

**MHSA PRESIDENT'S WELCOME**

On behalf of the MHSA Executive Board I would like to welcome you to the 2012-2013 school year. As president of the Executive Board it is an honor to serve those who serve students. Leadership comes in many different shapes and forms. The opportunity to serve and to lead programming for academic athletes and participants is done with honor, dignity and pride. I thank you for the opportunity.

Despite the economic times, the challenges to increase graduation rates, political bantering and other questionable situations, education still remains a necessity in life. We learn as we teach, and as we learn, we humbly remain "teachable" ourselves. Whether it is teaching, coaching, sponsoring or leading, our presence in front of youth will forever impact those we serve.

Much of what we do in the office or classroom transfers onto the field, court, track etc. On the flip side, what we do on the field, court, track, etc. transfers into the classroom. We build, shape, and develop the future of our wonderful State and Nation. As we serve youth it is our job to provide the best instruction possible. Often we hear about the "best practices," how about the "next practices?"

I believe it is our job to create opportunities through sport to nurture growth. In doing so, it is important for students to believe in themselves, to belong to their activity and to become a part of the legacy they leave behind. Often times we have to find all of the resources possible to provide opportunities. Partnering with staff, parents and the community increases chances for success. Showcasing students with talents confirms the commitment educators have to students.

With that being said, the fall season is upon us. As preparations are being made for activities and sports it is imperative that necessary paperwork and forms are completed. The staff at the Montana High School Association is both helpful and knowledgeable. Questions regarding eligibility and general participation guidelines can be answered easily with an email or phone call.

Have a great school year and good luck with all of the positive opportunities available. Again it is an honor for me to serve.

*Dennis Holmes, MHSA President  
Billings Senior High School Principal*

**EXECUTIVE DIRECTOR'S MESSAGE**

As I begin my sixteenth year in the MHSA office, my ninth year as Executive Director and eighth year as MOA Commissioner, I reflect back on my years before the MHSA when I served as a coach, athletic administrator, and MOA official and remember fondly how I always looked forward to the start of school and the start of school activities. I was usually refreshed and renewed from a "relaxing" summer which included coaching baseball, coaching at the Big Sky State Games and other invitational tournaments, opening the gym and weight room, and years ago even officiating basketball, baseball and softball summer contests. As you probably have figured from

that schedule, I was ready to go back to work from my "relaxing summer break" to enjoy a more normal routine!

I hope you are as excited as I am to begin another fall season. As a new fall sports activity season begins we welcome many new athletic/activity directors to the ranks. At the recent MCA Clinic, I met many of these individuals and was surprised to hear that in one division alone there are at least nine new activity directors. I remember my first job as a high school AD and I wouldn't have made it without the advice and counsel of the other ADs in my conference. Please share your expertise with our new ADs and offer encouragement and support as they begin their careers as activity administrators.

Another area where encouragement is needed is in the recruiting and retention of sports officials. Eleanor Roosevelt once stated, "It is not more vacation we need, it is more vocation". I believe we can substitute the word avocation for vocation because with the start of this new school year we all need to work to recruit and to retain officials for all our sport offerings. Without men and women willing to officiate high school sports, those sports could not come to pass for the thousands of high school players, coaches and spectators. Any assistance you can offer to help recruit new members (including high school students to join as associate members – associate members can work junior high and sub-varsity games and the dues are one-half of regular member dues) is greatly appreciated.

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 Update includes the "Quick Checks" for sports eligibility (located in the Fundamentals of Athletic Regulations) 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. Have a great 2012-2013 school year!

*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.

### **2012-2013 DIRECTORY INFORMATION REQUESTED**

The 2012-2013 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 MHSAs office as soon as possible. **The directory cannot be printed until information is received from ALL MHSAs member schools.**

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

Once again, the Josten's Company is providing the MHSAs 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 MHSAs office.

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

The MHSAs pre-participation physical examination form is enclosed. This form was updated several years ago to include questions concerning the cardiac history and cardiac health of the student (question 6-15). The MHSAs 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 MHSAs sanctioned sports. These exams must be completed before they practice and must have been performed after May 1, 2012. Examinations must be certified by a licensed medical professional acting within the scope and limitations of his/her practice for the current 2012-2013 school year and the schools must use the MHSAs standardized pre-participation exam form.

