

**POTOSI ATHLETICS
AND
ACTIVITIES
HANDBOOK**



2017-2018

POTOSI ATHLETICS/ACTIVITIES HANDBOOK

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POTOSI ATHLETICS/ACTIVITIES

Message from Athletic/Activities Directors:

Welcome to Potosi Athletics and Activities! As a member of the Potosi Athletic/Activities Program you will be representing the Purple and Gold in interscholastic events, contests, and performances. You will continue the history of excellence established in the past including state, district, and conference championships. Your challenge is to continue this tradition by working hard, both academically and athletically, and competing and performing with a spirit of excellence.

In order to be successful, students involved in the Potosi Athletic/Activities Program must place the highest priority on academics, health, and competing with character. All members are valuable and students are making a commitment to themselves, their teammates, and their school by choosing to participate. Often this comes in conflict with social life and other activities due to the rigors of athletics and interscholastic competition; however, growing in character and commitment and learning to make choices is one of the most valuable lessons a participant can take from a program. Again, welcome to Potosi Athletics/Activities and represent our school to the best of your ability.

Love Purple/Live Gold

Mission and Purpose Statement:

The Potosi Athletic Department supports the mission and purpose of the Potosi R-3 School District by ensuring all students reach their potential athletically as well as academically and promoting activities as a growth experience that focuses on the intentional development of the educational, social, physical and emotional well-being of each student athlete while competing with character and striving for excellence in competition.

Philosophy:

The Potosi R-3 School District believes that a dynamic and supportive activities program is vital to the educational development of students. The athletic and activities program should provide experiences to enhance the development of positive student habits and attitudes which will help prepare participants for adult life. Athletics provides opportunities for physical, mental, emotional, and social development and should function as an integral part of the total curriculum. It allows students to serve the district, to create good relationships scholastically and interscholastically, to promote self-realization and growth, and to foster good citizenship qualities. Athletic and activities participation and competition also enhance school spirit and develop pride in our district. While striving for excellence, winning is a natural goal; however, the principles of good sportsmanship and enjoyment of competition take precedence at all times and enhance the educational value of all contests. All of our programs will compete with character and strive for excellence.

Objectives:

- To provide opportunities for growth and development for student athletes/participants
 - * through competition that will help contribute to a successful future
 - *through learning experiences that contribute to physical, mental, emotional, and social growth
 - *through development of individual skill and potential
 - * through learning to function as a member of a team
- To compete with character and strive for excellence in competition
 - *through developing the qualities of good sportsmanship, respect, responsibility, and moral integrity within each student athlete and preparing to excel competitively
- To teach the student athlete the value of hard work and commitment and to accept victory and defeat graciously
- To develop school spirit and pride within the student athlete as well as the community and student body as a whole

Junior High Level Athletic Programs:

These programs are available to students attending JEMS. At this level, the focus is on learning of various skills and game rules, fundamentals of individual and team play, social and emotional growth, and competing with character while striving for excellence in competition. Junior High is an introduction to interscholastic competition. An emphasis on sportsmanship, commitment to a team, and building relationships with teammates and coaches is of the utmost importance. At this level, selection of team members is sometimes necessary to ensure the development of the program, to ensure the safety of the students, and to enable coaches to manage facilities for practices. It is the responsibility of the head coach in the program to communicate with the junior high coaches about the strategies and system of instruction implemented at the junior high level. This will help ensure the continued growth of the overall program.

Freshman Level Athletic Programs:

These programs may be available to students in the ninth grade for selected sports and activities. Sports and activities offered are determined by student interest and the relationship to the high school program. At this level, the focus is on continued learning of various skills and game rules, an expansion on the fundamentals of team play, continued social and emotional growth, and an emphasis on healthy competition while competing with character and striving for excellence.

At the freshman level, exclusion of students is not our desire, and the one thing that all coaches dislike about their positions. However, if the number of students trying out for a team creates a situation that is difficult to manage and poses a safety problem or is problematic because of facility considerations, reducing team size may be necessary.

Junior Varsity (JV) Athletic Programs:

The junior varsity level is intended for those who display the potential of continued development into productive varsity level participants. At this level, athletes are expected to have visibly committed themselves to the program, team, and continued self development. To this end, increased emphasis is

placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play in addition to socio-emotional development. Junior varsity programs work toward achieving a balance between continued team and player development and striving for victory. The outcome of the contest may become more of an emphasis at this level.

The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. For all team members, meaningful contest participation may exist over the course of a season; however, a specified amount of playing time is never guaranteed. Participants at this level are preparing themselves for the commitment that is expected at the varsity level. Practice sessions are sometimes scheduled during weekends and school vacation periods. With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment while competing with character and striving for excellence in competition is expected at the junior varsity level.

