

**August 2011****MHSA PRESIDENT'S WELCOME**

I trust this note finds you all rested and ready for another great school year. On behalf of the MHSA Executive Board and the staff at the MHSA office, welcome back to the 2011-2012 school year. It is my privilege and honor to serve as your president for the new school year. Where did the time go? You may remember back to 2008 when it took three

ballots before I was elected as the Class C representative. As I finish my last year in office, I want to encourage the Class C administrators to think about running for office. It is a very rewarding, humbling, challenging, and emotional experience that provides for great personal growth and an opportunity to help all the students of Montana.

There are firsts and lasts in all parts of life. For some of you, this will be your first year as an administrator, and for others it may be your last. Congratulations to both. We will work with some students who will be putting on the uniform for the first time, captain for the first time, giving their first speech, acting in their first play, singing their first solo, making their first basket, scoring their first touchdown, wrestling in their first match, or swimming in their first meet. On the other end, students will also be finishing high school and it will be their last time doing these same activities. Whatever side the student is on, I encourage the school leaders to approach all activities with the same vigor and excitement as the students do when they participate in high school activities for the first or the last time. Do you remember the feeling? Help make each activity a memorable one for the students at all times. After all, we are in this business for the students.

In addition to making the most of firsts and lasts, I also challenge you to consider performing a random act of kindness. About the first week of August, I went to the Gardiner grocery store in the middle of the afternoon. When I came out, there was a group of cyclists sitting on the concrete in the shade replacing their fluids from the long ride. As I walked by I asked, "How far did you guys ride?" One rider said 50 miles. After a few comments from both sides, one of the riders asked if I was a local. After answering that I was, he followed up with, "Is there anywhere we can camp for free?" After brief thought about how we are on this earth to help others, I said, "You can stay in my back yard." That night eight of them slept in my downstairs. It turned out to be a great experience and it helped them out in the process. As educators, we all know the impact that good and not-so-good words can make on students. In my case, I asked one question, the lines of communication were opened, and a gesture of good will was the end result. It was something that happened without much thought. It was a great outcome for the cyclists and even a better feeling was shared by my family and me. As the school year passes I encourage each of you to show a random act of kindness to someone. Check out the web site [www.randomactsofkindness.org](http://www.randomactsofkindness.org) to learn more. It is a great feeling.

With that, good luck with the new school year and remember the MHSA staff is in the business of serving the schools, so don't hesitate to call with any question. Mark and his staff are the best in the business. Remember to file transfer papers on your new

students so you can ask for permission and you won't have to ask for forgiveness.

Take Care & Be Safe,

Dave Perius, MHSA President  
*Assistant Activities Coordinator of Gardiner High School*

**EXECUTIVE DIRECTOR'S MESSAGE**

Welcome back to another school year! I hope you were able to enjoy time away from school this summer. I read somewhere that the mark of a successful person is one that has spent an entire day on the bank of a river without feeling guilty about it. I hope you were able to be a bit "successful" this summer! And now that we are back in full swing, I am sure the following relates to each of you also, "it is impossible to enjoy idling thoroughly unless one has plenty of work to do." There is no doubt the new school year requires plenty of work preparing for and administering MHSA activities along with all the other school related start-up duties for administrators. Also isn't it incredible that a high percentage of the nearly 45,000 students enrolled in our 179 member schools will also be preparing to participate in one or more MHSA activities this school year? The opportunities for participation along with the numerous benefits of that participation are an integral part of the high school experience for a majority of our students.

The latest edition of the Executive Director's Update was emailed to all school contacts, activity directors, principals, and superintendents recently with, hopefully, a variety of useful information for Activity Administrators. Included in the Update is information on the online rules clinic format, Coaches Education, MOA items, and information regarding changes that have been enacted by the Executive Board or by the membership for this coming year. I can never stress enough the importance of closely checking the eligibility of all student activity participants. It would be devastating to an individual participant and to the team he/she participates on if that student was declared ineligible and the team had to forfeit games because of eligibility rules violations. The Executive Director's Update includes the "Quick Checks" for sports eligibility and for non-sport activities. Please take time to review this information if you haven't already done so, or if you didn't receive the email please contact the office.

