

Northern Freeze

Coaching Handbook

Go Freeze!!

PURPOSE

This Activities Handbook has been prepared to foster quality communication between Tri-County and Marshall County Central Schools and their students and parents. An effort has been made to unify policy establishing guidelines, responsibilities, and suggestions for providing a positive experience in athletics for all students. Primary goals of the Northern Freeze Cooperative Athletic Handbook are to further foster community spirit, outline a standard of fair play, build an expectation of good sportsmanship, develop teamwork in our programs, and to help our students find value and balance both academics and athletics in their life.

This is meant to be a guidebook and point of reference. It is a work in progress, and will be subject to revision as needs arise.

INTRODUCTION

Freeze Athletics is a vital part of the education experience at both Tri-County School and Marshall County Central Schools.

It is essential that our schools' programs directors, coaches, athletes, and parents support and help one another to increase the personal value of the student-athlete and to assure that a healthy balance exists between academics and activities.

In pursuit of increasing personal values, the teachers and coaches should foster the development of positive self esteem, the values of good sportsmanship in winning and losing, character development, teamwork, tolerance, and school spirit.

This guide is intended to help students and parents understand our rules and policies to ensure students stay eligible to participate, remain a positive team member, and support the goals and missions of both Tri-County School and Marshall County Central Schools.

Academics is the number one priority in both Marshall County Central and Tri-County School Districts. Athletics and other co-curricular activities are known to enhance academic excellence and to teach lessons that play a significant role for success in life. Success in academics and activities requires a commitment within the school district. The commitment for both school systems begins at the school board level and funnels down through the administration, the entire school staff, coaches, students, parents, and the community as a whole. A commonality exists between each group to provide the opportunity for a balanced development of academics and activities for all students.

I. PHILOSOPHY

A. Statement of Philosophy

Activities are an interscholastic program. This implies that we are involved in the development of students and athletes who will be asked to compete at a very high level against quality competition. In preparing the athletes there are three levels of play:

1. Junior High School: At the Junior High School level our goal is for those in the program to have a positive experience. This can be gained by participation. However, the transition from elementary to Junior High School includes dedicated work in the off-season. Practice efforts, attendance and coaches discretion will determine playing time. Coaches should consistently keep participation in mind, as much as possible. Game situations should be used as a guide for participation.
2. 9th/C Squad/JV: This level should follow similar guidelines to the Junior High School level regarding the extra playing time for those putting in the additional efforts during the off-season. The “Junior Varsity” Squad is the direct line to the “Varsity” Squad; therefore, it is necessary to properly prepare our athletes to make that next transition. Participation remains an important element but athletes must remember that there is a direct correlation between off-season preparation, practice effort, and attendance with playing time.
3. Varsity: The primary emphasis at the “Varsity” Squad level is on being as successful as possible. To achieve this goal, it may require playing certain athletes the majority of the time. The coaching staff should have the best idea whom has put forth the most effort during practice sessions, as well as off-season preparation. A good coaching staff should always keep the team concept in mind. When game situations permit, efforts should be made to play as many deserving players as possible. A successful program should be a combination of winning, strong team morale, and good sportsmanship from coaches and players.

B. Coaching Expectations and Responsibility

1. Coaches Professional and Personal Relationships and Expectations. The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Northern Freeze Co-op objectives. For each activity, these major performance areas stand out above others;
 - a. Leadership – Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Following practice schedules, holding student athletes accountable in all areas and building positive attitudes while being supportive of the athletes is very important.
 - b. Discipline – Every facet of discipline is the coach’s responsibility. Individually, the coach becomes a model of all that the program represents – observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season – at home and away, a games head coach will model appropriate behavior with help from other coaches, administration and fans, especially where the student body is concerned. Desire

to do well, to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

- c. Professional Development – A coach is highly encouraged to take advantage of opportunities presented for professional growth and self-improvement. Attendance at district and conference meetings, rules, clinics, special workshops and clinics in specific fields and similar in-service training programs is strongly encouraged. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Head Coaches will be encouraged to attend one paid coaching clinic each year. Costs will be split by the districts. Following the clinic they will share learned information with their assistant coaches. Assistant level coaches and Junior High level coaches can attend clinics with approval of athletic directors.
- d. State Tournament attendance - Head coaches that are district employees may attend the state tournament every three years with approval of Activities Director. Each district will pay the cost of a substitute for up to two days. All other costs will be covered by the coach.
- e. Cooperation – The district expects give and take between all individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, the parents of the coaches players and media representatives. Good rapport and an image of competency are invaluable for the coach.

2. Coaching Techniques

- a. Use sound and acceptable teaching practices.
- b. Run well-organized practice sessions.
- c. Complete pre-season planning well in advance of starting date.
- d. Adhere to highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communication with patient, trainer (if available), doctor (if necessary), and parents.
- e. Construct a well-organized game plan.
- f. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the budget, as determined by the Activities Directors.
- g. Keep assistant coaches, captains, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.
- h. Use common sense in supervising events. For example, two coaches should always accompany a football squad in the event of injury.

3. Coaches' Responsibilities

- a. To the players – The main reason for having athletic teams within the school is to help provide opportunities for young people to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this goal. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players and should consider the team's needs as well as individual differences, needs, interests, temperaments, attitudes and environment.

Players have the right to expect coaches to have up to date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the coaches' minds. The coach's primary responsibility is to the individual. Family interests and requests will also be given consideration.

- b. To the Cooperative – As a coach, you are the frequent topic of conversation at various community locations – the home, the workplace and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the Northern Freeze Cooperative. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the cooperative.

