



INTRODUCTION

Osseo Boy's Soccer program has established a player's code of conduct and **Policies and Procedures Manual**. The focus of this document is to clearly define the expectations of the Athletes, Coaches, Managers, Assistants, Boosters, and Parents involved with the program.

It is the intention of the Policies and procedures to have a document for all athletes to adhere to and ensure the **Integrity and Legacy** of the program is maintained at the highest standard. This document incorporates standards and procedures outlined by the MSHSL Minnesota High School League and the Osseo Athletic Department and in addition to the Osseo Boys Soccer Coaching Staff.

The intention of the simplicity of this document is to ensure, no miscommunication, as to the guidelines and standards to be adhered to by athletes, parents, and coaches.

OSSEO BOY'S SOCCER POLICIES & PROCEDURES

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HANDBOOK ACKNOWLEDGEMENT

Osseo Boys Soccer

Heart of Champions Strategy

The Heart of Champions Strategy is the center of our advance into the coming years, focusing our efforts and resources toward our common objective, creating a legacy of championship excellence within the Osseo Boys Soccer community. It is by design a strategy that can be adapted to changing times and situations. This strategy enables Osseo Boys Soccer to build upon its heritage of character development, distinctive values, student-athlete achievement, and championship excellence.

The HOC Strategy outlines the vision, goals, and aims to support the development of greater leverage and capacities of the Osseo Boys Soccer program, through it's coaches, student-athletes, parents, volunteers, and community associates. It provides strategic guidance to our coaching staff, booster club leadership, affiliates, volunteers, who will *inspire and prepare our student-athletes with the confidence, courage, and the pursuit of excellence that enables them achieve their dreams, contribute to community; and become lifelong champions.* By optimizing our human and material resources, operating support, values base, and unique capabilities we will capitalize on our championship tradition to create a legacy of excellence.

HEART OF A CHAMPION

1.0 Mission Statement

The central purpose and role of Osseo High School Boys Soccer program & Boosters:

To support and empower the Osseo Boys High School Soccer program by utilizing coaches, parent volunteers, and students who will leverage, create, and locate material & human resources that contribute to the success of our student-athletes.

2.0 Vision

The vision of Osseo Boys High School Soccer program & Boosters is:

To inspire and prepare our student-athletes with the confidence, courage, and the pursuit of excellence, that enables them achieve their dreams, contribute to community; and become lifelong champions.

3.0 Values

The core values governing Osseo Boys High School Soccer development will include the following:

- Communication
- Confidence
- Courage
- Community Cooperation
- Competitive Greatness
- Heart of the Champion
- Commitment to Excellence
- Integrity

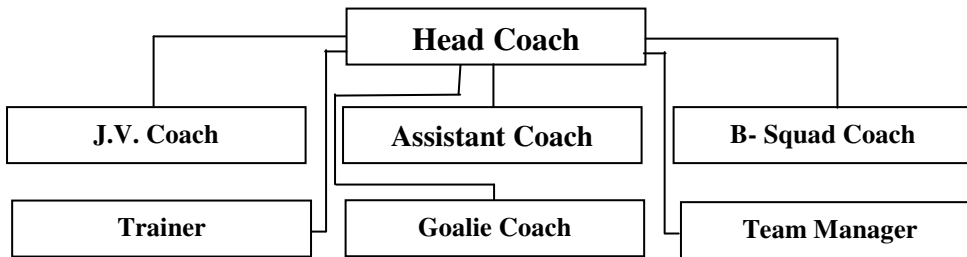
4.0 Commitment

Osseo Boy's Soccer - Coaches, Athletic Department, Booster's, and Parents are:

Committed to upholding the highest standards in players through sportsmanship, integrity and community leadership.

COACHES

5.0 Coaching Organization



6.0 Roles and Responsibilities

The role of the coaching staff is to teach and instruct players of all skill levels to achieve their highest potential success while maintaining a competitive and successful program.

All coaches regardless of the level of team competition will strive to attend, coaching clinics, tactical seminars, and continual coaching education.

Coaches will strive to teach and have follow a coaching excellence instilling philosophies of fair play, enhanced work ethic, competition, integrity, and sportsmanship

7.0 Communication

Coaches will maintain an open door policy related to player communication regarding status with the team, expectations, college recruitment, and disciplinary actions.

Coaches decision regarding playing time, positioning, team level are the decision of the coaching staff to best achieve the structure, philosophy, and competition level of the team.

