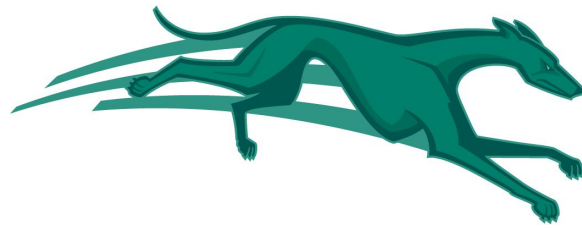


**Duluth East  
Boys Soccer  
Team Handbook**



**2017**

## **Duluth East Soccer Mission**

- **Excellence** – the tradition established is the standard we must all work to surpass
- **Achievement** – the team strives to meet high goals every season
- **Sacrifice** – personal ambition is set aside for the good of the team
- **Teamwork** – Team first, no exceptions!

### **My Purpose**

I coach to teach young adults commitment to a team and to themselves, to build an environment of trust and respect for one another, and to create leaders on the field and in the community.

### **Greyhound Soccer Guidelines**

#### ***Early is on time, on time is late, late is bad.***

- Never quit
- Listen to your coaches
- Look people in the eye when they talk
- Be a role model on and off the field
- Keep the locker room clean
- Do not display poor body language
- Never talk back
- Always use: "Please and Thanks you"
- Encourage teammates from the bench
- Acknowledge teammates for assists
- Be humble in victory and gracious in defeat
- No body jewelry-leave it in your car
- Get studying and schoolwork done.
- Play through referee's calls....
- Effort is not negotiable.
- Remember, we are a soccer "family" ... respect, loyalty and acceptance!

*Nobody Outworks a Greyhound!*

### **Team Rules**

Each parent and player should read and understand each of these rules as well as the Minnesota State High School League rules and accept the consequences of violating them.

### **Duluth East Athletics Student First Policy**

This policy was developed to ensure that Duluth East Student Athletes continue to focus on academics along with participation. Student Athletes are held to a higher level when it comes to the privilege to participate in student activities. See MSHSL and District guidelines.

#### **Meeting Classroom Expectations:**

- Student Athletes **MUST** check in with teachers to make arrangements for make up work. This should be done at least two days prior to the date they miss class for a game or activity!
- Student Athletes must meet classroom deadlines and make it easy for the teacher to make up work. Missing time for athletics is not an excuse for late work or late making up work.
- Failure to meet academic deadlines, displays of disruptive behavior, and excessive tardies & absences may result in practice and game suspensions.
- Coaches must monitor grades prior to and during the season. Coaches can obtain grade reports from Activities office. All info is protected under data privacy laws and guidelines.
- *It is a privilege, not a right to participate in MSHSL activities.*

### Academic Help:

The National Honor Society – Tutor Room has tutors available (Room 2365) If a team goes on an overnight and misses class time – The coach must have mandatory study time on the bus trip or hotel. During this time videos or cell phones are not allowed. Saturday School is available, sign up in the main office!

### Attendance:

- Student Athletes must attend class following a road game or trip; if a team gets home late the coach should give them the following day's practice off.
- If a student has been excused for an all day absence and it is not a school related absence, the student may not participate in any after school activity that day.
- If a student comes to school in the morning and then is excused for the rest of the day due to an illness or an unexcused absence, the student may not participate in any after school activity that day.
- Students must be in attendance at least the last two hours of the day in order to participate in games or practice. Special circumstances must be cleared with the activities office prior to the event. Student athletes that violate the district participation attendance policy can be subject to multiple game penalties.
- *Middle school athletes participating at the High School level need parent permission to leave school in accordance with school policy.*

### Academics:

- Two Consecutive grade periods under a 2.0 = "Ineligible" for game/contest participation until the issuance of the next report card. GPA must be at or above a 2.0 in order to participate. Progress Report Each Week turned in by Friday at 9:00a.m.
- Under a 2.0 in a grade period = probation for four weeks, must be above a 2.0 in order to play. Progress Report Each Week turned in by Friday at 9:00a.m. Below a 2.0 = "Ineligible"
- Progress Reports can be found outside the East Activities office or online. Must include all classes !
- Must be signed by 1) Activities office 2) Coach 3) Parent and turned into the Activities Office
- "Ineligibility" is described as a time the student may continue to practice but may not participate in varsity games or contests. **No Progress Report = "Ineligible"**

### **Arts, Activities, Academics, and Athletics**

I am a huge backer of having our student/athletes get involved at East High School. If you have a conflict please work out a compromise that works best for your son between the advisor, coach, or teacher. If you can't come up with one that is satisfactory please contact me and I will help!