- c. To the Schools – A coach owes the Tri-County and MCC schools their efforts and loyalty at all times. They must constantly strive for excellence in all areas.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the student body with the same respect that you desire to be shown. Private, firm, fair and consistent discipline must be maintained.

Extracurriculars are an integral part of a student's education experience. A coach plays a primary role in this aspect of a student's education. They should show a commitment to continual learning in their sport to model the importance of education to their student-athletes.

The coach should give support to all school endorsed activities. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

- d. To the Communities – In general, a coach is responsible for promoting their sport throughout the community. The coach should strive to assist with clinics for coaches and players. Also the coach should be available to help/advise the city recreation and community education programs relating to their sport.
- e. To Fellow Coaches – The head coach must always be in command. Although a position of authority, the wise head coach will encourage independent thought on part of the staff. An important factor is human relations' skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

It is wise to praise assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do or even like to do. They must fulfill the responsibility to the head coach, the athletes and the sport itself.

The success of the Cooperative, the team and the coaching staff is dependent upon the quality and effort of the entire coaching staff.

- f. To Other Cooperative Coaches – One must always bear in mind that the sport you coach is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the wellbeing of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong harmonious, interpersonal relationship must exist among coaches and other faculty members.

- g. Physical Plant – Each coach is responsible for the following:
 - Keeping practice areas and locker rooms in order.
 - Coordinate with custodial staff the storing of equipment neatly and using equipment properly.
 - Pride in the equipment and facilities is of primary importance to all athletes and coaches.
 - Keeping storage areas locked.
 - Setup and cleanup of practice and game areas used.
 - Lights off and doors locked when you leave areas used.

C. Code of Ethics

MINNESOTA STATE HIGH SCHOOL COACHES' ASSOCIATION

As a Professional Educator – I will:

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athlete.

3. Encourage the highest standards of conduct and scholastic achievement among all athletes.
4. Seek to inculcate good health habits, including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and in spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through profession improvement.

D. Conduct for Athletic Personnel

Coaches have earned a unique position of esteem in the community that allows them to influence many of the young people with whom they work. This prestigious position carries with it a special responsibility. Because young people respect coaches and emulate them, it is important that the coach respond by accepting this responsibility and exhibit conduct that is above reproach. Coaches should have a positive influence on the young people with whom they come in contact. Always be sure that the young men and women who have participated under the leadership of the Northern Freeze coaching staff are more decent people for having done so. Never place the value of a win above that of instilling the highest desirable ideals and character traits in athletes.

Adherence to the code of ethics from the Minnesota State High School Coaches' Association and the guidelines included in this manual will be expected from all coaches.

Setting an example for athletes by following the Minnesota State High School League Rules on alcohol, tobacco, drugs and sexual harassment when in contact with students and parent groups will help result in the best coaching situation.

The mature coach always has emotions under control, does not attack officials, never uses foul language and always keeps in mind the responsibility they have in setting a worthy example for the player and fan. Always maintain the dignity and decency of the coaching profession and the institution served

E. Fundamentals of Sportsmanship

Show respect for the opponent at all times. When an opponent visits either of our schools, the team and coaching staff should be treated as guests, greeted cordially on arriving, given good accommodations and accorded the acceptance and respect which all human beings deserve. When visiting another school, we will be cordial and appreciative of our host. Good sportsmanship is the golden rule.

Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.

Know, understand and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

Maintain self control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and have the ability to prevent the desire to win from

overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and goodwill. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.

1. Coaches and Players

Coaches and players have a unique position in the school community and have an opportunity to provide leadership for all school personnel by their actions while participating in the athletic program. It is important that this unique position of leadership be utilized in a responsible manner.

- a. Treat your opponent with respect. Make a special effort to be courteous and respectful even when you feel your team has not been treated fairly.
 - Be a humble winner and a proud, respectful non-winner.
 - Conduct yourself in a manner of controlled intensity.
 - Use only positive verbal interchange with any person from opposing team or school.
 - All coaches are expected to use professionally acceptable and appropriate physical contact with their athletes.
- b. Respond to officials' decisions in a controlled manner and with a spirit of good sportsmanship.
 - Use only positive actions and words toward officials.
 - Use principles of sportsmanship and fair play regardless of the situation or outcome of the contest.
- c. Make certain buildings and property are in good condition when you finish using them.
 - Respect opponent's school, locker room areas and any personal property in those areas.
 - Pick up any litter and leave the area used cleaner than you found it.

F. Sportsmanship Policy

The MSHSL adopted areas of Sportsmanship Code of Conduct.

II. STUDENT ELIGIBILITY

- A. **Scholastic Eligibility - Students from Tri-County will follow the Tri-County Student Handbook and MCC students will follow the MCC student handbook in regards to eligibility.**
- B. **Minnesota State High School League and Northern Freeze Training Rules**

The Freeze Coop is a member of the Minnesota State High School League and is governed by the rules, regulations, and eligibility of the MSHSL. See Appendix L for rules and regulations. For interpretations of training rules and regulations see Appendix M.

C. Citizenship

An essential quality expected of our student athletes is that of being of good character. We expect our students to maintain acceptable norms of good behavior.

Improper behavior is unacceptable and may lead to either suspension or dismissal from the team. Examples of unacceptable behavior would be:

- Being intolerant of others
- Use of obscene gestures
- Use of abusive language
- Involved in criminal acts
- Behavior that is an embarrassment to the school and team
- Unsportsmanship conduct in a game
- Any reported incidents that can be judged as being unacceptable upon review

All matters are subject to appropriate due process procedures.

D. Non-School Competition and Training

Minnesota State High School League Policies – all coaches and athletes will follow all current MSHSL policies.

