

# Administrative Procedure

Adopted

## 408 Criteria for Adding Activities Program

*Below are the criteria/considerations that should be fulfilled when wanting to add an athletic activity into our Activities Program.*

### I. Criteria/Considerations for Adding Activities

1. The activity must be sustained as a club sport at the high school level for at least 2 years.
  - a. An activity may be added after one year to help with Title IX compliance.
2. There should be enough student participation to warrant a Varsity and Junior Varsity team.
3. The student-interest survey must show a substantial interest in the activity (enough for multiple levels – Varsity/JV) – sent out every other year. Form received from MSHSL.
4. The activity should be represented by at least four other schools in the Wright County Conference. (For scheduling and transportation purposes)
5. The financial piece of the puzzle must be in place.
  - a. In budget cutting years, no activities will be added to the Activities Program at Delano High School at district expense.
  - b. If cuts are made, the cuts will be looked at being added back before a new program will be approved to be added.

*(Additional criteria may be considered on a case by case basis by the Activities Director)*

### II. Process for Adding Activities

1. Read through and make sure there is compliance with Criteria/Considerations for adding an activity.
2. A formal typed proposal must be submitted in writing to the Activities Director. *(This proposal should be submitted to the Activities Director one year before the activity is wanted as part of the activities program). The proposal should include the following: A vision and mission for the program, total expense expected, revenue expected, expense per participant, a plan for practice space, etc.*
3. The proposal will be presented by the Activities Director to the Activity Counsel, to be discussed and dialogued.

- a. The purpose of the activity counsel is to discuss issues and provide multiple viewpoints to the Activities Director.
4. The Activities Director will decide whether or not to move forward to present the proposal to the Superintendent.
5. The Superintendent will then decide to move forward to the School Board or not.
6. If it is moved forward, a formal proposal will be made to the School Board.
7. An application must be made by the Activities Director to the Minnesota State High School League for instatement if approved by the School Board.