Varsity Level Athletic Programs:

Varsity competition is the highest level of competition. Our goal is to be as competitive as possible while holding to our purpose and mission. Varsity teams are a culmination of the Junior Varsity, Freshman, and Junior High programs. The very best athletes the Potosi School District has will make up the varsity teams. Commitment is essential. Squad size at the varsity level may be limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play competitively in the contest. It is vital that each team member have a role and be informed of his/her individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. Tryouts allow students a platform to demonstrate the required skills for a position on the team. Tryouts are seasonal, and student athletes should be prepared for competition; there is no entitlement for returning players belonging on a team.

The varsity coach is the leader of that sport's program and determines the system of instruction and strategy for that program. The communication among the lower level programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest, and working to reach the group's and individual's maximum potential while competing with character and striving for excellence in competition are the goals of a varsity level team.

Participant Responsibilities:

Participants in the Potosi Athletic/Activities Program must:

- Be responsible citizens showing character and good sportsmanship
- Know and follow the rules and policies of the Potosi R-3 School District and MSHSAA
- Know and follow the rules and procedures of your organization
- Show respect for your school, coaches, teammates
- Attend practices and activities
- Submit all fees, physicals, consent forms, etc. in a timely manner
- Accept playing time and positions or designations by your coach/sponsor
- Accept and respect your coach/sponsor's decisions
- Enjoy your sport or activity

MSHSAA Eligibility Requirements and Information

Introduction

The Missouri State High School Activities Association (MSHSAA) is comprised of approximately 750 member schools, both public and private, across the state of Missouri. MSHSAA's eligibility requirements have been voted on by the member schools and were adopted by your school when it became a MSHSAA member. Your school will also have local school requirements that you must comply with in order to be eligible.

Information contained on this page will acquaint you with the essential rules and regulations students and schools must follow in order to maintain and protect high school eligibility. No one requirement is more important than another. Any questions you have concerning these essential requirements or eligibility should be discussed with the school principal or athletic director. These administrators have copies of all MSHSAA eligibility requirements.

Summary of the Eligibility Requirements

1. Bona Fide Student

- In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be enrolled in and regularly attending classes at the member school you wish to represent and you must meet the academic requirements in MSHSAA By-Law 2.3 and those of your local school.

2. Citizenship

- You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- NOTE: Conduct involving law enforcement must be reported to your principal or athletic director immediately as your conduct may affect eligibility or contest outcomes.

3. Sportsmanship

- If you commit an unsportsmanlike act while participating in an event, you could become ineligible.
- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school contests.
- The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending school contests.

4. Academics

Grades 9-12

- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is GREATER, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion or is a core subject course, and credit is placed on the school transcript. No more than one unit of credit in summer school shall be counted toward fall eligibility.
- Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion.
- Do not drop courses without first consulting with your school principal, athletic director or counselor to determine whether doing so will affect your eligibility.

Grades 7-8

- You must be enrolled in a normal course load for your grade at the member school.
- You will be ineligible if you failed more than one class the previous grading period.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year.
- Students promoted for the first time into 7th grade are considered academically eligible for the first grading period after promotion

5. Semesters of Participation

Grades 9-12

- You are eligible to participate in any sport for a maximum of four seasons (an exception is in place for schools sponsoring baseball or softball in both the fall and spring). Any part of a contest played during a season counts as a season of participation.
- Your eligibility to participate in high school activities begins when you first enter the 9th grade and lasts for the next *eight consecutive semesters (four consecutive years)*.

Grades 7-8

- You are eligible for only your first two semesters of attendance in the 7th grade and for only your first two semesters in the 8th grade.
- You are not eligible to compete with or against students enrolled in the 10th grade or above when you are enrolled in either the 7th or 8th grade.
- NOTE: Check with your school principal for exceptions to this rule if you are ineligible because of age.

6. Age Limits

Grades 9-12

- If you reach 19 years of age prior to July 1, you will be ineligible the next school year.
- Over-aged 8th graders should be moved up to the senior high team to have eight semesters of eligibility.

Grades 7-8

- In order to participate on or against teams made up of only 7th graders, you must not have reached 14 years of age prior to July 1 preceding the opening of school.
- In order to participate on or against teams made up of only 8th-graders, you must not have reached 15 years of age prior to July 1 preceding the opening of school.
- In order to participate on or against teams made up of only 9th graders (freshmen teams), you must not have reached 16 years of age prior to July 1 preceding the opening of school.
- Students may participate with the next higher grade team if they no longer meet the age limit for their grade.
- NOTE: Check with your school principal or athletic director for options available to you if you are ineligible for your grade level because of age.

7. Entering School

- You must enter school within the first 11 days of the semester in order to be eligible that semester.

8. Recruiting of Athletes

- You will be ineligible for your career at a school if you are influenced by a person to attend that school for athletic or activities purposes. You may, however, return to your original school and be ineligible for no more than 365 days.

9. Playing Under a False Name

- If you compete under an assumed or false name, you immediately become ineligible for up to 365 days.