III. DUTIES AND RESPONSIBILITIES

A. Head Athletic Coach Duties and Responsibilities

Title: Head Athletic Coach

- Preferred Qualifications:
1. Valid coaching license approved by the MSHSL
 2. Employment as a teacher in Tri-County or MCC School Districts as appropriate
 3. Has the ability to organize and supervise a total sports program
 4. Has previous coaching experience in assigned sport, is advised
 5. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field
 6. Is in charge of all equipment safety and repairs

Reports to: The Activities Directors, who provides overall objectives and final evaluation in conjunction with the Superintendents / Principals.

Supervises: In several instances the head coach must advise, coordinate and support a staff of high school assistant coaches and Junior High coaches in conjunction with the Activities Directors and Superintendents / Principals.

Job Goal: To instruct in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.

General: The success of athletic programs has a strong influence on the community's image of the entire system. The public exposure is a considerable responsibility and community/parent pressure for a winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.

The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments.

It is the express intent of these duties and responsibilities to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

Duties and Responsibilities:

1. Has a thorough knowledge of all the activities policies approved by the Tri-County and MCC Board of Educations and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of existing system, state and league regulations; implements same consistently and interprets then for staff.
3. To generate an attitude of good sportsmanship and fair play by adhering to the Minnesota State High School League "Code of Ethics".
4. Understands the proper administrative line of command and refers all requests or grievances through proper channels. Is aware of all public/staff development meetings that require attendance.

Staff Responsibilities:

1. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to insure staff awareness of overall program.
2. Trains and informs staff, encourages professional growth by encouraging clinic policy.
3. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
4. Maintains discipline, adjusts grievances and works to increase morale and cooperation.
5. Performs such other duties which may be assigned by the Activities Directors.

Administrative Duties:

1. Assists the Activities Directors in scheduling needs, requirements for tournament and special sports events.
2. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to the scheduled facility times.
3. To verify that all athletes have all forms and obligations cleared through the activities office before the athlete is allowed to practice.
4. Provides proper safeguards for maintenance and protection of assigned equipment and facilities.
5. Advises the Activities Directors and recommends policy, method or procedural changes.
6. To prepare and submit year-end reports including information as to participants, letterwinners, grade levels, specific honors, record standings and recommendations for all levels of participation.

Student Responsibilities:

1. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
2. To understand and support the district's chemical awareness policy and assist in its implementation.

3. Be aware of your student athletes' grades, conduct and school attendance.
4. By the coaches presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
5. Initiates programs and policies concerning injuries, medical attention and emergencies.
6. Completes paperwork on all disabling athletic injuries on proper forms and submits to activities office within 24 hours.
7. Directs assistants, captains, student managers and statisticians.
8. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents and Activities Directors when a student is dropped or becomes ineligible.
9. To develop a positive relationship between coach and athlete through open communication.
10. May counsel and advise athletes in their college or advanced educational selection.
11. Participates in the budgeting function with the Activities Directors by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
12. Check-in inventory and store uniforms and supplies/equipment with the Activities Directors.
13. Be certain all equipment is properly marked before issuing or storing.
14. Permits the athletes to be only in authorized areas of the building under special circumstances.
15. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility both at home and especially away games.
16. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
17. Instills in each player a respect for equipment and school property, its care and proper use.
18. Ensures that no student enters the building prior to a coach for practice and games. Ensures that a coach remains in the building until all athletes under their direction have left the building.

Public Relations:

1. Avoids criticizing, admonishing or arguing with an assistant coach or any staff member within ears or eyes of a player or parent.
2. Organizes parents, coaches, players and guests for pre-season meetings.
3. Promotes the sport within the school through recruiting athletes that are not in another sports program and promotes the sport outside the school through news media, community recreation programs, or in any other feasible manner.
4. Responsible for maintaining good public relations with news media, on social media, support groups, parents, officials, volunteers and fans.
5. Presents information to news media concerning schedules, tournaments and results.
6. To work openly and cordially with other head coaches.

B. Assistant Coach Duties and Responsibilities

Title: Assistant Coaches (High School, JV (C team) and Junior High School):

- Preferred Qualifications:
1. Valid Minnesota teacher certification is desirable.
 2. Is employed as a teacher or substitute teacher in the Co-op Districts, if appropriate.
 3. Previous coaching experience in assigned sport is desirable.
 4. Has knowledge and background in the assigned sport.

Reports to: Head coach, in conjunction with the Activities Directors and Superintendents / Principals.

Supervises: Athletes and team assigned to the assistant and assumes supervisory control over all athletes in program when such control is needed.

Job Goal: To carry out the aims and objectives of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

1. Has a thorough knowledge of all the activities policies approved by the Tri-County and MCC Boards of Education and is responsible for its implementation
2. Has knowledge of the existing system, state and league regulations; implements same consistently,
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. To generate an attitude of good sportsmanship and fair play by adhering to the Minnesota State High School League "Code of Ethics".
5. Maintains discipline and works to increase morale and cooperation within the school sports program.

Administrative Duties:

1. To carry out responsibilities as designated by the head coach.

Student Responsibilities:

1. By his/her presence at all practices, games and while traveling, provides assistance and guidance to safeguards for each participant.
2. Maintains the discipline framework and philosophy outlined by the head coach.

Equipment and Facilities:

1. Is accountable to the head coach for all equipment and assists the head coach with the inventory, issuing and storing of equipment.
2. Recommends to the head coach budgetary items for next year in his/her area of the program.
3. Monitors equipment rooms and coaches' offices and authorizes who may enter.
4. Permits the athletes to be only in authorized areas of the building at the appropriate times.
5. Examines locker rooms before and after practice and games, checking on general cleanliness of the facility. Responsible for the cleanliness and maintenance of specific sport equipment.
6. Secures all doors, lights, windows and locks before leaving building if custodians are not on duty.
7. Instills in each player a respect for equipment and school property, its care and proper use.

