



# **Madelia High School**

**Blackhawks  
Wings United  
Spartans  
Eagles**

## **Student-Athlete/Parents Athletic/Activities Handbook**

**2025-2026**

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## **SECTION 1: EXTRA-CURRICULAR BELIEF STATEMENTS**

AT MADELIA HIGH SCHOOL WE BELIEVE....

- That extra-curricular activities are an extension of the classroom and are an integral part of the total educational program offered at Madelia Public School.
- That the family should play an important part in any decision that is made in an activity.
- Through these activities, students are provided the opportunity to become better individuals and students.
- That participation in extracurricular activities is a privilege which carries with it responsibilities to the school, the program, the student body, the community, and the participants themselves.
- That students are encouraged to participate and excel within the principles of good sportsmanship and fair play.
- That the primary responsibility of a coach and coaching staff should be with assisting students in acquiring the educational values and skills inherent in a well-rounded extra-curricular activity.
- That all coaches should be well-trained and the head coach must assume a major role in the development of their respective program and the students they have participated.
- That students should have varied experiences commensurate with their interest and abilities.
- That students should have freedom of choice in selecting activities in which to participate involving the arts and/or athletics and/or academics.
- That all coaches should work in conglomeration to support and encourage participation in all activities offered through the Madelia Public School.

## **SECTION 2: BENEFITS OF CO-CURRICULAR ACTIVITIES AT MADELIA HIGH SCHOOL**

### **1. Activities Support the Academic Mission of Madelia High School**

They are not a diversion but rather an extension of a good educational program. Students who participate in activity programs tend to have higher grade-point averages, better attendance records, lower dropout rates and fewer discipline problems than students generally.

### **2. Activities are Inherently Educational at Madelia High School**

Activity programs provide valuable lessons for practical situations – teamwork, sportsmanship, winning and losing, and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence and develop skills to handle competitive situations. These are qualities the public expects schools to produce in students so that they become responsible adults and productive citizens.

### **3. Activities Foster Success in Later Life at Madelia High School**

Participation in high school activities is often a predictor of later success – in college, a career and becoming a contributing member of society.

## **SECTION 3: MINNESOTA STATE HIGH SCHOOL LEAGUE AND MADELIA HIGH SCHOOL RULES AND REGULATIONS**

As a member of the MSHSL Madelia High School student-athletes must meet the following eligibility requirements to participate in MSHSL-sponsored activities:

1. Student and parent/guardian-signed MSHSL Athletic and/or fine arts Eligibility Statement.
2. School District enforcement of MSHSL minimum participation ineligibility policy for drug, tobacco, harassment, hazing or character clause infractions as outlined in the Madelia High School Student Handbook and in Section 5 of this handbook.
3. Student physical examination form on school district file. (Updated every three years)
4. Attendance of season student/parent/coach/administration MSHSL Code of Conduct meeting with completion of MHS Code of Conduct form on file in the district office.

5. Completion of base-line concussion testing through Madelia Community Hospital.

**NOTE: All electronic communication sources, i.e. internet pictures, web-site messaging, texting communication, etc., are considered viable evidence and incriminating documented information as to MSHSL and Madelia High School student/athlete rule and policy violations. Evidence of tobacco, chemical, alcohol, harassment, hazing, character clause, and code of conduct violations through electronic communication avenues will be construed as MSHSL and Madelia High School violations and will be enforced as such.**

As a member of Madelia High School, student-athletes must meet the following eligibility requirements to participate in MSHSL and Madelia High School extra-curricular activities.

1. MHS Code of Conduct form to the high school office.
2. Academic eligibility policies as outlined in the Madelia High School Student Handbook.
3. Yearly, semester, quarterly and daily attendance eligibility policies as outlined in the Madelia High School Student Handbook.
4. Behavior eligibility policies as outlined in the Madelia High School Student Handbook.
5. Extra-curricular activities not sponsored by the MSHSL will be sanctioned by the respective advisors with administrative approval.

NOTE: In the case of student academic ineligibility status for extra-curricular activities as of the end of the school year (fourth academic quarter) that status will be applied to the first 10 academic school days of the following school year (first academic quarter).

#### **SECTION 4: ELIGIBILITY RULES**

Madelia High School Activities/Athletics are subject to all rules of the Minnesota State High School League and those adopted by the Madelia High School Board of Education. Some of the important rules with which a student should be concerned are as follows:

A. Activities require proper rest at night. Any special training hours may be set -up at the discretion of the director. It is a good habit to get in at a reasonable time every night, including weekends, so participants are well rested for the next week of participation.

