

**2019 - 2020**

***Jaguar***  
**ACTIVITIES**  
**HANDBOOK**

**FOR**

***Athletes & Parents***



## Table of Contents

Table of Contents.....	1
Forward.....	2
Activities Program Philosophy.....	3
Objectives of Interscholastic Activities.....	3
Athletic Participation Philosophy.....	4
Sport Activity Information.....	4
Athletic Activity Forms.....	4
Eligibility.....	5
Athletic Injury.....	5
Team Transportation.....	5
Locker Room.....	6
Weight Room.....	7
Managers.....	7
Student Attendance.....	7
Inclement Weather.....	7
Scrimmages.....	8
Open Gym Policy.....	8
Fundraisers.....	8
Moving Students “Up”.....	9
Two Sport Same Season Participation.....	9
Practice Regulations for Holidays, Vacations, & Wednesdays.....	10
Extra-Curricular Activities Eligibility.....	11
Extra-Curricular Activities Definition.....	11
Academic Eligibility & Extra-Curricular Activities.....	11
Chemical Eligibility Rules.....	11
Activity Awards & Requirements for a Letter.....	12
Home Sites/Rotation Schedule.....	14
Emergency Response Protocol.....	15

# **FORWARD**

## **ACTIVITY/ATHLETIC HANDBOOK**

The purpose of this handbook is to outline the organizations and the operating procedures of the Jaguar Activities Department and to serve as a guide so the best possible teamwork can be achieved from administration, coaches, parents, and athletes of the departments and personnel that make the activities program function.

The Jaguar Activities Program's purpose is to provide students with valuable experiences that help students develop their potentials and become positive citizens. The effectiveness of the activities program's service to the student is dependent upon the degree to which the staff cooperates in the following methods of operation. The greater the team's cohesive effort that the staff exercises, the more enjoyable the experience will be for the department personnel, as well as the participants.

It must be understood that no procedure is perfect, or all-inclusive, and situations will occur that prove to be exceptions. It is also true that circumstances do change and there is a need for annual review and revision of the procedures of this handbook.

## **ACTIVITIES PROGRAM PHILOSOPHY**

It is the philosophy of the Jaguar Athletic Cooperative that activities are considered an integral part of a program of education providing experiences that will help students to grow physically, mentally and emotionally.

The belief that a student's educational experiences should include participation in activities, both as a player and as a student spectator, is an integral part of the philosophy of the activities program. These experiences should contribute to the student's knowledge, skill, and emotional growth, thereby making the student a better person and citizen. Participation in a Jaguar Activity/Sport is a privilege that carries with it responsibilities to the school, team, student body, community and the students. In their play and in their conduct, students represent all of these groups. Principles of good sportsmanship must prevail at all times and at all levels.

## **OBJECTIVES OF INTERSCHOLASTIC ACTIVITIES**

To develop, learn, and appreciate:

1. The value of cooperation with others while pursuing common goals.
2. Respect for authority.
3. Respect for the rights of others.
4. The value of conforming to rules.
5. To gain social, emotional, and physical fitness.
6. Self-discipline and emotional maturity.
7. Moral and ethical standards.
8. Motivation to excel.
9. An appreciation of wholesome recreation and entertainment.
10. How to improve skills.
11. The characteristics of positive citizenship.
12. Success in a competitive environment while displaying good sportsmanship.

# ATHLETIC PARTICIPATION PHILOSOPHY

The purpose of Junior High Athletics is to provide opportunities for physical development. All students will be allowed to participate at this level and all 7th and 8th grade squad members will receive comparable coaching attention and significant opportunity to participate. We believe that student athletes learn social and athletic skills through both winning and losing, during competition, and in practice.

Grade 9 is considered a transition year. Participation in practice and contest will continue to be emphasized and no squad members will be cut on the basis of ability. Coaches will make every effort to give significant opportunities to all players, but teams will strive to be competitive.

The "B" squad, Junior Varsity and Varsity will be developed primarily for interscholastic competition and, therefore, will require a greater degree of dedication on the part of the students. Rosters will not be cut from squads except when required by the MSHSL tournament rules.

## Sport Activity Information

### 1. ATHLETIC ACTIVITY FORMS

- A. The Activities Department will provide and collect student questionnaire forms, physical forms, and eligibility information.
- B. A coach/director **will not** issue equipment or permit a student to participate until the student is current with all appropriate fees and paperwork or appears on the eligibility roster issued by the office.

## 2. ELIGIBILITY

- A. All athletes in grades 9-12 will be entered on the Eligibility list. Inform the Activities Director if you want any athletes in grades 7 & 8 entered on the list.
- B. **Do Not** permit an athlete to participate in "A" or "B" Level if he/she is not on the master eligibility list.