Program Responsibilities:

1. Assists the head coach in carrying out his/her responsibilities.
2. Instructs team members as to changes in the rules and teaches the fundamentals of the sport as outlined by the head coach.
3. Maintains a record of team statistics.
4. Works within the basic framework and philosophy of the head coach of that sport.
5. Attends all staff meetings and carries out scouting assignments as outlined by the head coach.

6. Arrives early enough before practice, contests and meetings to adequately prepare and remains long enough afterwards to help players with problems or to become involved in staff discussions.
7. Helps in the planning and implementation of both in-season and out of season conditioning and weight programs.
8. Avoids criticizing, admonishing or arguing with head coach or any staff member within ears or eyes of players or parents.
9. Strives to improve skills by attending clinics and using resources made available by the head coach.
10. Attends most of the contests, when possible, of other teams in the program.
11. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach.

C. Non-Certified / Volunteer Coach Duties and Responsibilities

Title: Non-Certified / Volunteer Coach

Qualifications:

1. College degree is desired.
2. Has reputable background in working with youth.
3. Has previous coaching or playing experience in the assigned position.
4. Must be able to pass a state background check.

Reports to: Head Coach and Activities Director

Supervises: Athletes and team assigned to the volunteer and assumes supervisory control over all athletes in program when such control is needed.

Job Goal: To carry out aims and objectives of the assigned team as outlined by the activities department and board of education policy. To instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

Duties and Responsibilities:

1. Attends all meetings and meets all criteria pertaining to athletics that is required of a coach employed by the school district.
2. Daily communications with head coach or assigned coach to review daily coaching assignments.
3. Follows all criteria as outlined in the job descriptions for an assistant coach as determined by assignment.

IV. SAFETY AND LIABILITY GUIDELINES

A. Commitment to Facilities and Physical Plant

To allow for a safe practice and game environment, it is very important to have a spirit of cooperation. The activities department, district's buildings and grounds and city recreation will work together in planning and providing for the best possible practice and game facilities. The Activities Directors and head custodians shall meet monthly to plan and review the basic needs for general maintenance and upkeep of our facilities. This team planning is essential in seeking to provide the safest and best possible conditions for practice and games.

Potential Areas of Liability in Today's Coaching

There is an interesting tendency for people to seek answers to problems occurring in athletics through taking the case to court. It is the contention of many people that coaches should be held responsible for their actions and that the court will support this concept. Therefore, it is important that coaches operate in a responsible and prudent manner. Coaches who follow the guidelines listed below should rarely have difficulty. The coach, who uses good judgement and has his/her squad and program under good control, rarely has difficulty with court cases if litigation should occur.

1. Always have an adequate conditioning period. Coaches must follow MSHSL requirements.
2. Have an adequate instruction period before putting an athlete in a competitive situation.
3. For contact sports like football, coaches will do their best to put athletes of equal size and strength across from each other during drills.
4. Do not allow athletes to use faulty equipment. (For example, check all volleyball net equipment, etc).
5. Do not allow athletes to use a faulty facility. (For example, if your practice field has holes in it, alert the activities office so the holes can be filled).
6. Make certain the facility is adequate for the activity. (For example, don't put too many basketball games on the same court or sprint players in an area where there are things in the way).
7. Know your coaching material. The competency of a coach can be challenged.
8. Keep good squad discipline. Rowdiness is a potential problem. Do not allow such behavior on a bus, in a gym or in any athletic area.
9. Supervise athletes in the gym, on the field, in the locker room, in whirlpool, in the building and in the weight room.
10. Do not allow an athlete to treat their own injury.
11. Treat injuries with first aid. If the injury is serious and the athlete needs immediate attention, call the emergency vehicle (911).
12. Make sure an injured or ill athlete has had sufficient recovery time before readmitting them to competition or practice.
13. Any athlete treated by a doctor must have doctor's note for clearance before starting to play again and note must be given to the Activities Directors prior to participation.

B. Safety Guidelines

1. Fitting Equipment
The coach has the primary responsibility for the fitting of equipment. This role should not be delegated to managers or players. Equipment such as helmets should be fitted according to manufacturer's instructions.
2. Equipment Inspection
Check all equipment issued to players or used by players for safety. Particular care should be given when inspecting protective equipment. Report all problems to the Activities Directors.
3. Facility Inspection
Check all facilities for safety. This should include, but is not limited to, fields, gyms, activity gyms, pools, rinks, courts, track, apparatus of all kinds, etc. Problems should be reported to the Activities Directors.
4. Team Supervision
One of the prime responsibilities of a coach is the supervision of the team. This includes games, practices, and pre and post game activities. Athletes should not use athletic facilities without a coach present to supervise them. The coach should attempt to be the first "member

of the team” to arrive at the locker room and be the last “member of the team” to leave. This responsibility cannot be delegated to a student manager.

5. Training Kit

The coach should work with the trainer to see that the training kit is properly stocked with first aid supplies. This kit should include ice or ready made ice packs. The kit should be readily available during practices, scrimmages and games.

C. Emergency Care Plan

Recommended procedures for handling athletic injuries:

1. All coaches will complete an EAP (Emergency Action Plan) for team to follow
2. Administer Immediate First Aid
 - a. Control bleeding using AID control
 - b. Administer cardiopulmonary resuscitation
 - c. Treat for shock

3. Activate the Emergency Medical System/Emergency Action Plan

If the athlete is experiencing a medical emergency (i.e. head, neck, back, breathing, bleeding, internal shock or fracture), DIAL 911.

