

# Student Activities Handbook

## 2011-12

The Academy of Holy Angels retains the right to change, modify, suspend, or interpret any provisions of this handbook and also retains the right to vary from those provisions at its discretion.

These headings are interactive. Clicking on them will bring you to the section of the handbook referenced.

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## Letter from the Activities Director

Dear AHA students, parents, coaches and fans,

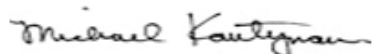
The Academy of Holy Angels has a proud tradition of successful sports and activities programs. As members of the AHA Community we continue to carry forward the best of what it means to pursue excellence in all we do by living out our heritage as a Catholic, Sister of St. Joseph and AHA Way school.

Each of us in our own particular way is called to support the larger mission of the school and the Activities Department in particular so that we can function as fully as possible in developing a culture of excellence that inspires and helps to build up each individual that comes into contact with our community.

Of particular importance is the development of the students entrusted to our care and the importance of helping them to grow and mature in body, mind, and spirit. You have my as well as our coaches and moderators commitment to always keep the privilege of this task before us in all we do.

This handbook is intended to communicate the basic 'building blocks' to developing a community of leaders committed to service, growth in virtue and the pursuit of excellence. Please familiarize yourself with it and commit to living the principles contained within.

Sincerely,



Michael Kautzman  
AHA Activities Director

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## **ACTIVITY PHILOSOPHY STATEMENT**

While academics remain our primary focus, cocurricular activities at the Academy of Holy Angels are an important part of the educational process and contribute significantly to the development of the whole person.

The Academy strives to establish competitive cocurricular programs.

Learning to compete and perform is the ultimate goal of cocurricular activities with emphasis on growth and enjoyment through skill development, technique, teamwork, and Christian sporting conduct.

### **COCURRICULAR ACTIVITY DEFINED**

The Academy of Holy Angels attempts to have each student, who is interested in an activity, participate. In some sports and activities this is not possible, so tryouts are held and squads are limited. Players should ask their coach about what the policies are at the beginning of each season.

In sports that have levels of competition such as 9th, B-Squad (10th grade), Junior Varsity (JV), and Varsity, the following general guidelines should be followed.

1. Ninth grade– At this level everyone on the team should participate. Emphasis should be placed on fundamentals. Participation is not guaranteed for each game.
2. B-Squad or Junior Varsity – Participation is still important, but development of an individual player for varsity level is equally important.
3. Varsity Athletics – This level is for the exceptional athlete.

Program of Excellence – Any Holy Angels student, any grade or age, with exceptional ability will be allowed and encouraged to participate at the varsity level. There is a possibility that any given sport/activity will be required to limit the roster.

### **DEFINITION OF A CLUB**

A club can be defined as an organized activity within the school. It is self-funded and needs to have an advisor/coach. The students must abide by Academy of Holy Angels rules and policies. Club funds must be kept on deposit with the school's business department.

## ACTIVITIES OFFERED

### ATHLETICS (\*MSHSL Sponsored):

#### Boys

Alpine Ski	
Baseball	Hockey
Basketball	Lacrosse (LAX)
Cross Country	Soccer
Football	Tennis
Golf	Track/Field

#### Girls

Alpine Ski	
Basketball	Soccer
Cross Country	Softball
Dance Team-Winter Competition	Tennis
Golf	Track/Field
Hockey	Volleyball
Lacrosse (LAX)	
Swimming/Diving	

### FINE ARTS:

#### Band

Academy Jazz Band  
Concert Band  
Bagpipes  
Pep Band

#### Choir

Academy Singers  
Concert Choir  
Praise Group

#### Theater

Children's Play  
Fall Play  
Musical  
One Act Play (\*MSHSL sponsored)

#### Other

Coffee House  
Speech (\*MSHSL sponsored)

### ACTIVITIES and CLUBS

\*Academic Lettering  
\*Academic Challenge/Knowledge Bowl  
\*Bowling  
\*Cheerleading-Competition  
\*Cheerleading-Spirit  
Dance Club-Fall  
Debate Club  
Diversity Team  
\*Equestrian Club  
French Club  
History Club  
Intramurals (Winter Season Only)  
    Badminton  
    Chicago Style Softball  
    Soccer  
    Touch Football  
    Ultimate Frisbee

Karate Club  
\*Math Team  
National Honor Society  
\*School Newspaper/Literary Magazine  
\*Service Club  
Spanish Club  
Strength and Conditioning (StarPower)  
Students Against Destructive Decisions (SADD)  
Students Assisting Students (SAS)  
Student Government  
\*Table Tennis Club

\*Lettered Activities/Athletics

# **STUDENT-FAN-PARTICIPANT CODE OF CONDUCT 2011-2012**

The Academy of Holy Angels prides itself on being a community of respect that follows the best of our tradition as a Catholic, CSJ, and AHA Way school. For that reason, fans are expected to carry themselves in an exemplary manner. The following are some basic expectations that each individual is expected to follow.

- I will applaud during introduction of all players, coaches, contest administrators and officials at every game.
- I will shake hands of opponents, coaches and officials prior to and after the contest, regardless of the outcome.
- I will accept all decisions of officials without comment.
- I will treat the competition only as a game, and conduct myself within the spirit of competition.
- I will show concern for injured participants regardless of the team.
- I will remain free from drugs, tobacco and alcohol and will refrain from their use before, during, or after all AHA events and activities.
- I will encourage those around me to display good conduct.
- I will not encourage any disrespectful or derogatory yells, chants, or gestures.
- I will cheer for AHA, not against the other team.
- I will not display temper toward an official or opponent.
- I will refrain from using profanity, abusive language or negative personal remarks.
- I will treat all participants including coaches, fans, opponents, event workers, and officials with respect.
- I will follow the coach's or moderator's instructions or directions.
- I will be a positive role model and display Christian sporting conduct.

Failure to abide by this Code of Conduct by engaging in any inappropriate conduct may result in removal by a school official, game official, or police officer from the activity, suspension from future school events, or a no trespassing order from AHA campus activities and/or dismissal from the school community.

## **Site Supervisors/Chaperones:**

To provide a safe and fun atmosphere for our fans, Holy Angels will provide site supervisors and/or chaperones for most activities. The persons chosen for these roles are professionals from the community who are conscious of the mission of AHA and who have been instructed on the procedures to help foster an environment that reflects this mission. They should be shown the greatest respect in their role of carrying out this important task for the community.

The supervisors/chaperones will follow this general protocol in regard to negative fan behavior:

1. Warning – person exhibiting negative behavior will be given a verbal warning explain the behavior which is objectionable.
2. Removal to separate seating area – if the behavior does not stop or if other objectionable behavior occurs, the person will be asked to leave their seating area and to take a seat in another designated seating area reserved for such purposed.
3. Ejection from Event – if behavior continues to occur, the person will be ejected from the game and the first stage of the '3 Strike Rule' will begin.

\*If behavior is determined to be particularly offensive, the Site Supervisor or chaperone has the authority to move immediately to ejection. As the trained professional given authority for this role, the discretion of the Site Supervisor or chaperone is to be respected.

***Consequences of poor sportsmanship/behavior at games***

Poor sportsmanship will result in the 3 Strike Rule:

- 1) 1<sup>st</sup> Occurrence—Ejection from the event
- 2) 2<sup>nd</sup> Occurrence—Suspension from events for 2 weeks
- 3) 3<sup>rd</sup> Occurrence—Suspension from events for the balance of the current season, including post-season games. Subsequent occurrences will result in no admittance to home or away events for the balance of the current school year.