B. Profanity shows the inability to express oneself. Continued use of profanity will bring about a suspension at the discretion of the director.

C. The following will apply to MHS students in grades 7-12 who are involved in an activity and are failing a class/classes at the end of each 4 ½ week interval:

At the end of ten academic days of the ineligibility period beginning the first academic day of the next grading period, academically ineligible students participating in activities will be re-evaluated in all classes to determine if they are currently passing. If they are passing at that time they will become eligible and will be allowed to participate in activities immediately.

D. Student activity ineligibility status for athletic contests based on 4th quarter failure of one or more courses will extend into the next school year from the first day of fall program practice through the 10th school day of the 1st quarter. Academically ineligible students may become eligible for contests at that time providing they are passing all 1st quarter courses. Students may become eligible at any time following the 10th school day upon passing all courses for the remainder of each quarter. Academically ineligible students are expected to participate in all practices, contests, and program activities during their ineligibility period. Teachers, coaches, and administration may provide for academic progress remediation sessions as needed during the academic recovery period.

E. Student participation and completion of course work during summer school does NOT impact sports eligibility for the fall. Students may work to finish an incomplete during the summer, based on teacher and administration approval. If the student successfully completes the necessary work to pass the course, that class would not impact fall eligibility.

F. Any unexcused absence from a class on the day of a contest by a student, including dismissal from class, will result in ineligibility for the remainder of that day. An unexcused absence on a non-contest day will result in an assigned detention by the Principal. A second unexcused absence from a class in a semester, including dismissal from class, may result in ineligibility based on MHS Code of Conduct Policy determined by the Principal, Activities Director, and Head Coach.

G. Any behavior or action considered to be detrimental to the activities program by the Activities Council, will result in the violator appearing before the Madelia High School Activities Council to decide his/her future in the activities program.

H. The following rules shall apply during the entire year (12 month):

1. The penalty for possession/consumption of alcohol, tobacco, and possession/consumption of the mood altering chemicals will be:

**1st Violation:** After confirmation of the first violation, the student shall lose eligibility for no fewer than a total of one-third of the season or season's scheduled Minnesota State High School League interscholastic contests and other specified extra-curricular activities in which the student is a participant.

**2nd Violation:** After confirmation of the second violation, the student shall lose eligibility for no fewer than one-half of the season or season's scheduled Minnesota State High School League interscholastic contests and specified extra-curricular activities in which the student is a participant.

**3rd Violation:** After confirmation of the third or subsequent violations, the student shall lose eligibility for no less than a total of a full season's scheduled Minnesota State High School League interscholastic contests and other specified extra-curricular activities in which the student is a participant.

If after the third or subsequent violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

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

Penalties shall be accumulated beginning with the student's first participation on a high school team or activity-beginning with junior high-and continuing throughout the student's high school career.

**Specified Extra-Curriculars:** One-Act Play, Speech, Choir and Band small and large group MSHSL competition.

**Non-Minnesota State High School League Activities:** Non-athletic activities that are not covered by Minnesota State High School League rules will be sanctioned by the respective advisors with administrative approval. Students will be informed of the eligibility criteria by the advisor of that particular activity.

## **SECTION 5: STUDENT/PARTICIPANT RESPONSIBILITIES**

It is a privilege to participate in extracurricular activities, and therefore, all students attending Madelia High School must complete the following in order to be eligible to compete in extra-curricular activities:

1. Read and sign the Minnesota State High School League Athletic and/or Fine Arts Eligibility Statement
2. All seasonal activity fees must be paid.
3. Provide documentation of a completed physical examination for a three-year period.
4. Meet Madelia High School academic eligibility standards policy.
5. Adhere to the Madelia High School Student Handbook attendance policy.

6. Maintain proper sportsmanship and present a positive image of yourself, your program, Madelia High School, and the community of Madelia at all times. No t-shirts, hats, tank tops, or any inappropriate attire or disruptions as deemed by the coaching staff and school district policy are allowed by students and staff at home or away events.
7. Adhere to the Minnesota State High School League drug, alcohol, tobacco, harassment, hazing and general character clause policy.
8. Refrain in taking part in illegal activities that may reflect on individuals and school programs.
9. Attend Madelia High School respective program pre-season meetings, all mandatory team meetings, practices, and functions as prescribed by administration and team coaches.
10. Complete the Madelia High School code of conduct for extra-curricular participant's form.
11. Care for and use all equipment and uniforms properly.
12. Communicate with the coaches/advisors of the activity in which you participate.
13. Completion of base-line concussion testing through Madelia Comm. Hospital.