The MHSA staff is eager to assist you with any activity related items and issues. Please don't hesitate to contact us with any comments, concerns and/or questions.

*Mark Beckman, Executive Director*

**IMPORTANT ANNOUNCEMENTS****MHSA HANDBOOK TO BE PUBLISHED**

The MHSA Handbook will be printed soon and mailed to each member school in September. One copy will be sent to each school contact and one copy will be sent to each city superintendent. Additional copies are available through the MHSA office for \$10 each. The Handbook is also posted on the MHSA website ([www.mhsa.org](http://www.mhsa.org)) where all coaches and staff can access the information.

### **2011-2012 DIRECTORY INFORMATION REQUESTED**

The 2011-2012 Roster of School Personnel forms were sent to each school electronically in July. Electronic submission is preferred, but you may submit the form by fax or by mail. If you have not already done so, please return this form to the MHSA office as soon as possible. **The directory cannot be printed until information is received from ALL MHSA member schools.**

### **JOSTEN'S CALENDARS WERE MAILED IN AUGUST**

Once again, the Josten's Company is providing the MHSA Activity Calendars, which were sent to each member school under separate cover in August. We ask that you express appreciation to Josten's representatives when you have the opportunity. If your school would like additional calendars please contact the MHSA office.

### **PHYSICAL EXAMINATION FORM IS ENCLOSED**

The MHSA pre-participation physical examination form is enclosed. This form was updated a year ago to include questions concerning the cardiac history and cardiac health of the student (question 6-15). The MHSA Medical Advisory Committee strongly recommends that if any of those questions are answered affirmatively that a student be referred to the appropriate medical professional for further screening.

This is a reminder to all member schools that physical exams are mandated for all students who are going to participate in MHSA sanctioned sports. These exams must be completed before they practice and must have been performed after May 1, 2011. Examinations must be certified by a licensed medical professional acting within the scope and limitations of his/her practice for the current 2011-2012 school year and the schools must use the MHSA standardized pre-participation exam form.

The MHSA is committed to the safety and health of our student activity participants and believe this form will facilitate that objective. In addition to the copy of the form enclosed, you may access this form any time at [mhsa.org](http://mhsa.org). Please feel free to copy the form and distribute it appropriately. Please contact the MHSA office if you should have any questions, or direct any questions from physicians. According to HIPPA, schools should note that these physical forms must be kept in confidential private files.

### **PROCEDURE FOR ACTIVITY NEWS/QUICK BITS MAILINGS**

One copy of *Activity News* plus enclosures and all pertinent rules books will be sent via U.S. Postal Service to each school contact, and one copy plus enclosures will be sent to each superintendent who is **not** listed as the school contact.

*Quick Bits* is generally a smaller publication that is sent via e-mail. The same individuals who receive the *Activity News* will be sent the electronic version of *Quick Bits*.

You may request that additional electronic copies of the *Activity News/Quick Bits* for your school personnel to be sent to specific email addresses. To use this service, please contact Amanda Hazlett to register the names and emails of those individuals; call 406-442-6010 or e-mail [ahazlett@mhsa.org](mailto:ahazlett@mhsa.org). There is no charge for this service.

All of these publications, including most enclosures, will be posted at [www.mhsa.org](http://www.mhsa.org).

### **CLINICS MANDATORY FOR HEAD COACHES**

The MHSA/MOA rules clinics will once again be provided in an online format for coaches and officials. **This year all coaches, including the head coach and all assistant coaches and all school-approved volunteer coaches, are required to view the clinic.** An information sheet explaining the procedure on accessing these clinics was attached with the Executive Director's update emailed to schools recently. The information sheet is also available on our website, [mhsa.org](http://mhsa.org), under the clinics tab. If you have any questions, please contact the MHSA office.

### **RECORDS OF TRANSFER MANDATORY**

Any student who transfers to your school and desires to participate in athletics at any level of competition has to be reported to the MHSA office on a Record of Transfer Form which is included in this mailing. This form is also available on our website. This form has been updated to include the new return to parent provision.