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# **PARENT CODE OF CONDUCT**

## **2011-12**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- I will place the emotional and physical well being of participants ahead of the desire to win.
- I will demand an activities environment and school campus that is free from drugs, tobacco and alcohol and will refrain from their use at all AHA activities.
- I will ensure that the activity is student-centered.
- I will do my best to make sure that AHA activities are fun and positive for the students.
- I will treat all participants including coaches, fans, opponents, event workers, and officials positively and in a respectful manner.
- I will not berate the officials.
- I will support the coach's or moderator's instructions or directions.
- I will refrain from using profanity, abusive language, or negative personal remarks.
- I will communicate my concerns through appropriate channels in a dignified manner  
(Refer to Conflict Resolution Procedure later in this document.)
- I will not throw anything onto the playing field or performing space.
- I will be realistic about the participants' capabilities and emphasize how to improve performance.
- I will be a positive role model.

Failure to abide by this Code of Conduct by engaging in any inappropriate conduct may result in removal by a school official, game official, or police officer from the activity, suspension from future school events, a no trespassing order for AHA campus activities and/or dismissal from the school community.

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# **FAN CODE OF CONDUCT**

## **2011-12**

- I will encourage good sportsmanship by applauding for all players, coaches, contest administrators and officials at every game.
- I will cheer for the STARS, not against the opponent.
- I will refrain from drugs, tobacco and alcohol use at all AHA activities.
- I will treat all participants including coaches, opposing team's fans and players, event workers, and officials positively and in a respectful manner.
- I will not berate the officials.
- I will refrain from using profanity, abusive language or negative personal remarks.
- I will not throw anything onto the playing field or performing space.
- I will follow the cheerleader's lead in positive school yells in a positive manner.
- I will dispose of my trash in the proper receptacle and keep the environment clean.
- I will not heckle the officials or opposing team members.
- I will treat the competition as a game, not as a war.
- I will show concern for an injured player, regardless of the team.
- I will encourage those around me to display only Christian, sporting conduct.
- I will applaud at the end of the contest for all performances of all participants.
- I will be a positive role model.

Failure to abide by this Code of Conduct by engaging in any inappropriate conduct may result in removal by a school official, game official, or police officer from the activity, suspension from future school events, a no trespassing order from AHA campus activities and/or dismissal from the school community.

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## STUDENT PARTICIPATION RESPONSIBILITIES

The Academy of Holy Angels Activities program is part of the Missota Conference and the Minnesota State High School League (MSHSL). Students are required to have the following paperwork on file in the Activities Office prior to the beginning of a season in order to be eligible to tryout and participate in activities.

- *The MSHSL Eligibility Brochure*. This form can be obtained at [www.mshsl.org](http://www.mshsl.org) under “resources/publications/eligibility” This form needs to be completed once each school year.
- *A Permission for Emergency Treatment Form*. (A new form must be completed each season/sport.) This form is in triplicate and is available in the Activities Office.
- *A Permission to Drive/Ride Form* for all teams with off-campus practice.
- *A Current Physical Examination Form*. All physicals must be updated every three years.
- *A Waiver, Release, and Consent to Participate in Extracurricular Activities Form*
- *A \$40 Activities Fee* is to be included with eligibility paperwork for the following activities:

Baseball, basketball, competition cheerleading, cross country winter dance team, football, golf, hockey, lacrosse, soccer, softball, tennis, track and field, and volleyball (Includes both boys and girls teams.)

Forms are also available by stopping at the Holy Angels Activities Office—Forms will not be mailed.

### Academic Eligibility Requirements

AHA students must meet the school's academic eligibility requirements as well as the Activities eligibility requirements listed below in order to participate in AHA activities. It is the intent of the Board of Trustees and the Administration that students make satisfactory academic progress a priority. Student participation in co-curriculars is dependent upon progress toward graduation. Students who are not making progress toward graduation become ineligible for participation at mid-trimester and trimester marking periods as per the following policy. Students not making satisfactory progress at the end of the trimester will be put on academic probation.

*Satisfactory progress is generally defined as:*

1. No F's at the mid-trimester marking period,
2. No F's at the trimester marking period and/or no more than three D's,
3. Maintaining a Trimester GPA of 1.7 (C-) or above, and
4. Current Writing Portfolio at the end of the year.

### Grade 9 Eligibility

Ninth grade participants are given a “transition period of grace” during the first trimester. There are no consequences of eligibility until the mid-trimester marking point of the second trimester.

Ninth grade students who fail to meet academic progress standards will, however, be put on Academic Probation at the end of each trimester, including the first trimester.

Ninth grade participants who receive failing grades at the mid-trimester marking period for second trimester will be given a three-week period to raise the grade to passing. The three week period begins

three days after grades are posted. At the end of the three-week period if the student is passing and the appropriate paper work is turned in to the Guidance Department, there is no penalty. Students who are not passing, or who fail to turn in the required paperwork, will be ineligible to participate for one game/contest.

### **Grades 10-12 Eligibility**

#### ***Mid-trimester, failing grades***

Students with failing grades at mid-trimester will be given a three-week period to raise the grade to passing. The three-week period begins three days after grades are posted. At the end of the three-week period if the student is passing and the appropriate paperwork is turned in to the Guidance Department, there is no penalty. Students who are not passing, or who fail to turn in the required paperwork, will be ineligible to participate for one game/contest.

#### ***Trimester, failing grades***

Students with failing grades, or three or more D's, at the end of the trimester will automatically be ineligible to participate for one game/contest or week in their current or subsequent season of participation. In addition, students who fail to meet academic progress standards will be put on Academic Probation at the end of each trimester. Students will be assigned, if possible, to a learning community (an individualized study environment of one to six students) for more concentrated and monitored study during the school day of the subsequent trimester. This may be evaluated at the mid-trimester point of the subsequent trimester.

NOTE: College-bound students should be aware that a minimum GPA should be maintained for entrance into most colleges, and is a NCAA and NAIA requirement for eligibility. You must go through the NCAA Clearinghouse process (see the AHA College/Career Counselors for information).

### **Activities Eligibility Requirements**

**1. Age** – A student representing a member school in League activities shall be under 20 years of age on the date of the contest. If, however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20<sup>th</sup> birthday.

#### **2. Athletic Camps and Clinics**

A. School Year – Students may attend athletic camps and clinics that have been approved by their high school principal.

B. Summer Camps/Clinics – Student athletes attending summer camps or clinics must adhere to the following guidelines established by the Board of Directors.

- (1.) A student may attend a camp or clinic where a Sophomore, B-Squad, Junior Varsity, or Varsity member of the coaching staff from the student's high school serves as an instructor or is a staff member during the student's attendance. This period is from the 4th Saturday in May until two (2) full weeks prior to the start of fall sports. The MSHSL has included a no-contact rule for coaches/students from a seven-day period surrounding the Fourth of July holiday. 2012 dates will be June 30 to July 6.
- (2.) The student or student's parents or guardians must provide Camp or clinic participation fees unless the Board of Directors approves other arrangements. Holy Angels coaches may charge a fee for summer clinics. Coaches' summer programs are run independently of the school and are charged a fee for facilities use during the summer months. AHA allows controlled use of the school for summer camps and coaches have sole responsibility for their summer program. The coach, not the school, is responsible for the summer program.

(3.) The non-school camp or clinic program shall not include any type of competition with teams from another camp or clinic.

**3. Attendance Policy** –Parents/guardians are asked to notify the Attendance Clerk by 10 a.m. the day of absence and to leave a phone number where they can be reached that day. If a student is not in school and notification has not been received by that time, the Attendance Clerk will call home or the parent/guardian’s place of employment. An absence not excused by a parent/guardian is considered a skip and results in detentions.

**Students involved in cocurricular activities who are absent or arrive after 10 a.m., or are sent home during the school day due to illness or for disciplinary reasons, may not practice, compete or perform in their activity for that day.** The Activities Department handles exceptions to this policy.