### **Lettering Policy**

In order to letter in soccer you must fall into one of the following categories: play in over ½ of the games or, in the opinion of the coaching staff, the individual has made a significant contribution to the team.

### **Appearance**

Players should report to games wearing the team warm-up uniform. Away from soccer, players should dress in such a way that reflects positively on our school and team. **Duluth East Soccer** gear and apparel is suggested – wear it with PRIDE. Dress like a team – not individuals!

### **Returning Home**

Players are expected to drive back with the team bus. Team bus rides are considered a team activity! Parents should talk to the head coach about any circumstances before the bus leaves. Parents must provide a note that releases them from the team that is signed and dated. **Players MUST ride with a parent – they CANNOT drive themselves.**

### **Travel Policy**

- We expect kids to ride the bus – Riding the bus is a part of the "team" experience. Win/loss.
- Travel Release for emergencies→ Forms on Website/outside AD office (Coach or AD can sign)
- Students must ride with THEIR parent/Students may not drive to away events except to Hermantown, Proctor, Superior, and Duluth

- Students must be in attendance at school at least two hours (end of the day) in order to PRACTICE or participate in GAMES. However, *if a student is at a medical appointment they are ok with a note from the Doctor.*

### **Captains' (and Seniors) Responsibilities**

- To lead the team in a positive soccer setting.
- To remind players of their equipment responsibilities when necessary.
- To lead players in enthusiasm and hustle and to help create a competitive atmosphere.
- To bring players problems directly to coaches and not let rumors or ill feelings harm team play/goals.
- The captains are team representatives. Athletes in violation of MSHSL rules will be ineligible to serve as captain.
- To not play favorites and to be fair to every player and coach.
- If a captain violates MSHSL or East HS rules – they will no longer be captain.

### **Responsibilities**

1. Each player is responsible for their own actions and they are accountable for them. Part of that responsibility is taking care of their uniform, warm-ups, and any other team issued equipment.
2. Varsity players will be in attendance for the beginning of JV games, and JV players must be attendance for the entire Varsity game. This is for games that are at the same site. All team members are to sit together as a team away from student sections if possible. If a player has a conflict it must be cleared with the head coach.
3. Curfew is to be observed at 10 PM during school nights and/or before **games** and 11:30 PM during the weekend (parental curfews supercede these, if it is earlier!). Parents and captains are expected to monitor the curfew times
4. No friends or parents are allowed in the team area during the game or immediately following the game unless cleared with the coaches.
5. All players are required to help clean up the game and practice sites after the game or practice has concluded. Players should wait until the coaches have addressed them before they leave after games.

### **Bus and Locker Room Procedures:**

- You will be expected to assist team managers in keeping locker room and buses in first-class condition. All trash will be properly disposed.
- Each player must make sure that the bus is cleaned before they get off. This is not the job of the coaches or the bus driver. Be responsible, be adults.

**All players must help with field set up and take down prior to and after games!**

### **JV admittance to Varsity Games**

A junior varsity player, who competes on the same day, but at a different site, will be admitted to the varsity game without charge by following this procedure. The JV coaches will notify and arrange a time following their game and be responsible for the athlete's entry. The junior varsity coach will meet his/her players at the ticket gate and upon the coach's identification the rostered players will be admitted without charge. JV must play to get into Playoff games.