The Record of Transfer form is required in reporting transfer students and certifying in writing to the MHSA office that the transfer student meets the MHSA eligibility requirements stated in Article II of the Association By-Laws. These forms **must be filed before** the student participates on **any** high school athletic team in any (sub varsity or varsity) Association contest. If you have any questions regarding transfer students please contact Mark Beckman.

## **COACHES' EDUCATION**

### **COACHES' EDUCATION UPDATE**

Montana administrators and coaches should review the enclosed checklist to ensure compliance with the coaches' education requirement.

If you have any questions about the Coaches' Education program, please contact Jo Austin at the MHSA office.

### **COACHES' EDUCATION REPORTING FORMS**

Each year schools are required to submit a report detailing their compliance with the Coaches' Education requirement. Schools that did not submit a report for **2010-2011** were sent two electronic reminders. Please be aware that schools failing to submit a report form are subject to penalties under By-Laws, Article VIII. If you have questions about your status for **last year**, please contact Jo Austin at [jpaustrin@mhsa.org](mailto:jpaustrin@mhsa.org). Compliance forms for 2011-2012 will be sent in the spring.

## **EXECUTIVE BOARD ITEMS**

### **SEPTEMBER 26-27, 2011, BOARD MEETING**

The next regular meeting of the MHSA Executive Board will be held in Helena beginning on Monday, September 26, 2011, at 8:30 a.m. in the MHSA office. The Board meeting will continue Tuesday, September 27, if business has not been completed.

If any member school administrator wishes to have an item placed on the agenda for the Board to consider at this meeting, he/she must furnish the same to the Association office **ten (10) days** prior to the meeting. If any member school wishes to meet with the Executive Board concerning any items, request for appointment must be made in advance.

Major agenda items for Executive Board Meeting:

1. Review and approve Auditor's report.
2. Hear spring activity reports.
3. Review spring activity financial reports.

### **2011-2012 MEETING DATES SET FOR BOARD**

The MHSA Executive Board has established dates for their regular meetings for the 2011-2012 school year. While the Board is required by MHSA By-Laws to hold a minimum of four (4) meetings, they can also hold special meetings in person, or the Board can conduct business by conference phone calls.

#### **2010-2011 Board Meeting Dates and Sites**

September 26-27, 2011	Helena
November 21-22, 2011	Helena
January 14, 2012	Billings
April 23-24, 2012	Helena

### **2012 ANNUAL MEETING SET FOR BILLINGS**

The next MHSA Annual Meeting will again be held in Billings on January 16, 2012. The Billings Hotel and Convention Center is the host facility. They will begin taking reservations in February. Call 800-537-7286 and ask for group code "MHSA12."

## **CROSS COUNTRY**

### **STATE MEET TO BE HELD IN MISSOULA**

The 2011 State Cross Country Meet will be staged in Missoula on October 22. The competition will take place at the University of Montana Golf Course. To view the 2011 MHSAA State and NFHS Cross Country Rules addressing uniform and sportsmanship items that all coaches and competitors will be expected to adhere to during the regular cross country season and at the 2011 State Cross Country Meet, go to [mhsa.org](http://mhsa.org); go to the cross country page and click on the 2011 State Cross Country Policies and Procedures and NFHS Rules.

### **STATE CROSS COUNTRY FEES**

The MHSAA Executive Board has passed a guideline that will require each school participating in the 2011 State Cross Country Meet to share proportionally the cost of running the 2011 State Cross Country Meet by paying a \$5.00 fee for each athlete that actually participates in the State Cross Country Meet (alternates are not considered participants). Example for Team A: 7 boy participants and 7 girl participants = 14 total participants X \$5.00 for each participant = \$70.00 will be the fee Team A must pay to participate in the 2011 State Cross Country Meet. Coaches will be required to pay the total fee at the time they pick up their 2011 State Cross Country Meet Coach's Packet. Checks should be made payable to Missoula Big Sky High School.

### **QUALIFYING TIME**

As recommended by the MHSAA Athletic Committee and approved by the MHSAA Executive Board, for the 2011 State Cross Country Meet: athletes must meet a qualifying time in at least one regular season cross country meet prior to participation in the 2011 State Cross Country Meet. The qualifying times are as follows:

Boys – 30.00 minutes or faster  
Girls – 35.00 minutes or faster

Athletes who do not meet the required performance time at least once during regular season competition will not qualify for participation at the 2011 State Cross Country Meet and cannot be entered as a team member or alternate.