The Attendance office will contact a parent/guardian when the student reaches four (4) absences and again at seven (7) absences for any one class period. Non-school sponsored events include family vacations, illness, medical appointments, driver’s license exams, college visits, weather delays and suspension. When a student reaches eight (8) unexcused tardies during the first hour within a trimester and/or has established a pattern of absenteeism, the student may not be allowed to attend practice on a date to be specified by the Activities Director. Each tardy after 8 will result with sitting another practice.

Within a trimester, if a student misses more than eight (8) times in any one class for non-school sponsored events, no credit will be given for that class. (May 20, 2009)

**4. Faith in Action program** –Coaches will work with their athletes to incorporate a faith dimension, spirituality and the teaching of values into their team program. Involvement in a service project is expected of all team members as is prayer before and after all games.

**5. Bulletins/Announcements/Posters** – Notices of club meetings, athletic and social events, general information for the day, and specific instructions are printed in the Daily Bulletin. The Daily Bulletin is read daily during homeroom and posted throughout the school. Students will be held responsible for knowing this information. Students and/or team parents responsible for putting notices in this bulletin must have notices signed by an advisor/coach and brought to the Activities Office by noon of the day preceding the notice. The public address system is used for updates the first two minutes of periods 4 and 6 and in emergency situations.

Any sports teams or co-curricular activities groups or individuals wishing to hang posters/signs in the school must have the approval and signature of the Activities Dept.

Posters, signs and flyers cannot exceed 8 x 11 inches and may only be hung on designated bulletin boards or corkboard strips. They cannot be taped to windows, walls or doors. They must be removed the day after the event. Non-school announcements cannot be posted. All locker posters are removed on Fridays.

**6. Captains** – Each coach may determine the method of selecting a captain. The criteria should be written and given to each team member at the beginning of the season. A good ratio would be no more than 1 captain/10 athletes. A team is not required to select a captain or captains. This is the exception. A student should realize that being a captain is a privilege and requires work and dedication. Captains must be in good academic standing, be good citizens and exemplify good character. See Leadership Policy.

**7. Captains' Practice Philosophy Statement** – The Academy of Holy Angels values a broad-based curriculum and cocurricular experience for all students. With this in mind, it is important that students do not feel the pressure to specialize in one sport or activity. Teachers, coaches and all activity leaders should not only allow multiple cocurricular experiences, they should support such experiences. Off-season activities should not be scheduled when they force a student to choose between an in-season activity and an offseason activity. It should also be noted that certain students in an activity want to specialize year-round in a particular activity. According to MSHSL rules, any teacher, coach or activity leader who creates such a conflict or does not respect a student's right to specialize could be in violation of Bylaw 307 for placing undue pressure on the student and will be held accountable by the Academy of Holy Angels and the MSHSL.

While the Academy expects its employees to act in accordance with the value statement on activity and athletic specialization, captains' practice is not endorsed or sanctioned by AHA and is not part of the official season of any MSHSL sponsored sport. We recognize that according to MSHSL Bylaw 208, "Captains' practice is primarily for the purpose of physical conditioning, and salaried or non-salaried personnel MAY NOT be involved in any capacity" (Bylaw 307). In addition, participation in captains' practice is voluntary and will not affect the student's candidacy for a position on the school team.

While decisions about captains' practice may not be made by the Academy of Holy Angels personnel, we believe that it is in the best interest of our students that those organizing captains' practice respect the individual student's right to participate in multiple cocurricular experiences. This can be accomplished by scheduling captains' practice so that it does not interfere with an in-season sport; by limiting the number of weeks of captains' practice generally to two or three; and by not pressuring individual students to participate in captains' practice." (Bylaw 307).

In accordance with the rules of the MSHSL the Academy of Holy Angels has established the following guidelines and procedure pertaining to captains' practice.

A. Captains' practice is a non-school event. No contact should be made with any member of the AHA coaching staff. Questions may be directed to the Activities Department. However, the Activities Department is restricted in its involvement. (MSHSL Bylaw 208.00: "What is Captains' Practice? Captains' practice is primarily for the purpose of physical conditioning and salaried or 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 of their school [district] and to verify that the spirit and intent of the league rules are respected.)

B. Captains' practice may be held during Open Gym, Open Dome, and Open Turf Times; however, these facilities will not be exclusive to any group/team during these times. A facility use fee will be charged for all groups wishing to book additional time in school gyms, Star Stadium, and the StarDome. Team parents or players may contact the Activities Asst., Deb Scheerz, to book space in the gym, a classroom, the Commons/Annex, the StarDome along with open areas of the school grounds. (MSHSL Bylaw 208.00: "May non-school teams use school facilities and/or equipment? Inasmuch as these are non-school teams, schools may not provide school facilities or equipment. However, schools may lease/rent facilities and/or non-personnel equipment [volleyball standards, wrestling mats, etc.] as they would for any other non-school group or organization in accordance with the school's nonschool facility use policy. School uniforms may not be used by nonschool teams.")

C. AHA team uniforms and equipment may not be used for captains' practice. Equipment and/or any uniforms or practice wear purchased by AHA or the AHA Booster Club may not be worn for

captains' practice. (Refer to Bylaw 208.00 covered in #2). Open Gym, Open Dome and Open Turf times will be posted on the school Web site, [www.academyofholyangels.org](http://www.academyofholyangels.org), under the Activities Department link. On a first come basis, additional facility use times and costs may be obtained by contacting Deb Scheerz, Activities Asst. at (612) 798-2635. Off-site facility use may also incur a fee.

**8. Cell phones** – AHA and the MSHSL ban cell phones in locker rooms at AHA, Minnesota Conference schools and MSHSL tournaments. Signs will be posted outside locker rooms, and coaches will be responsible for enforcing the policy.

**9. Equipment and Uniforms** – Use of school equipment and uniforms is a privilege. All equipment and uniforms must be returned to the school. A student will be billed at replacement cost for any non-returned equipment. Report cards and transcripts will be held until equipment and uniforms are returned or replacement fees have been paid. Students will not be eligible to try out for and receive uniforms for the upcoming season until all uniforms and equipment from the prior season has been returned.

**10. General Eligibility** – In order to be eligible for regular season and MSHSL tournament competition, a student must be properly enrolled as defined by the Minnesota Department of Education and a bona fide under-graduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion, or suspension, whose character or conduct violates the Minnesota High School League rules or the Good Standing rules is not in good standing and is ineligible for a period of time as determined by the administration of the school. The penalty for these types of violations is the same as the mood-altering chemical violations.

**11. Good Standing** – Good standing is required for participation in cocurricular activities. Offensive behavior involves, but is not limited to, racial, religious, or sexual harassment, verbal or physical abuse, hazing, initiation or any other form of violent and/or disrespectful behavior toward another person in the AHA community or the Community at large. The Good Standing Rule also applies to respect for the rights and property of all individuals and respect for those who enforce the rules of our school and the laws of the community. Violation of this rule can also include the action of a student who stands by and allows this offensive and disrespectful behavior to continue without attempting to inform someone in a position of authority. Any act that does not follow this policy may place a student in violation of the MSHSL Code of conduct for students with subsequent penalties. **The Minnesota State High School League's rules and the Good Standing rule are in effect throughout the calendar year, regardless of when you are involved in a sport or an activity.**

**12. Grade Level Eligibility (MSHSL Bylaw 105.00)** – Participation in MSHSL sponsored programs of a high school is limited to students in grades 7-12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a regular continuations school for the educational unit, and if the students meet all other eligibility requirements of the League. Elementary students grades K-6 are not eligible for participation. At AHA, 7th and 8th grade students may only participate with the permission of the AHA Activities Director and only if there is space on the AHA teams. The Minnesota State High School League has designated Blessed Trinity School as the only continuation school for the Academy of Holy Angels. Students in grades 7 and 8 at Blessed Trinity would be eligible to participate at any level at Holy Angels. Students from other Holy Angels feeder schools would be eligible to participate at the ninth grade level only.