## 3. ATHLETIC INJURY

- A. Follow the Emergency Action Plan established at the beginning of the season.
- B. If there is any doubt, do not move the athlete until competent help arrives.
- C. Call and inform the parents of the injury to their child.
- D. If parent is not present, send a coach along with the injured to the doctor or hospital.
- E. Inform the Athletic Director about the circumstances of injury.
- F. If a more serious injury, be sure the parents and the doctor agree that the player may participate again. (Athlete must provide a clearance to play from doctor)
- G. If an injury is serious in nature, then complete an injury/accident form (copy of form is in the appendix) and turn in to the Activities Office.

## 4. TEAM TRANSPORTATION

- A. Bus transportation will be arranged by the Activities Director at the host school beginning at the start of each sport season. Each coach should review the bus times and provide additional recommendations.
- B. Athletes are allowed to load and unload at any of the pick-up and drop-off locations. Students not wishing to be dropped off at their

- home school will need to provide permission from parent/guardian.
- C. Athletes are allowed to drive to practice locations as the Driving Waiver Forms have been filled out and are on file with the Activities Director.
  - D. All participants must ride the bus to and from the contest - exceptions can be made by previous arrangements with the coach and parent approval.

## **5. LOCKER ROOM**

- A. Each advisor or coach is responsible for his/her own locker room or practice area.
- B. He/she is responsible for opening his/her locker room or practice area and locking it at the end of the day.
- C. No student should be left in charge of the locker room or practice area. This is a coach responsibility.
- D. No cell phones will be allowed in the locker room. Cell phones will be collected by the coach.
- E. Have players pick up after themselves and leave the locker room or practice area neat and clean.
- F. Upon arrival at a visiting school, each advisor or coach should inspect the locker room or area assigned to see if there are any damages to the facility. The advisor or coach should then check the locker room or area assigned after the students leave to see if any damages have occurred. If the area has been damaged in any way, contact the activities director of the school and report what damage has occurred. Report the incident to your activities director as soon as you arrive home.
- G. Visiting locker rooms or area assigned should be left neat and clean. The advisor or coach should check the locker room after the last athlete has left. They should check to see that it is picked up and left in order.
- H. When practice or contests are completed, the head coach or his designated assistant should be the last

person to leave the building. Check all doors and turn off all lights before you leave. Coaches are responsible until all students are gone.

## **6. WEIGHT / STRENGTH ROOM**

- A. WILL BE OPEN ON HOURS DETERMINED BY STAFF.
- B. **DIRECT SUPERVISION** OF THE WEIGHT ROOM IS REQUIRED.

## **7. MANAGERS**

- A. Select good managers and review with them a list of their duties.
- B. ALL managers must be 7th grade or above (MSHSL rules).

## **8. STUDENT ATTENDANCE**

- A. All participants must follow the attendance policy of their school in order to practice or participate in a contest be in attendance.
- B. Any student skipping a class or classes and/or leaving the building without permission is ineligible to practice or participate in any co-curricular contest or activity during the school day, after school or evening.
- C. If a student serves an ISS/OSS they will not participate in any activities that day, including practice.

## **9. INCLEMENT WEATHER**

- A. The following will be the process followed for Scheduled activities/practices that are being affected due to weather conditions:
  - 1. Early release of school due to poor weather conditions.
    - \*No practices allowed.
    - \*No regular (scheduled) events will be played or



performed.

\*MSHSL Tournament events are postponed at the discretion of the MSHSL.

2. Cancellation of school due to weather.

\*Practices/Events will not be held.

\* MSHSL allows games to be played at locations that did not close for inclement weather. The final decision to travel will be made by the 3 Activities Directors.

## 10. SCRIMMAGES

- A. All scrimmages must be approved by the Activities Director.
- B. [MSHSL Scrimmage Rules](#) must be followed.

## 11. OPEN GYM POLICY

- A. All open gyms must be scheduled through the School's Activities Office for facility use clearance.
- B. The recreational activities of an open gym should be open to all students. Notification to all students should be made one week in advance.
- C. An open gym must be supervised.
- D. No high school coach of that sport will be allowed to participate in that sport with the students at any time in an open gym.
- E. There will be no coaching of skills during open gyms.
- F. There will be no requirement of attendance in open gym activities as a prerequisite for membership on a high school team.
- G. No influence will be placed on a student to attend an open gym.
- H. No record will be kept of a student's attendance at open gyms.
- I. No students shall be given keys to open the gym.

## 12. FUNDRAISERS

- A. All fundraisers must have the approval of administration.