Coaches will be required to turn in a form stating the qualifying time of each athlete entered in the 2011 State Cross Country Meet when they pick up their 2011 State Cross Country Meet Coach's Packet in Missoula.

Please share this information with your cross country coaches and if you have any questions or concerns please call Scott McDonald at 442-6010 or email him at [smcdonald@mhsa.org](mailto:smcdonald@mhsa.org).

## **VOLLEYBALL**

### **SOLID WHITE VOLLEYBALL TO BE USED IN 2011**

For 2011 MHSAA Volleyball regular and post season play, a solid white volleyball shall be used for all levels of play which shall include the NFHS authenticating mark. During MHSAA post season play, the Mikasa VQ2000 volleyball shall be used. Please share this information with other appropriate volleyball personnel.

### **BREAST CANCER AWARENESS EVENTS**

As recommended by the MHSAA Volleyball Committee, the MHSAA will permit a school to modify the volleyball uniform from the school's colors for one (1) week during the regular volleyball season to be designated as breast cancer awareness week. This interpretation will be applied to all sports.

Please refer to the Volleyball enclosure which includes information on libero tracker, match protocol and other items.

Please share this information with your volleyball coaches and other appropriate personnel. Should you have any questions or concerns about the above, please call Scott McDonald at 442-6010 or email him at [smcdonald@mhsa.org](mailto:smcdonald@mhsa.org).

## **FOOTBALL**

### **MAJOR FOOTBALL REVISIONS FOR 2011**

There are several major changes to MHSAA rules that will go into effect for the 2011 MHSAA football season, including assistant coaches viewing the rules clinic, the coin toss and the mercy rule. Please review the enclosed football information and distribute it to all affected personnel. Please feel free to contact Brian Michelotti if you have questions on the enclosed football materials.

## **MOA**

### **THE HIRING OF OFFICIALS**

**ATTENTION:** All administrators and coaches — please make sure all officials whom you hire for varsity contests are members in good standing with the Montana Officials' Association. Per MHSAA/MOA rules, schools must go through the local official's pool when hiring officials unless the official is not in a pool (an approved non-pool affiliated official). To be a member in good standing, officials must have passed the qualifying exam for the respective sport or pay to take the exam that will be given at the start of the season. We had a few non-MOA's work varsity contests in the past few years which is a serious violation of MHSAA/MOA rules and schools will be penalized accordingly for any violations.

Also, please remember to be on hand to greet officials, assist the crew at half-time and to insure that security and locker rooms etc. are provided for them from the time they arrive until the time they leave the premises.

## **AIM HIGHER**

### **2011-2012 AIM HIGHER INFORMATION**

The MHSAA AIM Higher program has announced the dates of workshops for the 2011-2012 school year. This year, three workshops have been scheduled in September, one in October, one in November, two in December and the final workshop of the year will be at the end of January (see schedule below). This change was instituted to allow students the opportunity to use and share the information they receive at the workshops during Association contests and with fellow students. Also, there are many conflicts in the spring with testing and other end of the year activities. We are excited about the opportunity to provide this excellent program for Montana high school students.

Now is the time to mark your calendars for the 2011-2012 AIM Higher workshops. The cost of the workshop will continue to be \$10 per participant, which has been the cost since 1992-1993. Please see the enclosed AIM Higher Registration form for dates and sites of workshops.

We remind you again that it is very important to register your students for a particular workshop as early as possible because they fill up quickly, usually about 2-3 weeks before the actual workshop. In fact, some schools complete the registration form included in this publication and mail it in for next year.

## **SOCCER**

### **SOCCER MATERIALS SENT SEPARATELY**

Activities Directors should be receiving a separate envelope with soccer rules books and pre-season guides for their coaches. Please ensure that the materials are distributed to coaches.