### **Conduct on the field:**

- You will be expected to conduct yourself in a first-class manner at all times.
- All rules for the MSHSL Athletic Eligibility Statement are to be followed. Especially note the Student Code of Responsibilities. You are expected to fully respect the rights and beliefs of others and treat others with courtesy and consideration; you are expected to be fully responsible for your actions and the consequences of your actions. You are expected to respect the property of others. You are expected to respect and obey the rules of the school and the laws of your community, state, and country. Anyone violating these rules is subject to disciplinary action and will not be eligible for all-conference or all-state awards. Do your part to maintain the high standards of the boys soccer program.
- Use of tobacco and drugs is banned as stated by the MSHSL rules. Anyone violating this rule will not be eligible for all-conference or all-state awards. Remember your teammates and coaches are counting on you to follow the MSHSL rules.

Violations of these rules shall result in game and practice suspensions based on the severity of the offense.

All players are subject to the Minnesota State High School League Rules and Eligibility requirement that are available in the East activity office.

- No talking to officials unless you are a captain
- No swearing on or off the field

- Sportsmanship – prior to game – shake hands of officials, opposing teams, and coaches – wish them luck
- Post game – shake hands of officials, players, and coaches – show class.
- Clean up the bench area and locker rooms when visiting. At East HS, clean up both HOME and AWAY!

### **Open Door Policy:**

If you have any questions, complaints, or problems feel free to discuss them with us. Let's keep soccer matters within our own "soccer family". As a member of a team it is important that you realize that your personal choices affect other members of the team. Discuss additional activities involving time and energy with your coach prior to your involvement to ensure that neither you nor the team is adversely affected.

### **LINE OF COMMUNICATION ISD #709 EXTRACURRICULAR CONFERENCE PROCESS**

24 Hour Rule- Individuals who are upset must wait until 24 hours after a game to bring up a complaint. This allows individuals time to think with a level head and take the emotion out of the situation, this will result in a more effective and productive conversation.

### **INTRODUCTION**

The ISD # 709 Extracurricular Conference Process has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians, and students for the resolution of concerns related to the athletic/activity programs. This process is a means by which concerns/problems about the IDS #709 extracurricular programs can be resolved.

In order to establish a positive atmosphere and assure that the proper channels of communication will not be circumvented, the athlete, parent, coach and administrators have outlined a process for the use. All participants in the process are to adhere to the guidelines at all levels of the process. Any deviation from this plan will result in the expiration of the process.

### **Level I - Verbal**

If a student and/or parent have a concern about an athletic program, decision, and/or coach, it is his/her responsibility to complete the following portion of the conference process:

Step I. A parent/student initiates the communication with the coach within five school days of the incident, decision, action that is under question.

Step II. The parent/student is to meet with the coach and discuss the concern/problem with him/her with the intent to resolve the issue. (If the problem involves an assistant coach, the head coach of that sport is to be involved in the meeting).

- a. Parents/students are to address themselves only to concerns/problems related to them. In order to be in compliance to the "Privacy in Information Act", concerns/problems related to other athletes are not to be discussed.

Step III. If the matter has been resolved to the parent's satisfaction, the process will end. If the matter has not been resolved to the parent's satisfaction, then the parents should proceed to level II

NOTE: Concerns regarding playing time/team selection/strategy can be discussed at Level I, but not beyond.

### **Level II - Written**

If either party has not been satisfied by the proposed resolution of the problem on Level I, they have the option to request a continuation of the process to Level II.

Step I. Either party has the option to submit the necessary written form to initiate Level II. Failure to comply during the stated period of time will result in termination of the process.

Initiation of Level II, however cannot be started unless all of the steps in Level I have been completed.

Step II The parent/student meets with the coach and Activities Director to discuss the issue.

Step III. The Activities Director will give/mail a copy of the summary to all the participants in the conference within five school days and will forward a copy of the summary to the building principal.

Step IV. If the matter has been resolved to the parent's satisfaction, the process will end. If the matter has not been resolved to the parent's satisfaction, then the parents should proceed to level III.

### Level III – Committee

The Principal will be responsible for convening a committee to review Level II Conference summary.

- I. The make-up of the four person committee shall be determined by the building principal.
- II. The building principal will complete a written summary of the conference with will include any resolutions/decisions reached in the conference.
- III. The Principal will give/mail a copy of the written judgment to all the participants in the conference with ten school days.
- IV. All decisions made by the Level Committee are final.

