

ROCORI

Activities



2026-2027

Handbook

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MESSAGE TO COACHES

The following policies and/or procedures have been written with the intention of standardizing procedures within our extra curricular activities, thus making your work easier and possibly preventing problems before they occur. Periodically these policies and procedures may need changing and revision. If you have suggestions, please forward those to the Activities Office.

During the course of the year, it is natural that differences of opinions may occur among coaches and/or with administration. Let us all be ethical and discuss these within our own departments to improve in the best interests of students. We must always keep in mind that the athletic program is for student-athletes and our decisions will be made with their best interest in mind. Let's all be good ambassadors for ROCORI and show support for each other.

We want to welcome any new members to our activities staff and let us all strive to make this an outstanding year in activities and athletics at ROCORI High School.

Please read over the following material and be familiar with it.

ROCORI ATHLETIC PHILOSOPHY AND GOAL

Activities and Athletics shall be an integral part of the ROCORI School District's total education program that has as its purpose to provide educational experience not otherwise provided in the curriculum. The activities program will develop learning outcomes in the areas of knowledge, social skills, physical skills, and emotional patterns that will contribute to the development of better citizens.

Participation in the interscholastic activities is a privilege provided to those students who meet the standards of eligibility set forth by the Minnesota State High School League and School District #750.

The goals of our overall athletic program shall be to develop highly competitive athletes, develop better physical skills, be a contributing factor to emotional stability and serve as a motivational stimulant for each and every participant. Our goal is also to develop sportsmanship, the satisfaction of participating as a spectator or athlete, leadership and school and community pride.

Our goals shall be a determined effort to provide the best leadership possible for each activity, to teach the fundamentals, and skills necessary to perform to the best of one's ability, to offer equal opportunities to all competitors to show their talents and abilities, to strive always to win but not

at the cost of humiliation or abuse, and to always compete within the established rules, codes, and guidelines.

OBJECTIVES OF PARTICIPATION

1. The development of high-level physical fitness with emphasis on neuro-muscular skills.
2. The development and practice of an appreciation for sportsmanship, to be gracious and humble in both victory and defeat.
3. The participation in interscholastic competition shall grow out a broad program of participation for all students.
4. The development within each individual of a working knowledge of the need to practice teamwork and cooperation in their relationship with others.
5. The opportunity to observe and participate in a wide variety of individual and team sports.
6. The development of quality leadership within the participation of all activities.
7. The development of traits of character which will cause the participant to make the maximum contribution to society.
8. The development of a knowledge of the rules of the game.
9. The development of the ability to budget one's time in a number of activities.
10. The development of self – confidence within the individual participants.

VALUE OF ATHLETICS

Interscholastic athletics is an integral part of the overall school program. Students who choose to try out and are selected to represent the school assume an obligation not only for themselves, but also for those whom they represent. The athletic award represents not only participation by the individual in a specified amount of interscholastic play, but also the good citizenship which can be expected of a selected representative student. The athletic program provides certain opportunities and emphasizes definite aims difficult to duplicate in other high school activities or in later life. Among them are the following:

1. Young men and women are taught to accept decisions and responsibilities. Then, and only then, will they become good citizens.
2. Athletic competition is a great equalizer; individuals are judged for what they are, not their creed or color, nor their economic or social status.

3. The intense emotional situation in competitive sports is a maturing factor. Student-athletes who engage in athletics have an opportunity to learn their strengths and weaknesses.
4. Athletics provide for rapid physical development and give participants satisfaction in accomplishment that few other activities can match.
5. The desire to win is emphasized because it encourages each student-athlete to try to do their best. This is necessary throughout life.

SPECTATOR AND STUDENT RELATIONSHIPS

The effect of the morale, spirit, and loyalty of students, alumni, and other members of the school and community must be recognized. The development and furtherance of loyalty, pride in the school, sportsmanship of players and spectators, appreciation of skillful performance, and realization of the educational aspects of sports will continue to be emphasized. Athletic contests will be conducted at the highest possible level, and the students, alumni, and other interested citizens will be encouraged to support the entire program.

CENTRAL LAKES CONFERENCE SPORTSMANSHIP CREED

Sportsmanship is expected in all activities. It is the responsibility of coaches/advisors, participants, cheerleaders, students, adult spectators, officials and media. Promotion of sportsmanship at activities should include a demonstration of respect for opponents and officials. Rules of the event should be respected, and skill and performance should be recognized regardless of school affiliation. Sportsmanship is a cornerstone of any quality activity program.

The following rules will be adhered to:

1. No throwing of objects onto the playing surface.
2. All signs and locations for signs must be approved by the home site supervisor or administrator. Only signs of a positive nature will be permitted.
3. No profane or abusive cheers, gestures, spitting, or chanting by individuals or groups.
4. Fighting is prohibited.
5. Use of drugs or alcohol is prohibited.
6. No noisemakers allowed.
7. Band playing collectively or individually during the game is limited to time outs, intermissions, and quarter breaks. This includes all musical instruments, i.e., drums, trumpets, etc.
8. Official cheerleaders and mascots are only allowed on the floor where applicable. No other leaders of cheers will be allowed on the playing floor.
9. At all Conference events, where a public address is available, the rules for sportsmanship shall be summarized or read.
10. Full face painting, masks, or costumes that disguise identity are not permitted.