Decisions regarding team selection, playing position, and playing time is to be respected by the players, parents, and boosters. This is to maintain the standard outlined in the Heart of a Champion Philosophy.

8.0 Conduct

The coaching staff at all times will maintain the standards outlined by the MSHSL and the OSSEO ATHLETIC DEPARTMENT regarding, intimidation, harassment, language, discrimination, and physical abuse. At no time will a coach accept compensation of any kind for player consideration in playing time or team selection. This follows guidelines outlined in the MSHSL By-Laws

9.0 Adherence

The Minnesota High School League has a defined set of standards outlining the eligibility, grade standards, substance abuse, criminal activity, assault and other guidelines for disciplinary action. The Osseo Boy's Soccer program has adopted those standards and will adhere to those guidelines and enforce them with out exception relative to a player's conduct or eligibility.

Reference: WWW.MSHSL.ORG Handbook - Bylaws

ATHLETES

10.0 Eligibility

The Minnesota High School League has a defined set of standards outlining the eligibility in the MSHSL bylaws:

100.00 BYLAWS: GENERAL ELIGIBILITY

BYLAW 101.00

AGE

Cross Reference: Bylaw 109 (Seasons of Participation) and Bylaw 110 (Semesters Enrolled)

Students participating in League-sponsored activities shall be under 20 years of age at the start of the sport season. A student who turns 20 during the sports season will be permitted to complete that sports season.

Students who participate in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that sports season.

BYLAW 102.00

ATTENDANCE

Students must be attending school and classes regularly. Students who have been dropped because of irregular attendance, extended absence, or suspension from school are not eligible to participate in League-sponsored activities.

BYLAW 103.00

CREDIT REQUIREMENTS

Cross Reference: Bylaw 108 (Scholastic Eligibility)

Students must be full time students according to the Minnesota Department of Education criteria. Students must meet the school's credit requirements for graduation in four years beginning with the student's entry into 9th grade.

BYLAW 104.00

ENROLLMENT

Cross Reference: Bylaw 102 (Attendance) and Bylaw 403 (Cooperative Sponsorship)

1. Only students who are fully enrolled in a school are eligible to be placed on that school's eligibility roster and participate in League programs offered by the school the student attends
2. Students enrolled in schools established for a special need serving one entire school district, may engage in League activities in the secondary school which provides service in the attendance area of the student's residence if:
 - A. The district wide school does not provide the activity; and
 - B. The student meets all other eligibility requirements; and,
 - C. The district wide school's senior high school student enrollment is fewer than 200 students.
3. **Home School Students:** Minnesota Statutes allow home schooled students to be eligible to participate in League-sponsored activities for the public school in their resident school district attendance area.
4. **Charter School Students:** Charter school students are not eligible to participate in League-sponsored activities for the public school in their resident district because they do not meet the Minnesota Department of Education requirements for being enrolled in the local public school. For Participation opportunities, the charter school would have to join the League and offer the program or enter into a cooperative agreement with another League member school.

BYLAW 105.00

GRADE LEVEL ELIGIBILITY

Cross Reference: Bylaw 302 (Cities of the First Class), Bylaw 109 (Seasons of Participation) and Bylaw 303.4 (Junior High School Bylaws)

Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school.

Elementary students grades K-6 are not eligible for any participation in League activities.

Definitions:

1. A *Continuation School* is one that is under the same administrative head and governing board.
2. A student in grades 7, 8, or 9, who attends a school under a separate administrative head and governing board; which does not have a continuation high school; and where no other opportunity for participation on a high school team exists; is eligible to participate for a public high school team provided the public high school and the non-continuation school have established a joint agreement for participation in League Activities. The non-continuation school must be located in the public high school district as defined below.
3. *Public high school district:* The term "**High School District**" shall refer to the territory assigned to a specific high school by a Board of Education and shall not refer to a school system except in cases in which only one high school exists in a school system.

BYLAW 106.00

GRADUATES OF SECONDARY SCHOOLS

Students who have graduated from a secondary school, or who have completed the terminal or final grade of a secondary school, or who have earned a GED are not eligible for participation in any League activity. A student who graduates while a member of a team with a season in progress may complete the season if three or fewer weeks of the regular season, exclusive of League tournament play, remain.