The MHSAs 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 MHSAs 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 Jo Austin to register the names and emails of those individuals; call 406-442-6010 or e-mail [jpaustin@mhsa.org](mailto:jpaustin@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 ALL COACHES**

The MHSAs/MOAs rules clinics will once again be provided in an online format for coaches and officials. **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 linked to the Executive Director's Update emailed to schools recently. The information sheet is also available on our website, [www.mhsa.org](http://www.mhsa.org), under the clinics tab. If you have any questions, please contact the MHSAs 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 MHSAs office on a Record of Transfer Form. This form, which was emailed to schools with the *Executive Directors' Update*, and other related forms are available on our website. The transfer 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 MHSAs office that the transfer student meets the MHSAs 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.

### **CALL FOR MHSAs ATHLETES' HALL OF FAME NOMINATIONS**

The Montana High School Association and Wendy's of Montana are excited to induct another Athletes' Hall of Fame Class which will be inducted in January of 2013. The Athletes' Hall of Fame was established in 1993 and to date there are 81 members that have been inducted into this distinguished Hall of Fame. Through the generosity of Wendy's of Montana, a physical location was established to honor these great athletes on the campus of Rocky Mountain College in Billings at the Fortin Center.

There are many worthy candidates that could be inducted in future years if time was taken to nominate these deserving individuals. All of these candidates will be strongly considered even if the minimum amount of paperwork is submitted (cover letter, MHSAs Athletes' Hall of Fame Nomination form, two letters of recommendation and a photo). Here are the criteria and the categories where candidates can be nominated:

1. Modern era - a person who has experienced outstanding achievement as a competitor in interscholastic athletics as sanctioned by the MHSAs while enrolled in a Montana high school. A modern competitor is eligible for nomination a **minimum of seven years after graduation.** (i.e. to qualify for the 2013 Athletes' Hall of Fame the athlete must have graduated in 2006 or earlier.)
2. Old timer - a person who has experienced outstanding achievement as a competitor in interscholastic athletics as sanctioned by the MHSAs while enrolled in a Montana high school. An old timer has **graduated fifty years before the induction date** for that year's Athletes' Hall of Fame (i.e. to qualify for the 2013 Athletes' Hall of Fame the old timer must have graduated in 1963 or earlier.) At least one old timer will be inducted.

The MHSAs Athletes' Hall of Fame Nomination Form is enclosed in the Activity News. A current list of the MHSAs Athletes' Hall of Fame inductees and other Hall of Fame induction information can be found by visiting the MHSAs website at [www.mhsa.org](http://www.mhsa.org), and then proceeding to the Hall of Fame Page. Please review the current Athletes' Hall of Fame inductees and consider nominating the exceptional former athletes from your community. The deadline for nominations has been extended and nominations are due by September 30, 2012.

## **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 MHSAs 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 **2011-2012** 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 [jpaustin@mhsa.org](mailto:jpaustin@mhsa.org). Compliance forms for 2012-2013 will be sent in the spring.

## **EXECUTIVE BOARD ITEMS**

### **SEPTEMBER 24-25, 2012 BOARD MEETING**

The next regular meeting of the MHSА Executive Board will be held in Helena beginning on Monday, September 24, 2012, at 8:30 a.m. in the MHSА office. The Board meeting will continue Tuesday, September 25, 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.

### **MEETING DATES SET FOR EXECUTIVE BOARD**

The MHSА Executive Board has established dates for their regular meetings for the 2012-2013 school year. While the Board is required by MHSА 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.

#### 2012-2013 Board Meeting Dates and Sites

September 24-25, 2012	Helena
November 19-20, 2012	Helena
January 19 & 21, 2013	Missoula
April 15-16, 2013	Helena

### **ANNUAL MEETING SET FOR MISSOULA**

The next MHSА Annual Meeting will be held in Missoula on January 21, 2013. The Hilton Garden Inn is the host facility. Reservations may be made by calling 406-532-5300, 1-877-STAYHGI, or via [www.missoula.hgi.com](http://www.missoula.hgi.com). Please reference Montana High School Association Annual Meeting when making reservations.