FUNDAMENTALS OF SPORTSMANSHIP

1. ***Show respect for the opponent at all times.*** When an opponent visits our school, they should be treated as a guest, greeted cordially on arriving, given good accommodations, and accorded the tolerance, honesty, and generosity which all human beings deserve. When visiting another school, we should be cordial and appreciative of our host. Good sportsmanship is the Golden Rule in action.
2. ***Show respect for the officials.*** The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
3. ***Know, understand and appreciate the rules of the contest.*** A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
4. ***Maintain self-control at all times.*** A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
5. ***Recognize and appreciate skill in performance regardless of affiliation.*** Applause for an opponent's good performance is demonstration of generosity and good will. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

MINNESOTA STATE HIGH SCHOOL COACHES ASSOCIATION AS A PROFESSIONAL EDUCATOR

I WILL. . . .

- Strive to develop in each athlete the qualities for leadership, initiative and good judgement.
- Respect the integrity and personality of the individual athletes.
- Encourage the highest standards of conduct and scholastic achievement.

- Seek to inculcate good health habits including the establishment of sound training rules.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Exemplify the highest moral character, behavior and leadership.
- Promote ethical relationships among coaches.
- Encourage a respect for all athletes and their values.
- Abide by the rules of the game in letter and spirit.
- Respect the integrity and judgement of sports officials.
- Display modesty in victory and graciousness in defeat.
- Demonstrate a master of and continuing interest in coaching principles and techniques through professional improvement.

RESPONSIBILITIES OF THE ACTIVITIES DIRECTOR

The Activities Director is responsible to the building principal for those programs dealing with those aspects of the activities and athletic programs which deal with a particular school and to the superintendent for the overall athletic program.

The Activities Director:

- Coordinates the entire athletic program at all levels, grades 7-12 including the activities of all coaches.
- Represents the school or makes arrangements for a representative to attend all necessary athletic meetings and events.
- Arranges with the head coach in each sport to prepare eligibility forms prior to the first regularly scheduled contest.
- Has primary responsibility to develop, correct, and justify all athletic budgets. Works closely with coaches to help purchase equipment and to keep the equipment in good condition.
- Reviews and approves requisitions drawn against the athletic budget. The superintendent will cosign all requisitions, purchase orders.
- Coordinates the scheduling of all athletic events, both conference and non-conference.

- Serves as liaison between coaches, principals and custodial staff for maintenance of activities and athletic facilities.
- Will monitor an up-to-date inventory of all athletic equipment from coaches and established checkout systems.
- Works as a liaison between the school and local boosters.
- Contracts officials to work athletic events.
- Directs hiring of coaches and makes recommendations of hiring of staff members who coach.
- Arranges to pay the fees of all officials at the conclusion of each contest.
- Arranges all travel for athletic teams.
- Directs cooperative agreements with other schools and recommends to the School Board on such agreements.
- Enforces all the rules of the MSHSL, Conference, Section and School District.
- Shall be responsible for the supervision and management of all extra curricular activities in the middle school and high school.
- Arranges for and pays workers at activity and athletic events.
- Coordinates preseason parent meetings and supports awards and celebrations.
- Carries out all other requirements of the job description.

COACHES' DUTIES AND RESPONSIBILITIES

Head Coaches are responsible for their program grades 7-12 and earlier. The coaches and assistant coaches of athletic squads have the responsibility for the direction of their squad. The head coach becomes the official school representative at athletic events where an administrator is not present and must assume responsibility in any emergency that might arise. It is the personal obligation of the coaches to have a thorough knowledge of the policies and procedures of the department of athletics of ROCORI High School and to be familiar with the rules and regulations of the Minnesota State High School League.

Pre-Season

- Review all MSHSL policies that pertain to your activity.

- Set up a parent night to cover the following:
 - MSHSL rules, school and team rules, captains' contract, practice time(s) and team calendar, lettering policies, bus arrival and departure procedures, parental involvement, complaint procedure, team pictures, parent night, banquet, etc.
- Check all equipment and facilities you will be using for safety. Report problems to your Activities Director. Keep an accurate account of the equipment and whom it was issued to for collection. Inventory and put away all equipment at the end of the season.
- Make sure professional development training is documented for head coaching by MSHSL. Complete CER online requirements and check to make sure all coaches have completed.
- Notify the Activities Office of your specified plans for early season practices and make as many advance arrangements in preparation of your first day of practice as possible.
- Order needed equipment, confirm inventory and pick up new equipment.
- Review procedure relating to the use of Middle School students on high school teams.
- Make sure **all** athletes are eligible to practice and play from the Activities Office. Do not allow an athlete to practice without proof of eligibility, registration, and a current athletic physical.
- Verify transportation schedule regarding departure time, bus size and game time.
- Choose and mentor leaders or captains-regular meetings.
- Pick up needed items from the Activities Director.

In-Season

- Turn your final team roster into the Activities Office indicating the necessary information for a program. Remember, if your first contest is away, your opponent needs this information early enough to complete their programs. The master eligibility list (completed by the Activities Office) must be filed three days prior to the first contest.
- Check eligibility lists provided by the Activities Office and notify us of any additions or corrections immediately.
- Have a system and use it in issuing equipment.
- At team meetings:
 - Review eligibility rules and conduct expectations.
 - Review lettering policy. Have a copy on file with the Activities Director.
 - Review rules required to be a member in good standing on the team.
 - Review any additional rules that you think are essential and reasonable.

- Review bus departure times for away contests.
- If you are aware of any last-minute scheduling changes, notify the Activities Office immediately in order for contact to be made with transportation companies and officials.
- Report results to the Activities Office on your game/match to publicize in the announcements, on social media, etc.
- Provide media/conference/section with information-results regarding your activity.
- Be sure to check your mailboxes or emails often.
- Inform the Activities Office of any activities you may have planned for Saturdays and holidays.
- Schedule team pictures early enough in the season so pictures will be available for section tournament programs.
 - Individual player banners will ideally be 3 feet x 5 feet in size.
 - This helps with uniformity in the gym and for campus display purposes.