10. Amateur and Awards Standards

- An athlete must maintain "amateur standing" 365 days a year in the sport concerned in order to participate in interscholastic athletics – the following restrictions govern the receipt of awards in both interscholastic play AND non-school competition/participation.
- After entering a member school, you will become ineligible *in the sport concerned* if you receive any of the following PROHIBITED awards for participating in an athletic contest or being an athlete:
 - An award of cash, a gift-certificate/gift-card or an award that is the equivalent of cash is PROHIBITED for amateurs.

- Merchandise which exceeds a manufacturer's suggested retail price (MSRP) of \$250 is PROHIBITED for amateurs. However, there is no value limit in regard to awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc.
- Awards should be approved in advance by your school.
- Commemorative jewelry may be presented by the school (i.e. championship ring or necklace) (no value limit).

11. Non-School Competition

- You may not practice for, or participate with, a non-school team or in any organized non-school athletic competition and for your school team *in the same sport* during the school sport season. Contact your school's athletic director for specific details in regard to individual sports (swimming & diving, tennis, golf, cross country, track & field, wrestling).
- You may participate on a school team and a non-school team in *different* sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition *on the same day* that you practice with or participate for the school team *without prior approval of your school administrator*.
- You must receive approval in advance from your school principal or athletic director in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.
- You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
- Before you join a non-school team or enter any non-school competitive athletic event, your school principal or athletic director should be consulted to make certain these standards are met.

12. Contact with Coaches

No-Contact Periods

- All Sports: The seven days prior to the first allowable practice date each season is a no-contact period in which no "contact" takes place between school coaches and students enrolled in the member school, or who will be enrolled in the member school during the upcoming school year.

Camps and Clinics and Group Instruction

- During the school year outside of the school sport season, you may attend a non-school sponsored specialized sports camp(s) or group instruction, provided: it does not result in any loss of school time, it is not a team camp, no competition occurs other than limited scrimmaging, and no member of the coaching staff of the school you attend (or will attend) is involved in any way.
- During the school sport season, you may attend a school or non-school sponsored specialized sports camp(s) or group instruction under certain conditions. You may attend only ONE without being accompanied by a school coach; attendance may not result in any loss of school time, there may be NO competition other than limited scrimmaging, and a school administrator must approve your participation.

- You or your parents must pay all camp/clinic fees, tuition and other related expenses. A scholarship or waiver of fees shall result in the loss of your eligibility. The school may provide transportation at no cost during the summertime or during the school sport season.
- NOTE: Before attending any specialized athletic camp(s)/clinic(s) or group sport instruction, you should consult with your school principal or athletic director to make sure it meets the criteria published in the MSHSAA Official Handbook.

13. College Auditions and Tryouts

- You may participate in a college tryout, audition or evaluation event for a specific sport outside the school season of the sport concerned.
- You may not miss school time to travel to or participate in the event unless your absence is approved in advance by the school administrator.
- You may not miss a MSHSAA-sponsored postseason athletic event to participate in or travel to and from the event.
- You may only attend one evaluation event **by invitation** per sport during the school year. You may attend any number of "open" evaluations outside of your school sport season.
- NOTE: See your administrator before signing up and agreeing to attend any such events.

14. All-Star Games

- An all-star event is one in which an individual is invited to participate due to his or her high school achievements.
- You may not compete in an all-star game or contest before you complete your eligibility in the sport concerned. Participation in an all-star game or contest before ending your high school eligibility will result in you becoming ineligible to participate in any high school sport.
- A senior with no high school eligibility remaining for a specific sport may participate in no more than two All-Star games for that sport prior to summer. *Discuss the event with your administrator before agreeing to play*

15. Residence Requirements

- A student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public multiple-school district, a student may be eligible at the school designated for the student to attend, based on parents' residence, by the board of education.

16. Transferring Schools

- If you transfer schools, you will be ineligible for 365 days, unless your circumstances meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules (By-Law 3.10). Make an appointment with the school's athletic director to review these exceptions. Several, but not all, are described below.

- Exception 1: If you move with your entire family to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school and provided there are no other issues with the transfer. You and your entire family must move to the new residence at the same time prior to attending classes.
- Always check with your school principal or athletic director before you transfer to determine whether it will affect your eligibility.
- Discipline follows a student to a new school. Being expelled from a school also causes 365 days of ineligibility for a student.
- Exception 2: A student may be eligible immediately at the school of his or her choice upon first being promoted from the 8th grade into the 9th grade, provided the student is eligible in all other respects.
- Exception 10: Foreign Exchange Students are eligible for varsity competition for one year only and only if they are seniors (semester 7 or 8), provided they are participating in an exchange program listed by CSIET. However, no member of the school's coaching staff for the sport concerned may serve as a host family.
- You shall become ineligible for 365 days if you transfer to another school for athletic reasons.