### **13. MOVING STUDENTS "UP"**

Any or all of the following guidelines may be considered before a student is moved from their normal level of participation to a "higher" level. The move must be discussed with the parent and student and they should agree to the move.

- A. Senior High Students (9-12) moving to a higher level of competition.
  - 1. Maturity level - are they physically able?
  - 2. Social maturity and social acceptance.
  - 3. Necessity to move up, due to injuries, lack of numbers, etc. Explanations should be given to teammates as to the necessity of the move.
  - 4. Skill development. Will the individual's skills be improved by playing "up"? Is the student ready?
  - 5. If moved up, he/she should get ample playing time. He/she will practice with this level daily.
  - 6. Individuals shall possess the skill level necessary to participate at the upper level.
- B. Junior High Students (7-8) moving to a high school Program.
  - 1. All of the guidelines listed above are followed.
  - 2. Students who are having academic difficulties should be screened carefully to determine if the move would be detrimental to his/her studies.
  - 3. Meet with Activities Director

### **14. TWO SPORT SAME SEASON PARTICIPATION**

The following guidelines will be followed if an athlete is interested in competing in two sports.

- 1. The athlete must meet with the Activities Director and indicate their choice of sport. One sport will be declared the "major" sport and the other sport will be declared the "minor" sport.

2. The athlete must agree to attend all practices and games in their "major" sport with the exception of the days when games/meets of the "minor" sport occur.
3. The coach of each sport must agree to allow dual participation.
4. If a rain-out occurs, then the "major" sport will take precedence.
5. Athlete must pay the activity fee for each sport.

## **15. PRACTICE REGULATIONS FOR HOLIDAYS, VACATIONS, & WEDNESDAYS**

### **A. HOLIDAYS AND VACATIONS: .**

1. Labor Day -- May practice
2. Thanksgiving day -- No practice
3. Christmas Eve and Christmas Day -- No practice
4. New Year's Eve Day -- May practice
5. New Year's Day -- No practice
6. Good Friday -- May practice 'til noon
7. Easter Monday -- May practice
8. Memorial Day -- May practice
9. Teacher's Workshop Days -- May practice at regular practice times
10. MEA/School Breaks--May practice

### **B. WEDNESDAY PRACTICE SCHEDULE:**

1. On Wednesdays, all teams **must** cease practice to permit students to be out of the building **by 6:00 p.m.**
2. No 7th and 8th grade practices on Wednesdays.

## **EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY**

The Jaguar Sports Cooperative encourages all students to participate in the extra-curricular activities available. Along with participation comes expectations of acceptable behavior and the following of Minnesota State High School League eligibility rules and those established by the Jaguar Sports Cooperative.

*The rules for eligibility pertain to summer as well as during the school year. Penalties shall be accumulative for alcohol, drugs and tobacco beginning with and throughout the student's participation in grades 7-12. A student who is serving a period of ineligibility for a violation must complete the entire season of the activity in which he/she participates, in order to receive credit for serving the ineligible period.*

### **STUDENT CODE OF RESPONSIBILITIES**

*As a student participating in my school's interscholastic activities, 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.*

***A student whose character or conduct violates the Student Code of Responsibilities or is suspended or expelled is not in good standing and is ineligible for a period of time as determined by the principal. While a student not in good standing, a student may not serve any penalty for MSHSL Bylaw violations.***

A student is not allowed to join an activity that has already begun in order to serve a period of ineligibility.

## **EXTRA-CURRICULAR ACTIVITIES DEFINITION**

Extra-Curricular Activities include all school regulated and sponsored activities. In addition to traditional clubs, sports and organizations, these activities include class officers, homecoming royalty, student managers, etc.

## **ACADEMIC ELIGIBILITY AND EXTRA-CURRICULAR ACTIVITIES (Refer to each school's handbook)**

### **CHEMICAL ELIGIBILITY RULES --- (ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES)**

\*ALL Minnesota State High School League Rules will apply unless a more restrictive policy is established by the Jaguar Sports Cooperative. Refer to each school's handbook.

### **ACTIVITY AWARDS AND REQUIREMENTS FOR A LETTER**

- A. First award earned -- student will receive an activity letter.
- B. Each succeeding award earned -- student will receive an activity certificate.
- C. Pin and Letter together then bar for every year after.
- E. Athletic Managers/Stats
  - 1. Two full seasons as manager or manage two sports.