## **SPIRIT**

### **SPIRIT REMINDERS**

Please distribute the enclosed Spirit Rules Book to your cheer coach. Cheer coaches who attended the MCA clinic in Great Falls have already received a book and dance coaches will receive a book under separate cover.

If your school will only field cheerleaders during the **winter season**, please advise Janie Holmes @ jholmes@mhsa.org.

Also, remember all cheer coaches must complete or be current with the AACCA Safety Certification course if their squad does any stunting. This year the AACCA Safety Certification is offered online through the National Federation's web site. **Once your coach completes the course, please email or fax the verification so we may update our records.**

**There were several changes made to the Spirit Rules Book, as well as a restructuring of that book. These changes will be covered in the online Spirit Rules Clinic, but please note a few of the changes that affect stunting squads.**

**2-6-2:** Basket tosses, elevator tosses and similar multi-base tosses are permitted only on grass (real or artificial) or a mat.

**2-8-9b:** A twist to a cradle is permitted only on grass (real or artificial) or a mat.

Rationale: Prohibiting these tosses from being performed on hard surfaces is consistent with the NFHS focus on risk minimization.

What this means is that any tosses must be done on a mat or on grass. Because ground (grass) conditions vary, this will require spirit coaches to be aware of the surface condition and to make a determination on whether the surface is safe each and every time the squad performs tosses outside on the grass.

## MUSIC

### MUSIC COMMITTEE FALL MEETING

The MHSA Music Committee will meet in October. Anyone wishing to have items put on the agenda or meet with the committee should contact Jo Austin at 406-442-6010 or jpaustin@mhsa.org.

### MUSIC DATES FOR 2011-2012

October 19-21	All-State Band, Chorus & Orchestra-Billings
April 13-14	Festival for Districts 1, 2, 4, 10, 13
April 16	Festival for District 9(solos & ensembles only)
April 19-20	Festival for District 6
April 20-21	Festival for Districts 5, 7, 8, 11, 12
May 4-5	State Solo & Ensemble Festivals

## SPEECH & DRAMA

### FORENSICS & DRAMA BOOKLET UNDER PRODUCTION

The Speech & Drama booklets will be sent to schools in September. Each coach will receive a copy.

Also, administrators are asked to encourage their speech & drama coaches to utilize the information on the MHSA website. All ballots and the tentative schedule are currently posted. Whenever possible our mailings will be sent to coaches electronically so we would appreciate receiving every coach's email address.

## ENCLOSURES

2011-2012 Events Calendar  
2012-2013 Events Calendar  
2011-2012 Ready Reference Activity Dates  
2011-2012 National Testing Dates  
2011-2012 Football Rules Book (1)  
2011-2012 NFHS Football Rule Changes  
MHSA Football Changes and Information  
General Instructions for Football Clock Operators  
Heat Stress and Athletic Participation Article  
Reducing Brain and Spinal Injuries in Football Article  
Recommendation of Hydration to Prevent Heat Illness Article  
2011 Volleyball Rules Book (1)  
2011 NFHS Volleyball Rule Revisions  
Volleyball Line Judges, Scorer and Timer Responsibilities  
Volleyball Scoring Information  
Volleyball Items  
AIM Higher Registration Form  
Athletic Pre-Participation Physical Exam Form  
Record of Transfer Forms  
Coaches' Education Handout  
August Calendar  
September Calendar



## MHSA STAFF MEMBERS

Mark Beckman, Executive Director  
Joanne Austin, Associate Director  
Scott McDonald, Assistant Director  
Brian Michelotti, Assistant Director  
Janie Holmes, Business Office Manager  
Theresa Stanisich, MOA Coordinator  
Amanda Hazlett, Receptionist and Information Clerk

## MHSA EXECUTIVE BOARD MEMBERS

Dave Perius, Assistant Activities Coordinator, Gardiner High School  
*(President)*  
Dennis Holmes, Principal, Billings Senior High School  
*(Vice President)*  
Karen Underwood, Principal, Laurel High School  
Pat Lynch, Activities Director, Manhattan High School  
Malia Kipp-Camel, Governor's Appointee, Ronan  
Lance Voegele, MtSBA Representative, Belgrade  
Lee Stiffarm, State Superintendent's Appointee, Billings