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This handbook outlines and explains the policies and procedures established by the state, conference, and local school district in administering and carrying out an effective and functional activities program at ADM MS/High School.

It is the intent, also, of this handbook to assist activity directors, head coaches, directors, and assistants by providing a resource guide to help them in understanding their duties and responsibilities and the policies and procedures under which they must operate. **This handbook is not a contract and will supercede all previous handbooks.**

## **Sport Activities Offered at ADM MS/High School:**

|               |     |                                                           |
|---------------|-----|-----------------------------------------------------------|
| <b>Fall</b>   | --- | <b>Cross Country</b> - Boys - Varsity/Junior Varsity      |
|               | --- | <b>Cross Country</b> - Girls - Varsity/Junior Varsity     |
|               | --- | <b>Football</b> - Varsity/Junior Varsity/Freshman         |
|               | --- | <b>Volleyball</b> - Varsity/Junior Varsity/Freshman       |
| <b>Winter</b> | --- | <b>Boys Basketball</b> - Varsity/Junior Varsity/Freshman  |
|               | --- | <b>Girls Basketball</b> - Varsity/Junior Varsity/Freshman |
|               | --- | <b>Wrestling</b> - Varsity/Junior Varsity/Freshman        |
| <b>Spring</b> | --- | <b>Boys Track</b> - Varsity/Junior Varsity                |
|               | --- | <b>Girls Track</b> - Varsity/Junior Varsity               |
|               | --- | <b>Boys Golf</b> - Varsity/Junior Varsity                 |
|               | --- | <b>Girls Golf</b> - Varsity/Junior Varsity                |
|               | --- | <b>Boys Soccer</b> - Varsity/Junior Varsity               |
|               | --- | <b>Girls Soccer</b> - Varsity/Junior Varsity              |
| <b>Summer</b> | --- | <b>Baseball</b> - Varsity/Junior Varsity/Freshman         |
|               | --- | <b>Softball</b> - Varsity/Junior Varsity/Freshman         |

### **Statement of Philosophy**

1. The ADM Community School District believes that a dynamic program of student activities is vital to the educational development of each student. The ADM MS/High School Activities Program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. Activities should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of fellowship and good will, to promote self-realization and all-around growth, and to encourage learning the qualities of good citizenship.
2. Activities play an important part in the life of ADM MS/High School. Young people learn a great deal from participation in interscholastic activities. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our activities program. Activities play an

important part; too, in helping individual students develop a healthy self-concept as well as a healthy body. Competition adds to our school spirit and helps all students - spectators as well as participants - develop pride in our school.

3. The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes of social and group living.

Leadership should be of the highest quality so as to exemplify to the participants the desired type of behavior to be developed from the activities program. Measurement of leadership success should not be in terms of the tangible evidence of the victory and defeat record, but rather in the intangible personality development factors that are an outgrowth of the major objectives of the activities program. The activities program should always be in conformity with the general objectives of the school. The activities administration should be in line with the general policies of the institution. At no time should the program place the total educational curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.

4. We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education. ADM High School student activities are considered a supplement to the school's program of education, which strives to provide experiences that will help to develop boys and girls physically, mentally, socially, and emotionally.
5. The interscholastic activities program shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the Board takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures, which might tend to neglect good sportsmanship and good mental health. At all times, the activities program must be conducted in such a way so as to justify it as an educational activity.
6. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interests and talents in sports, debate, speech, dance, drama, journalism, music, student government, and academic-related areas. Participation in these activities should provide many students with a lifetime basis for personal values, for work, and for leisure activities. The activities program should be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels should be established within activities, when feasible, so that students may participate as fully as possible regardless of their ability levels.

Every effort should be made to support the activities program with the best facilities, equipment, and with the most qualified staff available. In so far as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activities program. Coaches, directors, and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity, and an appreciation for the importance of practice.

The ultimate goals of the activities program should be: 1) to realize the value of participation without overemphasizing the importance of winning or excelling, and 2) to develop and improve positive citizenship traits among the program's participants.

## Objectives of Participation

1. To provide a positive image of school activities at ADM MS/High School.
2. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student-athlete.
3. To ensure growth and development that will raise the number of participants; that will give impetus to increasing attendance at each contest; and that will enable a program of continuing upkeep and improvement of facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - A. Physical, mental, social, and emotional growth and development.
  - B. Acquisition and development of special skills in activities of each student's choice.
  - C. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
  - D. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, decision-making, and the ideals of good sportsmanship that make for winning and losing graciously.
  - E. A focus of interests on activity programs for the student body, faculty, and community that will generate a feeling of unity.

- F. Achievement of goals as set by the school in general and the student as an individual.
  - G. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - H. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
5. To provide a superior program of student activities that includes appropriate activities for every student.
  6. To provide opportunity for a student to experience success in an activity he or she selects.
  7. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
  8. To develop high ideals of fairness in all human relationships.
  9. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
  10. To develop an understanding of the value of activities in a balanced educational process.

## **Administrative Organization**

### **1. Chain of Command**

#### **A. Board of Education**

The Board of Education, responsible to the people, is the ruling agency for the ADM School District. It is responsible for interpreting the needs of the community and requirements of the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; 3) evaluating the interscholastic activities program in terms of its value to the community.

#### **B. Superintendent of Schools**

The Superintendent is responsible to administer the schools according to the adopted policies of the Board, rules and regulations of the State Department of Education, and in accordance with state school code. It is his/her duty to establish a definite school policy and to have an understanding of that policy. The superintendent shall represent the school district as its chief executive officer and its foremost professional educator in its dealing with other systems, social institutions, and business

#### **C. High School Principal**

The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the activities affairs by the Activities Director and the director/coach. By delegation and by established precedent, the school principal is the official school representative in matters dealing with the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, and the Raccoon River Conference. The principal is solely responsible for any official action taken by his/her school.

#### **D. 7-12 Activities Director**

The Activities Director is directly responsible to the principal. The primary responsibility of the Activities Director is the administration and supervision of the interscholastic activities program in the ADM schools. The Activities Director's duties will be those described in his/her job description and any others as designated. He/she will provide the leadership necessary for the day-to-day operation of the activities department.

#### **E. Head Coaches/Directors**

All head coaches/directors shall be responsible to the Activities Director for the total operation of their respective activities programs. Head coaches/directors shall act as official representatives of the school as they carry out their interscholastic activities responsibilities. Head coaches/directors will be responsible for the normal duties required of interscholastic competition, those duties described in the directors' job description, and/or any duties delegated by the Activities Director.

### **2. Definition of the Administrative Chain**

#### **A. Superintendent of Schools**

1. Is ultimately responsible for all phases of the public school program.
2. Delegates his/her power of administration of the interscholastic activities program through the high school principal to the activities director.

#### **B. High School Principal**

1. Is responsible for all activities affecting students in his/her building.
2. Is closely involved with the operation of the activities program.
3. Coordinates the activities program with other school activities.

#### **C. Activities Director**

1. Directs the operation of the activities program:
  - a. is responsible for all scheduling
  - b. is responsible for transportation

- c. is responsible for obtaining officials for games
- d. is responsible for all schedule changes
- 2. Selects and supervises coaches/directors
- 3. Evaluates the activities program and the activities staff
- 4. Participates in budget preparation for the activities program

#### **D. Coaches/Directors**

- 1. Represent the school in interscholastic activities
- 2. Conduct their work within the framework of the goals of the school system, the policies and procedures of the department of activities, and the regulations of the Raccoon River Conference, and the state associations
- 3. Strictly enforce eligibility rules
- 4. Determine team selections fairly
- 5. Consider activities as part of the total educational program, encouraging athletes to work to their maximum ability in academics as well as in sports
- 6. Exhibit proper and exemplary behavior at all times
- 7. Implement the Code of Conduct for all student/athletes
- 8. Be entirely responsible for the guidance of students in their charge

#### **E. Line of Authority**

- 1. Superintendent of Schools
- 2. High School Principal
- 3. High School Associate Principal Activities Director
- 4. Head Coach/Director
- 5. Assistant Coach

### **Affiliations**

#### **1. State Activities Associations**

- A. ADM Senior High School is a member in good standing of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. These organizations serve as the authorized representatives of the Iowa Department of Education in the supervision and control of the interscholastic activities of all schools in the state.
- B. The purpose of these organizations is to promote, develop, direct, protect, and regulate amateur interscholastic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools, and communities throughout the state.
- C. As a member of the IHSAA and the IGHSAA, ADM Schools agree to abide by all the state by-laws, rules, and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character, and discipline of athletes.