17. Graduated Students

- You will be ineligible to participate after graduation from a senior high school. Students who are granted an early release after their junior year are ineligible for further participation. *(NOTE: You are eligible to participate in state-series events which extend beyond the date of your school's graduation at the end of the spring semester of your senior year.)*

Potosi Athletics/Activities Eligibility Requirements

Participating in high school athletics/activities is a privilege, not a right, and all participants must meet the eligibility requirements established by the MSHSAA as well as the Potosi R-3 School District. In order to participate in the Potosi Athletic/Activities Program a student must meet the following eligibility requirements of the Potosi R-3 School District:

- Student must be legally enrolled in the Potosi R-3 School District
- Student must be enrolled in and regularly attending classes offering 3.0 units of credit in a semester
- Students will have earned a minimum of 3.0 units of credit the previous semester * incoming Freshman are automatically academically eligible for fall participation
- Students must have completed physical and consent forms on file in the Athletics/Activities office
- Students must participate in 14 practices prior to participating in an official contest
- Students must have all non-school competition approved by their coach/sponsor or athletic/activities director
- Students must be present for **6 class periods** the day of a practice, competition, or event in order to participate unless approved by administration or a doctor's excuse is provided
- Students wishing to participate in two sports during the same calendar season must have approval from both coaches and the administration. In addition one sport must be qualified as "individual" and the team sport will take precedent over the individual sport in conflicts.

- Students removing themselves from one sport and wishing to join another during the same calendar season must have approval from both coaches and administration and must make this decision within the first week of games being played in that season.

The privilege of being on a team or with an organization carries with it the responsibility of good citizenship and abiding by the rules of the team/activity as well as the school. Students involved in a suspension (ISS or OSS) will not be allowed to participate (practice, event, or contest) until the suspension is fulfilled. Because this may involve missing practice(s), the playing time or participation of the participant upon his/her return is left to the discretion of the coach/sponsor.

Please note that with the prevalence of social media, students involved in violations of citizenship or school policy on social media or through text messaging will be addressed if the administration becomes aware of violations. Also, no cell phones or cameras of any kind are allowed in locker room areas.

Physical and Consent Forms

Students intending to participate in interscholastic athletics for the Potosi R-3 School District must have a completed physical form on file in the Athletics/Activities office prior to participation. *(Please note: a **new** physical form must be completed each school year a student plans to participate. The form is valid for the next school year **only if** issued after **February 1** of the previous school year.)*

- **Physical Form:** Physical forms must be completely filled out prior to participation (try-outs, practices, games). This includes the insurance portion. A student must have valid insurance to participate per the MSHSAA. The physical must be signed by a physician as well as the parent/guardian and student. No student will be allowed to participate without a physical.
- **Consent Forms:** Both the Citizenship Form and the Drug Testing Consent Form must be on file in the Athletic/Activities office prior to a student representing the Potosi R-3 School District in any competition or performance.

See the MSHSAA Physical Form, Potosi R-3 Citizenship Form, and Potosi R-3 Drug Testing Consent Form in this handbook.

Athletic Team Selection Process

Potosi Athletic/Activity coaches have the sole responsibility for the selection of all team members/participants. The team selection is based on the subjective opinion of the coach or coaches who will consider the perspective participant's athletic ability, sportsmanship, and citizenship.

Coaches will also consider the following:

- Size Limitations
- Ability
- Attitude and Commitment

Playing Time

The amount of playing time, the position the athlete/participant plays, and the level they play (Varsity, JV, Freshman) is the sole decision of the coach or coaches. At the varsity level in particular, the emphasis will be on developing the most competitive team possible given the talent of the athletes. Younger students (Freshman and Sophomores) may play over or more than older students (Juniors and Seniors). There is no guarantee of playing time at any level. It is possible students may not play at all. Playing time will not be discussed with parents/guardians by the coaches or administration of the Potosi R-3 School District.

Athletic Team Attendance at Practice/Games

Athletes/participants are expected to attend every practice, game, contest, or event. Coaches will go over practice schedules at the beginning of the season and periodically throughout the season. Be aware that changes to practice schedules are sometimes necessary. Students should notify coaches in advance if it is absolutely impossible for them to attend a practice, game, contest, or event.

Excused absences for illness, injury, emergencies, and/or academic conflicts may occur. However, excessive or unexcused absences may result in loss of playing or performance time or dismissal from the team/organization.

Transportation

Part of the team/organizational experience for athletes/participants is traveling to events with team/organizational members and the coaches/sponsors. Therefore, students are expected to ride the bus provided by the Potosi R-3 School District to all events unless permission has been granted in advance by an administrator. When taking a student after a game, contest, or event, **a parent** must sign the student out with a coach/sponsor.

Hazing, Bullying, Harassment

The Potosi R-3 School District takes all forms of hazing, bullying, and harassment very seriously. Coaches, sponsors, directors, and administrators must take an active role in the prevention hazing, bullying, and harassment. Students directly or indirectly involved in these activities

Definitions

Hazing -

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team, including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students are willing participants.