This is the process for complaining; e-mails will not be read or responded to in any manner. Emails often times can be taken out of context and messages can be misunderstood, to insure this doesn't happen complaints through e-mail will be immediately deleted. If a parent complains before a player-coach meeting the parent will be reminded of the process and the conversation at that point will end.

### **Duluth Public Schools Return to Play Procedure:**

1. Coach/Certified Athletic Trainer evaluates and assesses the injury.
2. If, after the initial evaluation, the injury seems minor and the athlete wants to return to participation, the re several criteria and functional tests that will help assess the athlete's physical ability to return.
  - *The injured athlete should have nearly full strength of the uninjured side.*
  - *The injured athlete has complete range of motion of the affected body part.*
  - *The injured athlete should have NO significant swelling or fever in the affected body part.*
  - *The injured athlete should have NO significant pain in the injured area.*
  - *The injured athlete should be able to perform a series of tests which will test his/her ability to participate in the activity. If there is any concern about an injury, DO NOT return a student to play. Refer the injured athlete to the Certified Athletic Trainer or Doctor.*
3. Coach/Certified Athletic Trainer will immediately contact parents in the event of a significant injury.
4. If a PLAYER gets injured and they go to the doctor or professional **they must** be cleared to play by filling out the "resume participation" form by their doctor. The district "return to play" form must be used. Coaches will not accept a hand written note, or a note from a family friend or parent that is a doctor. The note must come from their primary doctor or the doctor that oversaw the student athlete.

### NOTE:

- Injuries and sickness must be reported to coaches and trainers immediately by parents and players. Failure to do so could result in additional missed games or practices.
- The coach, in conjunction with the Certified Athletic Trainer, is responsible for making the "return to play" determination. The Certified Athletic Trainer (Jennie Koelling [Jennie.Koelling@essentiahealth.org](mailto:Jennie.Koelling@essentiahealth.org)) will read and evaluate the "return to play" form and make a determination to which activities student athletes can participate in.
- If the Certified Athletic Trainer is not present, the coach must make a determination to the best of their ability. Coaches are instructed to always error on the side safety; this directive comes from the MSHSL and is directly tied to reducing the chance for re-injury.
- No form = No play  
Injured players will not be permitted to drive. Coaches will contact parents, parents will arrange for transportation.

The return to play form should be handed in 24 hours prior to a game or practice. The Coach, Certified Athletic Trainer, and AD should all participate in this process.

### Fundamental reminder about this rule

It has always been the ultimate responsibility of the coaching staff, in all sports, to ensure that players are allowed to compete in practice or contests only if they are physically capable of doing so. Coaches are responsible for determining playing time, this protocol does not supersede that responsibility.

- The "return to play" form can be found in the activities office, trainer's room, or online.

### **Illness:**

- Students must be in attendance at school at least **two hours** (end of the day) in order to PRACTICE or participate in GAMES.
- However, *if a student is at a medical appointment or an emergency a note can be brought in to excuse the student/athlete from the two-hour minimum rule.*
- *This note must be shown to the Activities Director or Coach in advance, and must be signed by the doctor, dentist, or be a family emergency.*
- Students who are excused for a school sponsored event Leave School Pass may practice or play, on presentation of the permit to their coach or advisor.
- A student who has been suspended either in school or out of school may NOT participate in practices/contests and /or scheduled activities during the time of suspension.

### **Equipment:**

- Each player is fully responsible for his equipment. That player will pay for any missing equipment. \
- Bring home and away jerseys, socks, and shorts to all games. Keep them in a waterproof plastic bag.
- Don't wear jewelry to practice or games.
- Line up bags behind bench or sidelines – be first class, act first class, play first class.

### **Season Attendance Policy:**

- All Players are required to attend each practice and game
- Classroom attendance. Miss school = Miss practice, game unless school related
- You are a student athlete. It is your responsibility to balance your commitment to the team and your studies. (No practice no play, unless cleared with the coach)

### **Playing other sports:**

We expect our soccer players to play multiple sports, this makes our soccer players better athletes all-around. We do however expect that during the soccer season, soccer is the only sport that is played. We do have exceptions for college showcase or recruiting opportunities, all star games, etc....please clear with the coach!