Post-Season

- Collect all gear immediately following the last scheduled contest that your team participated in. ***Do not allow athletes to keep equipment for the next sports season.*** THE COACH, or one of your staff members should personally collect the equipment from each athlete and then be present when the check-in occurs. Do not have them drop off uniforms in the office. Contact the Activities Director about any lost equipment and possible fines.
- Return the check out forms which include letter winners, participation certificates, special team awards, All Conference awards, Senior Scholar Athletes, scores and statistics, requisitions, and final rosters.
- Inventory all equipment and make arrangements for cleaning and storing all equipment. Submit an inventory list to the Activities Office at final check out.
- Make arrangements with the Activities Director for your awards banquet.
- Meet with the Activities Director about your concerns, suggestions, and evaluation.
- Turn in coaching supplies to the Activities Director if appropriate.

POTENTIAL AREAS OF LIABILITY IN TODAY'S COACHING

There is an increased tendency for people to seek answers to problems occurring in activities and athletics through litigation. It is the contention of many people that coaches should be held responsible for their actions and in some cases the courts will support this concept. Therefore, it

is important that coaches operate in a responsible and prudent manner. Be proactive by using the following guidelines.

1. Supervision (especially locker rooms) cannot be emphasized enough.
2. Always have an adequate conditioning period. Adhere to all MSHSL policies regarding health and heat related policies.
3. Have an adequate instruction period before putting an athlete in a competitive situation.
4. Know your coaching material. (The competency of a coach can be challenged)
5. Do not allow athletes to use faulty equipment.
6. Injuries – Seek medical attention & guidance and use the expertise of our trainers. A student must be released to practice or play again by a doctor after injuries.
7. Make certain the facility is adequate for the activity.
8. Keep good team discipline. Rowdiness on a bus, in a gym, or any athletic area is a potential problem.
9. **Supervise athletes in a gym, on the field, or in the locker room and weight room.**
10. Do not allow an athlete to treat his or her own injury. Check with the Trainer as needed.

SAFETY CHECKS

Coaches must periodically conduct a safety check of their locker room and practice area to make sure there are no hazards. Contact the Activities Director immediately if something needs to be fixed or replaced.

TOTAL PROGRAM SUPPORT

It shall be the responsibility of all athletic staff members to support the total athletic program and understand that; it is a total program involving many kids and other sports teams.

It is expected that individual coaches will display and transmit respect and support to athletes and other programs. It is also expected that consistency in dealing with athletes be maintained by all members of the athletic staff. It is further expected that coaches encourage athletes to participate in other sports and programs and work together to support other coaches and programs.

Because of the size of our staff and community, it is very necessary and important that coaches be involved in coaching, refereeing, timing, and scoring in sports other than their main sport. We need a total team approach to help with the above-mentioned duties.

TRANSPORTATION

When traveling to other towns for various athletic and activity contests, the school shall provide the transportation and all supervisors shall remain in charge of their teams until the students are returned safely to ROCORI. Students will not be granted permission to travel by private transportation except by the parent/guardian in person. The activity director and individual coaches will be responsible for determining the departure times.

District #750 buses or other school vehicles shall be the official mode of transportation whenever possible. Any other mode of transportation shall be obtained and utilized only through the Activities Director and only when it is necessary.

- Transportation requests shall be made through the Activities Office.
- Whenever possible, the teams will be grouped together to travel on the same bus. Check buses and vehicles to see that they are reasonably clean, and no equipment is left behind after your team unloads. A coach must check the condition of the bus after the students are out. A coach or appropriate supervisor must ride the assigned bus with their team.
- All players must ride the player bus to the games.
- If the parents wish to have their son/daughter ride home with them, the coach needs to be notified by the PARENTS before the game and a signed release form must be submitted.
 - The athlete may not ride home with grandparents, friends, brother, sister, etc.
- If the bus passes a player's house on the route home from the game, a student may be dropped off at their home.
- Each of us has different tolerance levels as far as noise commotion is concerned. Cooperate with the drivers and advise the students to cooperate also.
- Coaches must check the passengers before leaving and before returning to make certain all students are accounted for. Report any violations to the Activities Director the next day. Do not permit any disrespect, profane language, gambling, excessive noise while going through towns, etc.
- Make sure all your athletes have rides home after a game or meet. Do not just drop them off at a building and let them fend for themselves.
- No mileage allowances for coaches' transportation will be made without the activities director's approval.

CARE OF SCHOOL VEHICLES

The District Office consistently requests that proper care be given to school vehicles.

- **Clean out the interior of vehicles and fill the gas tank upon completion of a trip.**
- Fill out the mileage chart.
- Return keys promptly to the Activities Office.

School vehicles must be requisitioned through the Activities Office. All drivers must complete a driving background check form from the District Office prior to driving a district vehicle.

CLINICS AND WORKSHOPS

There is a limited budget for workshops and clinics. This may be used for coaching staffs to attend clinics/workshops. Sign up should be completed through the Activities Office.

Athletes attending state tournaments for sports, which they have competed in, shall be allowed to do so without penalty from a coach of a following season's activity.

Our teams will attend and compete in state tournaments according to MSHSL financial policies and guidelines. Only athletes and coaches who are on the official state tournament team will attend with the team. A budget will be prepared according to what the MSHSL reimburses.

LODGING

Lodging may be provided when a section or state tournament site is over 100 miles and when participants that have been involved in a late evening session must participate early the next morning. No allowance will be made for students or coaches who are not participating, unless approved by the Activities Director. Lodging for state tournaments will be determined by the MSHSL formula as a maximum amount.

MEALS

School District #750 will not be responsible for any meals during the regular season. Because of the distance traveled during section play, a meal or meals may be provided. Meal money for section competition will be provided/reimbursed. The only reimbursement provided for state tournament meals would be those provided by the MSHSL and then only as provided by their reimbursement formula. If a team must stay overnight or need meals for a regular season tournament, the team members will be expected to raise those funds.