Bullying –

In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying –

A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Harassment, including Sexual Harassment –

A. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Example of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

B. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

Coach/Sponsor's Role/Expectation Summary

The coaches/sponsors of the Potosi Athletic/Activities Program will teach their sport/activity and promote it as a growth experience that focuses on the intentional development of educational, social, physical, and emotional well-being of each student athlete while striving for excellence in competition

Responsibilities –

Develop and model a well-defined purpose for coaching

- Have a written purpose statement
- Model a positive approach to achieving success
- Develop a healthy attitude toward competition
- Show athletes their value is not based on performance
- Create a safe environment where athletes feel welcomed and valued as an integral part of the team
- Strive for excellence in the program in culture, off-season, practice, and contests

Provide intentional development of the athlete/participants character

- Be intentional in teaching character traits which will serve student-athletes both on and off the field
- Devote 15 minutes (minimum) each week to discussing a character skill/trait
- Take advantage of teachable moments

Model appropriate behavior at all times

- Serve as a role model – Athletes will not rise up to an expectation that they do not see modeled
- Treat opponents, officials, fans, parents, etc. with respect

Communicate effectively

- Communicate respectfully with those whom you lead, just as you would wish to be communicated with by those who lead you – Absolutely no place for cussing around student-athletes
- Communicate the truth to your student-athletes
- Demonstrate and utilize positive Constructive Criticism
- Demonstrate and utilize Active Constructive Responding – Enthusiastic support, Eye Contact, Be Authentic
- Communicate your purpose for coaching to parents, players, and the community
- Communicate your coaching philosophy to players, parents, and fellow coaches
- Commit to regular communication with players and parents throughout the year

Practice and Game Planning

- Develop written practice schedules and distribute to players
- Develop written daily practice plans and communicate to players
- Develop game plans through scouting and preparation and communicate to players
- Plan for weekend practices and preparation

Off-Season and Weight Training

- Develop an off-season and summer strategy to promote and better your program – Take advantage of all summer contact days
- Develop a written weight training and conditioning program for off-season and during-season and distribute to players – Encourage and motivate players to participate in weight training and conditioning during off-season
- Develop and communicate to players and parents clear expectations and goals for off-season and weight training

Culture

- Demonstrate and communicate your commitment to the excellence of the program
- Communicate your desire for commitment to excellence to coaches, players , and parents
- Develop and foster a caring and character- based culture which promotes unity and excellence on and off the field

Sport/Activity

- Teach the fundamentals of your sport/activity well
- Demonstrate knowledge of your sport activity – strategies, adjustments both in-game and season, practice drills, etc.
- Develop and communicate responsibilities to assistant and lower level coaches and colleagues – Head Coach to Assistants – Head Coach to Lower levels - Assistants to assistants
- Attend lower level practices and contests periodically
- Build the entire program
- Attend to administrative duties – rules reviews, CPR training, forms, ordering
- Continue your coaching education – self-evaluate, attend camps and clinics, correspondence
- Participate in coaching evaluations

Parents' Role

- Be a fan of everyone on the team.
- Respect the decision of officials.
- Respect other fans, coaches, and athletes.
- Talk to your athlete/participant if they have any questions and, if they still have questions, contact the coach through athletic department procedures.
- Don't put your child in the middle by speaking badly about the coach/sponsor, program, or teammates through conversation.
- Don't talk to coaches on game day about a complaint.
- Understand the coach's responsibility is to make sure the students are safe and become better people and athletes, not to win every game.
- Be supportive of the child and of the program.

Athlete/Participant's Role

- Be positive and have a good attitude.
- Support your teammates.
- Always work hard
- If you have any questions, ask the coaches – “The only dumb question is the one that you do not ask.”
- Know and follow school and team rules.
- Challenge themselves as a student, person, and athlete.
- Meet everyday classroom expectations.
- Notify the coach of any scheduling conflicts in advance.
- Talk to the coach about any special concerns.
- Compete with character

Athletic/Activity Lettering

The basic criteria for athletic/activity lettering includes participation in varsity level contests, performances, and events, attitude, and work habits. Students that choose to remove themselves or are removed from teams or organizations before the conclusion of the season are ineligible to letter. Coaches/sponsors will have the sole responsibility to establish lettering criteria for their program above the basic criteria.