**NOTE: All physical examination forms, annual MSHSL forms, annual Code of Conduct forms, seasonal sports fees and base-line concussion testing results on file must be completed/paid and on file in the high school office before a student may be eligible to participate in a program.**

## **SECTION 6: PARENTAL/GUARDIAN RESPONSIBILITIES**

In order for your son or daughter to participate in Minnesota State High School League-sponsored activities at Madelia High School, you, the parent/guardian, must read and sign the MSHSL Athletic and/or Fine Arts Eligibility Statement. It will then be placed on file, annually, with the high school office. You must abide by all of the rules and recommendations prescribed below:

1. Assure that you and your student-athlete read and sign the MSHSL Athletic and/or Fine Arts Eligibility Statement and return it to the high school office.
2. Assure that your student-athlete pays all seasonal participation fees set by Madelia School District policy.
3. Assure that your student-athlete completes and submits to the high school office documentation of a physical examination every three years.
4. Assure that your student-athlete meets the MHS academic eligibility standards policy.
5. Assure that your student-athlete adheres to the MHS attendance policy.
6. Assure that your student-athlete adheres to the MSHSL drug, alcohol, tobacco, harassment, hazing, and character clause policy.
7. Assure that you and your student-athlete read and sign the MHS Code of Conduct policy form and submit it to the high school office.

8. Maintain a positive atmosphere for all persons at home and in attendance at extracurricular events towards officials, coaches, and participants.
9. If there arises any grievances, these are handled in a professional manner and expeditiously in accordance with the MHS activity grievance procedure policy.

### **Parent's Code of Conduct**

Actions by parents, fans, and coaches may have a lasting impact on children. As a parent or guardian of a player, your actions reflect not only on you, but your child, his/her team, and Madelia High School. As a member of the Madelia School Community you agree to the following guidelines:

- I will remember that children participate in athletics to have fun.
- I will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy.
- I will promote the emotional and physical well-being of athletes.
- I will refrain from coaching my child or other players during games and practices.
- I will encourage and support my child.
- I will refrain from becoming confrontational about calls made by officials and will respect game officials and their decisions.
- I will refrain from using language and actions with the intent to hurt, intimidate, or humiliate any player, coach, official, or spectator.
- I understand that violation of this code of conduct may be cause for removal, suspension, or permanent expulsion from future athletic contest(s).

### **SECTION 7: COMMUNICATION**

**MHS encourages open and constructive communication between parents, coaches, students, and administration. It is important to the success of all Blackhawk and Wings United programs and to the well-being of the student-athletes.**

MHS coaches will conduct mandatory program pre-season meetings for all student-athletes and at least one parent/guardian, grades 7-12 regarding MSHSL and MHS eligibility rules and policies, and extra-curricular expectations of our student-athletes, parents, coaches, and administration. These meetings will take place prior to each respective sports season. All fees and forms are to be completed prior to the pre-season meetings. Student-athletes and parents/guardians not in attendance at the pre-season meeting are to communicate with the head coach to be responsible for program information presented at the meeting.

MHS coaches will utilize the Remind app to communicate with athletes and parents between practices and games. No other form of communication will be utilized by coaches. To receive these notifications, athletes and parents must download the Remind app.

Communications parents should expect from the coach:

1. Expectations the coach has for your child and the team as a whole.
2. Practice and contest times and sites, transportation details, program special events, etc.
3. Team requirements.

Communications coaches should expect from players:

1. Student-athletes should express concerns immediately and directly to the coach in a manner that does not interfere with the operation of the team in practice or a contest situation.
2. Student-athletes should notify the coach of any schedule conflicts well in advance.
3. Student-athletes should notify the coach of specific concerns in regard to a coach's philosophy, expectations, and/or demeanor.

Lines of Communication:

1. THE STUDENT-ATHLETE SHOULD TALK DIRECTLY TO THE COACH.
2. IF A RESOLUTION IS NOT REACHED THEN THE PARENT(S)/GUARDIAN AND STUDENT-ATHLETE OR PARENT(S)/GUARDIAN SHOULD TALK DIRECTLY TO THE COACH.

If a resolution is not reached, then proceed to step 2 of Section 14: Grievance Procedures.

Appropriate concerns to discuss with coaches:

1. Concerns regarding your son or daughter's skill level.
2. Ways to help your son or daughter in the activity.
3. Concerns about your son or daughter's behavior.
4. Any appropriate issue coaches agree to openly discuss.

Inappropriate concerns to discuss with coaches:

1. Team strategy.
2. Play calling.
3. Issues with other student-athletes.
4. Playing time.

Times and places to contact coaches:

No coach should be contacted at home unless it is an emergency. Coaches at Madelia High School can be contacted at 642-3232.

