

LEADERSHIP SCHOOL

2015-16 APPLICATION



The mission statement of the Missouri State High School Activities Association is, “MSHSAA promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support the democratic principles of our state and nation.” Member schools continue to experience and report unsportsmanlike and disrespectful incidents at their contests by participants, coaches, officials, and spectators. In order to reduce such incidents and for the mission statement to be adhered to, MSHSAA encourages each school to form a “School Leadership Team” and to strive to qualify as a “MSHSAA Leadership School.”

Member schools meeting the application submission and point requirements will be recognized with a certificate and will be reported in the MSHSAA Journal. Further, recognition as a MSHSAA Leadership School is one of five requirements toward becoming a 5-Star Leadership School (see separate documentation regarding that program).

It's as EASY AS 1, 2, 3:

STEP ONE: SUMMER - SELECT YOUR LEADERSHIP TEAM

A “School Leadership Team” shall include at least six members, representing the various areas of the school setting, including representation from the community. One member shall be named as the chair, and the Leadership Team shall focus on, promote, teach and encourage citizenship, leadership, sportsmanship, and respect. Select your team knowing that not all members will be available for all meetings and/or activities.

Specifically, your school’s team should include, but is not limited to:

- administrators (at least one)
- coaches/sponsors (at least one)
- teachers/staff (at least one)
- parents (at least one)
- students (at least one boy and one girl)
- officials (recommended)
- school board members (recommended)
- booster club members (recommended)
- community members / retired teachers or coaches (recommended) / Etc.

STEP TWO: SUMMER - REVIEW APPLICATION AND PREPARE FOR REQUIREMENTS

STEP THREE: SUMMER/FALL - SET YOUR MEETING SCHEDULE AND GET TO WORK!

APPLICATION INSTRUCTIONS AND REQUIREMENTS

1. **DO NOT EDIT:** You must utilize this application, in its original form. Do not edit the form or change the pagination. All information is needed, and the layout is necessary to the grading process. The application must be completed entirely (handwritten LEGIBLY or TYPED), with the required supplements, marked with and in order by reference numbers, and included in a **notebook or binder in an organized fashion**.
2. **Application Notebooks:** must be based on your MSHSAA membership status this year and must represent all levels, activities and games under your membership:
 - a. Separate High School Member (Grades 9-12)
 - b. Separate Junior High School Member (Any combination of grades 7, 8, 9)
 - c. Combined Member (Grades 7-12)
3. **Combined Members:** You may submit one application that covers junior high and high school activities, but it may be simpler to submit two separate application notebooks – one for each level. This is your choice but make sure both levels are covered, because inclusion of both levels is required.
4. **Conferences:** A conference, upon request, may be recognized as a “MSHSAA Leadership Conference” when all of its member schools have qualified as “MSHSAA Leadership Schools” during the same school year. Please contact MSHSAA for more information.
5. **Current School Year:** Your application submission should represent the ENTIRE SCHOOL YEAR. If you did not gather your Leadership Team until after the Fall of this school year began, wait until next school year to submit an application. All seasons and activities must be represented. Materials for the spring season must be included. Do not submit your application early for this reason. In order to include the spring season in your supplemental materials, your notebook should not be submitted prior to April 1.
6. **Support Materials Required:** The requirements are outlined in each item, along with the point values. If support materials are not included, no points will be given. **BE ASSURED** that all materials are considered intellectual property of your school, even after submittal, and will not be duplicated or provided to other schools as resources. On occasion, we may ask for permission to reproduce a resource that has been submitted; however, reproduction **will not** take place without your prior approval and authorization.
7. **Required Points:** A school shall qualify as a “MSHSAA Leadership School” when it has accumulated at least 180 of the possible 250 points during a school year.
8. **SUBMITTAL:** This application and all required supplemental materials shall be organized in a binder or notebook and must be submitted in HARD COPY by USPS Mail, UPS, FedEx, or hand-delivery and must ARRIVE at the MSHSAA Office BY OR ON May 1 by 4:00 p.m. when the MSHSAA office closes. If May 1 is a Saturday or Sunday, submissions will be accepted until 4:00 p.m. on the Monday immediately following May 1. No facsimile submissions will be accepted. No scanned or emailed submissions will be accepted. A postmark date of May 1 will **NOT** suffice.