1. EXCEPTION FOR STUDENTS PARTICIPATING IN FINE ARTS ACTIVITIES ONLY: This limitation shall not apply to a foreign exchange student participating in a CSIET approved foreign exchange program provided that the student has not reached their nineteenth birthday.
2. Foreign Exchange Students who have completed the terminal or final grade of high school are not eligible for participation in League-sponsored programs at any level.
3. Students who have participated with a college or university team are ineligible for participation in any League-sponsored activity.

BYLAW 107.00

PHYSICAL EXAMINATION

Students must have a record of a physical examination performed by a physician within the previous three years on file with the school prior to the student's participation. It is the recommendation of the League Sports Medicine Advisory Committee that the League Sports Qualifying Physical Examination (SQPE) form be used for the physical examination.

1. Health questionnaire: Each year a League health questionnaire must be completed by the student parent(s) or guardian(s) and kept on file in the school. The questionnaire could indicate the need for a physical examination prior to the student's participation.
2. After major surgery or serious illness or injury, the attending physician must certify in writing the student's readiness to return to competition.
3. SQPE Three Year Expiration: If the three-year anniversary date of the examination occurs during the school year the SQPE will remain valid through the conclusion of the school year or spring athletic season.

BYLAW 108.00

SCHOLASTIC ELIGIBILITY

Cross Reference: Bylaw 103 (Credit Requirements)

1. Students must be making satisfactory progress towards the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress.
2. Students in special classes must be making satisfactory progress toward the student's Individual Education Plan (IEP).
3. Exceptions to Scholastic Eligibility:
 - A. If the school principal and personnel from an agency such as a residential treatment center, mental health clinic, county welfare department or family service agency diagnose the psychological needs of a student and jointly determine that effective treatment for the student includes the option of participation in League activities.
 - B. If a student is transferred from one school to another upon the recommendation of a professional social service agency and is agreed upon by the principals of the schools involved. The League must be informed of this exception in a joint statement signed by the school principal and the director of the agency involved. Such documentation must be sent to the League office 10 days before participation in a League-sponsored activity.

BYLAW 109.00

SEASONS OF PARTICIPATION

Cross Reference: Bylaw 101 (Age), Bylaw 110 (Semesters Enrolled), Board Policy 109 and Bylaw 208 (Definition #8)

1. Students may not participate in more than one interscholastic season in a given sport in each school year or more than four seasons in any sport while enrolled in grades 9 to 12.
2. Participation, no matter how limited, will count as one season of participation.

BYLAW 110.00

SEMESTERS ENROLLED

Cross Reference: Bylaw 101 (Age), Bylaw 103 (Credit Requirements) and Bylaw 109 (Seasons of Participation)

Students shall be eligible for participation in League-sponsored activities for eight consecutive semesters (four years), beginning with their initial entrance into the 9th grade. Attendance of 15

or more days in a semester, or participation in a practice or contest shall count as one semester and must be used in determining eligibility.

Counting Semesters: Once a student's enrollment in the 9th grade has been confirmed for the first time the student has eight consecutive semesters for participation whether the student chooses to participate or not, and regardless of whether the student remains fully enrolled or not.

1. Appeal: A student who is forced to withdraw during a semester because of circumstances beyond the student's and parent(s) or legal guardian(s) control may appeal to the Board of Directors provided that the student was making satisfactory progress at the time of withdrawal.

If school officials feel that the circumstances meet the requirements for appeal, they must prepare and submit to the Board of Directors an application, supporting evidence, and affidavits setting forth all relevant facts. The appeal must be prepared so as to leave no doubt about the validity of the evidence and facts in the case. Evidence such as prolonged absence required by sickness, injury or extreme family emergencies may be considered if adequately substantiated. The Board of Directors will be expected to exercise extreme care that the standards as to total semesters allowed are not compromised by this appeal procedure, and that the procedure provided by this bylaw is uniformly applied.

The application, supporting evidence, and affidavits must be submitted to the Board of Directors at least 30 days prior to the beginning of the semester in which interscholastic participation is to be resumed. The decision of the Board of Directors shall be accompanied by a written statement of the reasons and basis for the decision including findings and conclusions upon all issues involved.

A student who is a Minnesota resident and who has participated in a CSIET approved foreign exchange program during one of their four academic school years (grades 9-12) may appeal to the Board of Directors for additional semesters of eligibility.

BYLAW 111.00

TRANSFER AND RESIDENCE

BOARD POLICY DEFINITIONS:

1. *Transfer Student*

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

2. *Residence*

For purposes of eligibility, a student may only have one residence. To determine residence for eligibility purposes, the public school district attendance area in which the home last occupied by both parents is located shall be considered as the family's residence.