#### **2. Conference Affiliations**

- A. ADM High School is a member of the Raccoon River Conference. The conference was established to encourage member schools to improve their extra-curricular program in the area of activities. The value of conference membership is derived from arranging of schedules, equalizing competition, conducting conference meets, and generally up-grading the activities program by adhering to conference standards and goals. Membership implies abiding by conference schedules, by-laws, rules, and regulations. The following schools are members of the Raccoon River Conference:

#### ***RACCOON RIVER CONFERENCE 2011-12***

*ADM Tigers*  
*Ballard Bombers*  
*Bondurant-Farrar Bluejays*  
*Boone Treadors*  
*Carlisle Wildcats*  
*Carroll Tigers*  
*Dallas Center-Grimes Mustangs/Fillies*  
*Perry Bluejays/Jayettes*  
*Winterset Huskies*

## Activities Eligibility

### 1. Eligibility

#### A. Requirements

Because a successful season can be ruined by an ineligible student participating, the director must closely monitor the eligibility of team members. Eligibility requirements originate from three sources.

1. IHSAA/IGHSAU/IHSSA requirements
2. ADM High School Activity Code
3. The head coach/director of each activity.

Directors must be familiar with the ADM Activity Handbook and the sports guides and rulebooks provided by the respective associations.

#### B. General Terms of Eligibility

1. Academic Eligibility Requirements for Athletics: To participate in co-curricular athletic activities a student must pass all classes at the end of the semester. If a student does not pass all classes, he/she is ineligible for the next 30 consecutive calendar days and inclusive weekends during which he/she is a participant in any activity if they are already in the middle of the season. The first day of ineligibility shall be the first business day after report cards are available. If an athlete fails a class and he/she is not currently in a sport they will be ineligible for the first 30 consecutive days after the first playing date of their sport. This rule only affects high school students (9-12). A student participating in a summer sport (baseball or softball) will have the same penalty as all other students. The first day of ineligibility shall be the first business day after report cards are available. For more information or guidance on the scholarship rule you may go to the IAHSAA website which is [www.iahsaa.org](http://www.iahsaa.org) then click on school resource center, then eligibility information and then Guidance on Scholarship rule 36 and there are several pages of information. Additionally, whenever a student's name (grade 9-12) appears on the failing/incomplete list, he/she will be considered ineligible on Tuesday through Monday of that week. Failing/Incomplete lists will be generated on Mondays, with ineligibility starting on Tuesday. Students can gain eligibility back by completing their work and turning it in or pulling their grade up to passing. As soon as the office is notified by the teacher that the student is complete or passing, the student regains eligibility. ADM will maintain compliance with all state laws governing student eligibility.

#### 2. **Incomplete semester grades will be treated like an F. Once the student brings the grade to a passing grade they will be eligible**

3. 7<sup>th</sup> & 8<sup>th</sup> grade students, who have not completed all their work or have not done satisfactory work in a course, will be placed on the Incomplete/Failing list. Students are not incomplete if they have been ill or absent with good reason until they have had the allowed time to make up the work - one day for each day absent. As soon as the work is completed satisfactorily, the incomplete will be removed. **A supervised after school study hall room is available from 3:35 to 4:30 pm. on Monday, Tuesday, Wednesday, and Thursday. Students may use this room to complete incomplete work, make-up work, and study for up-coming quizzes and tests.**

1. The Incomplete/Failing List is based on the standards that each individual teacher has structured for his/her class. 7<sup>th</sup> and 8<sup>th</sup> grade students who are incomplete are not eligible to participate in athletic contests but may practice at the discretion of the coach. 7<sup>th</sup> and 8<sup>th</sup> grade students who are failing must go to the supervised after school study room from 3:35 to 4:30 p.m. and then may go to practice. 7<sup>th</sup> and 8<sup>th</sup> grade students who are failing are ineligible for athletic contests until the failing grade is brought up to a minimum grade of 70%. When 7<sup>th</sup> and 8<sup>th</sup> grade students turn in incomplete work and/or raise their failing grade to a minimum of 70%, they will regain their eligibility for athletic contests.

4. Academic Eligibility Requirements for Music, Speech and Drama: To participate in co-curricular music, speech and drama activities a student must pass all classes at the end of the semester. If a student does not pass all classes, he/she is ineligible for 30 consecutive school days and inclusive weekends. The first day of ineligibility shall be the first school day following the day grades are issued by the district. Ineligibility for students who fail a second semester course will carry over to the first semester of the next school year and begin the first day. Additionally, whenever a student's name appears on the failing/incomplete list in two of the same subject areas two weeks in a row, he/she will be considered ineligible on Tuesday through Monday of the following week. Assessed performances are not to be included. A student with a disability who has an IEP shall not be denied on the basis of "no pass, no play," if the student is making adequate progress, to be determined by school officials. ADM will maintain compliance with all state laws governing student eligibility.

5. Students in athletics, music, speech, or drama activities:
  - 5a. must be under 20 years of age,
  - 5b. are eligible for a maximum of eight semesters or less,
  - 5c. special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's IEP team, towards the goals and objectives on the student's IEP or 504 plan,
  - 5d. must conform to the guidelines of the ADM Student Activity Code,
  - 5e. must abide by any additional regulations that are made in writing and passed out by the head coach/director previous to the beginning of the activity season. These rules should be submitted to the AD prior to the season for advance approval. Following approval they will be kept on file by the high school AD,
  - 5f. must be present for the **ENTIRE SCHOOL DAY** to participate in an activity (plays, musicals, sport activities, cheerleading, dance, clubs, organizations, etc.) that night. He/she must be in school for periods 5,6,7,8 to practice an activity that day after school. Exceptions: funerals, scheduled appointments, and any family emergency at the discretion of the AD/Principal. Doctor's note is required prior to participation of activity. These are to be cleared by the building principal or the activities director,
  - 5g. will be the responsibility of the student to inform the coach, director or sponsor of the absence and subsequent inability to participate in practice, competition or public performance if the absence from class was without proper approval given by the activities director or designee, and
  - 5h. each faculty member in charge of activities will be responsible for notifying students of the status of their eligibility. It is the responsibility of the coach or director to notify students of their ineligibility to participate in an activity.
6. Students in athletics:
  - 6a. must have not been a member of a college squad nor trained with a college, nor participated in a college contest nor engaged in that sport professionally,
  - 6b. must have on file: a physical exam and a parent/student release form. The student must be enrolled or dual-enrolled in the ADM Community School District,
  - 6c. if the student is a transfer student, he/she must meet all transfer requirements; if the student is an open enrollment student, he/she must be eligible under state law regulations.

#### **ADM Community School District Activity Code**

The Board of Directors of the ADM Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Activities Director shall keep records of violations of the ADM Activity Code.

#### **Scope of Code**

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, debate contests, National Honor Society, all co-curricular clubs (e.g., Art Club, TSA, etc.), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative, etc.), state contests and performances for cheerleading, dance team, or color guard, mock trial, academic decathlon, or any other activity where the student represents the school outside the classroom.

**\* These rules are in force twelve (12) months of the year  
on or off of school property. \***

#### **PLEASE READ THE FOLLOWING VERY CAREFULLY**

If you feel you are willing to meet the demands of the extracurricular activity, and you feel you can conform to the rules and regulations of the extracurricular activity, then we want you to participate in these programs. Remember that in order to reach your potential, it will require time, effort, and self-sacrifice on your part. ADM Schools does not wish to make "robots" out of individuals. It does not want an individual to suffer human indignities. It does not want you to lose personal identity. It is not interested in having students become so involved in extracurricular activities that these activities must come first above all other things. ADM Schools is interested in young men and women being given the opportunity to select activities to which they can dedicate themselves, a "cause", along with participating in other phases of a well-balanced life style.

To retain eligibility for participation in ADM High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community

### **Violation of the Activity Code**

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the ADM Activity Code will be deemed ineligible for a period of time, as described below. This includes any and all activities during the ineligible time period. A student may lose eligibility under the ADM Activity Code for any of the following behaviors:

1. Possession, use, or purchase of tobacco products, regardless of the student's age.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]).
3. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), **regardless** of whether the student was cited, arrested, convicted, or adjudicated for the act(s). If formal charges are dropped, or if the student is found not guilty in court, the school may still, after a hearing, decide that the student violated the ADM Activity Code by a preponderance of the evidence.
5. Exceedingly inappropriate or offensive conduct such as assault, battery, serious hazing, harassment, or gross insubordination (talking back or refusing to cooperate with authorities).  
NOTE: this could include group conduct!

If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of an Activity Code Rule in the previous school, the student shall be ineligible if the administration has knowledge of the student's misconduct or violation in the previous district.

Along with the denial of participation in all activities, these actions may also result in a range of school punishments from detentions to referral to the Board of Education with recommendation for expulsion.