### **INDIVIDUAL ACTIVITY LETTER AND AWARDS**

- FOOTBALL** - A letter may be earned after completion of these requirements:
- 1. Participants must play in one-half of the total quarters.
  - 2. Coaches discretion
  - 3. Plaque for: a. Most valuable back  
b. Most valuable lineman

- VOLLEYBALL** - A letter may be earned after completion of these requirements:
- 1. Participants must play in one-third of The Varsity games.
  - 2. Coach's discretion
  - 3. Plaque for: Most valuable

- CROSS COUNTRY** - A letter may be earned after completion of these requirements:
1. Seven points must be earned - 6 points for 1st on team, 5 points for 2nd on team, 3 points for 3rd on team, 3 points for 4th on team, 2 points for 5th on team and 1 point for 6th & 7th on team
  2. Be on Conference or Section Squad
  3. Coach's discretion
  4. Plaque for: Most valuable

- CHEERLEADING** - A letter may be earned after completion of these requirements:
1. A participant must perform at 80% of the scheduled games.
  2. Coach's discretionary
  3. Plaque for: Most Valuable

- BOYS/GIRLS BASKETBALL**- A letter may be earned after completion of these requirements:
1. A participant must play in one-third of the total halves played.
  2. Coach's discretion
  3. A plaque for: Most valuable

- BASEBALL/SOFTBALL** - A letter may be earned after completion of these requirements:
1. A participant must play in one-fourth of The innings played with the pitchers and catchers playing a minimum of nine innings.
  2. Coach's discretion
  3. A plaque for: Most valuable

- BOYS/GIRLS TRACK** - A letter may be earned after completion of these requirements:
1. Participants must score ten points for the varsity team or score points in the sub-section meet.
  2. Coach's discretion
  3. A plaque for: Most valuable

- BOYS/GIRLS GOLF-** A letter may be earned after completion of these requirements:
1. A letter is awarded to the top six point winners. (Conference and Section points count double)
    - a. 1st on team-10 points
    - b. 2nd on team-8 points
    - c. 3rd on team-6 points
    - d. 4th on team-4 points
    - e. 5th on team-2 points
- Additional points are given for Section and State competition. One additional point is given for each golfer the participant beats in each of these events.
2. Coach's discretion
  3. A plaque for: Most valuable

- FFA -**
1. Top 25% earn letters
  2. Determined by points earned in the following areas: Scholarship, SAE, Leadership, Individual and Team Contests, Proficiency Awards, State Degree, Livestock and Crop Showing, Magazine and Fruit Sales, Meeting Attendance, Committee Work, School and Community Activities, other FFA Activities (see advisor for list)

## Home Sites/Rotation Schedule

1. Volleyball, GBB, & BBB will split their home games between the three schools.
  - a. 19-20 Schedule
    - i. Volleyball: Truman & Martin Luther host
    - ii. GBB: GHEC & Truman. Martin Luther will host the Valley Conference game in February.
    - iii. BBB: Martin Luther & GHEC host. Truman will host the Tip-Off Tourney Game.
2. Football
  - a. GHEC and Truman will both host two home games each season.
  - b. All practices will be held at one site

- c. Homecoming will alternate each year
- 3. Baseball
  - a. Varsity in Truman
  - b. B-squad in Northrop (if played at the same time as Varsity)
- 4. Softball: Split between Truman & Northrop

## **Emergency Response Protocol**

Each coach / advisor should set up an emergency response protocol to prepare for an event that would require immediate response of extreme injury or to save a life.

**In the event of a cardiac emergency, the coach/advisor will be the lead responder and will activate the student response teams as follows:**

**If someone collapses, is not breathing normally, and is unresponsive to shaking, initiate response protocol:**

### **Lead Responder:**

1. Instruct Emergency Call Team to call 911 and staff numbers listed.
2. Instruct AED Retrieval Team to get the AED from nearest location.

### **CPR/AED Team:**

1. Position the person on his/her back.
2. Put one hand on top of the other in the middle of the victim's chest.
3. Keeping your arms straight, push hard and fast, at about 100 presses a minute.
4. Keep CPR interruptions to a minimum. Let the chest completely recoil after each compression.
5. Once the AED arrives, turn it on, and follow the voice prompts.
  - a. Remove clothing from chest.
  - b. Attach electrode pads as directed by the voice prompts.
6. Stand clear while the AED analyzes the heart rhythm.
  - a. Keep the area clear if the AED advises a shock.
7. Follow the device prompts for further action.
8. After EMS takes charge of the victim, deliver AED to Athletic Director for data download.

### **AED Retrieval Team:**

Retrieve the AED and give it to the Coach/Lead Responder

### **Emergency 911 / Call Team:**

1. Call 911: Provide the dispatcher with a quick description of the medical emergency. Provide the dispatcher with the EMS Access Point and Cross Street /Intersection
2. Call Emergency Contacts (2nd-5th) as listed above.  
Provide a quick description of the medical emergency and provide the victim's name and location.

### **EMS Team:**

Go to the EMS Access Point to meet the ambulance.