Send or Hand-Deliver as explained above to:

MSHSAA
 Attn: Stacy Schroeder, Associate Executive Director
 1 N. Keene Street
 Columbia, MO 65201-6645

9. **LATE SUBMITTALS:** Application notebooks submitted late (arriving at the MSHSAA Office after 4:00 p.m. on May 1) will be held and considered for the **following year's** Leadership School Designation. If the point requirements change for the following year, the school will be required to submit addendum materials to meet any additional requirements in order to remain in consideration.



LEADERSHIP SCHOOL



APPLICATION

Name of School: _____

School Address: _____

Name of School Leadership Team Chair: _____ Title: _____

Name of Individual Completing Application: _____ Title: _____

TAB 1:

- MEMBERS:** List the members of your "School Leadership Team" and indicate each member's affiliation with the school. There are six roles that are **required** (as marked with an "R" in the third column).

SUPPLEMENTS REQUIRED: This page should be completed and included behind Tab 1 in your notebook. Also, please denote which leadership team member served as CHAIR.

POINTS: 10

Name:	Role:	
1.	Admin	Required
2.	Coach/Sponsor	Required
3.	Teacher/Staff	Required
4.	Parent (<u>not</u> on staff)	Required
5.	Female Student-Athlete	Required
6.	Male Student-Athlete	Required
7.	Female Activity Participant	Required
8.	Male Activity Participant	Required
9.		Optional
10.		Optional
11.		Optional
12.		Optional
13.		Optional
14.		Optional
*Mark the Chair of the Team		

TAB 2:

2. **MEETINGS:** List the dates of each meeting of the School Leadership Team. A minimum of two meetings per season/six per year is required. One preseason meeting and one mid-season meeting is suggested.

SUPPLEMENTS REQUIRED: This page should be completed and included behind Tab 2 in your notebook. A meeting-specific written agenda for each meeting must be enclosed as well. Use Reference Number “2” on all agendas.

POINTS: 10

Meeting Date	Number in Attendance	Agenda enclosed?
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Suggested Meetings:

- Summer planning meeting
- First fall season meeting: to plan Fall Parent/Athlete Meetings
- Second fall season meeting (How are we doing with Fall Sports?)
- Activity-focused meeting (How can we encourage more attendance/support for our school activities?)
- First winter season meeting
- Second winter season meeting
- First spring season meeting
- Second spring season meeting
- Annual wrap-up meeting (What do we need to tweak, work on, prepare for next year?)

TAB 3:

3. **SPORTSMANSHIP/CHARACTER CURRICULUM:** One of the best and simplest ways to teach the concepts of sportsmanship, integrity, character, ethics, etc. is to use a curriculum and/or training modules that have been developed for this purpose. Some focus on students, some on coaches, some on parents, and some include training for all of these groups. There are programs that are publicly available or you may want to develop your own. The Booster Club may be able to assist you in funding such a program.

OPTION 1: Did you use a prepared and publicly available curriculum to teach these concepts? [Some examples: “*NFHS: Sportsmanship. It’s up to you*”; “*Enjoy the Game*”; “Character Counts”; “*NAIA Champions of Character*”; “STAR Sportsmanship”, etc.]

OPTION 2: Did you use a self-developed program to teach these concepts?

SUPPLEMENTS REQUIRED: For either option, a copy of the course/training overview and outline must be enclosed, along with a **detailed** description of the timeline you used for training and how training was conducted, and who was trained. Use Reference Number “3-Option 1” or “3-Option 2” on these materials in your notebook.