### **Penalties for Violation of the ADM Activity Code-Activity Code will be served separately from the academic eligibility requirements.**

Any student who, after a hearing before the administration, is found to have violated the ADM Activity Code, during the school year, or summer, is subject to a loss of eligibility as follows:

### **EACH OFFENSE WITHIN THE STUDENT'S MIDDLE SCHOOL CAREER (grades 7-8 through the summer following eighth grade:**

#### **ATHLETIC ACTIVITY PENALTY:**

9. The student will be ineligible for 1/4 (25%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
10. The student, parent, and administrator will discuss the violation.

#### **NON-ATHLETIC ACTIVITY PENALTY:**

1. A number of public performances will be determined according to the activity and length of season
2. The student, parent, and administrator will discuss the violation.

**FIRST OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER (grades 9-12):****ATHLETIC ACTIVITY PENALTY:**

1. The student will be ineligible for 1/4 (25%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
2. The student must perform 10 hours of community service.
11. The student, parent, and administrator will discuss the violation.

**NON-ATHLETIC ACTIVITY PENALTY:**

11. A number of public performances will be determined according to the activity and length of season.
12. The student must perform 10 hours of community service.
13. The student, parent, and administrator will discuss the violation.

**SECOND OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER (grades 9-12):****ATHLETIC ACTIVITY PENALTY:**

41. The student will be ineligible for all (100%) of the total scheduled inter-scholastic dates in which the student would normally participate. This includes all post-season tournament play. Each day of a regular season tournament count as one date of suspension, regardless of how many games played.
42. The student must perform 20 hours of community service.
43. The student, parent, and administrator will discuss the violation.

**NON-ATHLETIC ACTIVITY PENALTY:**

41. A number of public performances will be determined according to the activity and length of season.
42. The student must perform 20 hours of community service.
43. The student, parent, and administrator will discuss the violation.

**THIRD OR SUBSEQUENT OFFENSE WITHIN THE STUDENT'S HIGH SCHOOL CAREER:****ATHLETIC and NON-ATHLETIC ACTIVITY PENALTY:**

14. The student will be ineligible for 1 (one) calendar year.
15. The student must perform 30 hours of community service.
16. The student, parent, and administrator will discuss the violation.

**Violation Enforcement**

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
2. An ineligible student will attend all practices or rehearsals, but may neither "suit up" nor perform/participate. The student will not wear any team or school attire during the contests for which they are ineligible.
3. If a student drops out of any activity prior to the completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity.
4. If a student violates the ADM Activity Code while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
5. If a student is ineligible at the time of a violation of the ADM Activity Code, the penalty for the violation will not begin until the student regains eligibility. (Example: a student academically ineligible for a week, a quarter, or a semester is found to have been in possession of tobacco, an Activities Code violation. When the student is again academically eligible, the penalty attaches. Example: a student violates the Activity Code and is ruled ineligible for 2 (two) games. While ineligible, the student again violates the Code. The second penalty attaches when the first penalty is completed.

**ADM Good Conduct Committee**

A student may appeal the administration's decision to the ADM Good Conduct Committee.

The committee will be made up of three non-season coaches, one fine arts teacher, and a designated layperson that will meet with the student to review the evidence to determine if it constitutes a violation of the ADM Activity Code. Parents of the accused student shall also be invited to attend.

The Activities Director/Principal will organize the committee for each hearing. The committee will be charged with the authority and responsibility of making a determination of guilt or innocence regarding violation(s) of the Activity Code in all cases.

At the Good Conduct Committee hearing, the Activities Director/Principal will inform the Committee of the level (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> violation), and what consequences are stipulated in the Code. The Activities Director/Principal will present the information regarding the incident according to the facts that have been uncovered by the Activities department. Following the presentation of facts by the Activities Director/Principal, the student will then be given an opportunity to present his/her side of the incident. The Good Conduct Committee will then weigh the evidence and will decide upon the guilt or innocence of the student. If the Good Conduct Committee reverses the decision of the Activities Director/Principal, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record. If the Committee finds the student guilty, the student will be ineligible for the amount of time stipulated for the corresponding offense.

The Good Conduct Committee hearing will be audiotaped so that a record of the proceeding can be reviewed on an appeal.

**During the establishment of the Good Conduct Committee,  
the student will be INELIGIBLE until such time  
as the administration's decision has been overruled.**

### **Mere Presence Rule**

Students involved in activities who are in attendance at a function or party where the student knows or has reason to know that tobacco, alcohol or other drugs are being consumed illegally by minors and fails to leave despite having reasonable opportunity to do so, shall be in violation of the activity code and shall be suspended from the next public performance or competition. This violation will not involve the student in the steps of the general Activities Code.

If the student can prove by a preponderance of the evidence that they made a legitimate effort (called parents, called authorities, left the scene, etc.) when contraband appeared, or they became aware of the presence of the contraband, or that they were not aware that the contraband was present, the student will not be ruled ineligible.

Students and parents must realize that if a student finds him- or she in a situation where tobacco, alcohol, or other drugs are being consumed illegally by minors, the student's options are:

1. Leave immediately. An *intention* to leave is not a defense. Nor is being the "designated driver."
2. Apply reverse peer pressure to convince the persons responsible for bringing the contraband substances to leave the party and take the contraband with them.
3. Otherwise get rid of the contraband. (Flush or pour, but do not consume.)
4. Stay and risk loss of eligibility for extracurricular activities.

This rule shall not include parties where the student's parents are in attendance, or anniversaries, graduations, and wedding receptions. *Drinking by students at such events is still prohibited and will be penalized according to Activity Code policies.*

### **Appeal Process**

The student and/or the student's parents may appeal a decision in the following manner:

1. The student and his/her parents may appeal the Good Conduct Committee's decision to the Superintendent of schools, in writing, within three (3) school days. The superintendent shall render a decision on the appeal within three (3) school days.
2. Following a decision of the Superintendent, the student and/or the student's parents shall be given three (3) school days to appeal, in writing, to the ADM Board of Education. The appeal shall be heard by the Board at the earliest feasible opportunity, but no later than seven (7) school days following the submission of the appeal of the Superintendent's decision. The grounds for review by the school board are limited to the following: the student did not violate the ADM Activity Code; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the Good Conduct Committee, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

**During the appeal process, the student will be INELIGIBLE  
until such time as the AD's or Good Conduct Committee's**

**decision has been overruled.**

## **Coaching Expectations and Responsibilities**

### **1. Director's Professional and Personal Relationships and Expectations**

The need for precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in directing. There is a definite need for precise criteria to measure directing accomplishments within the framework of the ADM School District objectives for their activity programs. These major performance areas stand out above the others:

#### **A. Rapport**

A director must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow directors in the conference, media representatives, and the parents of his/her players. Good rapport and an image of competency are invaluable for the director.

#### **B. Cooperation**

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Directors must work hand in hand with their activities director, principal, and other members of the staff.

#### **C. Leadership**

Diligence, enthusiasm, honesty, and a love for the game are all part of a professional pride that should be exhibited by any director. Personal appearance, dress, physical condition - all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are important.

#### **D. Discipline**

Every facet of discipline is the director's responsibility. Individually, the director becomes a model of all that the program represents - observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season - at home and away, and the conduct of the crowd - especially where the student body is concerned. Desire to do well, to win well, to lose well, should be emphasized. Staff, players, and spectators should be motivated toward established goals.

#### **E. Improvement**

A director must constantly take advantage of opportunities presented for self-improvement. Attendance at conference meetings, rules meetings, workshops, and clinics in specific fields and similar inservice training programs is a must. Membership should be maintained in professional organizations, directors' organizations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment material available in other media forms is also expected.

### **2. Coaching Techniques**

- A. Use sound, acceptable teaching practices.
- B. Run well-organized practice sessions.
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries to occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
- E. Construct a well-organized game plan.
- F. Develop a system for equipment accountability, including season inventory, repair, reconditioning, and replacement. All purchasing should be accomplished through the allocated budget.
- G. Keep assistants, student managers, and statisticians well informed as to what is expected. Cooperate fully with the maintenance staff, transportation staff and others similarly involved in the overall program.

### **3. Directors' Responsibilities**

#### **A. To the players on the team**

The main reason for having activities teams within a school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The director must be the leader and set the example.

The director should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments.

Players have a right to expect directors to have a genuine and up-to-date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the directors' minds.

The directors' primary responsibility is to the individual young man or woman. the athlete's family must not be ignored, however, since consideration must be given to the family and to their requests.

#### **B. To the school district**

As a director, you are a frequent topic of conversation at various community locations - the home, the work place, and at meetings of many civic organizations. Your profession, as well as your reputation as a director, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the ADM School District. Much can be done by the director in public contacts to build and maintain a high level of confidence in the activities program and the school district.

#### **C. To the school**

A director owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his her school.

