

Students and Parents:

Thank you for taking the time to view the virtual BBE Activities Meeting via the youtube video link posted on the school website. The information covered in the virtual meeting is also available in this document. If there are any questions, please don't hesitate to reach out. I am a firm believer in talking about concerns and realizing that we may not always agree on everything. Ultimately, we want our BBE Students involved and we want them to have a positive experience in all activities.

BBE Schools has a variety of activities offered throughout the school year in an effort to keep our students involved. It is the hope of the activities department that students become involved in as many activities as possible and become well-rounded individuals that achieve on stage, on the field and in the classroom.

The purpose of this booklet is to be a guideline for commonly asked questions and to communicate some general expectations of the BBE Activities Program. Hopefully by reviewing this booklet everyone will be better informed and the channels of communication between student/parent and the BBE Activities Program will be better understood. If you have any questions about these policies and procedures, please call the Activities office at 320-254-8211 Ext. #1219.

Go Jags!

Rick Gossen
Activities Director

****Parent, Athlete, Coaches Meeting**

All parents and athletes (grades 7-12) are required to attend a mandatory virtual meeting before participating in any BBE sponsored activities. By your digital signature, you are acknowledging that you understand the rules set forth by the handbook and you agree to abide by them.

ACTIVITIES PHILOSOPHY

- A. The BBE Activities Program should provide a variety of experiences to help in the development of constructive habits and attitudes in students that will help prepare them for a positive adult life.

The Activities Program will be conducted in accordance with the policies established by the Board of Education, Minnesota legal statutes, and the Minnesota State High League.

- B. Objectives – Students should become more effective citizens in a democratic society.
 - 1. A student should learn that a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its goals must be placed higher than personal desires.
 - 2. Society is very competitive. We do not always win, but we are successful when we continually strive to do so. Develop a desire to be the best that you can be.
 - 3. While we should take great pride in winning – we should never condone “winning at all costs”.
 - 4. We should strive to develop sportsmanship. To accept defeat like a true sportsman knowing we have done our best. We need to learn to treat others as we would have others treat us. We need to develop desirable social traits such as emotional control and honesty.
 - 5. Continual improvement is essential. Establish goals and consistently try to reach them. Try to better yourself in the skills involved in all activities you participate in.
 - 6. Enjoy the activities. It is necessary for students to enjoy participation, to be aware of all the personal rewards to be had from activities and to also give sufficiently of themselves in order to improve the program.

PARTICIPATION

Participation in activities is a privilege that must be earned. There is a common misconception that as a student-athlete gets older, the amount of playing time they will experience will increase. This is far from true and many times just the opposite. The amount of playing time a student enjoys will reflect his/her skill level and the continual work to improve those skills and abilities.

- 1.) JH Team Sports: Learning skills is the priority here and not winning. Playing time should be as equal as possible. Students should have opportunities to play various positions as their skill level allows. Unexcused absences from practices as well as poor attitude toward coaches and teammates will affect playing time. Please note that equal playing time will not be guaranteed at tournaments.
- 2.) C Squad/Junior Varsity Team Sports: Playing time is not guaranteed at these levels of competition. The coach will decide what position will allow a player the greatest success and which will best benefit the team. Playing time is not distributed on an equal basis and again absences from practices as well as a poor attitude toward coaches and teammates will affect playing time and could cause dismissal from the team. While winning should not be considered the primary goal at this level, it is a goal!
- 3.) Varsity Team Sports: A high priority is placed on winning at this level. Coaches will control who plays, how much they play, and what position they play. Practices are mandatory and unexcused absences will have consequences that are explained at the beginning of the season.
- 4.) Individual Sports and Activities: It is important to always remember that individual sports such as wrestling, tennis, track and golf are team sports first. While there will be procedures for determining who qualifies for the varsity team, coaches still have the final say in determining what is best for the team.

Team members can be from grades (7-12) and the team numbers are set by the MSHSL and at the coaching staff's discretion.

All coaches would like to be able to play every player on their team at every contest but unfortunately not all games will allow this to happen. We ask parents and participants to please communicate appropriately with coaches/advisors and to support their decisions as the school year progresses.

Team Placement

All students interested in participating in extra-curricular activities will be given the opportunity. Regardless of what some people think, our coaches do evaluate participants on a variety of categories including skill, maturity and mental toughness. While some may not always agree with the coaches decisions, they will be left with the task of determining where individual players fit in terms of teams and levels when it comes to competition. Make no mistake, BBE does not have any coaches that don't like to win!