ROCORI COACHES ASSOCIATION

Purpose: The purpose of this organization is to communicate, support and promote the integrity of activities programs in the ROCORI School District #750. Central to our purpose is a shared belief that athletics and activities are an integral part of a total school program, and those District #750 policies, and procedures must reflect this belief. Membership shall include all activity coaches/advisors currently coaching in District #750.

COACHES' MEETINGS

The Activities Director and President of the ROCORI Coaches Association will call meetings of the coaching staff two to three (seasonal) times per year or when they feel there is a need for a meeting. Should any member of the coaching staff feel that there is something important enough for a meeting, he/she should discuss it with the Activities Director. Agendas of the meetings will be distributed to all athletic coaching staff. The Activities Department Advisory committee will be a subcommittee from this group to meet monthly and advise the Activities Director on decisions and planning. This group will monitor the RCA budget through voting.

All coaches are expected to attend conference, section and local coach's meetings whenever business concerning their sport is being conducted. All coaches are encouraged to join their state coach's association.

CONFERENCES AND MEETINGS

Conference and Sectional meetings are held that are pertinent to the respective coaches. Coaches will be encouraged to attend such meetings if they are pertinent and do not conflict with classroom obligations.

COACHES CERTIFICATION AND HIRING PROCEDURES

Coaches Continuing Education Requirements for all 9-12 grade coaches must be completed prior to the season. This includes all rules and MSHSL requirements. All rules and regulations regarding requirements for head coaches are promulgated and administered by the MSHSL. They require the head coach to have 60 hours of training in first aid and a class in coaching theory from a college, a coaching minor or certificate or a weekend class by the MSHSL. This must be documented online with the MSHSL and your Activities Director. The MSHSL offers a training program that meets the above requirements.

When hiring a coach, the first priority will be to hire a faculty member. The head coach and the Activities Director will make recommendations to the principal for staff to be hired.

COACHING ASSIGNMENTS

Coaching assignments are made on a yearly basis upon the recommendation of the Activities Director and the head coach of each sport with the approval of the administration and the Board of Education.

EVALUATION

The Activities Director shall make evaluations of coaches and programs on an annual basis. The coaching evaluation sheet is at the back of this handbook.

SALARY PAYMENT

Coaching salaries as per the master agreement will be made in two payments. The first payment will be halfway through the season and the second payment after the season is completed and paperwork has been completed with the Activities Director.

Salaries will be subject to withholdings for Federal and State Taxes as well as Social Security and TRA at the prevailing rates.

Increments will be given for paid coaching experience at other schools according to the Master Agreement. Verification of prior experience will be asked for. Six years of experience may be brought in from another school.

Coaching salaries may be split between coaches because of responsibilities or salaries pro-rated because of responsibilities.

REIMBURSEMENT FOR EXPENSES

Expenses incurred when on school business (mileage, meals, etc.,) shall be reimbursed upon completion of an expense voucher and ATTACHMENT OF NECESSARY RECEIPTS per District #750 policy. Expense requests shall be approved through the Activities Director in advance. In some situations, advance money is needed, and this shall also be handled through the Director. Mileage expenses will be charged to the individual sport budget.

ATHLETIC PASSES

School personnel and families of personnel coaches on staff will receive an athletic pass for all events except tournaments and post season play. Non-school personnel season passes will be:

- \$185.00 – Domestic Couple.
- \$125.00 – Single Adult.
- \$60.00 Student Pass (K-12).
- ROCORI 12th Grade students are free.
- Free Senior Citizen (62+) passes are also available (*Living in ROCORI District*).

COACHING INFORMATION / RESPONSIBILITIES

COACHES LOCKER ROOMS

The coaches' dressing and shower rooms are what the name implies, and students should not be allowed in them unless a coach wishes to have a conference and then the coach should respect the privacy of other coaches. Each coach is responsible for the cleanliness of the coaches' office. Clean up after yourself in respect for other coaches using the office.

LOCKER ROOM SUPERVISION

It is the coaches or instructor's responsibility to see that students are supervised, ***AT ALL TIMES***, when using either indoor or outdoor facilities. This includes before and after contests. Be present and on site when your athletes are there.

Otherwise, facilities are not to be in use. When the coach is coaching a team of the opposite sex, a reliable senior or junior must be assigned to come to the coach immediately if there are problems in the locker room.

EQUIPMENT ROOMS AND LOCKER ROOMS

The names of these rooms explain their purpose and are considered “off limits” to everyone except the coach and manager. Keep your equipment rooms, locker rooms and practice areas picked up and orderly. Have your kids pick up towels and garbage.

VALUABLES

Remind athletes that valuables must be locked up in the locker room or coach’s office during practice. Because of a lack of security in the locker rooms, the locker room and coach’s dressing room must be locked while practice is in session, or games are being played.

VANDALISM

Talk with your athletes about being representatives of ROCORI High School. Any vandalism or stealing that occurs within our own locker room will be treated as a major violation. When our teams are playing away from home, the responsibility to care for facilities is of the utmost importance. Check your assigned locker rooms when you first get there and again when you leave. Leave the locker rooms clean and our opponent’s school with a good impression.

COACHES WORK SCHEDULE

Though the coach’s contract does not specify the work schedule, the coaching responsibility is for five days per week and for the specified number of weeks. The Coaches and Activities Director will make the decision to cancel practices because of weather. Practices should begin on the designated date and continue until the end of the season as prescribed by the MSHSL. *If a practice needs to be cancelled or you must miss practice, contact the Activities Director.* You are responsible for supervising your athletes until they have left the building.