Any middle school student wishing to join a Holy Angels activities program must first meet with the Activities Director. For a middle school student to be considered, there must first be an open position

within a particular program (no cuts having been made). The student must have the participation fee paid, and all paperwork (MSHSL Eligibility Form, physical, and permission for emergency treatment) must also be turned in.

**Participation fees for middle school participation:**

Cross Country, Golf, Tennis, Track and Field, and Cheerleading	\$100
Hockey (does not include AHA ice fee or any additional ice fee set by team)	\$350
All other sports	\$225

These fees do not include any fees established by Team parents for social activities, dinners, sweatshirts, etc., or personal equipment costs incurred by the student or the student’s parents.

**13. Guide for the College-Bound Student Athlete** – As part of their position, coaches will help senior athletes find college athletic opportunities. As prospective athletes, students should talk to their coaches about furthering their athletic career. Students must realize that their abilities must match with a college’s need. This may mean that students should be willing to go outstate or go to a small college or to a rural setting to find appropriate athletic opportunities.

These are some of your options:

*NCAA Division III* – This is a non-scholarship and non-aid division. You will not receive any aid that is different from the aid you would normally receive. The Minnesota Intercollegiate Athletic Conference (MIAC) is a good example of a Division III conference.

*NCAA Division II* – Highly selected athletes. These schools may provide athletic aid for room and board, tuition and miscellaneous expenses. The North Central Conference is a good example of a Division II conference. North Dakota State University, South Dakota State University, and Mankato State are examples of schools playing at the Division II level.

*NCAA Division I* – Most highly selected athletes. Like Division II schools, Division I schools may provide complete aid packages but are allowed many more athletes on aid. The University of Minnesota is the State’s only Division I school. (Mankato, St. Cloud, Bemidji, and Duluth have Division I hockey.)

All Division I and II athletes must be registered with the NCAA Clearinghouse. (Information can be obtained at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) or the AHA College and Career Center.)

*NAIA* – Stands for National Association of Interscholastic Athletes. This is a different affiliation than NCAA, and these schools can provide athletic aid on a limited basis. *Junior Colleges* – These are usually non-scholarship situations and the level of play can vary from moderately competitive to highly competitive.

**14. Last Day to Join a Team** – To be eligible for section and state competition, a student must be a member of that school’s team not later than the fourth Monday after the official start of that sport season. When a sport season begins on a Monday, that day shall be counted as the first Monday.

**15. Leadership Policy** – Any captain of an AHA team, club, or activity and any Student Government or SAS member who has a Minnesota State High School League chemical violation or a Good Standing violation may lose their position of leadership without appeal. If you have a MSHSL chemical violation or Good Standing violation your Junior year, you may not be elected a Captain, Campus Ministry (CMT) members, Students Assisting Student (SAS) member, or a Student Government member. Junior year

begins the first day of class. Any freshman or sophomore who has a MSHSL chemical or Good Standing violation during their freshman or sophomore year may not be elected a Captain or Student Government member for the following year. Freshman and/or sophomore year begins on the first day of class.

**16. Lettering Policy**—Holy Angels students can only earn/receive Holy Angels letters from involvement in Holy Angels sponsored activities. Letters from other high schools will be honored only after students have completed the season in the same activity at Holy Angels and have been awarded a letter at the end of that season.

**17. Letter Jackets**—Letter jackets without an AHA letter are available for purchase and wear by any member of the student body. Lettering in a sport or activity is not a requirement of purchase and wear. Jackets can be purchased through the Stars Spirit school store.

**18. Medical Requirements** – In accordance with MSHSL Bylaw 107.00, a student who intends to participate in high school interscholastic athletics, dance team, or cheerleading must have, on file in the school, a record of a physical examination performed by a physician within the previous three years. After three years or at the start of the student’s fourth year at AHA a new physical examination needs to be on file in the Activities Department. This form is available at [www.academyofholyanhels.org](http://www.academyofholyanhels.org) and at the season Registration/Kickoff meetings to be held on August 8, 2011 – Fall Sports; October 31, 2011– Winter Sports; March 3, 2012 – Spring Sports. AHA requires that each student/parent fill out an emergency card providing a release for treatment by the AHA trainer and the Activities Department.

### **19. Mood Altering Chemicals**

*A. Philosophy and Purpose:* The Minnesota State High School League recognized the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affect co-curricular participation and development of related skills. The misuse and abuse of family, team members or other significant persons in their lives affect others.

*B. Bylaw 205:* During the calendar year, regardless of the quantity, a student shall not:

- (1) Use, consume, or have in possession a beverage containing alcohol;
- (2) Use or have in possession tobacco; or
- (3) Use or consume, have in possession, buy, sell, or give away any other controlled substance. The bylaw applies to the 12-month calendar year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student’s own use by her/his doctor.

*C. Penalty:*

(1) First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two [2] consecutive interscholastic contests or two [2] weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. Additional penalties include:

- Suspension from attending school activities during the length of the suspension (activities include all fine arts, activity and sporting events, and informal dances.)
- Performing 6 hours of community service before eligibility is reinstated.
- Suspension of parking permit during the length of the suspension.
- Suspension of off-campus privileges,
- The student must turn over their uniform to the head coach during the length of the suspension.

(2) Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six [6] consecutive interscholastic contests in which the student is a participant or three [3] weeks

[21 calendar days], whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

- Suspension from attending school activities during the length of the suspension (activities include all fine arts, activity and sporting events, and informal dances.)
- Performing 6 hours of community service before eligibility is reinstated.
- Suspension of parking permit during the length of the suspension.
- Suspension of off-campus privileges,
- The student must turn over their uniform to the head coach during the length of the suspension.

(3) Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve [12] consecutive interscholastic contests in which the student is a participant or four [4] weeks [28 calendar days], whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center after successful completion of the program.

- Suspension from attending school activities during the length of the suspension (activities include all fine arts, activity and sporting events, and informal dances.)
- Performing 6 hours of community service before eligibility is reinstated.
- Suspension of parking permit during the length of the suspension.
- Suspension of off-campus privileges,
- The student must turn over their uniform to the head coach during the length of the suspension.

(4) Consecutive Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

(5) Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine [9] additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

(6) A student with an unserved chemical violation will be expected to serve the penalty in the next sport in which the student participates. If the student chooses to join a new sport and has an unserved chemical violation, the student must serve the penalty in the new sport and also in the next season of a sport in which the student has participated during the previous year.

*This policy is for all Level I Activities: (MSHSL Bylaw 205.00) those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:*

*•Athletic Activities*

*•Fine Arts Activities-Debate and Speech Activities including One-Act Play-when a school has scheduled a season of interscholastic contests.*

*Level II Activities are defined as: (MSHSL bylaw 2005.00) Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments:*

*•Fine Arts Activities: 1) Speech activities including One-Act Play when a school schedules no interscholastic contest and participates only in the League-sponsored tournament series. 2) Music Activities. 3) Visual Arts Activities. Each member school shall develop penalties, which it will apply to the participants in these activities. A copy of the member school's policy shall be filed in the principal's office.*

*MSHSL violations must be served in both the MSHSL Level I and II Activity as well as in the student's Holy Angels Club Activity*

**The chemical health requirements above are rules of the Minnesota State High School League (MSHSL). AHA has its own chemical health policy to which student must also adhere. To see the AHA policy, go to the *Chemical Health Policy* chapter of the *Student Policy Section* of this *Student and Parent Handbook*. (See the *Chemical Health Policy* in the *Student Policy Section* of the *Handbook*.)**

**20. Non-School Sport Teams** – If a student participates in a non-school sport during a Holy Angels season, priority shall be given to the AHA team. Coaches may allow exceptions for major events.