The Varsity team will carry no more participants than Minnesota State High School League rules allow, and the size of the varsity squad will be based on the coaching staff's discretion for what they see as maximum for team efficiency and success. The Junior Varsity and C-squad teams will be formed with a similar process. Seniors will not be allowed to play on the junior varsity team for obvious reasons.

Student Responsibilities/Obligations

Both parenting and coaching are extremely difficult jobs. By discussing an understanding of each position, we are better able to accept the actions of the other. When your children become involved in BBE programs, you have a right to understand what expectations are placed on them. In order for our programs to be successful, we all need to work together. Teachers and coaches/advisors care a great deal about your son or daughter and want to contribute to his/her development in a positive way. It cannot be promised that all of your concerns can be resolved to your liking but we can say that we will listen to your concerns and address them:

Communication you should expect from Your Student's Coach/Advisor

1. Coach/Advisor expectations (ex: discipline, away game behavior, etc)
2. Locations and times of all practices and contests.
3. Team/activity requirements (i.e. special equipment)
4. Procedure to be followed should your student be injured during a practice or contest. (Tough calls will error on the side of safety.)

Communication Coaches/Advisors Expect from Parents:

1. Be a good Fan. Cheer for our team, not against the other team.
2. There are no perfect officials. Please show them respect.
3. Notify the coach of any schedule conflicts in advance. Be prepared when absences are not considered excused. Vacations are not excused. They are a choice.
4. Understand procedures when there are conflicts.
5. If you attempt to contact a coach or advisor and they do not return your call, please contact me. This is not acceptable, I will make sure you get a call or response.

Participation in activities at BBE High School can be a very rewarding experience. However, it is important to understand that there may be times when things do not go as you or your child wishes. We need to keep in mind that a coach/advisor must work with a particular activity and keep a “bigger” picture in mind, not what is just the best for an individual participant. We must also keep in mind that coaches/advisors see participants at each practice, and that they are constantly evaluating to determine what line-ups allow the team to compete at its highest level possible. There can be factors other than ability and individual performance which enhance participation. At those times, discussion with the coach/advisor is encouraged. Some appropriate issues to discuss with coaches/advisors would be:

1. Ways to help your child improve.
2. Concerns about your child’s behavior.

There are situations that may require a conference between the coach/advisor and the parent. It is important that both parties involved have a clear understanding of the other’s position. At the varsity level, for example, if a participant is unclear of his/her role on the team, including his or her playing time, it is encouraged that the participant discuss his/her situation with the Head Coach/Advisor. **If playing time is the main concern, please be aware that this is at the Head Coach/Advisor’s discretion.**

If the situation remains unclear, the following steps listed below should be followed:

1. When a conference is necessary, the following procedure must be followed to help promote a resolution to the concern. A concern involving an athletic or non-athletic activity MUST follow an appropriate chain of command to be resolved. The appropriate chain of command is:
 - a. Student and Coach/Advisor
 - b. Student/Parent and Coach/Advisor
 - c. Student/Parent and Coach/Advisor - with Activities Director

d. Student/Parent and Coach/Advisor – with A.D. and School Administrator

**All communications start with the participant and their coach/advisor.

Parent and Coach/Advisor Conference Continued:

1. If possible, talk to the coach/advisor during the day. If the coach/advisor can not be reached, leave a message for him or her. If that message is not returned in 24 hours, please contact the Activities Director.
2. Please avoid discussing your concern with the Coach/Advisor just before or just after an event or practice. These can be very emotional times for both the parent and the coach. Meetings at these times do not promote resolution.
3. Other than to request a meeting, do not approach the coach/advisor in a public setting with other parents and/or participants nearby. This puts both of you in an extremely difficult, often embarrassing position.

Conflict between School Activities

It is the belief of the School District that athletic, fine arts and classroom activities play an important role in the lives of students and their families. It is with this in mind, and with mutual respect, that advisors, coaches, and the activities director will work hard to coordinate their schedules. **With the increasing number of activities that are available today, it should be understood that conflicts will sometimes arise.**

- A. The Activities Director and other departments will schedule events in the spring of the year as completely as possible for the coming year.
- B. Events scheduled after that will have to be cleared with the master schedule. Official section or state competitions should take precedence over locally scheduled events.
- C. When it becomes necessary to reschedule an event which has been postponed because of weather conditions, the coach/advisor must check the existing calendar before rescheduling the event. If there is a conflict the change must be approved by the activities director/administration.