## **CROSS COUNTRY**

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

The 2012 State Cross Country Meet will be staged in Helena on October 20. The competition will take place at the Bill Roberts Golf Course. To view the 2012 MHSА 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 2012 State Cross Country Meet, go to [www.mhsa.org](http://www.mhsa.org); navigate to the cross country page and click on the 2012 State Cross Country Policies and Procedures and NFHS Rules.

### **STATE CROSS COUNTRY FEES**

The MHSА Executive Board has passed a guideline that requires each school participating in the 2012 State Cross Country Meet to share proportionally the cost of running the 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 State Cross Country Meet. Coaches will be required to pay the total fee at the time they pick up their State Cross Country Meet Coach's Packet. Checks should be made payable to Helena Public Schools.

### **QUALIFYING TIME**

As recommended by the MHSА Athletic Committee and approved by the MHSА Executive Board, for the 2012 State Cross Country Meet: athletes must meet a qualifying time in at least one regular season cross country meet prior to participation in the 2012 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 State Cross Country Meet and cannot be entered as a team member or alternate.

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

### **CROSS COUNTRY COURSE MEASUREMENT**

The cross country course shall be three (3) miles in length. The measurement of the course shall be along the shortest possible route a runner may take. This method of measurement is a more accurate distance of the running route taken by competitors. This rule change updates the rule to the more current, acceptable trends of the sport for measuring the course. If cross country meets are using the exact course as previously used, with the new method of measurement the starting line or finish line should not be in the same place as previously located using the old course measurement method.

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 2012**

For 2012 MHSА 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 MHSА 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 MHSА Volleyball Committee, the MHSА 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 2012**

There are several major changes to MHSА rules that will go into effect for the 2012 MHSА 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 MHS/ 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 MHS/ 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.

## 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

Spirit Rules Books will be sent under separate cover to your cheer coach and dance coach. Cheer coaches who attended the MCA clinic in Great Falls have already received a book.

If your school will field cheerleaders only during the **winter season**, or if your school will not be fielding a cheer team at all during this school year, please advise Janie Holmes @ [jholmes@mhsa.org](mailto: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 again 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, and these changes are covered in the online Spirit Rules Clinic.**

## MUSIC

### MUSIC COMMITTEE FALL MEETING

The MHS/ 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](mailto:jpaustin@mhsa.org).

### MUSIC DATES FOR 2012-2013

October 17-19	All-State Band, Chorus & Orchestra-Great Falls
March 26	Festival for District 9 (large groups- <i>tentative</i> )
April 8	Festival for District 9 (solos & ensembles only)
April 12-13	Festival for Districts 5, 7, 8, 11, 12
April 18-19	Festival for District 6
April 19-20	Festival for Districts 1, 2, 4, 10, 13
May 3-4	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 MHS/ 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

2012-2013 Events Calendar  
2013-2014 Events Calendar  
August Calendar  
September Calendar  
2012-2013 Ready Reference Activity Dates  
2012-2013 National Testing Dates  
2012-2013 Football Rules Book (1)  
2012-2013 NFHS Football Rule Changes  
NFHS Football Changes and Information  
NFHS Heat Acclimatization and Heat Illness Prevention Position Statement  
2012 Volleyball Rules Book (1)  
2012 NFHS Volleyball Rule Revisions  
Volleyball Line Judges, Scorer and Timer Responsibilities  
Volleyball Scoring Information  
Volleyball Items  
Athletic Pre-Participation Physical Exam Form  
Coaches' Education Handout  
Athletes' Hall of Fame Nomination

*The MHS/ Executive Board and Staff look forward to serving you throughout the 2012-2013 school year!*

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#### 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



#### Executive Board Members

Dennis Holmes, Principal, Billings Senior High School  
(President)  
Pat Lynch, Activities Director, Manhattan High School  
(Vice President)  
Mike Cutler, Superintendent, Granite Public Schools  
Malia Kipp-Camel, Governor's Appointee, Ronan  
Lee Stiffarm, State Superintendent's Appointee, Billings  
Duane Walker, Activities Director, Hardin High School  
Lance Voegele, MTSBA Appointee, Belgrade

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