Parent/Coach/Administrator Communication

The following is the procedure to speak with coaches and administration about concerns a parent/guardian has regarding a program his/her student participates in. Communication will follow this protocol. Any other communication regarding concerns will be dismissed as inappropriate. **No communication regarding concerns will be made after a contest. Violation of this policy may result in exclusion from further contests.**

Potosi Athletics/Activities Parent/Coach/Administration Communication Protocol

Communication You Should Expect From Your Coach

- Philosophy
- Expectations/Rules for the team
- Locations and times for practices
- Team requirements
- Team Policies/procedures

Appropriate Concerns to Discuss With Coaches

- The treatment of your child, mentally or physically
- Ways to help your child improve
- Concerns about your child's behavior
- Concerns about your child's grades
- How your child can help the team be more competitive

Inappropriate Concerns to Discuss With Coaches

- Playing time
- Team strategy/Play calling
- Other athletes/participants

Communication Protocol

- Step 1- Student athlete should bring any concern to the attention of the coaching staff.
- Step 2- If you feel the issue warrants further attention, please complete an Athletic Concern Form (this can be obtained from the HS/MS offices). Return the Athletic Concern Form to the coach. Upon receipt, the coach will contact you within 24 hours (excludes weekends/holidays) to discuss the situation and/or set up a meeting. Please do not make contact with coaches or administration during or immediately after a game or contest.
- Step 3- Attend the meeting on the set date and discuss your concern and come to a resolution. Concerns are limited to your student athlete only. Discussion of any other student athletes will terminate the meeting. Keep in mind, playing time is not an appropriate topic. The student athlete should be present at this meeting.
- Step 4- If you do not reach a satisfactory resolution in Step 3, you may arrange a meeting with the athletic director. This meeting may be requested in person or via telephone. The head coach will be invited to this meeting.
- Step 5- Attend the meeting on the set date and discuss the concern and proposed resolution to the concern by the head coach.
- Step 6- If you do not reach a satisfactory resolution in Step 5, you may arrange a meeting with the building principal. This meeting may be requested in person or via telephone. The head coach and athletic director will be invited to this meeting.
- Step 7- Attend the meeting on the set date and discuss the concern and the proposed resolutions by the head coach and athletic director.

- Step 8- If you do not reach a satisfactory resolution in Step 7, you may contact the assistant superintendent. This meeting may be requested via telephone. The head coach, athletic director, and building principal will be invited to attend this meeting.
- Step 9- Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the head coach, athletic director, and principal.
- Step 10- If you do not reach a satisfactory resolution in Step 9, you may contact the superintendent. This meeting may be requested via telephone. The head coach, athletic director, building principal, and assistant superintendent will be invited to this meeting to discuss the proposed resolution.

PLEASE UNDERSTAND THAT GENERAL EMAILS REGARDING YOUR CONCERNS WILL NOT BE ADDRESSED NOR WILL A REPLY BE SENT.

See Potosi Athletics/Activity Department Concern Form

Potosi Athletic/Activity Department Concern Form

The following Athletic/Activity Department Concern Form has been adopted by the Potosi R-3 School District in conjunction with the athletic/activities protocol.

Potosi Athletic/Activity Department Concern Form

Athlete:	Parents:
Sport:	Coach:

Step 1: Athlete/ Coach Meeting	Did your son/daughter meet with the coach to discuss his/her concerns? <input type="checkbox"/> Yes. They met on _____. The issue wasn't resolved. I (We) request a meeting with the coach. <input type="checkbox"/> No. If you marked no, please have your son/daughter meet with the coach to discuss his/her concerns.	
	Date of Request for a Meeting:	Date & Time Coach Responded to Request:
	Request Made: <input type="checkbox"/> In Person <input type="checkbox"/> Telephone Call	Meeting Date & Time Arranged by the Coach:
Step 2 & 3 Parent/Coach Meeting	Summary Concerns:	
	Coach's Notes of the Meeting:	
	Issue Resolved? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Step 8 & 9 Parent/ Assistant Superintendent Director Meeting	Date of Request for a Meeting:	Date & Time Assistant Superintendent Responded to Request:
	Request Made: _____ In Person _____ Telephone Call	Meeting Date & Time Arranged by the Assistant Superintendent:
	Summary of Concerns:	
	Assistant Superintendent's Notes of the Meeting:	
Issue Resolved? _____ Yes _____ No		

Drug Testing Policy

The following drug testing policy has been adopted by the Potosi R-3 School District. All athletes/participants participating in MSHSAA programs, events, and contests will be placed in the pool for random selection during the duration of their season.

POTOSI R-3 SCHOOL DISTRICT DRUG TESTING POLICY

Potosi R-3 School District reserves the right to conduct a program of random testing of high school and middle school students participating in extra-curricular activities and interscholastic athletics for the use of controlled substances, as defined by applicable law. Purposes of the program include prevention of drug and alcohol abuse; safety of students; education of students and parents or guardians about the serious physical, mental, and emotional harm caused by alcohol and drug abuse; and maintaining a school environment where students can be free from alcohol and drug abuse.

The Random Drug Testing Program is mandatory for all students participating in extra-curricular and interscholastic athletics under the District's sponsorship. These activities include but are not limited to, all MSHSAA sanctioned activities. Students who do not participate in the Random Drug Testing Program will suffer no adverse consequences, but will not participate in any extra-curricular activities or interscholastic athletics. The Random Drug Testing Program does not affect other policies and practices of the Potosi School District in dealing with drug or alcohol possession or use where reasonable suspicion is obtained by means other than the mandatory and random sampling addressed herein.