Conflicts in Extracurricular Activities

1. An individual student who attempts to participate in several extracurricular activities may occasionally be in a position of a conflict of obligation. Before attempting multiple activities, please consult your coach/advisor for each activity and understand how they feel about the possibility of sharing you.
2. The activities department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities; therefore, attempts to schedule events will be made in a manner to minimize conflicts.
3. Students have the responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying faculty/coaches involved **immediately** when a conflict does arise.
4. When a conflict arises, ultimately the student has to make a decision. Obviously that decision might not be a popular one for one coach/advisor. This is why it is important to establish some sort of protocol with your coaches/advisors in case a conflict does develop.
5. Once the decision has been made and the student has followed that decision, he/she may be penalized in accordance with the activity specific handbook of the activity he/she chooses to miss depending on the agreement established between student and coach/advisor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

ELIGIBILITY

Eligibility requirements shall be those set forth by the MSHSL as well as the following:

1. Players must attend a minimum of one week of practice before becoming eligible for games and must have complied with **ALL** minimum requirements as set forth by the MSHSL.
2. Participants absent from school will be denied the right to participate in either practices or events on that day or night. However, if the absence is excused (i.e. funeral, field trip) and approval is given by the parent/guardian, the coach/advisor, and the high school principal, the student may participate.

3. A student must be in attendance **by 11:00am** to practice or compete or perform.
4. Students need to be in compliance with the MAR (Maximum Absence Rule) and Student Attendance Policy #503 to maintain eligibility in any extracurricular activities.
5. Academic Dishonesty: Any student caught for a second infraction of academic dishonesty (ie. cheating and/or plagiarism) will serve a penalty equal to a MSHSL violation. Additional violations during the same school year will be progressive in discipline.
6. In order to participate in extracurricular activities – Students, Parents and Coaches/Advisors need to fully read and be aware of the contents contained in the ***Athletic Eligibility Brochure*** issued by the Minnesota State High School League at the onset of each new school year. **After reading the brochure, it is necessary that both the student and parent/guardian sign the form electronically where it is appropriate in order to be eligible.**

It is understood that the signature of the student and parent/guardian, indicates an understanding and awareness of the conditions of eligibility set forth by the MSHSL and the penalties prescribed for violations of these conditions.

Academic Eligibility

Academic Eligibility refers to academic standards that students must uphold to be eligible to participate in extracurricular activities. These activities are in the areas of **fine arts, athletics and academic extensions**.

NOTE: In order to be placed on the individual activity Master Eligibility List of the local School District (required by the MSHSL), the Activities Director must be able to answer Yes to the following question, “Is the student making satisfactory progress toward the school’s graduation requirements?” If the Activities Director is unable to answer yes to that question – the student cannot not be placed on the Master Eligibility List and therefore not eligible to participate.

In addition to the MSHSL conditions listed above in #1 and #2 – The following local School District policy of academic conditions have also been established and pertain to academic eligibility:

- Effective for the 2014-2015 school year, the new eligibility rules will be implemented as follows: Academic eligibility for extra-curricular activities will be monitored at each formal grading period (mid-quarters, end of quarter 1 and quarter 3, and end of semester 1 and semester 2).
- Students failing one or more classes will be ineligible for seven days and until the student is not failing any classes. These students will be allowed to

practice during their period of ineligibility so long as they only have one failing grade; however, they may not participate in competitions. Two failing grades will result in a suspension from practices and competitions.

- For calculation of the ineligible time period, a student will become ineligible the first day of the academic week following the end of the grading period. The period of ineligibility will be 7 calendar days. (Example: Mid-quarter of Quarter 1 is Wednesday, October 6th. A student deemed ineligible due to their grades at this time would become ineligible on Sunday, October 10th and their period of ineligibility would run from October 10 through October 16. They would become eligible (pending verification of grades) on Sunday, October 17.
- In consideration of the MSHSL requirement of making “satisfactory progress towards graduation”, should a student incessantly struggle with academic eligibility, continued efforts to remain in extracurricular activities may need to be reconsidered.

Individual Awards and Leadership Roles

1. Participants serving a MSHSL violation or a BBE Academic Ineligibility violation will not be eligible for individual awards at the team, conference, section or state levels. This would hold true for the current school year or until the MSHSL violation is served.
2. Participants with a MSHSL violation in the current school year or one in the previous school year will not be eligible to be a captain.
3. Letter winners are determined by criteria set up individually for each sport/activity.