3. *Change of Residence*

A change of residence is the actual physical relocation by the parents or guardians of a student with the intent to reside indefinitely at a new residence and terminate all occupancy of a previous residence. The change in residence must be bona fide, include other minor siblings and involve transfer from one school district attendance area to another school district attendance area.

For purposes of eligibility determinations, the residence of a student shall be the bona fide location of the residence and must include occupancy by the students' parents or guardians in the public school attendance area. Both parents, except as otherwise provide herein, must physically reside at the residence on a regular basis for the duration of the student's enrollment.

If married, residence is determined by the bona fide residence where the student and the student's spouse actually reside.

In determining whether a change in residence is bona fide, a member school and the League may consider:

- A. New mailing address of the parents or guardians
- B. Voting registration of parents or guardians that coincides with the new residence
- C. Driver's license registration that coincides with the new residence
- D. Purchase or rental agreements
- E. Any other reliable evidence of residency

4. Emancipated Student

If emancipated, a student's residence is determined by the bona fide residence where the student actually resides.

An emancipated student is one who:

- A. *has been a resident of the state of Minnesota for at least one full calendar year immediately preceding the date in question, and*
- B. *is totally self-supporting. Criteria to determine if a student is self-supporting may include, but is not limited to:*
 - 1) *a notarized statement from the parent(s) or guardian(s) that they provide none of the student's support;*
 - 2) *verification of employment or other means of financial support from the student's employer or supporting agency;*
 - 3) *verification of rent payment by the student*
 - 4) *verification from a school that the student is accepted to attend as a resident student on the grounds of being emancipated.*
 - 5) *any other documentation requested by the Minnesota State High School League or member school*

5. Good Standing

For purposes of this bylaw, the term "good standing" shall mean that on the official date of withdrawal from the last school attended the student was fully eligible at that school under all of the conditions and all of the eligibility requirements of that school as well as the eligibility requirements of the state activity association of which that school is a member.

6. Guardianship

For purposes of this bylaw, guardianship shall not be accepted for the purpose of establishing the residence of a student except when the guardianship has been established pursuant to a child protection order placement in a foster home or a juvenile court disposition order.

7. High School

A high school shall include grades 9 through 12.

8. Parents

For purposes of this bylaw, parents shall mean both parents of the student. In the event of divorce, parent shall be the parent with legal and physical custody of the student. In the case of a child protection order, parent shall mean the facility assigned by a court pursuant to a child protection order, foster home placement or juvenile court disposition order.

9. Public School District Attendance Area

The term "public school district attendance area" shall be understood to refer to the area assigned to a specific high school by a Board of Education and shall not refer to a school district except in cases in which only one high school exists in a school district.

Domestic Students

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

- A. **9th Grade Option:** the student is enrolling in 9th grade for the first time;
- B. **Family Residence Change:** the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student's parents. If the student's parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student's parents move.

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

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

- C. **Court Ordered Residence Change for Child Protection:** The student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.
- D. **Custody of Student:** A student of divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.
- E. **Move From Out of State:** If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.

All athletes participating with the Boy's Soccer Program must meet the defined by-laws related to Grades, Physical Condition, and related issues with controlled substance abuse, and other league violations to remain eligible for play.

Players must tryout for the program, and meet the coach's practice and game schedule to be eligible for play. The coaching staff on a periodic bases will ask each player to produce progress reports on grades so that each player can be assisted in either improving or maintain the acceptable grade point average to participate in the program.

School suspensions will follow the Osseo Athletic Department standards related to game suspensions.

The role of the athlete is to maintain, sportsmanship, leadership (on and off the field) as well as adhere to the competition guidelines of the MSHSL and it's By-Laws.

Players will follow additional prescribed guidelines of the coaching staff regarding their pursuit of excellence instilling philosophies of fair play, enhanced work ethic, competition, integrity, and sportsmanship

11.0 Conduct

MSHSL has a defined set of standards related to controlled substance abuse; violations of the law, fighting, referee and coaching abuse and can be referenced in the By-Laws of the League.

OSSEO BOYS SOCCER PROGRAM has adopted a no tolerance policy relative to the players.

- Fighting or intimidation of either opposing players or team mates
- Coach, Referee, or fan abuse
- Discrimination
- Drug or alcohol abuse
- Sexual Abuse
- Taunting and showmanship

Based on the offense the coaches will follow this order of precedence regarding disciplinary actions, MSHSL Guidelines, Osseo Athletic Guidelines, Osseo Boys Team Guidelines.