To be effective, a director must be respected. To be respected, good personal habits and neat appearance are important; but most importantly are the examples set by the director. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you. Private, firm, fair, and constant discipline must be maintained.

The work of the director must be an integral part of the educational program of the school. The director should show mastery of the principles of education and constant improvement in teaching and directing.

The director should give support to all endorsed activities of the school. At every opportunity, the director should urge the student body to be polite, courteous, and fair to the visiting team.

#### **D. To the profession**

A director in the ADM School District should continue professional growth in both the academic teaching area and the activities area. To best accomplish this, a director should belong to the various associations open to the profession.

#### **E. To fellow directors**

The makeup of a directing staff is basically a quasi-autocratic society. The head coach/director must always be in command. Despite this position of authority, the wise head coach/director will encourage independent thought on the part of the staff. An important factor is human relation skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach/director will praise the assistants and award recognition whenever possible. Misunderstandings between directors should be discussed as soon as possible and in an appropriate location away from the students and other people not connected with the program.

The head coach/director expects all staff to contribute a full measure of time, effort, thought, and energy to the program. The assistant directors must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility of the head coach/director, the students, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team, and the coaching staff is dependent upon the quality and effort of the assistants

#### **F. To other directors in our school**

One must always bear in mind that his/her activity is not the only activity, it is only part of the total activities program and of the school. Therefore, it is important to support, promote, and cooperate with all the other directors and activity sponsors for the well being of the total program.

A director should support and serve fellow directors whenever possible. All remarks should reflect confidence in one's fellow directors. A strong, harmonious, interpersonal relationship must exist among directors and other faculty members.

#### **G. To faculty members**

A director is responsible for cooperating with every faculty member on the staff. If the director cooperates with the teachers of academic subjects by allowing a participant to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.

#### **H. To the school physical facilities**

Each director is responsible for the following:

1. Keeping practice areas and locker rooms in order.
2. Storing equipment neatly and using equipment properly.
3. Keeping storage areas and offices locked.

### **Director's Areas of Responsibility**

#### **1. Failure to Teach**

Directors can be sued for failure to teach fundamentals in particular sports and protective skills.

- A. Teach the athlete to protect himself.
- B. Teach proper fundamentals.
- C. If an athlete is praised or encouraged for doing something improperly, it will come back to haunt you.
- D. Negligent entrustment (entrusting authority to someone who is not qualified to carry out that authority)
  1. Assistant directors
  2. Volunteer directors

#### **2. Failure to Properly Supervise**

- A. If you are not there, you will be liable.
- B. The more hazardous or the more contact, all the more closely the activity must be supervised.
- C. You must be at least immediately accessible.
  1. Accessible to all aspects of practice or activity.
  2. Systematic overseeing of the practice or activity.
    - a. systematic supervision
    - b. written itinerary
    - c. emergency policies
    - d. locker room rules posted

#### **3. School Policy**

- A. Directors must know school policy in every situation.
  1. If no school policy in place, go to the Superintendent/School Board for clarification.
  2. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent director.
  3. Know if you have a school policy and do not deviate from it.
  4. Adopt the policy rules of the superior administrative agencies.

#### **4. Equipment**

- A. Once injury takes place:
  1. Keep the equipment, label it. Get evidence of purchase and sequester it.

2. If on film, study film, and keep it.
3. Get witnesses immediately.

#### 5. Reasons for Director and Administrator Liability

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an underqualified or unqualified individual.
- C. Failing to teach proper skills.
- D. Failing to teach protective skills.
- E. Failing to provide and maintain a safe coaching and playing environment.
- F. Failing to inspect, repair, and recondition equipment properly.
- G. Failing to teach athletes to inspect their own equipment.
- H. Failing to provide proper, effective equipment.
- I. Failing to properly play an activity.
- J. Failing to create and set policies and procedures for an activity.
- K. Failing to follow and enforce policies and procedures.
- L. Failing to adopt safety standards of pertinent superior administrative organization.
- M. Failing to match or equate athletes.
- N. Failing to properly administer first aid.
- O. Failure to warn of inherent dangers of the activity.
- P. Failing to assess an injury or incapacity in an athlete.
- Q. Failing to keep adequate and accurate records.

#### 6. Duties of Head Coach/Director

- A. Provide safe environments.
- B. Properly plan an activity.
- C. Evaluate their athletes or students for injury.
- D. Match or equate athletes.
- E. Provide or maintain proper, effective equipment.
- F. Warn of inherent risks of a sport.
- G. Supervise closely.
- H. Know and use emergency procedures and first aid.
- I. Keep adequate records.
- J. Know, document, post, and implement school policies.

### Supervision of After-School Events (School Board Policy)

To supervise the school facility, there shall be a district employee or a person designated by the school district available while students wait at the school building after a school activity.

It shall be the responsibility of the supervisor to ensure that the students and other individuals in the school building have a valid and clear purpose for being in the facility at that time. If there is no valid and clear purpose for the student or other individual to be in the building, the supervisor shall require them to leave the premises at once. Persons who do not leave upon request may be reported to the local law enforcement authorities.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### Camp and Clinic Rule

The following is the camp and clinic rule adopted by the Department of Education effective April 16, 1997 - (the new rule affects coaching contact in the summertime only. All members of the high school coaching staff are still prohibited from having contact with their student-athletes outside the sport season during the school year. The new rule lifts the previous restriction-limiting members of the HS coaching staff to 10 days of summertime contact. As of the effective date of this rule change, there is no limit on the number of days of contact, members of the coaching staff may have with their students during the summertime. However, at no time may contact conflict with sports in season. This applies to contact on or off school grounds.):

"36.15(6) Summer camps and clinics and coaching contacts out of season. School personnel, whether employed or volunteers of a member or associate school shall not coach that school's student-athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from official first day of practice through the finals of tournament play. A summer team or individual camp or clinic held at a member or associate school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season."

**Penalty:** A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

## Open Gym Rule

Also from the Department of Education effective April 16, 1997:

A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students of the community. When students are participating in open gym in the hours immediately before or after school, SCHOOL PERSONNEL shall be assigned to supervise. Open gyms are subject to the following restrictions:

1. The supervisor in charge shall not engage in any type of coaching nor participate during supervision.
2. Attendance by students is voluntary.
3. Volunteer or paid coaches may not directly or indirectly require attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
4. Open gym shall not be called or posted for specific sports.
5. An open gym notice shall be posted on the general student information bulletin board and shall be initiated by a school administrator other than the coach supervising the open gym.

**Penalty:** A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

## Job Descriptions

### Title: Head Coach/Director

- Qualifications:**
1. Coaching Endorsement or Coaching Authorization as issued by Dept. of Education
  2. Demonstrated skills and knowledge in the activity

**Reports To:** Activities Director and school administration

- Job Goal:**
1. To direct the varsity team and coordinate the total program in grades 7-12. This shall include development and preparation of a written philosophy and objectives for each level.
  2. To provide a program which will allow students to develop their interest and a desire to excel commensurate with their ability.
  3. To provide a program, which is competitive within our immediate conference or class.
  4. To enforce disciplined and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students.
  5. To foster a sense of dedication to group goals and team effort.

## Performance Responsibilities and Duties:

1. Overall supervision and development of his/her program in grades 7-12.
2. Assignment of duties and evaluation of assistant coaches working in his/her sport.
3. Assure that the assistants and he/she know and abide by the rules and procedures of the district, conference, and state handbooks, as well as the rules of the sport.
4. Assure that each participating s/a has on file, prior to any form of participation (including practice), the following:
  - a. current physical form
  - b. insurance waiver, risk acknowledgment, handbook/code of conduct form
  - c. Health and Injury Information Card
5. Submit to the AD's office a complete roster of eligible participants for the sport at least one week prior to the initial contest. This list will include name, height, weight, position, and uniform numbers.
6. Assure that all s/a's on their squads are eligible according to district, conference, and state regulations working in coordination with the AD and Guidance Counselors.
7. Keep a written record of all equipment checked out to athletes. An inventory turned in following the season.
8. Submit to the AD a complete budget request, within the timeline, requesting new equipment or repairs.
9. Submit a season-ending report, which will include such areas as: record, letterwinners, participants, recommendations, award winners, inventory, etc.
10. See that their sport begins and ends on the dates specified by the IHSAA/IGHSAA.
11. Submit to the AD and Transportation Director a complete list of recommended departure times for away contests at least two weeks prior to the initial contest.
12. Discipline his/her team whenever they are under his/her jurisdiction.