POINTS: 20

TAB 4:

4. **PRESENT TO COMMUNITY GROUPS:** School staff and/or students shall present to **at least one** community group (Lions Club, Kiwanis Club, Optimists, VFW, Senior Center, etc.) regarding the efforts the school is making in the area of sportsmanship and character education. Invite these groups to attend games.

SUPPLEMENTS REQUIRED: A letter of confirmation from the organization (on letterhead), along with a summary of the presentation including date, time, venue and audience is required. Use Reference Number “4” on these materials.

POINTS: 10

TAB 5:

5. **SCHOOL ASSEMBLY:** Please summarize a school assembly directed by school administration and/or students that was held in the Fall or the Winter to discuss Citizenship, Sportsmanship, Character and Respect expectations with your student body. This is a great way to make sure all students understand that attendance at games is encouraged and desired, and that there are expectations for them when attending a game – behavior, attire, sportsmanship, etc. Some schools hold these assemblies by class (freshmen, sophomores, juniors, and seniors). (This item may not be combined with #6-Speaker)

SUPPLEMENTS REQUIRED: Written timeline and summary of what took place at the assembly must be enclosed. Use Reference Number “5” on these materials.

POINTS: 10

TAB 6:

6. **VISITING SPEAKER:** There are groups and individuals that come to schools and speak regarding the subjects of sportsmanship, integrity, character, ethics, etc. You will need to arrange for **at least one** speaker, not directly associated with your school, to address this subject to either your student body (**cannot** replace #4-School Assembly) or to parents of your athletes, such as during a seasonal pre-season parent meeting. The Booster Club may be able to assist you in sponsoring speakers to come to your school to present to the student body, parent groups, coaches meetings, etc. (This item may not be combined with #5-School Assembly or #7-Healthy Lifestyles Presentation.)

SUPPLEMENTS REQUIRED: Biography of the speaker, along with a summary of the presentation including date, time, venue and audience is required. Link/address to speaker's website, or complete contact information, is also required. Use Reference Number "6" on these materials.

POINTS: 10

TAB 7:

7. **HEALTHY LIFESTYLES PRESENTATION OR PROGRAM:** If your school conducts a school-wide program regarding healthy lifestyles (topics: healthy living, being drug, tobacco, and/or alcohol-free, making good choices, actions/consequences) leadership points are available. If you bring in a speaker, not directly associated with your school, to address this subject to either your student body or to your athletes, you may submit these efforts for points. As a second option, if your school provides its own program for all students regarding this topic (other than through normal curriculum) you may submit a summary for points. (This item may not be combined with #5-School Assembly or #6-Visiting Speaker.)

SUPPLEMENTS REQUIRED: Option 1: Presentation or Speaker - Biography of the speaker, along with a summary of the presentation including date, time, venue and audience is required. Link/address to speaker's website, or complete contact information, is also required. [Option 2: School developed program: A written summary of the program, along with a syllabus or table of contents, and including some of the program materials, is required.] Use Reference Number "7" on these materials.

POINTS: 10

TAB 8:

8. **COMMUNITY SERVICE – SCHOOL WIDE:** If your school is involved in community service projects (volunteering, food drives, collecting materials specifically for donation, etc.) leadership points are available.

SUPPLEMENTS REQUIRED: A written summary of the program, along with dates/timeline, participation summary, and data on success is required. Please include copies of thank you letters received following the event(s) if possible. Use Reference Number "8" on these materials.

POINTS: 10

TAB 9:

9. **ATHLETIC DIRECTOR LED PRE-SEASON MEETINGS WITH PARENTS:** Arrange pre-season large-group meetings with sport and activity parents to distribute and/or collect paperwork, discuss participation requirements and explain expectations, before breaking out into individual sport groups. The topics of citizenship and sportsmanship, and expectations, must be included for leadership points.

SUPPLEMENTS REQUIRED: Dates of each of these meetings, along with an outline/timeline and a script or a copy of the PowerPoint slides of all topics covered in the parent meetings is required. Use Reference Number “9” on these materials.