Non-School Competition and Training for Team and Individual Sports – During the High School Season, a student may not participate as a member of a non-school team or compete as an individual competitor in the same sport.

Season defined: The high school season shall run from the first date that practice may begin through the conclusion of the state tournament in that sport. Baseball, Softball and Skiing are exceptions to this rule.

During the school year, prior to and following the high school sports season: a student may participate in contests, meets, or tournaments as an individual competitor or as a member of a non-school team provided that these activities are voluntary and not influenced or directed by a salaried or non-salaried member of the student's Sophomore, B-Squad, Junior Varsity, or Varsity high school coaching staff.

- (1) A student may not use any type of high school team uniform.
- (2) A student may not receive coaching or training from a salaried or non-salaried member of the student's Sophomore, B-Squad, Junior Varsity, or Varsity high school coaching staff in that sport. Power skating and indoor soccer are included in this limitation.
- (3) A student may receive training through private lessons from a person who is not a salaried or non-salaried member of the student's Sophomore, B-Squad, Junior Varsity or Varsity high school coaching staff in that sport. Personal trainers cannot coach students during practice or competition times.
- (4) The student or the student's parent(s) or guardian(s) must provide a student's fee or non-school coaching or training unless approved by the Board of Directors.

Non-School Competition and Training during Summer Vacation—The MSHSL has included a no-contact rule for coaches/students for a seven-day period surrounding the Fourth of July holiday. 2012 dates will be June 30 to July 6. Students may participate in summer activities through training at summer camps or clinics or participation on competitive non-school teams provided that:

- (1) Activities are voluntary and students are not influenced or directed to do so by a salaried or non-salaried member of the student's Sophomore, B-Squad, Junior Varsity or Varsity high school coaching staff in that sport.
- (2) Students may not use any type of high school team uniform or equipment including helmets, pads, etc. Exception: Goalie equipment and helmets (non-personal equipment) may be leased from the school (a deposit for the value of the equipment is required).
- (3) A student's fee for non-school coaching or training must be provided by a student's parents or guardians unless approved by the Board of Directors. MSHSL schools shall have the authority to approve coaching waivers following the fourth Friday in May and extend through the summer until two weeks prior to the start of the fall MSHSL activities season. Students may participate on a nonschool team and a high school team during the summer vacation period. EXCEPTION: Those students participating on a non-school team or an athletic camp or clinic under a summer waiver must terminate their participation two weeks prior to the start of the fall MSHSL activities season.

A. Penalty:

- (1) First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two [2] consecutive interscholastic contests or two weeks (14 calendar days) of a season in which the student is a participant, whichever is greater.
- (2) Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six [6] consecutive interscholastic contests or three weeks (21 calendar days), in which the student is a participant.
- (3) Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve [12] consecutive interscholastic contests in which the student is a participant.
- (4) Accumulative Penalties: Penalties shall be accumulative beginning with and continuing through the student's participation on a Varsity, Junior Varsity, B-Squad or Sophomore team or activity.

B. Special Considerations:

- (1) National Teams and Olympic Development Programs: The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:
  - a. The program is approved and supported by the national governing body of the sport or if there is an Olympic development program of training and competition.
  - b. A national governing body on a national level directly funds the program.
  - c. A national governing body authorizes the program for athletes having potential for future national team participation. Students who are invited to participate on national teams or in Olympic development programs must contact their high school principal to obtain an application form. This must be completed at least thirty (30) days prior to participation.
- (2.) Students who have completed their eligibility in a sport are exempt from the nonschool competition and training rules in that sport. All-Star rules shall apply.

**21. Personal Conduct** – All players represent AHA, and their conduct must reflect AHA values. Players are also expected to follow MSHSL guidelines for conduct.

**22. Practice Equipment** – Certain programs require practice clothes or special equipment.

**23. Seasons of Participation** – No student may participate in more than (4) seasons of any sport while enrolled in grades 9-12, trimesters 1-12 inclusive.

**24. Team Pictures** – Each team has a team picture taken during the season. These pictures can be purchased in advance. The photographer also provides a time for individual photographs. Parents and friends should feel free to take their own photographs on picture day. Team photographer: LifeTouch Photography (1-888-543-3867).

**25. Transfer Rule** (MSHSL Bylaw 111.00) –

**Transfer Student**--A transfer student is one who discontinues enrollment and attendance in any high school, public or non-public, located in a public school district attendance area and enrolls and attends classes in any other high school in Minnesota.

**DOMESTIC STUDENTS**

1. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.

2. A transfer student is eligible for varsity competition if:

A. **9th Grade Option:** the student is enrolling in 9th grade for the first time;

B. **Family Residence Change:** the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student's parents move.

If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year. If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school.

*B.-1* A student who elects not to transfer upon a parent's change in residence shall continue to be eligible at the school in which the student is currently enrolled.

***B.-2* If a student wants to transfer to a new school but remain eligible for AHA variety sports participation for one year following the transfer, the following stipulations must be met:**

Tuition-paying students are extended access to the privilege of participating in the co-curricular programs offered at Academy of Holy Angels through the varsity level.

Under Minnesota Statute 124D.03 Enrollment Options Program and the Minnesota State High School League (MSHSL) Transfer and Residence Bylaw 111.00, *when a student transfers to a new high school without a change of residence* by their parents, that student may participate in co-curricular programs in their previous high school if their parents elect that option, *and they may* retain "full eligibility for varsity competition for one (1) calendar year at the school where the student enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open enrolled."

Students entering Academy of Holy Angels under this Statute and bylaw must meet all participation requirements and rules set by the MSHSL and Academy of Holy Angels. This includes Holy Angels' participation rules on attendance, chemical health, behavior, and academic including writing-across-the-curriculum and college portfolios. Students participating under this rule must have earned and must continuously maintain grades of C- or better beginning from one calendar year previous to the start of the season. Full tuition, registration and activities fees for the entire school year must be paid in full prior to the start of the athletic season.

C. **Court Ordered Residence Change for Child Protection:** The student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.

D. **Custody of Student:** A student of divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.

E. **Move From Out of State:** If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a

Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.

**F. Enrollment Options Program:** A student who utilizes Minnesota Statute 124D.03 Enrollment Options Program, and transfers without a corresponding change of residence by the student's parents shall elect one of the following:

- 1) retain full eligibility for varsity competition for one (1) calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open enrolled; or
- 2) be eligible only at the non-varsity level in the school to which the student has open enrolled for one (1) calendar year.

3. If none of the provisions in Section 2 (above) are met, the student is ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance in the new school.

A. Students are immediately eligible for competition at the non-varsity level.

B. A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.

C. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Section 2 (above), the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student while serving a one-year transfer suspension transfers to another school and none of the provisions of Section 2 (above) are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.

The Minnesota State High School League Board of Directors has established a due process procedure for a student or parent who believes the bylaws of the League have been misinterpreted by the student's school administrator(s) who are charged by the school to determine the student's eligibility. A student who represents the student's school in competition between member schools at the varsity, junior varsity or sophomore B-squad level must be fully eligible to do so, and the student or the student's parents who wish to contest a school's failure to certify the eligibility of a student may do so as identified in the Fair Hearing Procedure identified at the beginning of the 300 series of bylaws in the most current League Official Handbook.

**Foreign Exchange Students:** Foreign exchange students shall be limited to one calendar year of high school eligibility commencing with their first day of attendance. A foreign exchange student who is enrolled in and attending a Minnesota high school will be eligible to participate in varsity competition provided that the student meets all of the conditions listed below.