Procedures and Guidelines

Consent: Before any student can participate in extra-curricular or interscholastic athletics, both the student and parent/guardian must consent to the student's participation in the Drug Testing Program: Both the student and the parent/guardian must complete the attached consent form indicating that they understand the policies and procedures involved and agree the student may participate. Only after providing the coach or sponsor of each school-sponsored activity in which the student wishes to participate with a complete, signed form will the student be allowed to participate in that activity.

Selection: All students participating in a school-sponsored activity may be tested at random during the activity's season. The coaches and sponsors will forward each student's consent form to the Athletic Director. Each student will be assigned a number. One cross-referenced list of names and numbers will be maintained for the high school and one for the middle school students by the Athletic Director. Only the Athletic Director will have access to the list. Sixteen of the participating student's numbers will be randomly selected each month for testing. Testing will be conducted during the months of August through April. When a selection for testing is done, a range of numbers will be put in a random number

generator and the first ten numbers generated will be tested that month. The same process will be used for the middle school and the first six names drawn will be tested that month. The numbers will be written down from the random number generator by the Athletic Director or his designee. The Athletic Director will notify the students whose numbers have been selected. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will be escorted to the nurse's office (or other designated location) where the test will be administered by a certified drug testing collector.

Privacy and Confidentiality: The testing method will be a urine sample. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsifications of testing. The students will be identified only by the testing number. The test results will remain confidential and will be released to the student, parent/guardians, and the coach or sponsor affected. In addition, the test results will not be used for other student discipline purposes or restrictions other than participation in school-sponsored activities and potentially any honors related to those activities, and will not become part of the student's school record. All currently available drug tests have the possibility of producing a "false-positive." This means that, if the student is taking any over-the-counter or prescription medications, the test may produce positive reading. In addition, certain foods have been known to produce false-positive results. Students who test positive will be requested to disclose the identity of any prescription medication they were taking at the time of the test. All files regarding the drug testing program will be kept separate from the mandatory school files required for each student. The test results shall not be made known to any school officials other than the athletic director and/or other school administrators and school board members. Any negligent or intentional disclosure of test results by any school official to anyone who does not have a need to know may be grounds for disciplinary action. Test results will be turned over to the police or other law enforcement authorities in accordance with state law.

Testing and Verification of Sample: Each sample will be tested for substances which a student may not sell, possess, use, distribute or purchase under either Missouri or Federal law. The test will be collected and verified by drug testing professionals. A second sample will be required per the labs discretion in the event of a positive test for verification. In the event of a conclusive positive result, the student and parent/guardian may choose to have a test conducted by an independent, certified lab using a urine sample taken by drug testing professionals. An independent test submitted by the student, parent/guardian will not be paid for by the Potosi R-3 School District, and would be done only at the parent/guardian's expense.

Consequences: If, after testing and verification, a student tests positive, it will be treated as competent and substantial evidence that student has used the substance for which that student tested positive. In response to a first instance of positive result the student will be penalized as described in these guidelines for incidences of controlled substance and/or alcohol use including suspension from competition and practices for a period of two weeks. Any official practice days allowed by MSHSAA and used by respective teams will count as suspension days if applicable (i.e. Saturday and Sunday practices). In addition, the Athletic Director shall schedule a non-random follow-up test after such an interval of

time that the substance previously found would be eliminated from the body if no intervening drug has been used. Any subsequent second positive test while the student is enrolled in the District will result in the student being restricted from participation (practice and contests) for the remainder of that sport season. Before being allowed to return to competition, the student again will be tested and must test negative.

Drug counseling and assistance programs will be urged by Potosi School District for any student testing positive under this policy. If requested by the parents or guardians, the school counselors will provide assistance in obtaining help for the student. The Potosi R-3 School District will not be responsible for the costs of any counseling or subsequent treatment. The Potosi R-3 School District shall pay for any testing it requests under this program. Any additional, independent test submitted by the student, parents/guardians will not be paid for by the Potosi R-3 School District.

Students suspended from participation in extra-curricular activities and interscholastic athletics due to a positive test under this program are required to attend, but not to participate in all games, practices or other activities while under participation suspension to remain a member of their respective activity/team.

Citizenship Form

The following citizenship agreement has been adopted by the Potosi R-3 School District. This completed form is required for participation in all athletic/activity programs.