POINTS: 20

TAB 10:

10. **SPORT-SPECIFIC COACH-LED PRE-SEASON MEETINGS WITH PARTICIPANTS:** [Break-out meetings] Each coach or director shall arrange pre-season meetings with athletes and (applicable) activity participants to discuss team/group expectations, limits, requirements, etc. Typically, these follow the combined parent meetings for each season – coaches break out into separate rooms to cover topics of their choosing or topics the AD has asked them to cover. The topics of sportsmanlike behavior, consequences of technical fouls/red cards and/or ejections, and the expectations for interactions with officials must be included for leadership points.

SUPPLEMENTS REQUIRED: Use Reference Numbers “10-A”, “10-B” and “10-C” on these materials.

- A)** The agenda of all topics to be covered in each of these sport or activity-specific meetings with participants is required. This may be a template script to cover any topics the A.D. mandates (that are better covered in a smaller group) or an agenda that is specific to each activity. Do not duplicate what you provided for Tab 9 (Group meeting).
- B)** The date/time of each separate meeting is required.
- C)** A list of the sport coaches and activity directors that did conduct such meetings, and a list of those who did not, is required.

POINTS: 10

TAB 11:

11. **ATHLETIC DIRECTOR LED PRE-SEASON MEETINGS WITH COACHES:** Arrange pre-season meetings with sport and (applicable) activity coaches to discuss coaching expectations. The topics of sportsmanlike behavior, ethical treatment of players, consequences of technical fouls/red cards and/or ejections, and the expectations for treatment of and conversing with officials must be included for leadership points.

SUPPLEMENTS REQUIRED: The outline/timeline and/or script of all topics covered with your coaches in these meetings is required. Use Reference Number “11” on these materials.

POINTS: 10

TAB 12:

12. **CODE OF CONDUCT/ETHICS-PARTICIPANT:** Leadership points are given if your school utilizes a code of conduct form for athletes, which details school expectations for athletes in this area, and if you require the form to be signed by the athlete and returned prior to participation. The citizenship expectations for athletes in By-Law 2.2 must be cited on the form. MSHSAA Parental Permission forms do not qualify for Leadership points. Use of the code of conduct form with activity participants (non-athletes) is optional.

SUPPLEMENTS REQUIRED: A copy of your Athlete Code of Conduct and any instructions is required. Signature Block must be visible of the form. Use Reference Number "12" on this document.

POINTS: 10 for student-participant signature being required
 10 for parent or guardian signature being required
 [Negative 10 points if your form still refers to By-Law 212.0 instead of By-Law 2.2!!]

TAB 13:

13. **CHARACTER / ETHICS / SPORTSMANSHIP AWARDS OR RECOGNITION:** Leadership points are given if your school recognizes students, at least quarterly, based on good character, good acts, ethical behavior/helpfulness, or sportsmanship. This must be a **school-created** award with specific and documented criteria. [Recognitions such as student council, NHS, Boys/Girls State, etc. do not qualify.]

SUPPLEMENTS REQUIRED: Use Reference Number "13-A" and "13-B" on this information.

- A)** A copy of each award's criteria and timetable for presentation is required.
B) A list of all winners (so far this year), with a short summary as to the reason for each winner is required.

POINTS: 10

TAB 14:

14. **PUBLIC ADDRESS ANNOUNCEMENTS AT CONTESTS:** Leadership points are available if you utilize public address announcements at contests that promote sportsmanship, explain expectations, encourage ethical treatment of officials and players, etc. MSHSAA announcements may be utilized but we encourage the use of school-specific (and more creative) announcements. Consider asking your leadership team to write new announcements, or make this a school contest.

SUPPLEMENTS REQUIRED: Use Reference Number "14-A" and "14-B".

- A)** A copy of any public address announcements that are used is required (MSHSAA and/or school-created).
B) A list of the sports contests for which these are regularly read, and when they are read, is required. Use of such announcements at non-athletic contests/events is optional.