**Other International Students:** An international student who is enrolling in and attending a Minnesota high school, and who is not under the auspices of and placed by a Council on the Standards for International Educational Travel (CSIET) listed exchange program is ineligible for varsity competition. International students shall be limited to one calendar year of B-squad or junior varsity eligibility commencing with their first day of attendance provided that the student meets all of the following conditions.

The policies governing domestic transfer students, foreign exchange students and international students is further explained in the MSHSL Official Handbook under Bylaw 111.00

**26. Transportation** – Participants are required to ride on the bus whenever one has been scheduled for an athletic contest or activity. They may ride home after a game with their parents. Participants may not ride home with another student or friend. It is the parents’ responsibility to inform the coach, in writing, that their son or daughter is riding home with them. Participants may ride home with another adult if they have written permission from their parent/guardian. A coach may, at times, require everyone to ride the bus home but they should let the parents know in advance. The permission form to be used for students leaving school sponsored activities with parents is available through the coach, the Activities Department, and at [www.academyofholyyangels.org](http://www.academyofholyyangels.org).

**27. Trimesters in High School** – A student shall not participate in any interscholastic contest after the student’s twelfth trimester in grades 9-12 inclusive. All twelve trimesters of attendance shall be consecutive. The attendance of 15 days or more in one trimester will count as a trimester in administering this standard.

**28. Unexcused Absences** – A player who has an unexcused absence from practice may not play in the next contest. Continued unexcused absences may result in removal from the team.

**29. Value Statement on Athletic and Activity Specialization** – The Academy of Holy Angels values a broad-based curriculum and cocurricular experience for all students. With this in mind, it is important that students do not feel the pressure to specialize in one sport or activity. Teachers, coaches, and all activity leaders should not only allow multiple cocurricular experiences, they should support such experiences. It also should be remembered that off-season activities should not be scheduled forcing a student to choose between an in-season activity and an off-season activity. It should also be noted that certain students in an activity want to specialize year-round in a particular activity. This is their right and they in turn should be respected in their choice.

**30. Year-End Awards** – Any student with a MSHSL violation will not be eligible for year-end awards such as the Athena, the STAR awards and AHA awards.

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# COACHES' RESPONSIBILITIES

## General

The greatest responsibility a coach has is maintaining the student's mental, physical and emotional welfare. This responsibility includes monitoring academic and eligibility status and being competent and up-to-date in the prevention and care of athletic injuries. Having a first aid kit available at all events is required. Coaches must teach their players to dream of high goals and respect themselves and their opponents. Motivation should be positive and communication lines should be open at all times.

A pre-season meeting should be held for athletes and parents. At this meeting team rules and objectives should be given to the athlete in both verbal and written form. A coach should also supply practice and games schedules and go over the rules of the MSHSL as it pertains to their activity. Rules given must be enforced.

Professional responsibilities must be upheld. Attending conference, regional and state association meetings are required. All coaches are asked to join the state coaches' association, but head coaches are required to join and encouraged to be active.

Coaches must promote their team or program through local, state and college media. This promotion should also be done through school media publications such as the Daily Bulletin and school newspaper.

Coaches should be flexible, recognizing that some students live a great distance from AHA and that there are reasons for missing practice for which an athlete should not be penalized.

A coach must remember that he/she is representing AHA at all times. Appropriate dress and conduct should be maintained. The Academy is a Christian institution, and profane language and negative motivation do not have a place in the program. Head coaches must be willing to accept responsibility for their total program and for all the coaches and parent-led activities in that program. A coach is required to take a yearly Blood Borne Pathogen Training class.

## Specific

- 1. Faith in Action** – All coaches are responsible for participating in the Faith in Action Program. Responsibilities include one service immersion per year for the team; facilitating prayer before and after every game, attending seasonal Activities Masses with the full team, and encouraging the development of values and leadership.
- 2. Attendance Policy** – Each coach should review the players' attendance policy. Also remember that a player should not be penalized for an official school trip or activity. (See Attendance Policy under Student Participant Responsibilities.)
- 3. Banquet and Awards Procedure** – Coaches will be receiving an awards form at the end of the season. They must return the forms so that their awards can be ready for the banquet. Only Varsity athletes are allowed to earn letters. The Booster Club also provides each Varsity team with three plaques for special recognition. Arrangements for ordering State Tournament Patches must be made through the Activities Department. The state tournament patch is available to teams or groups who place fourth or higher in state competition, and to teams winning the consolation championship.

- Post-season state tournaments – The Video Production class will assist in a send-off of individuals or teams advancing to the state tournament. The send-off will be aired on Morning Star.

- An individual or team who places fourth or higher in state MSHSL competition will be honored with a school-wide end-of-the-day pep fest. A reception, coordinated by the Activities Department, will follow the pep fest for players, parents and staff at Holy Angels.

**4. Bulletins/Announcements/Posters** – Notices of club meetings, athletic and social events, general information for the day, and specific instructions are printed in the Daily Bulletin. The Daily Bulletin is read daily during homeroom and posted throughout the school. Students will be held responsible for knowing this information. Students and/or team parents responsible for putting notices in this bulletin must have notices signed by an advisor/coach and brought to the Activities Office by noon of the day preceding the notice. The public address system is used for updates the first two minutes of periods 4 and 6 and in emergency situations.

Any sports teams or co-curricular activities groups or individuals wishing to hang posters/ signs in the school must have the approval and signature of the Activities Department. Any other group or individual must have the approval and signature of the Assistant Principal.

Posters, signs and flyers cannot exceed 8 x 11 inches and may only be hung on designated bulletin boards or corkboard strips. They cannot be taped to windows, walls or doors. They must be removed the day after the event. Non-school announcements cannot be posted. All locker posters are removed on Fridays.

- 5. Busing** – At the beginning of the season, each coach receives a composite list of bus departure and dismissal times. Coaches can confirm or change the busing time by contacting the Activities Department at 612-798-2634 or 612-798-2635. To change an early dismissal time you must call the Activities Director. ALL BUSING ADDITIONS, CHANGES, OR CANCELLATIONS ARE TO BE MADE THROUGH THE ACTIVITIES DEPARTMENT.
- 6. Communication** – Items such as playing time, positions on a team and the individual’s role on a team should be communicated with the students throughout the season. Any newsletter or written communication to parents/players needs to follow the format provided by the Activities Department.
- 7. Eligibility and Medical Forms** – No athlete is allowed to start practice without a current MSHSL Eligibility/Health form, a current physical examination form, a liability waiver and a Permission for Emergency Treatment form on file with the Activities Office. An activity fee must also be paid at the time paperwork is submitted to the Activities Office for a student to be eligible to start a sport (tryouts/practice). An accurate roster must be on file in the Activities Offices a week before the first contest.
- 8. End-of-Season Statistics** – The head coaches’ responsibilities will not be considered completed until coaches give the end-of-season statistics sheet to the Activities Director.
- 9. Equipment and Uniforms** – Coaches distribute equipment and have each athlete sign the equipment card. Coaches are responsible for collecting uniforms and equipment from student athletes who drop from a team before the seasons end; coaches are also responsible for reporting this to the Activities

Office. At the end of the season, coaches collect all the equipment and give the Activities Director a list of equipment not returned. Head coaches should inventory all equipment in their sport and meet with the Activities Director to order next year's equipment. This should be done immediately following the season. Students will not be eligible to try out for and receive uniforms for the upcoming season until all uniforms and equipment from the prior season have been returned.

**10. Academy of Holy Angels Fund-Raising for Co-Curricular Groups Procedures and Guidelines** – Fund-raising activities of co-curricular groups or teams are coordinated through the Development Office to ensure that all fund-raising activities of Holy Angels are consistent with the mission and strategies of the school and to avoid conflicts with other fund-raising programs.