HALLWAYS AND RUNNING

Conditioning and running in the halls in the upper levels of the high school is prohibited unless they have office permission. Everyone must wear shoes or sandals in the halls.

PRACTICE & GAME DAY PROCEDURES

PRACTICES

All practices should be scheduled through the Activities Director’s office. If conflict arises between sports on the use of facilities, the Activities Director will be responsible to resolve the conflict.

No athletic practices are to be scheduled during Sundays, or holidays which would include: Thanksgiving, Christmas Day, New Year’s Day, Juneteenth, and Easter.

Be aware of the school policy regarding school closings and athletic events. All practices, student rehearsals, and other school activities ***will NOT BE automatically cancelled*** when school has been cancelled or dismissed early because of severe weather. The determination of practicing in the afternoon after a school closing will be determined by the Activities Director with consultation from the Principal and Superintendent. There are scenarios where the weather and driving conditions dramatically improve and allow for practices to be held.

- Athletes who are on suspension from school may not be permitted to practice or compete during the day or days of suspension.
- Coaches are directly responsible for all athletes on their squad the entire time they are practicing or meeting outside the normal academic school day.
- Athletes who are ineligible because of a MSHSL rule infraction *must be allowed* to continue practicing unless the Activities Director rules otherwise.
- A vacation practice schedule will be worked out with the cooperation of all coaches and the Activities Director.
- Practices before school may be allowed but arrangements must be made to get into the building. Keep in mind that early morning practice can cause hardships and inconveniences to the family.

SCRIMMAGES

Scrimmages can be arranged by coaches but must be approved by the Activities Director prior to the event being scheduled. The Minnesota State High School League defines an inter-school scrimmage as a practice and training session not to approximate or equal actual game conditions. Three scrimmages are max during a season. An inter-school scrimmage or practice session must be designated as a game and count as one of the maximum games permitted if any one of the following conditions pertain to said event:

- If game rules, time limits, posted scores, etc. are observed.
- If game officials are used.
- If the game is advertised and admission are charged.

SCOUTING

With the advent of video streaming and recording with companies like HUDL, etc., taking physical trips to other venues has become less of a necessity. However, scouting is an integral part of creating a competitive sports program. Please follow the following guidelines under the approval of the Activities Director:

- School cars can be used, if available.
- Mileage in accordance with District policy shall be reimbursed when school cars are not available, and the Activities Director approves the scouting trip. The mileage money will come out of those teams' fiscal budget.
- There is no scouting salary or fee.
- Any conference rules in regard to sharing/exchanging film should be followed.

EARLY OUTS

It is our basic policy to keep to a minimum the number of times a student is given permission to leave class for extra curricular activities.

The time that students are to be dismissed for athletic activities will be decided by the Activities Director. The names of the athletes to be released early should be submitted to the Activities office by the coach as early as possible to share names of student-athletes with staff. If there are problems with an athlete's academics, the athlete may not be excused for early outs. It is up to the student to make up work and get assignments from the teacher whose class was missed. Early outs are limited to those that are competing - not for spectators.

The number one purpose of school is EDUCATION AND ACADEMICS and coaches and athletes must not use the excuse of being in athletic programs to be excused from school. Students must abide by ROCORI's excused and unexcused policy.

ATTENDANCE SUMMARY

- ROCORI student-athletes are to be held to the highest standard of academic excellence.
- Attendance at school should be a priority for student-athletes.
- If a student-athlete has an excused absence for sickness, appointments, etc., they must be back in school by noon the day of a practice or game to be eligible to participate that day. Unusual circumstances sometimes occur, so exceptions to this rule need to be requested in advance with the Activities Director.
- Students who return late from a game the night before are expected to be at school on time the next day. ***There is no policy that gives student-athletes the okay to sleep in and miss school.*** Exceptions to this rule will only be considered upon request from coaches in advance of a contest to the Activities Director.

HOLIDAY & WEDNESDAY NIGHT ACTIVITIES

No student groups may practice, rehearse, or perform on Wednesdays after 6:00 p.m. There shall be no practices or games on Thanksgiving, Christmas, New Year's Day, and Easter, or on any Sunday. In an emergency situation only, a game may be rescheduled on a Wednesday, with the approval of both the Activities Director and the High School Principal.

ROSTER SELECTION

There may be times where due to large numbers in a certain activity that it may become necessary to cut players. We encourage coaches to keep as many students as they can without unbalancing the integrity of their activity.

Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport/activity. While cutting will not be a regular part of our programs it will be allowed if necessary as the MSHSL limits the numbers on a varsity roster and there are limitations due to transportation limits. No middle school participants (grades 6-8) will be removed if a team is offered at their grade level.

- The coach will let the Activities Director know they have roster size concerns for the upcoming season. The Activities Director will make the determination whether cutting is appropriate.
- If the Activities Director agrees that cutting is necessary the following procedures must be followed:
 - All cut procedures will be communicated to athletes and parents in the pre-season meetings.
 - Athletes are given a minimum of 4 days to try out.
 - All decisions are communicated to participants in face to face meetings with the coaches. Posting of rosters as a method to inform is not appropriate. Meetings should be scheduled with all team members to share their projected role.
 - Coaches will be expected to make cuts with as much respect and dignity as possible.

STUDENT-ATHLETE ELIGIBILITY

ACADEMICS

All activities sponsored by ROCORI High School, including those during the summer, are governed by, but not limited to, the eligibility rules established by the MSHSL.