POTOSI R-3 SCHOOLS

Citizenship Guidelines for Athletic/Activity Participation

To be eligible to participate in school athletics/activities is a privilege--not an inherent right--granted to students who meet the eligibility standards as set forth by the Missouri State High School Activities Association (MSHSAA). According to the MSHSAA eligibility standards, athletes/participants must be good citizens in their school and community. More specifically, any student who represents his or her school in interscholastic activities must be a creditable citizen and be judged so by the citizenship standards of this district. A student whose character or conduct is such as to reflect discredit upon himself or herself or his or her school is not considered a creditable citizen. His or her conduct shall be satisfactory in accord with the standards of good discipline.

It is understood that citizenship eligibility cases are handled on an individual basis depending on district policy at the school level by the coach, athletic director, principal, parents and player. However, it is also felt that system wide guidelines will assist in the uniform handling of such cases.

(1) Athlete/Participant Under Arrest: If an athlete/participant is arrested for a misdemeanor or a felony, or for conduct that, if committed by an adult, would be a misdemeanor or felony, the athlete/participant will not be allowed to represent the district in interscholastic activities until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied per **MSHSAA by-law 2.2.2**. Each student is responsible to notify the school of any and all

situations that would affect his/her eligibility under **MSHSAA by-law 2.2.2**. If the student does not notify the school prior to the school's discovery, then the students shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors per **MSHSAA by-law 2.2.5**. Parents and the athlete/participant are to be informed of any problem through a meeting with the head coach, athletic director, and the principal, if the circumstances warrant his or her presence. Penalties for violations are:

- (A) Misdemeanor (Excluding Minor Traffic Violations) -- Up to six months maximum restriction.
- (B) Felonies -- Up to permanent suspension.

Decisions related to penalties will be made jointly by the administration and head coach and following district policies.

(2) Use of Alcohol, Non-Prescribed Drugs and Tobacco

Athletes/participants shall not use alcoholic beverages, non-prescribed drugs or tobacco. If an athlete/participant violates this regulation, his or her violation will be reviewed by the head coach, athletic director, and, in some cases, the principal. Following the review, the athlete/participant and his or her parents will be notified of the decision.

- (A) First Offense -- Two weeks restriction from participation (practice and contests).
- (B) Second Offense *-- Restriction from participation (practice and contests) for the remainder of that sport season.
- (C) Third Offense -- Restriction from participation (practice and contests) for the remainder of the school year.

All offenses could be referred for prosecution.

(3) Athlete/Participant Involved in Misconduct While at School

This includes truancy, disrespect to teacher, fighting, use of abusive language, etc. After a review by the head coach, athletic director and principal, the athlete/participant and parents will be notified of the results. Penalties will range from a reprimand and placing the athlete/participant on probationary status, to temporary or permanent restriction from representing the school in interscholastic activities and practices. The seriousness of the case and the attitude of the athlete/participant will determine the penalty. Reoccurrences will require that permanent restriction be considered.

(4) Out-of-Town Trips

Athletes/Participants are expected to accompany the team on all out-of-town trips, using the mode of transportation arranged for by the district. Any deviation from this requires the following:

- (A) A request by the parents or guardians be made personally and approved by the coach/sponsor and athletic director to release the athlete/participant (to the parent or guardian only).
- (B) Under emergency conditions, the coach in charge of the team will use his or her best judgment in approving any requests.
- (C) If there is any doubt about the circumstances surrounding such a case, the athlete/participant is to remain with the team.

Requests of this nature should be rare and should be discouraged. Teams should go and come as a group. Misconduct on out-of-town trips will result in disciplinary measures being taken.

(5) Unsportsmanlike Acts

Such acts during a contest resulting in ejection will, in some cases, cause the athlete/participant to be restricted from representing the district for at least the next contest. An athlete/participant who commits such an act but is not ejected may also be subject to at least a one game restriction from representing school. Each case of this type is to be reviewed by the head coach, athletic director and principal before a final decision is reached.

(6) Due Process

Athletes/Participants will have the opportunity to express their side of any incident in which they may be involved. If the athlete/participant is dissatisfied with any decisions, he or she has the right to appeal through the following channels:

- (A) School Administration (Principal, Athletic Director)
- (B) Superintendent
- (C) Board of Education

Appeals to the superintendent or above are to be in writing and submitted within ten days of the previous decision. The body to which the appeal is made will, within ten days of receipt of the appeal, establish a hearing date.

The review steps provided by this section are gratuitous only, and in no way establish a liberty or property interest in participation in athletics/activities.

Review of Additional Incidents

Any incidents which occur that are not covered by these guidelines will be reviewed on an individual basis and decisions related to athletic/activity participation will be made jointly by the district administration and head coach.

Acknowledgment Requirement for Participation

Student athletes/participants and parent or guardian shall be made aware of provisions of this policy, shall acknowledge receipt and understanding of the guidelines, and shall acknowledge same in writing before the athlete/participant will be allowed to participate.

Potosi Athletics and Activities Handbook Acknowledgement and Consent Form

I acknowledge that I have read, understand, and will comply with the policies and procedures contained in the Potosi Athletics and Activities Handbook.

Parent's Signature

Student's Signature