheduling of events on Wednesday evenings and Sundays:
 - a. Consistent with the general welfare of the school and its activity program, the administration and teachers shall not schedule school activities involving pupil participation on Wednesday evening nor Sunday, except for Commencement. Any deviation from this policy must have prior approval from the AD/Supt.

Equipment:

1. The coach/advisor is responsible for the care, maintenance, and the upkeep of all equipment. Equipment will be issued to the squad at the beginning of the season and the coach/advisor is responsible for it. The coach's maintenance will display the way the squad looks when performing.
2. Uniforms will be bought on a rotational basis determined by need.
3. At the season's end, coaches will see that equipment is cleaned, sorted for repair, and turned in to the Activities Director. An inventory list shall be filled out at seasons end and turned into the AD.
4. Following each season, a coach/advisor should have requisitions for the next year ready so that supplies and equipment can be bought.

Clinics:

1. Each Head Coach/Head Advisor + 1 Assistant (assistant is any paid coaching staff member) may attend one clinic per season per year at school expense. The school will pay for clinic registration and hotel fees up to \$350 per sport/activity. The school will also provide school transportation if available. Meals, personal transportation, and additional expenses are the responsibility of the Head Coach/Advisor. Assistant Coaches/Advisors attendance is at the discretion of the AD/Supt. Each coach and one assistant coach will be given 1 day of leave, anything above that must be taken as personal leave time and be approved prior to the clinic.

Letters and Awards:

1. **Lettering:** In order for any activity, athletic or non-athletic, to be considered for earning a "Letter", the advisor/coach must submit lettering criteria to the AD for approval before the season of that activity starts. The AD shall then pass the request to the Activities Committee. IF deemed appropriate, the request will then need to be approved by the School Board.
2. **3-Sport Award:** The 3 Sport Athlete Award is an award for athletes who dedicate their high school careers to at least 3 or more sports from 9th grade through their Senior year. The main criteria are that these athletes must participate in at least 1 sport per season (fall, winter, spring) with a 1 season allowance.

General Award Requirements:

1. One Varsity letter is awarded to each eligible student. A sport pin and bar will be awarded when the student letters in that particular sport for the first time. Additional bars will be given for each year lettered. An award certificate of participation is given to each participant in each program.
2. Advisors/Coaches shall submit a list to the AD at the end of the season along with any outstanding accomplishments of individuals.
3. Standards for awarding letters may include conduct, attendance at practice, participation in varsity games/contests, and being a senior squad member in cases of injury.

4. Exceptions can be made for championship teams.
5. Any student declared chemically ineligible or in trouble with law officials during their competitive season forfeits letters and all other awards given by District #777 for that competitive season during which the ineligibility is served. Any violation of MSHSL rules during the season will automatically default the letter for that season.
6. An awards dinner or some type of awards ceremony will be used to present awards to students.
7. A JH "B" is awarded to those who participate in a season in 7th and 8th grades. It is awarded at the end of their 8th

Specific Co-Curricular Activity Requirements:

1. **Band:** All students in grades 10-12 enrolled in the band program are eligible. After earning a predetermined number of points the student will receive a letter. Letters will be awarded at the Spring Music Banquet. All students must participate in Senior High Band for one year; maintain a "B" average in band; contribute to the organization with a positive attitude and conduct; and must participate in at least one of the activities in areas c-f:

a. Public Performances	20 points each
b. Pep Band (bonus for perfect attendance)	5 points each event
c. Solo/Ensemble Contest	5-15 points
d. Jazz Band (Rehearsals & Performances)	30 points
e. Pit Orchestra for Musical (Rehearsals & Performances)	30 points
f. Individual Improvement (Lessons, Auditions, Attendance)	10-15 points
g. Staff (Library Work, Student Aide, Special Projects)	15-25 points
h. Summer Marching Program (points added following year)	5-10 points each event

All letters are awarded at the sole discretion of the director.

2. **Choir:** (All of the following) Students must be in Senior High Choir for one year, must receive a "B" or higher in choir during the first three quarters of the year, must contribute to the organization with a positive attitude, respectful behavior and effort, must not lose eligibility for any performance. Points earned by the following methods:

a. Concerts/Programs (Veteran's Day-10, Musical-3days-60, December Concert-20, Lg Group Contest(20), March Concert-20)	
b. Before School Ensembles (Swing Choir/Chamber Singers-30, Morning Girls-15 points)	
c. Solo/Ensemble Contest(Solo-20, Ensembles-15, Accompanist-5/song, Door monitor, set up/tear down-5/job)	
d. Community Performances (Star-Spangled Banner-5/event, Church-5, Church Choir-20, Nursing home-10, Other-5)	
e. Individual Improvement/Achievement (lessons, auditions, honors	10-30 points each
f. Staff (Library Work, Student Aide, Special Projects)	5-15 points each
g. Additional community Singing (Sporting event, church)	10-20 points

All letters are awarded at the sole discretion of the director.