12.0 Community Service

All athletes with the Osseo Boy's Soccer program will be required to fulfill a minimum of one community service event during the High School Soccer season. The Osseo Boys Soccer Coaching Staff will decide the community service event with the assistance of the Booster Club.

In addition all players to be eligible to play must participate in any team fundraising events established by the Booster Club. Player participation in these events will be considered mandatory regardless of their personal or financial issues.

13.0 Adherence

Athletes, Managers, and support personnel in signing the acknowledgement letter have read this handbook and agreed to all conditions outlined. In addition will assume the responsibility that parents or custodians have been clearly explained the expectation and will adhere to all guidelines in the player conduct portion of this document.

They will make every effort to adhere to the policies and procedures while maintaining all aspects of the HEART OF CHAMPION philosophy.

14.0 Captains

The coaching staff prior to the beginning of the fall season will choose captains. Criteria for selection will be based on the following criteria:

- Commitment
- Leadership Qualities
- Years of participation with the program
- Community Service Leadership
- Academics
- Team Building Abilities and Attitude

Other considerations will determine the Captains for the season by the coaching staff and the decision is based on adherence of the HOC standards. During the season, on a weekly basis, an additional honorary Captain shall be chosen based on leadership and effort of the players previous weeks' performance. One additional Captain may be promoted permanently by the coaching staff at season's end from this pool of honorary Captains.

Captains will be responsible to establish pre-season practices and training sessions following the guidelines established by the MSHSL for pre season practices.

Additional responsibilities will include:

- Pre-game warm-ups and player preparation
- On field leadership with attitude and effort
- Player conflict resolution
- Referee communication during matches
- Communication with Coaching staff

Removal as a Captain is at the discretion of the Coaching staff. Reasons for removal will include the following:

- Fighting with players, coaches, opponents, and fans.
- Intimidation of players or opponents
- Substance Abuse
- School Suspensions
- Missing games, practices, community service events, and fund raising events
- Conduct unbecoming a Captain

A mandatory requirement of a captain during the year is to maintaining an acceptable GPA through out the school year and at all times conduct themselves in a manor worthy of the title of Captain including outside the OSSEO SR HIGH SCHOOL

PARENTS & BOOSTERS

15.0 Conduct

Parents will be expected to follow to demonstrate a positive and supportive attitude. It is required to be support of the team, opponents, coaches, boosters and supporters of the program. A no tolerance policy will be enforced regarding parent or fan behavior and can result in removal from the facility including future matches and events.

Intimidation of players by use of abusive and condescending language to opponents, referee's, coaches, booster club members, or fans at matches, practices or team functions will not be tolerated.

Expectations of all fans are to be support of all participants including referee calls and coaching decisions. Unruly behavior will be addressed with possible removal from the facility including away matches.

Parents, Boosters, and fans are to accept the Coach's decisions regarding, playing time, team selection and player positioning. Confrontation of the coaching staff and players will not be tolerated. The decisions made by the coaches are between the player and the coach and will be maintained at that level unless a violation of the player or coach is in violation of the policies either outlined in this document or the guidelines established by the OSSEO ATHELTIC DEPARTMENT, District #279 or the MSHSL

16.0 Expectations

Booster club members and parents are volunteers and as such by accepting either a position or volunteering their time will not be compensated either by monetary or in-kind contributions. By volunteering to help support the OSSEO BOYS SOCCER PROGRAM will there be no expectation or consideration of playing time for the athlete. Decisions made about playing time and team will be made solely on that particular athletes, skills and commitment and is at the coach's discretion.



HANDBOOK ACKNOWLEDGEMENT

I, _____ as a player for the OSSEO

BOY'S SOCCER PROGRAM have read the policies and procedures manual and by signing this page that I understand and acknowledge that all rules and regulations and accept my responsibilities outlined in the handbook.

I further have detailed the expectations and requirements with my parent or guardian related to being a participant of the OSSEO BOY'S SOCCER PROGRAM.

I am making a solemn commitment to excellence for my own benefit and more importantly of my team in the following:

- **Academics** – this is my first priority, which enables the privilege of my athletic participation.
- **Citizenship** – in school, in the community, and on the field of play.
- **Athletics** – mental & physical training, and in good nutrition.

PLAYER SIGNATURE: _____

DATE: _____