All athletic activities and coaching personnel shall be directly responsible to the athletic director who in turn is responsible to the high school principal.

## SECTION 8: LETTERING PROCEDURES

In order for a student-athlete to earn a Blackhawk or Jayhawk varsity letter in a particular sport/activity the student must meet all requirements set down by the coaching staff for that particular sport/activity and may include commitment, good standing, character, eligibility status. All decisions of the coaching staff are final. A student must participate in and complete the season in good standing to be eligible for earning a Blackhawk, Wings United, or St. James/Madelia varsity letter. Other eligibility issues during the season concerning a student-athlete's ability to earn a varsity letter in a program will be determined by the discretion of the coaching staff. Any concerns about varsity letters may be appealed to the athletic director through the Grievance Procedures as outlined in Section 14. Blackhawk and Jayhawk letter certificates, pins, and chenilles will be awarded to student-athletes at the annual MHS Athletic Banquet.

### MHS Athletic/Activity Awards for a Letter:

1. First letter earned in a program-receive an "M", Wings United, or St. James/Madelia activity chenille letter, certificate, and sport pin.
1. Succeeding letters earned in a program-receive a certificate and bar pin.
2. Final letter earned in a program as a senior-receive a certificate, bar pin, and a senior plaque for Elite Athlete Award Winners.

### MHS Individual minimum Athletic/Activity Lettering Guidelines:

FOOTBALL- participation in one-third of varsity games  
SOCCER-participation in one-third of varsity matches  
VOLLEYBALL- participation in one-third of varsity games  
CROSS COUNTRY- participation in one-third of varsity meets  
BASEBALL- participation in one-third of varsity games.  
BASKETBALL- participation in one-third of total varsity halves  
WRESTLING- participation in one-third of possible varsity matches  
GYMNASTICS-participation in one-third of varsity meets  
GOLF- participation in one-third of varsity meets  
TRACK- participation in one-third of varsity meets  
SOFTBALL- participation in one-third of varsity games

All final varsity lettering decisions are subject to each program head coach's final discretion.

## SECTION 9: ATHLETIC PARTICIPATION GUIDELINES

**NOTE: Students grades 7-12 are eligible to participate in Madelia School District and MSHSL sponsored athletics and activities.**

### Playing time at the junior high level: (7th and 8th grades):

The philosophy of all Madelia School District-supported athletic programs through the junior high level is to develop skills and encourage participation. Players should be given the opportunity to play in each game that is scheduled during the week.

While it may be impossible to have equal playing time for every player, every effort will be made by the coaching staff to provide fair amounts of playing time to each player over a number of games. Factors that may affect playing time at this level include, but are not limited to, the type of competitive setting such as tournaments along with a daily basis of behavior, hard work, dedication, attendance, listening to coaches, willingness to be coached and academic progress.

#### Playing time in upper grades: (9th through 12th grades):

Starting at the ninth grade level, playing time will be increasingly based on the team's best chance to compete along with other factors including, but not limited to, the ones listed for the junior high levels. Coaches will play as many players as possible while still providing the team the best chance to compete. If the outcome of a game becomes obvious, coaches are encouraged to provide participation opportunities to all players.

#### Movement of players to an accelerated level of competition

Any "moving up" of players to an upper level of competition must address the player's ability, maturity level, social impact, and playing time. Any movement of players to an upper level of competition will involve three parties and the following procedure will be followed:

1. The coaches at both levels involved should agree that such a move is warranted.
2. The coach will discuss the proposed move with the parent.
3. If the parent approves, the coach may discuss the proposed move with the athlete for his/her approval. Parents may also inform the coach before the season starts if they do not want their son or daughter to be considered for movement to an upper level.
4. The athletic director will be informed of any such moves.

#### Exception to Procedure

Temporary fill-in type moves need not follow the outlined procedure.

#### Movement of Junior High students (7th or 8th grades)

The "moving up" of players to an upper level should be a rare exception. The belief is that these players should play at their grade level when a team exists at that level.

#### Cutting of players

Cutting of players is discouraged. However, there may be situations when it is necessary to cut players due to overall numbers or numbers limited on a MSHSL tournament squad. When cutting is necessary, the coach will outline their cutting policy and procedure at the pre-season player-parent-coach meeting. The coach will

inform the athletic director and high school principal prior to any cutting of athletes regarding the format and procedure.

## **SECTION 10: FAMILY TIME, ACADEMIC ACTIVITIES AND WEDNESDAY FAMILY NIGHT**

Family time is important to all students at MHS. The role of the family should play an important part in any decision that is made in any school activity. The athletic director and coaches will take into consideration the age and grade level of the athlete when developing practice and contest schedules. The athletic director and coaches will also consider family time during the holiday seasons relative to practice times, number of contests and their schedules.