**Guidelines:**

- (1) Each team or co-curricular group may select one fund-raising activity or event for the season. The type of activity must be approved initially by the Activities Director with final review and approval by the Development Director.
- (2) The sale of items should occur off-campus and outside the school day. Note: groups are encouraged to find work assignments that raise money for their project, as opposed to selling items. Examples of these work assignments include stuffing newspapers for the Star Tribune or working at the concessions stands at sporting events.
- (3) Students are not required to participate in a fund-raising activity. However, if the student chooses not to participate in the fund-raising activity, the team can require a set fee be paid to cover the costs of the activity.
- (4) Selling advertising is forbidden without the express permission of the Development Director and the Activities Director.
- (5) What you can raise money for: proceeds from the fund-raiser will be allocated back to the team or co-curricular program. Proceeds are to be used to fund enhancements for the program which cannot be directly funded by the Holy Angels activity budget. This may include the purchase or repair of equipment, uniforms, transportation for in-season activities, and expenses associated with an approved trip.
- (6) All expenditures for student activities must be approved in advance by the Activities Director.
- (7) What you cannot raise money for: fund-raising proceeds will not be used to fund camps or clinics for individuals.
- (8) Proceeds of a fund-raising effort may be designated to benefit the specific group of students who participated in the fund-raiser.
- (9) All funds in student activity accounts must be spent in support of that activity.
- (10) The school will not pay to cover a student's fund-raising goals for an activity.

**Procedures**

- (1) Requests for approval of fund-raising activities should be submitted at least one month in advance of the initiation of any fund-raising activity. Contact the Activities Director or Development Director to obtain a form.
- (2) Coaches and moderators will submit requests for the Activities Director for review of the activity as it relates to the particular co-curricular program. If approved, the Activities Director will submit the request to the Development Director for approval as well.
- (3) Academic departments: submit the request to the Principal for approval. If approved, the principal will submit the request to the Development Director for approval as well.

Updated 6/25/2004

- 11. Head Coaches** – Head coaches must be willing to accept responsibility for their total program and for all the coaches in that program. Coaches must submit the names of all volunteers who plan to assist with the program to the Activities Office prior to the start of the season. No volunteer will be allowed to assist with a program until a background check has been completed and approved.
- 12. Lettering Policy/Captain Selection** – At the beginning of the season a coach should hand out, in writing, the procedure that will be used for lettering. Junior varsity, B-squad, and ninth-grade level participants cannot letter; rather, they receive a Certificate of Participation. Also hand out the procedure used at the end of the season for selecting a captain.
- 13. Professional Organization** – Every head coach is required to belong to the Minnesota State Coaches Association and also to their sport activity association. These organizations conduct clinics and all-star games, and coaches must be members for their athletes to participate. Assistant coaches are encouraged, but not required, to join the coaches association.
- 14. Removal of a Player** – Due process is available to a player removed from a team. This can be done through the Activities Director or by special request with the President/Principal.
- 15. Reporting Scores** – Varsity coaches are responsible for reporting their results for all home contests to the MSHSL Web site and Max Preps at 1-800-329-7324. You can obtain your log-on code from Deb Scheerz. Feature stories and information can still be submitted to our local newspapers by calling:
  - Star Tribune (612) 673-4451 (Roman Augustovitz)
  - St. Paul Pioneer Press (651) 228-5518 (Jeff Hruza)
  - Sun Current Paper (952) 884-5456 (John Sherman & Greg Kleven)
  - The Catholic Spirit (651) 699-6939 (Deacon Jerry Devine)
  - Mary Nosek will serve as the AHA Communications Director at (612) 798-2636.
- 16. Rosters** – All coaches/moderators/advisors must coordinate the deadlines for turning in their rosters with the Activities Department
- 17. Team Apparel and Use of the School Name and Logo** – All team clothing must receive approval from the Activities Director or the representative selected by the AD to monitor team apparel. In a number of instances, the school's name and trademarks have been used without school authorization or apparel, and with slogans, that are inappropriate to the mission of the school. Please remember that the name ACADEMY OF HOLY ANGELS, AHA, and design, STARDOME and design, STARS and design, STARS SPIRIT and design, and team names and logos are trademarks of the Academy of Holy Angels. These may not be used without prior written consent of the school's Spirit or from the Activities Office. They will answer any preliminary questions you may have regarding the use of school trademarks. Your completed request must include an artwork sample of your design to receive approval. This applies to all clothing and printed materials.
- 18. Team Kick-off/Registration Night**– This event will be scheduled prior to the start of each season and will include:
  - A. Introduction of team coaches and captains
  - B. General session and review of policies
  - C. Registration materials and sport-specific information will be available.
- 19. Team Meetings** – A team meeting must be held prior to the beginning of the competitive season for each sports program. This meeting will include the following:

- A. Introduce coaching staff, captains, and team parents
- B. Welcome freshman players and transfer players
- C. Give an overview of the program and the upcoming season
- D. Discuss playing philosophy and playing time
- E. Explain team rules regarding chemical use and good citizenship
- F. Explain attendance policy: excused and unexcused absences
- G. Discuss varsity lettering policy
- H. Discuss team captain(s) selection process
- I. Distribute game/bus schedule. Discuss bus rules
- J. Explain conflict resolution process
- K. Discuss eligibility

20. **When School is Closed Because of Weather**, no meeting, practice, or scheduled event shall be allowed.
21. **Notify Me**—to be notified of any changes to events/time/locations go to: [www.missotaconference.org](http://www.missotaconference.org). Click on: Holy Angels and the Notify Me icon and follow the prompts.

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## PARENT RESPONSIBILITIES

Parents are expected to encourage their sons or daughters to perform to the best of their ability both athletically and academically. They should be a source of support for the student and the program in which they are participating.

Parents are role models for students and representatives of AHA. As such, they are expected to exemplify good attitudes by treating all players, coaches, fans, officials and other parents with respect and dignity. Parents must insist that students abide by rules established by the Academy, the coach, and the MSHSL.

Parents should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar or denigrating remarks are never appropriate.

Parents should allow their students to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Keep winning and losing in perspective. Cocurricular activities are primarily designed for students to learn and have fun. Participants who do their best are to be commended even if their best isn't good enough to win.

1. **Activity Information Line** – You may call (612) 798-0762, or go to Activities at [www.academyofholyangels.org](http://www.academyofholyangels.org) after 10 a.m. to listen to a recording of all activities scheduled for that day. Information supplied on the recording will include game/event time, game/event locations and directions to games/events. Cancellations due to inclement weather will be listed on the recording AFTER 1:15 P.M. THE DAY OF THE GAME/EVENT.
2. **Notify Me**--to be notified of any changes to events/time/locations go to: [www.missotaconference.org](http://www.missotaconference.org). Click on Holy Angels and the Notify Me icon and follow the prompts.
3. **Facilities Use** – Any use of the Commons/Annex or Kitchen facilities for team meetings, dinners, or banquets must be scheduled three weeks prior to the date of the activity. (Refer to the Student Handbook). Use of any other AHA building facilities must be scheduled 2 weeks prior to the date of the activity. To ensure proper facilities use and security, the Academy will firmly adhere to these deadlines. All building use is scheduled through Deb Scheerz at (612) 798-2635 or [dscheerz@academyofholyangels.org](mailto:dscheerz@academyofholyangels.org).
4. **Conflict Resolution** – Procedure for Handling Activities/Athletic Complaints: In order to allow an expression of differences that often occur in athletics, a procedure has been developed for establishing a line of communication between school, parent/ guardian, students, and coaches. This procedure should follow an orderly process.
  - No conflict between a parent/guardian, student, official or coach should be addressed during or immediately following a game. The game sites, practice field, lobby or locker room is not an appropriate place to handle conflict. Coaches are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period. The “24-hour rule” is a good rule of thumb.