4. Accompany the Athlete Off the Field or Court

If the athlete must leave the field or court, they should be accompanied by a coach or trainer. If the coach is alone, the practice or game should be suspended until another responsible staff member can observe and care for the injured athlete.

5. Notify Parents

6. Report Injuries

- a. Inform the Activities Directors of all serious injuries. If the AD’s cannot be reached, the Superintendents / Principals should be notified.
- b. The coach or trainer will complete the Injury Report Form (see Appendix for Injury Report Form). The report form must be turned into the Activities Directors.
- c. Trainers and coaches must keep a written record of all reported injuries and the treatment administered.
- d. A Minnesota State High School League Participation-After Injury Report (Form J) must be filed with the Activities Directors before the athlete resumes participation following a serious injury or other doctor’s permit.

An athlete who has been unconscious should not be allowed to compete in or re-enter a game or practice and should not be allowed to go home or to the hospital unattended.

D. Concussion Protocol - Will follow return to policy program set by the Minnesota State High School League

The final return to competition decision is based on clinical judgment and the athlete may return only with written permission from a health care provider who is registered, licensed, certified, or otherwise statutorily authorized by

the state to provide medical treatment; is trained and experienced in evaluating and managing concussions; and is practicing within the person's medical training and scope of practice. Neuropsychological testing or balance testing may help with the return to play decision and may be used after the player is symptom free, but the tests are not required for the symptom free player to return to play.

V. PRESEASON PROCEDURES

A. Team Correspondence

The coach is expected to communicate with potential players via individual letters, poster, school public address announcements and verbal communication through coaches or captains. Posters should be placed in the locker rooms, cafeteria and designated bulletin boards. This communication is for the purpose of informing the athletes as to times and dates of initial meetings and practices. All subsequent announcements can be taken care of through well-organized practices.

B. Captains' Practice

Captains' practices are for the purpose of the athletes to prepare themselves for a level of physical conditioning prior to the start of a school sport season. All captains' practices must comply with current MSHSL policies.

C. Open Gym

Open gym refers to the use of school facilities for recreation activities. The characteristics of an open gym are:

- a. The recreational activities are open to all students. (Female and male; grades 6-12)
- b. The open gym must be well publicized with enough advance notice to provide all students the opportunity to participate.
- c. The school facilities are available for students to participate in a number of activities.
- d. There is no requirement for students to attend open gym activities as a prerequisite for membership on a high school team.

D. Selection of Team

1. Philosophy

In accordance with our philosophy of students and our desire to see as many students as possible participate in the activities programs while at Tri-County or MCC Schools, we encourage teachers and coaches to keep as many students as they can. Obviously, time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular activity.

2. Senior students will only be allowed to participate at the "JV" squad levels if numbers are down and they are needed.

E. Moving Athletes Up a Level

As a means of promoting and encouraging exceptionally talented students to develop their athletic skills to the fullest degree consistent with their maturational, physiological and

psychological readiness levels and compatible with their educational needs, talented athletes may be afforded opportunity to participate at levels higher than their age group.

1. The final decision to move a student athlete up rests with the head coach/Athletic Directors.
2. To aid in the decision making process the coach will hold a conference with the athlete and the parents.
3. At the JH level, all efforts will be made to keep athletes in proper age groups, an 8th grader will not come down and play with 7th graders, unless approved by the AD's.
4. Students may be moved up on an interim basis, based on the team's needs. Coaches will communicate with players as to why a student is moving up and why moving back down.
5. If a JH player is going to be moved up to play C/JV, that players parent(s) and AD's will be notified.
6. If a player is moved up on an at need basis, that player may be be moved back down a level when the need no longer exists. If the player is moved up a level based on ability, that player will remain at the new level for the season.

F. Team Meetings

It is required that each coach hold a team meeting prior to the opening of your sport season. Information pertinent to your sport should be reviewed with the athletes, including the Student Athlete Information Guide. Suggested topics include:

- a. Philosophy of program
- b. Team and training rules
- c. Attendance rules
- d. Team selection
- e. Lettering policy
- f. Medical and training services for the athletes
- g. Organization and events of support (booster) groups
- h. Other pertinent information regarding your sport
- i. MSHSL Rules
- j. Specific School District Rules (Tri-County or MCC)
- k. Forms and signatures
- l. Fees
- m. Transportation Policy
- n. End of season, non-school tournament

VI. IN-SEASON PROCEDURES

A. Dual Sport Participation

In some cases, it may be possible for an athlete to participate in two sports at the same time providing there is a mutual consent of the athlete, parents, coaches and activities director involved. One of the sports must be a truly individual sport such as golf or track. Permission to participate in two sports must occur prior to an athlete starting the season.

B. Deadline for Joining a Sport/Dropping a Sport

1. A student may not join any team later than the 4th Monday from the initial day of practice. Anyone with extenuating circumstances wishing to join a team after 4th Monday deadline, may make application to the Activities Directors.
2. A student may choose the sport they wish to enjoy. No student shall change sports after the

third week of practice without the consent of each coach involved and the Activities Directors.

C. Personal Use of School Apparel

Athletes should wear school issued athletic apparel only when they are involved in practices or games. Athletic apparel is not to be used as a physical education uniform or as personal clothing. Exception will be made for game days.

1. It is the responsibility of the coach to inform the participants on the team they coach of the proper use of athletic apparel.
2. The head coaches of each sport should feel the responsibility of ensuring that this policy is conformed to by all levels of participation.