POINTS: 10

TAB 15:

15. **SPORTSMANSHIP ADS OR STATEMENTS IN CONTEST PROGRAMS:** Leadership points are available if your school encourages positive sportsmanship at contests by printing spectator expectations in your contest programs.

SUPPLEMENTS REQUIRED: A school-published contest program that includes a sportsmanship advertisement is required (PLEASE mark the applicable page with a post-it note). Use Reference Number "15" on this (these) item(s).

POINTS: 10

TAB 16:

16. **SCHOOL-SPECIFIC SPORTSMANSHIP ADVERTISING ON THE RADIO:** Leadership points are available if your school or booster club sponsors sportsmanship public service announcements on your local radio station(s) encouraging positive sportsmanship at contests.

SUPPLEMENTS REQUIRED: A letter from the radio station confirming the sponsorship and dates of use, along with the text of the PSA that was used, is required. Use Reference Number "16" on this information.

POINTS: 10

TAB 17:

17. **SCHOLASTIC ACHIEVEMENT AWARDS:** Leadership points are available to schools that apply for MSHSAA Scholastic Achievement Awards (based on team GPA) for qualifying teams. At least one fall sport team and one winter sport team needs to have met the criteria for a scholastic achievement award and received confirmation from MSHSAA after submittal.

SUPPLEMENTS REQUIRED: A copy of the MSHSAA confirmation letter from Jason West/Julie Calfee that summarizes the teams that met this distinction each season is required. Use Reference Number "17" on this information.

POINTS: 10 for Fall Sport Team Award
10 for Winter Sport Team Award

TAB 18:

18. **MSHSAA SPORTSMANSHIP SUMMIT:** Leadership points are available to schools that had a "team" attend the most recent MSHSAA Sportsmanship Summit (August). For Leadership Application purposes, a "team" consists of at least one approved school coach or administrator, one female activity participant and one male activity participant. [If your school is interested in applying to become a 5-Star Leadership School, please review the MSHSAA Sportsmanship Summit requirements closely, as they differ from these.]

SUPPLEMENTS REQUIRED: Evidence of check-in and attendance is required. If you did not receive materials at check-in that you can use for this purpose, please contact Julie Calfee at the MSHSAA office to confirm your attendance in writing (an email from Julie is acceptable). Use Reference Number "18" on this information.

POINTS: 10

TAB 19:

19. **COMPLIMENTARY SPECIAL REPORT:** Leadership points are available to schools that have had at least one complimentary special report during this CURRENT school year (through April 1). CAUTION: Do not ask an official to file a complimentary special report for this purpose.

SUPPLEMENTS REQUIRED: Please print a copy of the complimentary special report from your school's homepage on the MSHSAA website and mark it with Reference Number "19".

POINTS: 10

TAB 20:

20. **ZERO NEGATIVE SPECIAL REPORTS:** Leadership points are available to schools that have had ZERO negative special reports (misconduct of athletes/coaches in registered sports) during this CURRENT school year (through May 1). NOTE: Special reports filed due to the yellow card procedures in boys and girls soccer will be disregarded for the purpose of leadership points.

SUPPLEMENTS REQUIRED: Please print a copy of your "Special Reports" summary page (showing no special reports) from your school's homepage on the MSHSAA website and mark it with Reference Number "20".

EXAMPLE: Below shows an example of a Special Reports summary page that is **NOT** free of special reports.

Awaiting MSHSAA Approval

 There are currently no special reports awaiting approval.

Completed Special Reports (2014-2015)

Select Year: 2014-2015 ▾

Game Date	Activity
12/15/2014	Boys - Basketball
1/9/2015	Boys - Basketball
1/13/2015	Boys - Basketball
2/6/2015	Boys - Basketball

POINTS: 20

TOTAL POINTS POSSIBLE: 250 / **TOTAL POINTS EARNED:** _____