- If the issue is related to a student – coach issue, the following steps should be taken in order for the conflict to be resolved.
  - Step One:* Student meets directly with coach to express concern. This would mean the coach on the most local level first (position coach or grade level coach).
  - Step Two:* If resolution does not occur, the student then meets with the Head Coach of the program and the local coach.
  - Step Three:* If resolution does not occur, the student, the student’s parents, and the Head Coach of the program meet.
  - Step Four:* Student, parents, Head Coach, AD meet to resolve issue.
- If the issue is not related to unethical behavior or unprofessional behavior and is unrelated to a concern about the student-athlete, the coach should be contacted directly by the concerned party.

**Group Conflict** – Group meetings will be a rare exception. Issues at Holy Angels are best settled when individuals take responsibility for their concerns and have respectful and civil conversations face-to-face on an individual basis. In the rare case that a group meeting would occur, no parent/guardian shall meet at AHA to discuss team problems without representatives from AHA to include the Activities Director or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups. Individual meetings are preferred.

**5. Discussions related to playing time--** On the varsity level, decisions regarded to playing time will be decided by the Head Coach in consultation with his staff. As the professional hired to perform this role, only he/she is capable of making this judgment. For this reason, the AD and other administrators as well as the Head Coach of the Varsity Team will not engage in discussions on this issue. Student-athletes, however, are permitted to set up appointments outside of practice times to discuss their position on the team and to receive feedback in regard to their current status.

On lower levels of play (Freshman, B, JV), coaches will follow school and team policies related to playing time. If a participant feels the rules established by the school and coach about the issue on their level are not being followed, they may request to speak to the coach.

**6. Team Parents** – Team parents work very closely with the coaching staff, the parents of team members, and Doris Rothstein, Team Parent Coordinator. Varsity team parents are selected in June, prior to the start of the new school year. Team parents are not necessarily the parents of Team Captains and all parents are encouraged to volunteer. Once tryouts have been completed and team rosters set, volunteers are requested by the Varsity team parents for Junior Varsity, B-Squad and Freshman team parents. Varsity team parents coordinate team sweatshirts, the year-end banquet and in general assist the Head Coach and other team parents within their program. Team parents do not deal with conflict resolution. This is the responsibility of the Activities Director. Team parents are requested to help foster a positive spirit of support and to model the ideal of the AHA Way.

As persons playing a leadership role on behalf of the Academy of Holy Angels, all Team Parents are expected to serve as examples to other parents in their programs in living out the mission of the school, to follow proper protocol and procedures, and to work cooperatively with the coach and administration of the school



## Concussion Response Procedures

*(How Holy Angels responds when a student sustains a concussion)*

**When a student sustains a concussion, there are a series of steps that all members of the Concussion Team (student, parent, teacher, nurse, athletic trainer, and guidance counselor) must perform in order to help the child to recover from his or her injury. Communication is the key in helping the child through this process.**

1. When a concussion is suspected:
  - a. If the athletic trainer indicates that the student may have a concussion, the parent should make an appointment with a physician right away.
  - b. If the concussion is not Holy Angels Activities related, and the student has not been seen by the trainer, directives from a doctor are required to attain any accommodations from the school.
2. The parent should go to the school website [www.academyofholyangels.org](http://www.academyofholyangels.org) > Academics > Guidance and Counseling and print out the Generic Release Form so that the school may speak directly to a physician. The release needs to be signed by a parent and be on file at both the doctor's office and at the school.
3. After the student has been diagnosed by the physician, the parent should bring in or fax the directive from the doctor regarding accommodations that are needed.

**After the student has a diagnosis of a concussion, the following protocol will be followed in the absence of, or in addition to, directives from a doctor.**

### **Phase 1:**

- A. The student will be expected to stay home with complete rest for the first two days following a concussion (If a concussion happens on a weekend, those days will be considered). Complete rest includes no computer, reading, television, work at outside jobs, participation in any physical activities, or other brain stimulation.
- B. On day three, the guidance counselor will request of teachers that all non-essential assignments be eliminated from the course load for 7 days (including the 2 days missed).

### **Phase 2:**

- A. Students are not allowed to participate in physical education and will be excused from the make-up writing assignment of PE for those 7 days.
- B. When students require accommodations beyond 7 days, they may be asked to drop physical education from their schedule.
- C. The student should report to the nurse each day to keep him/her informed of headaches, future doctor's appointments, etc.

### **Phase 3:**

- A. The student fully integrates back into school.
- B. Students will have two weeks, following the week of rest, to make up essential work.
- C. Guidance may move the student into a Response to Intervention study hall to help the student get back on track.

**[Click here to see the Minnesota State High School League Eligibility with Concussion document](#)**

## **CONFERENCE, REGIONAL AFFILIATION**

Holy Angels is a member of the Missota Conference of the Minnesota State High School League (MSHSL). This conference provides excellent competition and participation opportunities. About 80 percent of the regular season competitions are with Missota Conference schools.

Holy Angels is in MSHSL Administrative Region 6AA.

### **Directions to Missota Conference Schools**

#### **Chanhassen High school**

200 Lyman Boulevard

Chanhassen, Minnesota 55317

952-556-3500

404 West to Highway 5 to Highway 212

Exit on Powers Boulevard North

Left on Lyman Boulevard

#### **Chaska High School**

545 Pioneer Trail East

Chaska, Minnesota 55318

952-556-7100

494 West to Highway 212 West

From Highway 212, go right on Pioneer Trail

#### **Farmington High School**

20655 Flagstaff Avenue

Farmington, MN 55024

651-460-1415 or 1414

Cedar Avenue/Highway 77 South

Left on Lakeville Boulevard/County 50 E

Left on Flagstaff Ave.

#### **New Prague High School**

221-12th St. NE

New Prague, MN 56071

952-758-1226 or 1227

35 W S. West on Hwy. 13.

Follow Hwy. 13 through Prior Lake

Left on Hwy. 19 to New Prague

Right on Columbus Ave.

**Northfield High School**

1400 S. Division St.

Northfield, MN 55057

507-663-0632

35W S. to Hwy. 19 East.

Right on Division St. to high school

**Red Wing High School**

2451 Eagle Ridge Drive

Red Wing, MN 55066

651-385-4604 or 4614

494 East to Hwy. 52 S. East on Hwy.

52 to Hwy. 61 to Red Wing

Right on County Rd. 1/Bench St.

Left on Pioneer Rd. to high school

**Shakopee High School**

100-17th Ave. West

Shakopee, MN 55379

952-496-5155

35 W S to Hwy. 13 West. Continue

west on 169 to Mankato. Take the

Marshall Rd. Exit and turn left. Go right on 17th Ave. about 1 1/2 miles

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## **MSHSL ASSIGNMENTS**

<b>Sport</b>	<b>Number of Classes</b>	<b>AHA's Class</b>	<b>Section</b>
Baseball	3	AAA	6
Boys Basketball	4	AAA	6
Girls Basketball	4	AAA	6
Cross Country	2	AA	3
Dance Team	2	AA	1
Football	6	AAAA	3
Boys and Girls Golf	2	AA	4
Boys Hockey	2	AA	2
Girls Hockey	2	A	5
Boys Lacrosse	1	A	5
Girls Lacrosse	1	A	5
One Act Play	2	AA	6
Boys Soccer	2	A	3
Girls Soccer	2	A	3
Softball	3	AA	4
Speech	2	AA	6
Boys Tennis	2	AA	6
Girls Tennis	2	AA	3
Track and Field	2	AA	3
Volleyball	3	AA	3
Alpine Ski	1	A	4
Swim/Dive	2	A	4

(Updated by Activities Department July 2011)

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