13. Give appropriate attention to sick or injured athletes in a professional manner, referring all serious injured athletes to the medical personnel office.
14. Fill out and submit to the office medical injury reports on athletes requiring professional medical attention.
15. Make sure medical kits are adequately supplied and available at all practices and contests.
16. Maintain and utilize all equipment in a proper manner.
17. Provide information to, and cooperate with the local media.
18. Attend all conference meetings pertaining to his/her sport.
19. Develop a program that will enhance the skill levels and competitiveness of his/her activities squad in a safe manner.
20. Inform and explain to members of his/her squad the following rules and regulations pertaining to participation and ability by their contents:
  - a. academic eligibility
  - b. physical, insurance, and acknowledgment of risk forms
  - c. care and return of equipment
  - d. attendance at practice
  - e. suiting up policy
  - f. lettering requirements (copy to be supplied to AD prior to season)
  - g. dress for contests
  - h. rules and regulations of the activities handbook and additional rules
  - i. bus procedures
  - j. activity code of conduct
21. Teach the skills and fundamentals associated with the sport.
22. Develop and require execution of those fundamentals based on individual ability.
23. Encourage academic as well as activities excellence.
24. Supervise the players in locker rooms both before and after practices and/or games until all students leave school property.
25. Maintain locker and equipment rooms in a neat and orderly manner.
26. Establish criteria for lettering and submit criteria to the AD.
27. Award letter in accordance with requirements.
28. Communicate after the first day of practice with the student, parent, and the office the name and reason of any student that drops from a squad or is suspended.
29. Instill a sense of sportsmanship and fair play in the individual athletes.
30. Keep informed of new trends and techniques.
31. Develop plans for each practice session that will lead to development of the students' skills and talents.
32. Go through the principal's office for early dismissal permission involving long trips.
33. Accompany varsity squads to all home and away contests.
34. Recruit student managers to perform specified duties.
35. Keep daily attendance records.
36. Keep statistics as part of school records.
37. Complete and return any required forms to the AD.
38. Cooperate with directors of other activities in the school and support each other in an ethical manner encouraging students to participate in activities.
39. Assist in the hosting of tournaments.
40. Rate officials when requested
44. Conduct yourself in an exemplary manner.
42. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
43. Performs such other tasks as may be assigned by the board.

#### **Title: Assistant Coach/Director**

- Qualifications:**
1. Coaching Endorsement or Coaching Authorization as issued by Dept. of Education
  2. Demonstrated skills and knowledge in the activity

- Reports To:**
1. Activities Director and school administration
  2. Head Coach/Director

- Job Goal:**
1. To provide to students specific instructions for the development of individuals' skills and abilities.
  2. To aid with the development of winning attitudes, desire to excel, and positive self-image.

#### **Performance Responsibilities and Duties:**

1. Teach the skills and fundamentals as directed by the head coach/director.
2. Provide assistance to the head coach/director on player utilization and game plans.
3. Aid in developing a physical conditioning program and to supervise its implementation.
4. Knowledge regarding the rules of the sport.

5. Aid in the supervision of the players.
6. Meet and confer with the head coach/director at times and places deemed appropriate by the head coach.
7. Aid in the recruitment of students for the sport.
8. Available for scouting as deemed necessary by the head coach.
9. Assist in all pre-season and post-season activities and responsibilities.
10. Aid in the enforcement of the training rules and squad policies adopted for the team.
11. Knowledgeable of and practice good technique in the care and treatment of injuries.
12. Carry out all duties assigned by the head coach/director and support the coaching philosophy.
13. Conduct self and teams in an ethical manner during contests and practice.
14. Be in attendance at all activities contests and practice sessions unless excused by head coach/director.
15. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction is implemented.
16. Performs such other tasks as may be assigned by the board.

### **Activity Program Clarification of Responsibilities**

The following is a list of duties concerning the activities program of the ADM Schools. The involved persons should realize that in order to have a successful program at ADM, we need a cooperative effort among all directors. Also, this list is not final, but attempts to clarify major areas of responsibility. It is hoped that it will serve as a foundation of a program that will in turn serve as an example to surrounding districts of our state. And that, above all, we work and make our decisions based on what is best for the student/athletes of ADM High School.

#### **General Responsibilities**

All activity sponsors are to implement and carry out the Activity Code of the ADM Community School District. All activity sponsors are to be responsible for their groups while on road trips until you have returned home and all participants have cleared the building.

Listed first will be responsibilities that are applicable to all sports. Following these will be responsibilities as they pertain to specific sports.

#### **Equipment**

1. Directors are responsible for maintaining equipment (individual and field), seeing that needed repairs are made, and unusable equipment necessary to the program is replaced.
2. Directors are responsible for issuing, properly fitting, checking in, and reporting stolen or lost equipment to the AD. Proper disciplinary action in cases of lost or stolen property will be dealt with by the AD and coach.

#### **Scouting**

1. Coaches are responsible for finding a suitable person(s) to carry out scouting responsibilities.
2. Requests are to be made to the AD prior to the date of the trip.

#### **Players**

1. Directors are responsible for the conduct, action, and physical well being of their players both on and off the field or while conducting themselves as representatives of ADM High School.

#### **Transportation**

1. A Transportation form will be made available to coaches/directors prior to the first day of practice. Coaches are to determine departure times and return said form to the AD. Changes from the final schedule are to be coordinated through the AD's office by the head coach/director.

#### **End of Season Procedures**

1. Directors are responsible for seeing that all equipment is cleaned and stored at the end of the season.
2. Directors are to inventory equipment and fill out the appropriate forms that will be supplied by the AD.
3. A summary of the season, season statistics, and suggestions for next year's program.
4. A preliminary budget proposal for next year's program is to be filled out and presented to the AD.
5. It shall be the responsibility of the AD to meet with the coaching staff members within a reasonable time to discuss the previous mentioned items; and to discuss program and coach's evaluations.

## Specific Sport Responsibilities

### Football

1. Grooming and maintenance of practice and game fields will be a cooperative effort of the coaching staff, AD, and school maintenance staff.
2. Mowing of lines and painting of lines for games will be done by the coaching staff.
3. Mowing of lines on practice fields will be a cooperative effort between the band instructors and coaches.
4. A cooperative effort of coaches, AD, and maintenance staff will be responsible for post-season field upkeep and preparation for the next season.

### Volleyball

1. Coaches will see that nets are maintained and in proper alignment for practices, scrimmages, and games. Sweeping of the floor before and during games will be done by maintenance. Sweeping for practices is the responsibility of the coach and his/her manager.

### Cross-Country

1. The initial cleaning and preparation of the track/trail in the fall will be done by the teams, coach, and volunteers. Maintenance throughout the season will be a cooperative effort of the coach, AD, and maintenance staff.
2. A cooperative effort of coaches, AD, and maintenance staff will be responsible for post-season track/trail upkeep and preparation for the next season.

### Wrestling

1. Directors are responsible for placing and cleaning the mat for all meets and tournaments and for returning the mats to the practice area after each meet.
2. Practice mats should be cleaned by the manager or by custodial schedule request.

### Boys and Girls Track

1. The initial cleaning and preparation of the track in the spring will be done by the girls and boy's teams, coaches, and volunteers.
2. Mark discus and shot put sectors at start of season, and touch up during the season
3. Move hurdles, blocks, high jump equipment, and any other track equipment from storage area at start of season. Move the above items back to their storage areas at the conclusion of the season.
4. Coaches must be responsible for setting up hurdles prior to each home meet. Also, athletes not participating in hurdle events must be made available to set and remove hurdles before and after each event.
5. Coaches will be responsible for putting equipment away after all home meets.

### Soccer

1. Grooming and field maintenance will be a cooperative effort of the coaching staff, AD, and school maintenance staff.

### Softball and Baseball

1. Coaches will be responsible for dragging the fields and properly lining the field for scrimmages and games. Grooming and mowing of the outfields will be arranged with the maintenance staff.

## Evaluations

### Coaches/Directors Evaluation Procedures

The following forms represent appraisal forms for head and assistant coaching evaluations. The basic purpose behind these forms and the effort of everyone is for improving the instruction athletes receive. Other purposes of an appraisal evaluation system are as follows:

1. To afford an opportunity to identify, recognize, and praise quality coaching and instruction.
2. To provide an opportunity to identify potential leadership within a system
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective assessment of the performance of a coach.
5. To identify those factors which interfere with a coach's overall contribution to the activities program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff and the AD.

The following procedures will be observed in the use of evaluation forms:

1. The AD and head coach/director will conduct evaluations of assistants.

2. The AD will conduct evaluation of head coaches/directors.
3. The AD and the building principal will be responsible for contract recommendations.
4. Evaluations are to be completed within a two to four week period after the conclusion of the season.
5. The final step is a conference with coach and AD to review the written evaluation.
6. A coach/director may write a rebuttal to the evaluation.

## Equipment

### 1. Procedures for Purchasing

All purchasing of activities equipment must be done through the AD and must be within the approved budget. Listed below are guidelines for purchasing activities equipment and supplies.