D. Locker Room and Building Responsibilities

1. Security

- a. Each coach is responsible for the action of members of their squad from the time they report to the locker room for practice until they leave the building after practice.
- b. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away and stay until the last athlete has left. This is intended to mean they have left the building.
- c. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible. This includes all parts of the building that are made accessible to the participants.
- d. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area as neat and clean as reasonably possible.

2. Control of Keys

- a. All keys to the building, locker rooms, equipment rooms, etc. will be issued to coaches by the District Office. All coaches will return their keys to the activities director at the time of the coach's evaluation, unless permission has been granted for summer use of athletic areas.
- b. Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions, but managers are not to have their own keys.
- c. If keys to the athletic area are lost, the coach should report this to one of the Activities Directors immediately.

E. Student Driving

Practice and events at home sites: Students may be transported to home sites. The district may provide transportation to designated sites for practices and games for those that need transportation. Please see Student Transportation Waiver form in the forms section of this handbook.

Away events and practices: We strongly encourage students to ride the district provided transportation. Parents may sign them out returning from games, etc if they speak to the coach or advisor IN PERSON. Alternative arrangements such as riding with another adult must be made in advance. In a case of emergency, a parent may request to the Superintendent / Principal to grant permission for their child to drive. The supervisor of the activity has the authority to require all

students in the activity to ride the “team” bus for reasons of building team rapport and camaraderie.

F. Practice Policy

1. Sports cooperative extra-curricular activities on days school is cancelled.

If either Tri-County or MCC are cancelled, there will be no formal practices. All activities shall be cancelled at each site.

2. With the increasing number of Junior High School through varsity level athletic contests, the amount of time needed for academics, along with the multitude of extracurricular activities, it is necessary to develop a practice schedule that will meet the needs of the student athlete as well as maintain the necessity of family cohesiveness. The following for practice will apply:
 1. No practice on Sunday.
 2. No required practices will take place later than 6:00 PM on Wednesdays.
 3. No organized 7-12 practice will exceed 8:00 PM on school days.
 4. Morning practices on school days will not begin before 6:15 AM and will finish by 7:45 AM.
 5. Allowing for split afternoon practices: Split practices will be permissible on an as needed basis. An example of a split practice would be practice from 3:30 – 5:00 PM and from 5:00 – 6:30 PM. There will be no split practices on Wednesdays. An as needed basis for split practices would be determined by the Activities Directors and coaching staff (i.e. overlapping seasons, weather conditions, etc.)
 6. During school vacations, holidays and special events coaches must excuse players from practice for excused and pre-arranged family absences. It is important to note that even excused absences may impact playing time per coach’s discretion.
 7. Two weeks prior to the start of the school year, practices for volleyball and football must be coordinated with the Activities Directors to attempt to eliminate overlapping transportation.

Please note that practices are for the betterment of the programs. Too many limitations can be detrimental just as excessive practices can. Excessive practices will not be tolerated.

G. Parents/Senior Night.

The Freeze Cooperative greatly appreciates and values the contributions of all parents. 7th-8th parents will be recognized in between the two games. The C-Varsity parents will be recognized between the JV and V games. These recognitions will take place on the same night.

VII. POSTSEASON PROCEDURES

A. End of Season

The end of the season for a particular sport will be when that team has completed it’s schedule and no further competition by Northern Freeze teams has been scheduled by the conference, section or state. The purpose of this statement is:

1. To eliminate a player from being scheduled to practice in a completed sport and to allow the individual to start preparation for the next sport season.
 - a. To allow coaches with consecutive coaching assignments to be available immediately for the next coaching assignment.

- b. To eliminate the conflict of determining priority in the scheduling of facilities.

B. Overlap of Sport Seasons

Whenever sport seasons overlap, i.e. fall/winter and winter/spring, the athlete who is completing a season must be allowed to finish that season before practice with the new sport.

C. Athletic Awards Program

Activity Awards Night serve the purpose of celebrating the accomplishments of the team and the athletes. When a school activity has a banquet or award ceremony, it then becomes a school function and the school assumes the same responsibilities as it does for any other school sponsored activity. Therefore, it becomes imperative for the responsible staff member to comply with policies and guidelines established for the purpose of regulating banquets.

The following guidelines are to be observed when planning for recognition programs for athletic squads:

1. Northern Freeze Athletic Banquets:
 - a. There will be one after the Fall sports season and one after Winter sports season
 - b. The location of the banquets will rotate by season and year. i.e. if fall banquet is at MCC, the winter banquet is at TC. The following year the fall banquet will be in TC and winter banquet at MCC.
 - c. Banquets will be for players who played at either the C-squad, JV or Varsity levels.
 - d. JH teams will have a separate banquet organized by their coaches.
1. The Activities Directors will coordinate with the head coach for their sports award ceremony.
 - a. Schedule these events well in advance to avoid conflicts with other events. Check with Activities Directors for appropriate dates.
 - b. Committees for tickets, programs, menu, decorations, etc. may be organized.
 - c. If there is a charge for any planned ceremony, money should be collected in advance. (Checks for banquets should be made out to the committee designee).
 - d. All ceremonies or banquets are to be self-supporting. The Activities Directors should be accountable for the disbursement of funds. The costs should not be prohibitive for athletes and their families.
2. An information letter should be sent to all participating athletes and their families.
3. An athletic team may hold a separate banquet or it may combine with one or more other sports.
4. Banquets and awards programs may also be held at locations other than the school.
5. If a banquet is held at an establishment where alcohol beverages are served, they should not be served on this occasion. Parents or guardians, coaches and guests, as well as athletes and other students who participate in activities, are to be asked to respect this policy. In conforming to the tobacco free policy of the school district, no tobacco should be used at any banquets.