To be academically eligible to participate in activities, students must meet the following requirements:

- Student-athletes must be making adequate progress towards graduation.
 - If behind in credits, there must be a documented plan in place that the student-athlete is following to maintain eligibility.
- Student-athletes must be passing all classes at the end of each marking period.
 - Dates for 2026-2027 are as follows:
 - Trimester 1
 - Term 1 (**October 14th**)
 - Term 2 (**November 24th**)
 - Trimester 2
 - Term 1 (**January 22nd**)
 - Term 2 (**March 4th**)
 - Trimester 3
 - Term 1 (**April 16th**)
 - Term 2 (**May 27th**)

- If a student fails a class at the end of any term, they become ineligible for two weeks, unless they can bring up their grade to passing standards in a more efficient manner.
- If after two weeks the student is passing the class, they may return to athletic participation in contests. If they are still not passing, they will remain ineligible until they are passing the class.
- If the class does not carry into the next term, after the first two weeks of the new term the student will need to be passing all their current classes in order to return to participation in contests.

DRESS CODE

It is expected that athletes dress in an acceptable manner while representing ROCORI High School. Clothing that advertises alcohol or drugs is not allowed in school, especially on athletes, and should be discouraged at all times. If an athlete wears such clothing, he/she should be asked to change shirts, wear it inside out, or sent to the office for permission to go home to change.

Athletes are not to wear school practice clothing, equipment, or game uniforms to school or for physical education classes. The exception to this rule is the wearing of game day uniforms.

FACILITIES

GYMNASIUMS

Any use of the gymnasiums outside of the times scheduled through the main activities calendar must be made through the Activities Director or building principal when a custodian is not present. Our gymnasiums get heavily used and therefore need to be cared for. Coaches are to be diligent in their care for our gym floors. These expectations should be shared with our student-athletes, parents, and community members.

Gymnasium Expectations:

- Absolutely no food, gum, or pop on the gym floor.
- No street shoes on the gym floor. Please use athletic shoes only.
- Sweep floor before and after practice sessions. The school often does not have enough help to complete this work and your attention to this maintains a safe playing surface.
- If the gym is a practice space for you, treat it as a game floor.
- If you see garbage, pick it up. It takes all of us to keep our gyms clean.
- Encourage families and fans to congregate in the commons area after games, instead of on the gym floor.

BLATTNER STADIUM

The ROCORI community has been blessed with numerous selfless donors who have provided our students athletes with great opportunities to compete and use Blattner Stadium. It is up to each coach to not only adhere to our stadium policies but we are tasked with the responsibility of passing these expectations on to our student-athletes, parents, and community members that we work with. This ensures a quality venue for years to come and show our community with our good stewards of our donors' generosity.

Stadium Expectations:

- Absolutely no food, gum, or pop in the inner fenced area (on the track and turf).
 - This includes sunflowers seeds and other shelled snacks.
- Only water is allowed on the turf and track (no sugary drinks).
- No Dogs in the Stadium at any time.
- No sharp objects on the turf or track (metal stakes, or metal cleats/spikes not allowed).
- No glass containers or bottles on site.
- Only molded cleats or athletic shoes are to be used on the turf/track.
- Approved athletic equipment only.
- Coaches: Remove all equipment/teaching tools from the playing surface at the end of each practice/day. These items can remain along the outer fence lines.
- Please pick up all trash and place it in the sideline garbage cans provided.
- If you open a gate, close the gate. All inner gates should be closed at almost all times.
- Coaches are to lock stadium gates after practices when done for the day.
- Blattner Stadium will remain locked when not in use. While we want to be open and generous with the public, we also have a responsibility to keep our facility secure.

Please be respectful of our stadium, track, and artificial turf surface. Help us to take care of it.

ATHLETIC FIELDS

Our baseball, softball, lacrosse, soccer, track, and open grass fields are used frequently by not only ROCORI athletics, but also by numerous community groups. Maintaining these fields and keeping them safe for play is of critical importance. If there are improvements needed, please report those needs to the Activities Director.

Marking and lining of the athletic fields will be done by the outside grounds crew. Arrangements can be made through the Activities Director. Depending on the day and the volume of activities, the school often does not have enough help to complete this work and may need assistance.

KEYS

Keys needed by in-season coaches can be picked up from the Activities Director's office and returned to the Activities Director as soon as their respective sport is completed, unless coaching another sport. ***KEYS SHOULD NEVER BE GIVEN TO STUDENTS.*** Do not allow managers or

students to be in coaches' offices. A manager who must use a key should be under careful supervision of a coach.

Outside doors will use key fobs which can be checked out from the Activities Director. Should you lose a fob, please notify the office immediately so that fob can be deactivated.

NON-SCHOOL FACILITIES

At times we will lease non-school owned facilities such as baseball parks, softball parks, hockey rinks, and golf courses. There is a rental/lease agreement to use these facilities. We expect you to cooperate with the facility directors and respect their property. Make sure you leave the property in the same condition it was when you got there.

OFF-SEASON & MISC.

OPEN GYM POLICY

This policy refers to open gyms, weight rooms, and the swimming pool. We encourage their use by both athletes and non-athletes within the following rules:

- The school facilities are available for students to participate in multiple activities.
- Recreational activities are open to all students.
- There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

CAPTAIN'S PRACTICE

Captain's Practice is primarily for the purpose of physical conditioning that is directed by student-athletes. Salaried and non-salaried school personnel **may not** be involved in any capacity. It is the responsibility of school officials to become aware of the preseason activities in their school district and to verify that the spirit and intent of the MSHSL rules are respected.

SUMMER COACHING

Coaches that want to work with student-athletes during the summer in camps, teams sessions, and summer activities must apply for a summer waiver using their Coach's Clipboard account on the MSHSL website. This application will then be reviewed by the Activities Director.

COLLEGE RECRUITING

College recruiters should be in the habit of speaking with coaches before meeting with student-athletes. On site meetings are to be scheduled with the athletes before school, after school or during their lunch hour. Athletes are not to be taken out of class for this purpose.