- A. The requesting director must submit to the AD two bids or quote sheets listing the desired purchases.
- B. The AD will determine which supplier will receive the order based on budget, price, need, quality, and delivery time. If prices are in the same range, consideration will be given to local dealers and those who best stand behind the project.
- C. The AD's office will initiate a purchase order to be signed by the principal and sent to the district office to start the purchase process.
- D. The director will notify the AD if the order is short or defective.
- E. Directors or persons who purchase equipment without a purchase order will be held responsible to personally pay for this equipment.
- F. If an emergency arises and/or the team is out of town and the AD cannot be reached, only then can minor equipment be purchased. (\$50 limit)
- G. Directors are not to charge personal items to the school account with activities suppliers.
- H. The AD, upon approval of the building principal, may authorize expenditures exceeding a sport budget in usual circumstances.

## Inventory of Equipment

### 1. Procedures for Inventory of Equipment

Head Coaches/Directors will be responsible for the care, issuing, and storage of activities equipment and uniforms for their programs.

- A. The head coach/director shall provide to the AD an Equipment-Uniform Check Out Sheet showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
- B. Head coaches/directors shall submit their activities inventories to the AD within two weeks of the end of the season or at their post-season evaluation conference along with next year's budget request.
- C. Once equipment and uniforms have been used to a point where they are no longer serviceable, the following procedure will be used for disposal:
  1. Uniforms may be sold through the activities office at a reduced price or thrown away.
  2. Equipment may be sold or given away with a written liability release.
  3. Rejected football/baseball/softball helmets shall be sawed in half before disposal.
- D. During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season's end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.

## Activities Equipment and Facilities

### 1. Issuing of Activities Equipment

Each head coach/director is directly responsible for the care of all equipment used in his/her program.

- A. The head coach/director or AD will be responsible to see that all equipment is numbered when received by the department prior to equipment issue by members of the coaching staff.
- B. A control system will be established using "Player Equipment Information Cards" for each athlete and a "Master Activities Equipment Check-Out" sheet to be turned in to the activities office.
- C. Directors should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
- D. The head coach/director, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the issuing of activities equipment to all team personnel. The director issuing equipment must have the knowledge to insure properly fitting equipment.

- E. Players are to be instructed in the proper use, care (washing), and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
- F. All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
- G. Periodically, directors shall inspect equipment and facilities during the season.
  - 1. Helmets, bats, nets, supporting poles, etc., may break or deteriorate and become unsafe.
  - 2. Deactivate unsafe or defective equipment.
  - 3. Facility hazards should be reported to the AD immediately.
- H. All general equipment used by more than one sport (video equipment, pylons, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.

## **2. Collection and Storage of Activities Equipment**

Directors are responsible for collecting all equipment, which is dispersed during the year. It has been experienced that if equipment is collected immediately after the season, more of it comes back with less effort. In fact, directors are encouraged to collect uniforms and other equipment on the day of, and directly after their last contact.

- A. The head coach/director shall supervise the collection, inventory, and storage of all the equipment issued within his/her sports program.
- B. As each athlete turn in their equipment, it should be checked off of his/her equipment card noting the condition of all returned equipment.
- C. If equipment is lost or has abnormal usage, the athlete shall be charged replacement costs.
  - 1. The director shall inform each athlete that he/she will not receive any activity awards until all financial obligations are met.
  - 2. Players still delinquent at the end of the school year will not be allowed to receive their final grades until this obligation is fulfilled.
- D. Within two weeks after season's end, all equipment is to be collected, cleaned, inventoried, and stored in the designated storage area.
  - 1. No equipment is to be discarded without approval of the AD.
  - 2. Equipment to be repaired/reconditioned shall be marked appropriately and stored in the central storage area.
  - 3. Make sure that all clothing equipment (game and practice) is either laundered or dry cleaned and repaired before being stored.
- E. The head coach/director shall turn in his/her equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference two weeks after the last contest.
  - 1. In the inventory, the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed.
  - 2. Keep equipment clean, repaired, and in one central storage area when not in use.

## **Locker Room and Related Facilities**

### **1. Locker Room Responsibilities**

#### **A. Security**

- 1. Each director is responsible for the action of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.
- 2. It is the director's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and stay until the last athlete has left.
- 3. The director shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room is left as neat as possible.
- 4. Since many directors will be using the locker room office area, each director must make an effort to keep this area as neat and clean as possible. The custodians will clean this area periodically.
- 5. Each director shall keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the AD.

#### **B. Control of Keys**

- 1. Directors are not to give athletes their keys at any time. Managers may use directors' keys during practice sessions, but managers are not to have their own keys.
- 2. If keys to the activities area are lost, the director must report this to the AD immediately.

### **2. Locker Room Procedures**

#### **A. Athlete Rules**

1. Roughhousing and throwing towels or other objects are not allowed in the locker room. Hazing of other players is not allowed.
2. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
3. No one except directors and assigned players is allowed in the locker rooms.
4. No GLASS containers are permitted in locker rooms.
5. All spiked or cleated shoes must be put on and taken off outside the building. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the building.
6. Towels for activities are furnished by the school. Each athlete will receive a clean towel and is expected to place it in the proper container after each use.
7. Equipment must be removed from all lockers by the end of the first day following the conclusion of each sports season.
8. Athletes may use the phone in the locker room offices to call home upon permission of a director. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time.

### **3. Equipment, Training, and Weight Rooms**

#### **A. Controls**

1. Each director is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
2. Athletes are not to be in the training room unless they are being examined by the trainer or director. All use of the medical or rehabilitation equipment in the training room must be by authorized and qualified personnel of the school district.
3. Both out-of-season and in-season directors may supervise the weight room on a schedule established by the AD when he/she is unavailable. At no time are athletes to use the weight room without authorized supervision.
4. It is the responsibility of the supervising director to police the weight room and locker room. Directors should check and be sure that all weights are placed in their respective areas. The locker room should be checked to be sure it is clean.

#### **B. Weight Room Objectives**

1. To properly utilize a weight training facility in the best interest of all students.
2. To provide adequate directing technique in weight training.
3. To provide program alternatives for achieving specific results.
4. To insure that the proper safety measures is being employed during all training sessions.
5. To provide responsibility in the proper care of the equipment.
6. To allow for weight training consultation for all activities squads and PE instructors.
7. To make available opportunities for students to enjoy the benefits derived from a sound weight-training program on a year-round basis.
8. To attempt to reduce sport-connected injuries through well developed conditioning.

#### **C. Weight Room Rules**

1. Shirt and shoes are required at all times.
2. Nobody in the weight room alone.
3. All students must be under the supervision of the instructor/supervisor assigned to the weight room.
4. Lifters must work with a partner.
5. Replace all weights on racks immediately following use.
6. Know your limits. Work with the instructor in determining your limits.
7. Do the lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
8. Warm-up with proper stretching exercises.
9. Remember, strength training is not only a supplement to other activities programs, but also a highly skilled activity itself.

## **Practice Sessions**

### **1. Directors' Responsibilities**

#### **A. Participant requirements prior to first practice**

1. All eligibility requirements have been satisfied.
2. Completed physical examination form.
3. Completed emergency medical card.
4. Completed parent/athlete responsibility acknowledgment forms.

#### **B. Practice policies**

1. The morning following the first official practice, each coach shall submit a "Squad Roster" to the AD of all students trying out.
2. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
3. Practice sessions should be well planned, well structured, and should be of a reasonable length.
4. Coaches and managers should be the first to arrive and the last to leave all practice sessions. At no time are athletes to practice by themselves.
5. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.
6. A student absent from school may not practice on that day unless:
  - a. he/she is in school for half of the day.
  - b. an acceptable parent, doctor's, orthodontist's, etc., excuse is submitted to the office.
  - c. permission is granted by the AD or high school principal.
7. Upon completion of all afternoon classes, athletes are to take all needed items to their activities lockers in order to avoid entering the school hallways after 4:00 pm.
8. Squad members are to enter and leave the building through the doors by the locker rooms.

## 2. Restricted Practice Days

### A. Weekend and holiday practices

1. All practices are to be held on school days if at all possible. Most squads will practice immediately after school with the exception of winter sports, for which a rotating schedule will be established.
2. Practices on Saturday are allowed; please check with the AD or principal on use of the facilities.
3. Wednesday practices are not to begin until 4:00 pm due to tutoring. Coaches are expected to be available for tutoring in their teaching area on Wednesdays after school.
4. Wednesday night is family night in the Raccoon River Conference. All practices must be completed by 6:30 pm and athletes are to be **out of all buildings by 6:45 pm**. There will be no interscholastic competition on Wednesday nights, unless scheduled by state association tournaments.
5. Practices on Sundays should be scheduled only when there is a Monday night varsity competition. Sunday practices are not to start until 1:00 pm at the earliest.