D. Lettering

Coaches must have on file in the activities office measurable criteria for earning a letter in their sport. All requirements are based on varsity participation. They should include the requirements for a manager and/or statistician letter. Letters will be awarded upon recommendation of the

head coach with approval by the Activities Directors. Coaches must put in their own respective team handbooks lettering requirements for their sport/activity.

A MSHSL code of conduct/violation may have impact on the lettering process per head coach's expectations.

All athletes must finish the season in good standing even if injured. In case of injuries all sports will include the playing time available for student athletes.

++ Any senior who has completed 3 years of service in one sport will receive a letter.

++ Any manager may letter after 2 years of consecutive service, regardless of grade.

E. Awards

1. A chenille letter will be given upon the first letter award.
2. A gold medallion will be given upon the first letter award in that sport.
3. A gold bar will be given upon the first letter award and all subsequent letters in that school year.
4. A quality certificate of the sport will be given for all subsequent awards.
5. A manager's and/or statistician's letter award will be given upon the recommendation of the head coach.
6. Students in grades 7-12 are eligible to earn letter awards.
7. Trophies or plaques will be issued by the activities office for the purpose of individual awards. The head coach should discuss his/her needs with the Activities Directors and turn in the winner after the season is done. Student participation and lettering records will be turned into the Activities Director's office. All awards are ordered by the Head Coach or Activities Directors.

F. Evaluation of Coaches

The Northern Freeze cooperative will evaluate coaches performance on an annual basis.

See Coaches Evaluation document in the forms section of this handbook.

VIII. PROCEDURE FOR HANDLING PLAYER/PARENT CONCERNS

The coach/coaching staff for each sport is responsible for making and determining, (1) team selection, (2) length and content of practice sessions within limitations, (3) game strategy (game plans) and (4) individual playing time. These decisions will be based on the best judgment of the coach.

Procedure for Handling Activity Complaints

To allow for an expression of differences that may occur within the district's activities, the following process should be followed:

1. All Northern Freeze activities will strictly follow the 24 hour rule. **All issues and concerns will not be expressed until 24 hours has passed.** This rule is in place to allow time for all parties to process the situation and communicate with each other in an appropriate manner. This includes in person or electronic communication.
2. No conflict between a parent, student, official, or coach (director) should be addressed during or immediately following a contest or production. The contest site, practice area, lobby, or

locker room is not an appropriate place to handle questions and conflict. Coaches (directors) are not to meet or deal with questions or conflicts at these times or in these places. Problems should be addressed only after the 24 hour rule has been met. Never confront a coach. Any parent who confronts a coach in such a situation may face sanctions that may include prohibiting attendance from future Freeze events, home or away.

3. If a parent/guardian or student has a concern, a meeting should be established following the procedures outlined below.
4. If a meeting becomes confrontational, it can be terminated by any party and taken to the next step of the procedure.

A. Steps for Conflict Resolution

** Freeze activities will follow the 24 hour rule. All issues and concerns **will not** be expressed until 24 hours has passed. This rule is in place to allow time for all parties to process the situation and communicate with each other in an appropriate manner.

STEP 1 – Participant Concerns

A meeting between the student and the coach (director) should be held and may be initiated by the coach (director) or the student.

OR

STEP 1 – Parent Concerns

A meeting involving the coach (director) can be requested by the parent directly by calling the coach (director), or the activities directors may be utilized as a point of contact for athletes and requested to set up the meeting. If so desired, the activities directors may also facilitate the meeting. For activities outside of athletics, the Superintendent / Principal will serve in the same capacity.

STEP 2 – Concerns

If a resolution is not achieved and a parent and/or student desires further intervention or discussion of the issue, a meeting with the activities directors and Superintendents / Principals may be held to handle an athletic-related issue. For other activities, a meeting with the Superintendents / Principals may be held.

STEP 3 – Concerns

If the conflict still has not been resolved, it may be referred directly to the Superintendents / Principals, and if he/she so chooses, the Board of Education.

CHECKLISTS AND FORMS

Pre-Season Checklist

- _____ 1. Meet with one of the Activities Directors
 - _____ a. Discuss season objectives, responsibilities, player information booklet, etc.
 - _____ b. Check out keys for the locker room and coach's office.
 - _____ c. Check equipment and facilities you will be using for safety. Discuss problems with the Activities Directors.
- _____ 2. Read the Minnesota State High School League Official Handbook and Athletic Rules for your sport. Keep abreast of rule changes throughout the year via the monthly bulletins.
- _____ 3. Check the time and date of rules interpretation meetings. Head coaches are required by the MSHSL to attend these meetings. Failure to attend results in notice of censure sent to the superintendent by the MSHSL.
- _____ 4. Read the established conference and district policies and procedures. Check your conference handbook and be familiar with these policies. Check the time and date of the conference pre and post season coaches' meetings. Head coaches are required to attend.
- _____ 5. Review student eligibility procedures relating to physical examination, insurance, MSHSL Athletic Eligibility Information Bulletin and participation fees. Do not allow participation of an athlete until all forms are completed.
- _____ 6. Review the Freeze Activities Handbook.
- _____ 7. Hold a pre-season meeting with the parents/guardians, squad members and coaching staff.
- _____ 8. To ensure that there are no conflicts with community use of facilities and your use, indicate your needs to the Activities Directors See space allocation regarding priority usage.
- _____ 9. Submit a practice, game and scrimmage schedule to the activities directors.

- _____ a. Confirm your schedule(s) as printed by the activities office and compare it to the official conference schedule.
- _____ b. Coaches planning to host an invitational contest must submit a request to the Activities Directors.
- _____ c. Coaches planning to enter teams or individuals in invitational meets must inform the Activities Directors. The information should be given to the Activities Directors before schedules are prepared and must include the dates, sites and fees of all such invitationals.
- _____ d. An extended field trip application must be completed for all extended and overnight trips. This application should be submitted to the Activities Directors.