FUNDRAISING

Most fundraising is done by the ROCORI Booster Club. Any other fundraising must be documented (see form in Activities Office) and approved by the Activities Director and the High School Principal.

CONCESSION SALES

District activity and athletic teams can request to work concessions. A coordinator will be hired to order, inventory, and coordinate concession sales. Group members will provide the workers. Thirty percent of the money earned from the concession sales will be deposited into the student activity account for the group that worked concessions at an event. The money raised is for the student athletes, not the coaches. It will be spent with the Activities Director's approval.

PARENT'S NIGHT

Parent's night is an important night for each program and coaches should do their best to recognize our parents. The school (through each sport's food budget) will furnish beverages and small snacks for this meeting if coaches decide to include that as part of the recognition. Free admission will be given to all Varsity, Jr. Varsity, B-Squad, and 9th grade parents whose son/daughter is playing that night. Coordinate this activity with the Activities Director.

EQUIPMENT & SUPPLIES

All coaches (junior and senior high) are expected to submit to the Activities Office at the end of their respective season a complete and accurate inventory of all athletic equipment of their sport, noting the equipment that needs to be repaired or replaced. Reference this checklist to make sure inventory is updated and complete.

- Coaches must make every effort to collect all equipment issued.
- Each coach shall be responsible for checking in and out all practice and game equipment.
- All equipment issued to athletes shall be recorded.
- If the equipment issued is lost or stolen the athlete will be charged accordingly.
- Check with the Activities Director for the cost of lost/stolen equipment.
- Take particular attention to the return of equipment from athletes that drop from the team.
- Equipment must be stored in its proper and secure location.

UNIFORMS

Uniforms are often the most expensive equipment that a coach must maintain. Ordering and maintaining uniforms should be a coach's top priority. All uniforms must be cleaned immediately after being checked in. Minor uniform repair and patching can be done in the school laundry. It is the responsibility of all coaches to keep athletic equipment in repair. When repairs are necessary, notify the Activities Director to make the necessary arrangements.

Uniforms will be purchased on a need basis, generally on a five-year schedule. Consideration will also be given to the condition of the uniform and the other programs needing uniforms that

year. The ROCORI Booster Club will help to purchase items such as uniforms. Requisitions will still go through the Activities Office and will need approval from the Activities Director.

ORDERING / REQUISITIONS

Here is the procedure for purchasing athletic and activity supplies:

- Contact the Activities Office to confirm you have available funds.
- Get a quote for the equipment wanted from the supplier ordering through.
- Submit a quote to the Activities Director for approval.
- Once a quote is approved, a purchase order will be created.
- The purchase order number will be generated and order will be placed by either the Activities Office or the coach.
- The coach will be notified when order arrives on site.

Requisitions received from coaches can be used in determining the overall athletic budget. Be mindful of this phase of your work to make certain all necessary needs are included, and any unnecessary or excessive items are eliminated. If there is a justifiable need, not just a want, and it is within the means of the budget, your requisition will most likely be approved. Unnecessary purchases and inventories are not meant to be stocked up for possible future usage.

NOTE: Any athletic equipment bought without the consent of the Activities Director will not be paid for out of the athletic budget and the coach or person making the purchase will be held responsible for the bill.

MEDICAL POLICY

Physical examinations are required at least once every three years and medical forms must be on file in the appropriate school office before participation can be allowed. Participants shall be responsible for their own physical examinations at their own expense. The MSHSL's Parent Permit, Health Questionnaire, Emergency Medical Information Card, and an insurance waiver must be completed and received by the Activities office **before participation** can be allowed.

STUDENT INSURANCE

Student health insurance for athletes is available from the Activities Office. This type of insurance is suggested for families that have no health insurance.

INJURIES AND TREATMENT

Coaches are not expected to diagnose or treat injuries other than to give first aid. Athletes with injuries, which need medical attention, should be encouraged to report them to their parents and obtain the services of a physician. A trainer will be provided to help.

In case of serious injury on site:

1. Either first aid should be given, or the trainer on site should take the lead.
2. One of the athletes' parents must be contacted so that he/she can contact the family doctor or advise the coach on what to do.
3. If it is necessary to transport the athlete to the doctor or hospital, be sure that it is done correctly. In an emergency in which transportation or additional assistance is needed, call 911 for professional medical care.
4. If there is any possibility that the athlete may be seriously injured, seeing that he/she is properly cared for is an important responsibility of every coach.
5. It is recommended that the coach talks with the athlete's parents again later in the day or evening and periodically as the athlete is absent from school. This is appreciated by parents and athletes alike, and certainly is good public relations. Always treat the injured athlete as if your own son or daughter.
6. Make sure all accidents or injuries are reported to the Activities Office and complete the Injury Report Form to file in the Health Services Office within 24 hours of the injury.
7. Athletes are not to get out of a class to receive injury treatment, weigh in, or cut weight unless it is with the teacher's and the Activities Director's prior approval.
8. Each team must have a medical kit with them. Ice is available in the training room.

TRAINING ROOM

The main objective of the training room is to supply the athlete with preventative injury care, emergency first aid treatment, and rehabilitation therapy. The training room is also there to relieve the coaches of some taping and first aid responsibilities. This allows the coach time to concentrate on their practice or game.

To maintain an adequate supply of materials in the training room, we ask that coaches not help themselves to any of the supplies without first checking with the athletic trainer. If you should run out of supplies, please leave a note for the trainer. He/she will be happy to get you the materials or supplies that you need.

An athletic trainer or a student trainer must fill medical kits. Medical kits should be checked out and checked back into the training room at the end of the season.