### B. Vacation Practices

1. Practices held on vacation days, such as over Thanksgiving, Christmas, and spring break, shall be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members.

### C. Early dismissal of school or emergency closing of school

1. In the event there is a scheduled early dismissal of school, practices may be held at the time only provided the coach (es) are available. Normally, dismissal results in the coach attending a meeting, seminar, or workshop during this period.
2. School canceled before classes begin:
  - a. practice could be held later in the day if prior approval of the AD is obtained. No student can be penalized for not attending.
3. School dismissed after classes have been held for part of the day:
  - a. all conditions except for heat -- practices are called off. With approval of the AD, and if conditions allow, practice could be held for those who can make it. No student can be penalized for not attending.
  - b. heat -- practice can be held. The time may need to be set later in the day. Activities need to be appropriate to the conditions. This could be reduced activity or a chalk talk.

## Activities Injuries

### 1. Medical aspects and safety

#### A. Responsibility

1. Injuries to athletes will occur in interscholastic activities at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury.
2. In case of injury, the director in charge of the activity is to assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
3. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the director must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.

4. It is the responsibility of the director in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.

## **B. Emergency procedures**

1. Check for consciousness and the vital signs (breathing and pulse); look for abnormally displaced body parts. If unconsciousness, assume the injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured should be kept to a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat related illness.
5. When there are any questions as to the extent, seriousness, or nature of the injury by the director, seek professional medical help immediately.
6. Notify the parents of the injured athlete immediately.
7. The Dallas County Ambulance Service number is 993-4506.
8. The First Responders number is 911.
9. The athletes' parents' home and work phone numbers, other contact person, preferred physician, and preferred hospital are listed on the "Health and Injury Information Card" that is carried at all times in the team's medical kit.
10. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the "Health and Injury Information Card". He/she should continue to try to contact the parents.
11. Notify parents of all noticeable injuries, illness, infections, etc. The parents should always make contact with the family physician.

## **2. Accident/Injury Report Procedures**

### **A. Reporting procedures**

1. The director will complete an "Activities Injury Report" form immediately following all activities injuries or accidents that involve any student under their control during a practice, contest, or while traveling to or from a contest.
2. The form shall be turned in to the nurse's office the following morning with the coach retaining a copy.
3. Directors should follow-up on all injuries by attempting to personally contact the parents.

### **B. Return to participation**

1. Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the family physician, must have a written statement allowing return to competition.

## **3. Procedures on Prevention and Care of Injuries:**

### **A. Training room**

1. Appropriate policies should be set and opportunities provided for use of the training room by members of both sexes.
2. The head coach/director shall set the guidelines for use of the training room.
3. The head coaches/directors of in-season sports are to maintain cleanliness and orderliness in the training room.
4. Rules and regulations for the use of the training room should be made available to all athletes through their director.
5. Supervision shall be provided for athletes utilizing the training room. Special caution should be exercised when athletes are using the whirlpool or any heat and electrical appliances.
6. Directors shall instruct athletes in proper use of the whirlpool before using. Athletes should not be permitted in the whirlpool without supervision.

## **Transportation Policies**

### **1. General Transportation Policy**

The ADM Community School District shall provide transportation for all players, personnel, and directors of activities teams in authorized school vehicles when the contest has been scheduled away from the school site.

## 2. Approved Modes of Transportation

### A. All activities teams will be transported by the following modes in priority order:

1. School bus - driven by district-employed bus driver.
2. School bus - driven by district-employed coach/driver (if licensed).
3. School cars/van/suburban - driven by employees of the school district.
4. Licensed private carriers - specially chartered trip.
5. Private auto - see policy below.

### B. In the event a bus, van, or suburban is not available or the group is too small to warrant the use of a bus/van/suburban, consideration may be given to using private automobiles under the following stipulations:

1. Auto is driven by the director or any adult school employee.
2. Team members are strictly forbidden from driving an auto or transporting members of an activities squad to a contest.
3. In event of an accident, the employee is covered by the district's liability insurance, but only after the employee's personal automobile liability insurance is exhausted.
4. In special cases, a volunteer parent or adult of the district may provide transportation at the request of the school superintendent or his/her designee. This person could be considered an agent of the district and furthering the district's business an "employee."

## 3. Procedures for Transportation Procurement

### A. The AD shall be responsible for making transportation arrangements for all activities teams:

1. The head coach/director shall submit to the AD, three weeks prior to the start of the season, a schedule listing the departure and estimated return time for all away contests.
2. Two weeks prior to the first away contest, the AD shall submit all transportation requests for the entire sports season to the transportation supervisor.
3. Any changes in the departure time or circumstances of the trip are to be made through the office of the AD.
4. All subsequent trip requests are to be made to the transportation office 7-10 days prior to the date of the trip or the morning following a contest cancellation/postponement or tournament advancement.
5. In the event of a cancellation due to weather on a weekend, the director shall call the driver or the transportation director.
6. All team members should be informed of the estimated time of return one day prior to the trip. This convenience will help parents to schedule a school pick-up.

### B. Breakdowns, delays, or accidents

1. In the event of a breakdown or accident, the driver has been instructed in the proper procedures to follow. Remember, while in transit, the driver is in charge.
2. When an accident or breakdown occurs, it is the director's responsibility to provide for the supervision and protection of the students.
3. In the event of unusual or unanticipated delays in returning to school, please call the AD (at home, if necessary) to apprise him of the situation. If possible, instruct students to call home and inform their parents of the delay.

### C. Travel releases

Students, who are provided transportation for extracurricular events, shall ride both to and from the event in the school vehicle unless the student's parents give written permission for the student to be otherwise transported or the student's parents personally appear to transport the student. (This policy comes from "Reference Policy 1988" of the Iowa Association of School Boards titled "Student Transportation for Extracurricular Activities.") This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is part of a team in all phases of team activity.

1. Parents must make prior arrangements with the director in advance of the trip by having the approved note on file with the director on the day of the trip.
3. The athlete will be released to the parent(s) (designated parent/adult) by the director upon presentation of the approved note from the athlete's parent.
4. Should a parent approach a director at an away contest and request their son/daughter ride home with them, it is up to the director's discretion to release the athlete to them.
5. In no cases will an athlete be allowed to ride home with another student.

## 4. Procedures Relative to the Use of School Buses

**A. Bus Guidelines**

1. The director shall give the driver a trip itinerary, if appropriate.
2. A minimum of one director must accompany the bus when traveling. *The coaches/directors must space themselves throughout the bus to provide adequate supervision of all students.*
3. A first aid kit must accompany all activities trips and contain the "Health and Injury Information Card" for each athlete.
4. The director will assume all responsibility for conduct and discipline on the bus in conjunction with the driver who is ultimately in charge.
5. All athletes should be instructed to be at the point of departure 15 minutes prior to the designated time.
6. Athletes who miss the bus and arrive at the contest site shall be subjected to the disciplinary action of the individual director.
7. It is up to the discretion of the director and driver if food and drink is permitted on the bus.
8. In the event that approval has been granted for food and drink on a bus, the director is responsible to see that the bus is left in a clean condition.
9. All students are expected to dress appropriately and neatly for out-of-town trips.
10. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated.
11. Only designated personnel may ride on school transportation. No spectators are permitted.
12. Directors are to instruct their athletes not to wear spikes or cleats inside school transportation.
13. Bus radios, if permitted, will not be played at an excessive noise level.
14. The emergency door shall only be used in case of an emergency or unless authorized by the driver.
15. The director will check with the driver to be sure that students have everything off the bus upon return to school.
16. All students shall return home on the same bus or vehicles in which they traveled to the contest. The only exceptions would be if they have a travel release.

**B. Trip Cancellations**

1. When is it necessary to cancel a trip due to weather or road conditions, the decision will be made by the transportation director, AD, or high school principal. All parties concerned should be notified immediately if the decision is made to cancel.
2. Bus drivers will have the final authority on the decision as to staying or coming home due to weather conditions.

**Scheduling of Events****1. Responsibility for Scheduling**

The AD is responsible for scheduling all interscholastic activities contests for each team within the activities program.

- A. The AD will consult with each coach to discuss teams to be scheduled at all levels of the respective program.
- B. In some instances, the AD may assign scheduling responsibilities to the head coach but will retain the power of approval before issuing any type of game contracts.
- C. The head coach is responsible for scheduling scrimmages and officials for scrimmages.

**2. Contest Limitations (IHSAA and IGHSAA regulations)**

The number of varsity contests to be scheduled is based on the state associations limits for their respective sports. Some lower level team limits may be reduced by local or conference regulations for the respective sports.

- A. The participation of any team or part of a team in a game, meet, or tournament, other than one of the authorized scrimmages, shall be counted as one of that team's scheduled events and part of its maximum.
- B. The maximum number of scrimmages, tournaments, and games are on state association charts in the appendix of this handbook.