Equipment

The exact uniform and equipment issued to a participant at the beginning of a season must be returned to the coaching staff at the end of the season. No student may compete in the following season unless all previous obligations have been satisfied and equipment has been returned. **Students MAY be charged for uniforms, equipment, etc after a period of two weeks if items are not returned.**

Insurance

School District #2364, Belgrade-Brooten-Elrosa, has no provision for medical insurance coverage for participants and it is the responsibility of each participant to provide

his/her own coverage. School District #2364, does provide the option for the participant to purchase their own coverage through Student Assurances Service Incorporated. If the family chooses to be covered by their own insurance, a **Parental Insurance Waiver** must be signed and on record with School District before any participation will be allowed. School District #2364 is covered by the MSHSL catastrophic insurance program.

Medical Policy

The general rule is that incoming seventh graders, tenth grade students, as well as transfer students will need physical examinations. Physical examinations are required at least once every three years and medical forms must be on file in the BBE high school athletic office before participation can be allowed. Participants are responsible for their own physical examinations at their own expense. The **MSHSL Parents Permit and Health Questionnaire** must also be fully completed, signed by the participant and parent/guardian, and on file in the athletic office before participation can be allowed. After any surgery or serious illness/injury, the attending physician must verify **in writing** the student's readiness for participation. This physician's verification must also be on file in the high school office.

Activity Fees

There will be an activity fee assessed for each participant for each activity in which they participate. The fees are as follows:

- A. Senior High (grades 10,11, 12) - \$95.00 per activity
- B. Junior High (grades 7, 8, 9) - \$75.00 per activity
- C. The family maximum - \$375.00 per year
- D. River Lakes Hockey Fee - \$650.00 per year

**** If hardship cases exist, please check for information on fees with the Activities Director.**

All fees MUST be paid and all forms MUST be paid filled out and turned in prior to any participation including practices! In the case of a hardship, please contact the Activities Director. The District will work to develop a plan that is acceptable for both parties.

In the case of season-ending, injury or illness, or transfer out of the district, a refund will be made up until the time of the first contest.

NO refund will be given if a student quits an activity after the first week.

Any reimbursement of fees paid must be initiated by a request from the participant to the Activities Director. The Activities Director will determine whether the participant is entitled to the requested refund.

Individual Activity Clothing and/or Equipment

Warm-ups, sweatshirts, etc. (outside of School District owned uniforms/equipment) will only be ordered by coaches/advisors after advance collection of monies.

Protection of Personal Property

Participants should keep their personal property locked at all times during practice and contests, including away contests. It is highly recommended that large amounts of cash, expensive jewelry, etc. never be stored in the locker room, home or away.

Athletic/Student Code of Responsibility

A. Participant Conduct

The member schools of the MSHSL believe that participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in my school's activity program, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state, and country.
- 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.
- I will treat others with respect (i.e. shaking opponents' hands before and after contests)

- I will respect the judgment of officials, abide by rules of the contest, and display no behavior to incite fans.
- I seriously accept the responsibility and privilege of representing my school and community (i.e. display positive public action at all times.)
- I will live up to high standards of sportsmanship.
- I will strive to control emotions and my behavior during all practices and contests.
- I will control my response to spectator comments.
- I will refrain from fighting, taunting, and disrespectful comments.
- I will only seek information concerning rule applications or interpretations in a respectful manner.

B. Conduct of Athletes and Students as Spectators

I realize that a ticket is a privilege to watch a contest and support high school activities, NOT a license to verbally attack others or to be generally obnoxious.

- I will respect decisions made by officials.
- I will support teams in a positive manner, including content of cheers and signs.
- I will respect opposing fans, coaches, and participants.
- I will not bring noise makers or other objects into contests forbidden by MSHSL rules.
- I will refrain from crowd booing, foot stomping, and making negative comments, or applying blame on the participants, coaches, or officials.
- I will not exhibit disrespectful or derogatory yells, chants, or gestures during a contest.

C. Penalties

- Any action determined to be in violation of the Athletic/Student Code of Responsibility will cause that individual to be ineligible for the next regularly scheduled game/match/contest in which that individual would compete.
- A student, who is not scheduled to compete in an interscholastic activity will be barred from attending at least the next event and potentially more based on the severity of the incident.

Signature: _____ Date: _____