In-Season Checklist

- _____ 1. Check first aid supplies trainer kit, emergency procedures and telephone numbers of athletes.
- _____ 2. Check with Activities Directors to cross reference player eligibility, i.e. fee payments, physicals, academic standing, etc.
- _____ 3. One week prior to your first contest, submit your complete team roster for programs to the Activities Directors. The MSHSL tournament format will be used.
- _____ 4. Check bus times, field locations (where applicable), and destination for your transportation. If at any time a meet/game should be cancelled or rescheduled, a contest added, or a change made in site, confer with the Activities Directors.
- _____ 5. Approval for overnight trips.
- _____ 6. Instruct team members about meet/game etiquette.
- _____ 7. Provide score books for the official scorer.
- _____ 8. Provide for proper care of all equipment and uniforms.
- _____ 9. Distribute scores to the media.
- _____ 10. Parents' Night – If a coach chooses to have a parents' night, the parents will be admitted free to that game.

Review Post-Season Checklist

- _____ 1. Check in all equipment:
 - _____ a. Collect all gear immediately following the last scheduled contest that they participate in. You, the coach, or one of your staff personally collect the gear from each athlete. Do not have them throw it into a basket.
 - _____ b. Take an equipment inventory
 - _____ c. Make a final review with the equipment manager or Activities Directors.
- _____ 2. Contact the Activities Directors in regards to equipment needing repair.
- _____ 3. Follow up on all obligations incurred by your athletes immediately.
- _____ 4. Notify Activities Directors of any special honors earned by athletes in your sport.
- _____ 5. Notify Activities Directors of those athletes who earned letters and those who will receive participation certificates.
- _____ 6. Turn into the Activities Director's office the season report immediately following your season.
- _____ 7. Schedule a conference with the Activities Director.
- _____ 8. Meet with the Activities Directors for a post-season evaluation.
 - Discuss equipment and capital outlay needs for the coming season.
 - Review past season.
 - Discuss recommendations for coming season.

Evaluation

The Northern Freeze Athletic Program firmly believes that setting high standards and holding people to those standards is paramount in conducting successful school based athletic programs. To that end, coaches will be evaluated formally in a three year cycle.

Following year one--Formal Evaluation

Year two--informal evaluation

year three--formal

year four--informal

year five--informal

year six--formal

Head coaches will evaluate their staff and bring said evaluations and recommendations to the post season meeting with the ADs.

ADs will meet and determine one of the following ratings for a coach based on the following criteria.

1. Observations of games
2. Observations of practices
3. Participant surveys

The evaluation will be based on the following domains: Program Development, Player/Personal Development, Coaching Skills, Communication and Public Relations, and Organizational Skills.

Head Coaches will be rated as exemplary, effective, development needed, or unsatisfactory. In the case of coaches rated development needed, a written improvement plan will be developed prior to the next season. ADs will verify that the needed improvement has taken place, or the coach will not be recommended for a continued contract.

Northern Freeze Coaches Evaluation

Sport/Season _____ Coach _____

Rubric:

1 - Unsatisfactory (0-25) 2 - Development Needed (40-55), 3 - Effective (56-69), 4 - Exemplary (70-80)

DOMAIN 1 – Program Development

- Follows district rules and policy 1 2 3 4
- Cooperates with other coaches, administration and staff 1 2 3 4
- Implementation of Off Season programs 1 2 3 4
- Coordination and leadership of Elementary, JH, and JV programs 1 2 3 4

Score _____

DOMAIN 2 – Student-Athlete Development

- Concern for Academic performance 1 2 3 4
- Concern for health and safety of the student athletes 1 2 3 4
- Development in improvement individual and team skills 1 2 3 4
- Sportsmanship, Integrity and core values are taught 1 2 3 4

Score _____

DOMAIN 3 – Coaching Skills

- Commitment to continuing education 1 2 3 4
- Development of organized and challenging practices 1 2 3 4
- Ability to adjust strategies during game situations 1 2 3 4
- Professional conduct is displayed towards players, officials and other team 1 2 3 4

Score _____

DOMAIN 4 – Communication Skills/Public Relations

- Communication with student athletes 1 2 3 4
- Communication with Administration, other coaches, transportation director and staff 1 2 3 4
- Relationship/Communication with parents 1 2 3 4
- School and Community involvement 1 2 3 4

Score _____

DOMAIN 5 – Administrative/Organizational Skills

- Compliance with MSHSL rules, regulations, and deadlines 1 2 3 4
- Adherence to Activities Office and district timelines and deadlines 1 2 3 4
- Care for equipment and facilities 1 2 3 4
- Completing equipment and jersey inventory 1 2 3 4

Score _____

Final Score _____

- Exemplary** - Recommended for continued coaching contract.
- Effective** - Recommended for continued coaching contract.
- Development Needed** - An improvement plan has been agreed upon between the coach and Activities Director and the the coach is recommended for continued coaching contract.
- Unsatisfactory** - Recommend non-renewal of coaching contract.

Coach's Signature

Date

AD's Signature

Date

Northern Freeze Emergency Action Plan Worksheet

Coach/Advisor Name:	
1	911
CALL	
CALL 911, Explain emergency	PRACTICE
Closest Phone	
EMS Access Point	
Street Intersection	
Student 1	
Student 2	
MEET AMBULANCE at EMS	
Entry Door/Gate	PRACTICE
Student 1	
Student 2	
CALL CONTACTS, Provide I	
Athletic Trainer	NAME
Athletic AD	
Student 1	
Student 2	