### **Playing Time**

For a coach this is the #1 area of contention between an athlete and a coach. Every person that has coached has been criticized regarding this issue.

First, we have a plan on who we want to play and when, and most of the times it doesn't work out.

Second, we are always looking for ways to play everyone on our roster

Third, as the season turns towards Section Playoffs we look to find the winning formula which may mean some players see more time and others see less or none

Fourth, we will try and communicate to the players what they can do to earn more playing time, if a player is executing in practice, working hard, being dedicated, and contributing positively in games they will **play more**.

**Roster Limits:** Our program is limited to the number of players that can be taken. With that said, cuts may be made to meet school district limits. The varsity team will be limited to the top players. Some players may move between levels for practices and/or games. The final varsity section roster will be made up of the top 22 players that the coaching staff feel will help the team advance in the sections and state tournament. Throughout the season player movement may occur helping an individual, the team, and the program become successful.

### **How players earn playing time:**

- Players earn playing time in practice. If they don't practice – they won't play, unless it is excused or an extenuating circumstance.
- We have to be grade blind, however there are times maturity does matter and older players may be played over younger players.
- Players earn time if they execute during games and practice. The question must be asked – would the coaching staff play players they don't believe deserve to? Do the coaches not want to win? Any player can earn a starting spot and unlimited playing time. This starts in practice.

- o The coach's watch the players everyday, they see how they practice the effort they put in, and how they perform. If a player does not perform – they will not see the playing time in the game. This is fair.
- o The team is bigger than the individual....” The name on the front of the sweater is more important than the one on the back.” That is what it means to be on a team.
  - Not Summer Soccer – nor does that season matter in the fall
  - Playing time – will be fair but not equal
  - Practice/Attitude/Execution – determines playing time
  - Open Door Policy – Starts with the Coaching staff!

### **Move Up Policy – JV – Varsity**

Based on same criteria as playing time – however position, individual talents, strengths, and opposition will be taken into account!

### **Hazing**

Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Coaches will make sure that the team does not engage in the following:

1. Initiation rites that includes face-painting or unusual costumes
2. Any physical activities (paddling, blindfolds, obstacle courses, etc.)
3. Any public activities that would embarrass or single out a member. (singing in a restaurant, standing on a street corner waving at cars, making purchases which may embarrass the individual)
4. Any activity that involves putting up signs or toilet paper on any buildings or homes or anything in a yard.
5. Any activity that separates team members and treat them in an embarrassing way.

### **Social Media Policy – Facebook/Twitter, etc.**

As a student in the **Duluth Public Schools**, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important that as a student in the **Duluth Public Schools**, you are aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a student in the **Duluth Public Schools**, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

### **Guidelines for Students Using Social Media:**

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student and athlete in the Duluth Public Schools you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such a full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.



2. Be aware that community members, family and potential current and future employers and college admissions offices often access information you place on on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like "Google" or "Yahoo" may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
6. Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc...is liable (civil and criminal) for your actions as a minor as well.

Things students should avoid when using Social Media:

1. Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches; student-athletes, administrators or representatives of other schools.
  2. Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don't respond to these.
  3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
  4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
  5. Indicating knowledge of an unreported felonies, crimes, thefts or damage to property or unethical behavior.
  6. Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.
- One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.
  - Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.
  - The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

**Schedules (Practice and Games)**

The game schedules is available on the Duluth East Activities webpage. Below is the address to this site. Please learn how to use the system.

Websites

- East Activities Home Page <http://duluth-east.isd709.org/activities> Google Duluth East Activities
- Online Activities Calendar – Updated Daily –www.eastgreyhounds.com
- “Notify Me” Option – receive automated schedule changes real time!
- Online Registration - <http://www.isd709.org/activities-registration>
- MSHSL – [www.mshsl.org](http://www.mshsl.org) - - Schedules/Coach Contact/State Tourney Info/Rules/etc