3. **Speech:** Students in grades 7-12 are eligible if they meet the following criteria: Show a true commitment to the speech team and program; attend all scheduled invitational tournaments, (students will be allowed to miss one invitational tournament per season without losing lettering eligibility); place within the top six of their individual event at the Regional Tournament; and maintain a 2.0 cumulative GPA. Exceptions: If a student has been involved in speech for three years and has not met the above criteria, he/she will automatically be eligible. Students receiving the coach's award at the end of the season will automatically letter. Captains will receive a letter upon completion of the season. All letters are at the discretion of the advisor. Any student who displays unsportsmanlike behavior forfeits any and all recognition given by BHS.

4. **BPA:** Any student who is a member of Business Professionals of America must complete the following criteria in order to receive a letter: Compete in the Regional & State Contests; complete the necessary requirements to receive the Executive Torch Award; and attend monthly membership meetings and activities. All letters are at the discretion of the advisor.

5. **Academic Lettering Guidelines:** Academic lettering shall apply to grades 10-12 only. Students shall have maintained a 3.75 GPA for 3 consecutive quarters. Once a student has qualified for an academic award, a bar will

be awarded for every three consecutive quarters of a qualifying GPA. Letters shall be awarded at a time when other activities are being recognized such as Honor's Recognition Night.

WCC Conference, Sub-Section, Section Meetings:

Head coaches are required to attend the following meetings:

1. Subsection & Section Meetings.
2. Any All-Conference selection meetings.
3. All Seeding meetings.
4. Any other meetings assigned by the AD.

Scouting:

School transportation can be used when scouting is done.

Fund Raising:

1. School clubs or organizations who wish to fundraise must be granted permission by a building administrator or the AD prior to starting a fundraiser.

Budget and Purchasing:

1. Uniforms for each sport will be replaced as necessary.
2. All purchasing will be the responsibility of the AD, subject to the approval of the Superintendent's office.
3. Head Coaches are responsible for submitting requests for purchases of equipment and capital items, two weeks following the season.
4. Coaches are able to obtain budgets from the Athletic Director. Coaches are responsible for their budgets and need to track and follow their spending.
 - a. Purchasing equipment/supplies
 - i. Fill out a requisition
 - ii. Include vendor information
 - iii. Quote or copy of item price
 - b. Accurate price as well as shipping and handling
 - c. Return to Activities Director for approval (Coaches are done after this step)
 - d. Requisition proceeds to purchasing agent to create a purchase order
 - e. Purchase order is approved by Business Manager
 - f. Equipment is ordered

Volunteers:

1. Must be approved by the administration,
2. Have a completed background check on file, and
3. Be approved at the next school board meeting prior to the activity or event.
4. Must have completed all required NFHS required class work or be certified coach
5. The Activities/Athletic Director will follow up on the personal information sheet and contact the references given.

Student Participation:

1. Eligibility: All students are governed by rules set forth by the MSHSL and District #777, (see Eligibility Requirements under Participation Policies).
2. Changing sports during the season: Once a student has signed up for one particular sport, he/she is obligated to that sport until he/she does the following:
 - a. Gets permission from his/her coach to leave the sport.
 - b. Gets permission from the coach to enter another sport.
 - c. Gets written permission from the Activities Director to change sports.
3. Last Date to Join Team: The last date to join a team at any level, is the 4th Monday following the first practice for that sport/activity.

4. Injury: Any student needing medical attention, before going to a medical doctor, should report and get permission from his/her coach. Before returning to practice a student must have a slip from the doctor clearing him/her for practice.
5. Withholding students from competition: Activities Director has the right to withhold students from participation for disciplinary reasons. Any student should consider it a privilege to participate and thus conduct himself/herself accordingly. Students who are not in "Good Standing" may not be allowed to attend out-of-town contests or scrimmages at the discretion of the AD and/or Coach.
6. Use of Athletes: Athletes in grades 7-8 may be moved to a higher level of competition under the following conditions:
 - a. Coaches must visit with the parents and athlete to explain why the athlete should compete at a higher level along with the pros and cons of playing at a higher level.
 - b. Parents and athletes must approve this placement in writing.
 - c. Coaches will discuss placing the athlete at a higher competition level with the Activities Director before moving the athlete to that level.
 - d. A copy of the signed placement approval will be given to the AD.
7. Use of 6th Grade Athletes: Athletes in grade 6 may be moved to a higher level of competition under the following conditions:
 - a. The current Junior High participation numbers do not allow for the fielding of either one or two full teams.
 - b. The entire class is offered the opportunity to move up to the Junior High level.
 - c. Junior High athletes are given the opportunity to play before the 6th grade students. Regardless of skill level, Junior High athletes have playing time priority.
 - d. Athletes in grade 6 are **NOT** allowed to compete against any athletes in grades 9-12.