PUBLIC RELATIONS & MEDIA

Publicity is a vital part of the overall athletic program at the Varsity level of competition. Game results and final statistics are required for maintaining school records and is part of a Coach's Code of Ethics. Coaches shall be responsible for reporting their scores on the day of the event to their usual news media and social media sources.

RADIO BROADCASTING & OUTSIDE STREAMING

Radio stations and outside streaming services must get prior approval to broadcast a game from ROCORI High School from the Activities Director.

STRENGTH TRAINING PROGRAM

The ROCORI Strength Program will give all athletes the opportunity to become bigger, faster, stronger, and improve overall as an athlete. A strength coach/supervisor will be hired for fall, winter, and spring quarters. **When the weight rooms are open, it must be supervised.** The area must be picked up and orderly after a group has finished a workout. Lock it and make sure everyone is out when your group is finished.

Rules concerning the athlete(s):

- The training room is a place to assist the athletes, not a social gathering area.
- Trainers and coaches should have medical clearance from a doctor following injuries for an athlete to return to play or workout after injuries.

TEAM BANQUETS

Individual athletic banquets have become a tradition and are an integral part of the overall program. Banquets are often one of the most memorable and meaningful ways we can recognize our student-athletes and all the people that helped make our season successful. Banquets can be potluck, held at a local restaurant, or an informal house gathering.

- Plans should be developed in sufficient time to properly program the event so far as invitations and scheduling are concerned. If the banquet is held in school, any supplies that are needed must be requested and each activity will be billed.
- Coaches and the Activities Director must coordinate their efforts in planning the date of each banquet.

TROPHIES AND AWARDS

Trophies and awards are a natural part of sports programs and they serve as a means of stimulation and motivation, and are beneficial as an award for achievement. Trophies and awards shall be presented in good judgement and in compliance with the budget allocation.

The criteria established by the head coach of each sport should determine letter winners. Participation certificates shall be given to non-letter winners and letter certificates to letter winners.

Special awards such as MVP, Most Improved, etc., shall be awarded per sport. Only athletes who finish the season or who would have finished the season except for illness or injury shall be eligible for awards if they meet the coach's criteria. The coaches shall prepare their criteria for participants to earn a letter prior to the start of the season and tell the players before the start of the season.

The school will present the following awards at the Evening of Excellence:

- Three Sport Student-Athlete Awards
- Performing Arts Award
- ROCORI Coaches Association Scholarship
- ROCORI Baseball Alumni Scholarship
- Bob Brink ROCORI Basketball Scholarship
- Spartan Award (multi-sport team player)
- AAA Awards (Academics, Arts, Athletics)
- Outstanding Senior Athletes
- Senior Scholar Athlete Awards

The Central Lakes Conference awards certificates to all-conference and all-conference honorable mention athletes. In addition, there is a CLC Scholar athlete award for seniors who letter and have a 3.4 GPA or better. ROCORI may also recognize Captains. Get a list of athlete awards to the Activities Office to complete awards.

COOPERATIVE AGREEMENTS

The consideration of forming a cooperative agreement with other MSHSL schools is to offer opportunities in activities to ROCORI students that otherwise might not be possible because of the district's limited resources or the limited number of participants. This is a summary of the district's parameters when considering possible cooperative agreements.

- ☐ The ROCORI school district does not form cooperative agreements with any type of home school entity, whether recognized by the MSHSL or not. This includes both home schools inside and outside of our district's school boundaries.
- ☐ The ROCORI school district does not form a cooperative agreement with another MSHSL member in any activity in which ROCORI can currently offer with our own resources and student-athletes.
- ☐ The ROCORI school district will consider a cooperative agreement with another MSHSL member if the following parameters are met:
 - At least six current ROCORI student-athletes are interested in participating in the activity.
 - If the number of participants drops below this minimum threshold, the Activities Director will review the financial impact and present it to the Board of Education for their review.
 - The ROCORI school district incurs a cost per athlete that does not exceed 50% of the total cost per athlete for that respective activity.
 - This percentage will be reviewed every two years and the Board of Education will be the determining entity for approval.

- The new activity cannot place a further burden on ROCORI's current facilities. With limited gym space and practice facilities, the new activity cannot take away from current offerings.
- The new activity cannot place a large burden on the Activities Office. With limited personnel and time, the new cooperative must be manageable.

Coach Evaluation Form

Coach's Name & Date

Activities Director

	Rate 1 - 5 (1 – Disagree, 5 – Agree)				
Communication / Relationships	1	2	3	4	5
The coach communicates well with the Activities Office					
The coach communicates well with student-athletes					
The coach communicates well with parents					
The coach communicates well with coaching colleagues					
The coach <i>establishes rapport</i> with student-athletes					
Practice & Game Preparation	1	2	3	4	5
The coach is well prepared for practices and has a plan daily					
Practices are designed to build individual skills & team concepts					
The coach utilizes the strengths of their assistant coaches					
The coach is well prepared for games & has a strategy to implement					
The coach uses facilities well & has student-athletes on same page					
Program Health & Goals Ahead	1	2	3	4	5
The coach has a clear direction on how to move the program forward					
The program is growing & student-athletes are engaged					
The program's focus is on growth and becoming more competitive					
The coach's focus is on student growth as well as team growth					
There is a clear goal that this program is working toward achieving					
Intangibles	1	2	3	4	5
The coach is organized, flexible, & adjusts plans when necessary					
The coach promotes the program using social media or other methods					
The coach is connected w/ the youth programs relating to their program					
Parent's night, the team banquet, & special events are done well					
The coach inspires their assistant coaches to improve & contribute					

Transformational vs. Transactional	Transactional ----- Transformational				
The coach is observed to be placed here on the continuum					

Additional thoughts: _____