Coaches should be flexible in allowing athletes release time and encouraging athletes to participate in academic activities. The extent of this flexibility should take into account things such as athletes' age, level of competition, benefit to the athletes, direct effect on the program, etc.

In agreement and coordination between the Madelia School District and the local ministerial association it is MHS policy that no events or practices may proceed past 6:00 on Wednesday evenings. Students with church obligations are excused from practices.

## **SECTION 11: TRANSPORTATION POLICY**

All students are expected to ride back to school on the bus following away program events. Coaches are to monitor behavior and bus policies. Any violation of bus policy by a student should be reported to the athletic director. A student may be excused from riding school transportation via the following procedures:

1. An immediate parent/guardian signs a release form at the event site and communicates to the head coach that their son/daughter will ride home with an immediate parent/guardian only.
2. An immediate parent/guardian sends a signed school responsibility release form to school and it is put on file with the athletic director at least a day before the contest and preferably sooner. Release forms may be obtained from the athletic director in advance. The parent/guardian will then be responsible for their son/daughter's transportation to and/or from the event site and assume liability.

## **SECTION 12: SCHEDULING AND SCHOOL EVENTS ACCESSIBILITY**

### Practices:

All practices should be well-organized and kept at a reasonable length.

Parents will be informed of practice schedules at their pre-season meetings and a schedule of practice times will be developed by the athletic director with input from the coaches.

The MSHSL prohibits organized contests and practices on Sundays. All practices during the normal vacation periods must be scheduled through the athletic director. Coaches will refrain from scheduling practice sessions on the following calendar dates:

Thanksgiving Day  
Christmas Eve Day  
Christmas Day

New Year's Day  
Easter Sunday

Coaches will schedule practice sessions for p.m. on the following dates:

Labor Day  
Dec. 26  
Jan. 2

Presidents' Day  
Easter Monday  
Memorial Day

The complete Madelia High School schedule of Blackhawk and Jayhawk athletic contests may be accessed on the Madelia School District Web Site at [www.madelia.k12.mn.us](http://www.madelia.k12.mn.us)

### **SECTION 13: WEATHER-RELATED SCHOOL EVENT INFORMATION**

It is the policy of the Madelia School District that in the event of a weather-related school closing all scheduled events and activities including practices, contests, recitals, concerts, community education activities, etc. for that day will be canceled with no exceptions and the school buildings are to be evacuated by students and school personnel. Announcement of cancellations, postponements, and re-scheduled events will be made to students and coaches in due time to make arrangements. This information will be made available to the public immediately on the web site. Announcements will also be made on local television and radio stations.

### **SECTION 14: GRIEVANCE PROCEDURES**

If there arises a concern, problem, or dispute among any affected parties the following grievance procedures will be used:

1. No conflict between a parent, student, or coach should be addressed during or immediately following a contest. The contest site, practice location, lobby, or locker rooms are not appropriate places to handle conflict. Coaches are not to meet or deal with conflict at these times or places. Most conflicts are better resolved after an appropriate reflection period. After such, affected parties should directly contact the coach within 48 hours of the incident. Any concerns must fall within the guidelines established in Section 7: Communication. If this does not solve the immediate problem, then proceed with steps 2-6 below. If a concern, issue, or dispute takes place at a lower level than the varsity level and/or with an assistant coach in the program the

immediate coach should be contacted with the understanding that the head coach is responsible for all concerns and issues dealing with the overall program.

2. The problem must be described fully and submitted, in writing, directly to the athletic director within three working days of the incident.
3. All individuals involved will then be contacted by the athletic director and the issues will be discussed with possible solutions presented.
4. If the problem is not resolved the persons involved will be called in for a meeting within one week of Step 2.
5. If step 3 does not resolve the issue, the athletic director will convene a grievance panel, consisting of program coaches, principal, superintendent, and a school board activities committee member to resolve the situation.
6. The grievance panel will then make a determination based upon actions taken in steps 1-4 to recommend to the school board.

## **SECTION 15: STUDENT SCHOLARSHIP-FUND OPPORTUNITIES**

Watsonwan County and the MSHSL provide opportunities for students to receive scholarship funding aid to help students and families meet the cost of sports fees, athletic apparel, equipment, etc., relative to participation in athletic or activities programs at MHS. No MHS student will be denied the opportunity to participate in athletics and activities because of financial restraints. Contact the athletic director to complete the process for scholarship funding aid.