**3. Raccoon River Conference Commitments**

Conference schedules and guidelines drawn up by the AD's and approved by the conference principals shall be played in their entirety. Any conference postponements shall have priority over other scheduled contests.

#### 4. Non-Conference Contest Considerations

Every effort will be made to schedule teams that are on a competitive skill level with the squads of ADM High School. The following considerations will be given in scheduling non-conference contests, special events, etc.:

- A. Natural rivalries
- B. Income to be derived
- C. Relationships of the schools
- D. Distance to be traveled
- E. Size of school
- F. Expenses to be incurred
- G. Established patterns of scheduling

#### 5. Invitational Tournament Considerations

It will be the policy of the activities department to host an invitational tournament event whenever possible. The reasons will be:

- A. Promote the activity
- B. Bring large numbers of teams and spectators into our school
- C. Income to be derived
- D. Expose athletes to extensive competition
- E. Establish traditions

#### 6. Postponing Contests

If a game must be postponed due to weather conditions or any other factor not conducive to good game conditions, the following practices will be followed:

- A. Directors confer with the AD. (If unavailable, confer with the high school principal.)
- B. Factors considered in the decision are:
  - 1. Playing conditions of the field
  - 2. Factors involving gate receipts
  - 3. Safe travel for the team
  - 4. Safe travel for the opponents
  - 5. Safe travel for the officials
  - 6. Safe travel for the students and fans
  - 7. Safe travel for the game workers
  - 8. Damage to equipment
  - 9. Safety to the spectators in or on the school grounds, gym, or field

After considering factors, it will then be up to the AD or principal to play the game. The AD will reschedule the contest.

The above rules shall not apply to summer sports. The head coach shall make the decisions to postpone games as per instructions by the AD. Proper notification must be given the transportation office, the AD office, officials, visiting schools, etc. The decision to postpone an evening game or meet must be made in time to give notification to the visiting school(s) as early as possible.

### Publicity and Promotion

#### 1. Public Relations Philosophy

An effective, on-going public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to the success and survival of any interscholastic activities program. The AD is responsible for the overall success; therefore, he must have a keen understanding of who the supporters are and what will encourage them to a supportive response. Total involvement is a must.

All activities department personnel need to cultivate a good rapport with non-coaching members of the faculty, i.e., cooperate in their ventures; attend their performances. Make sure that athletes have a high regard for regular attendance and academic excellence. Don't take athletes out of class unnecessarily and don't ask for special favors. Keep the faculty posted of all scheduled events well in advance. Notify them at once if changes occur.

Win the respect of the community for the whole program, not just for the winning team. Develop an activities program that will encourage community participation. Above all, keep people informed.

**2. Activities Director's Responsibility**

The AD is responsible for any promotions and publicity releases that originate from within and for the activities department. Some publicity guidelines for the AD are:

- A. Publish interscholastic schedules prior to the start of each season. Distribute schedule cards and calendars.
- B. Be responsible for releasing conference, district, and state news items through appropriate media channels.
- C. Meet regularly with the school newspaper sports reporters.
- D. Use bulletin boards in the building for promoting activities.
- E. Encourage reporters and photographers to attend activities events.
- F. Maintain a good working relationship with the press.
- G. Supply directory of coaches' names and phone numbers to all newspapers, radio, and television stations, listing the times they are available.

**3. Coach's Responsibility**

The reporting of news items and game results will rest with the head coaches and their staffs. They are responsible for the promotion of their program by:

- A. Telephoning results immediately following contests to the local news outlets.  
Use the following phone numbers:

**Des Moines Register: ..... 284-8012**  
**WOI-TV:..... 800-858-5555**  
**WHO-TV: ..... 242-3739**  
**KCCI-TV: ..... 247-8811**

- B. Following up with additional materials and statistics in writing.
- C. Making arrangements for player interviews/photographer sessions.

**Opening Season Guidelines**

Prior to the beginning of practice or issuance of equipment, the director of each sport is responsible for:

**1. Eligibility**

Assure that all athletes trying out for their squad are eligible according to district and state regulations.

**2. Forms**

Assure that all athletes trying out for their squad have completed and turned in:

- A. an updated physical form
- B. signed ADM High School Pre-Season Information Form
- C. completed Health Information Card

**3. Rules and Regulations**

Assure that all athletes trying out for their squads have been informed regarding:

- A. attendance at practices
- B. suiting up policy
- C. care and return of equipment
- D. eligibility requirements
- E. explanation of insurance
- F. lettering requirements
- G. inherent dangers of competition
- H. rules of the activities handbook
- I. team conduct
- J. bus conduct
- K. camp and clinic regulations
- L. non-school team participation restrictions

## End of Season Guidelines

Following each activity season, the director of each sport is responsible for:

### 1. Policy

All directors within the ADM Community School District must complete certain end of the season responsibilities in order to consider their coaching assignment finalized.

### 2. Annual Sport Report

In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, JV, and freshman directors must submit an annual sport report. These reports should be completed within a 15-day period after the season is over. This report will include the following forms provided by the AD.

- A. A brief summary of the season and suggestions for improving the program.
- B. Complete inventory of all equipment and supplies.
- C. Names of squad members - indicate letter winners, participants, captains, etc.
- D. Schedule played with results.
- E. Special honors received by team and/or individual team members.
- F. New records set during the season.
- G. Budget request for the next season. Items must be listed in priority order.

## End of Season Checklist

Following the completion of each sport season, the head coach is responsible for the following:

- 1. Arrangement for the systematic return of all school-owned equipment and hold the athlete responsible for all equipment not returned.
- 2. Arrange for cleaning, storing, and conducting an inventory of all equipment. Inventory form completed and turned into the AD.
- 3. Submit requisitions for the next season. Requisitions will be approved once an inventory is completed and on file with the AD.
- 4. Recommend student/athletes who have fulfilled requirements for activities letters, certificates, or special awards. Student lettering record form completed and turned in.
- 5. Maintain records of team and individual accomplishments. End of season report form completed and returned.
- 6. Recommend additions and/or improvements for the care and maintenance of facilities and equipment.
- 7. Recommend to the administration personnel changes.
- 8. Suggestions for improvement of the program.

## Miscellaneous Activities Policies

### 1. Undue Influence for Participation

- A. It shall be the philosophy of the ADM Activities Department that athletes shall enjoy as many sport activities as the student and their parents wish them to participate in without influence from any coach to specialize in one sport. All coaches should encourage participation in other sports.
- B. Although athletes may choose the sport they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved and the AD.

- C. No athlete may start another sport until the previous one has been completed, unless by mutual agreement between the head coaches and the AD.

## 2. Criteria for Deleting Interscholastic Sports

The following criteria will be considered in depth prior to the dropping of an interscholastic sport:

- A. Student interest - Student interest declines to an unsatisfactory level both in terms of participation and spectator attendance.
- B. Directors - it becomes impossible to secure competent directors.
- C. Facilities - adequate facilities do not exist, or the use of existing facilities conflicts with other activities or academic programs.
- D. Competitiveness - the competitive level of the sport is unsatisfactory, e.g., little or no success in league, regional, or state competition.
- E. Funding - adequate funding is no longer feasible, particularly in view of participation numbers.
- F. Scheduling - scheduling of contests at the local or regional level becomes increasingly difficult.
- G. Revenue - the sport has little or no opportunity to generate revenue.
- H. Weather and geography - weather and geographical conditions make it increasingly difficult to adequately practice or schedule contests.
- I. Tradition or community interest - the team has special historical or other meaning of importance to the school.

**Note:** All recommendations to drop a sport will come through the AD's office. All efforts will be made to drop sports with as much prior notice as possible.

## 3. Criteria for Adding Interscholastic Sports

The following criteria will be considered in depth prior to the addition of any interscholastic sport:

- A. The sport, by its nature, must be a competitive activity, which requires a high level of physical conditioning, training, and skill.
- B. Student interest - there should be an indication of strong student interest.
- C. Competition - there must be organized interscholastic competition at the league and state levels.
- D. Facilities - adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing programs.
- E. Directors - it must be possible to secure competent coaching. The head coach must possess current coaching endorsements.
- F. Growth - consideration must be given to the potential growth of the sport.
- G. Funding - adequate funding must be available so that the sport can be supported. Funding will not be diverted from existing activities programs to create new programs.
- H. Revenue - highest consideration will be given to those sports with the potential to generate revenue.
- I. Scheduling - the potential for scheduling competition on a league and/or regional basis will be a priority.
- J. Weather and geography - the sport must be conducive for adequate practice and competition given the local weather and geographical conditions.

## 4. Releases from Class

- A. All interscholastic activities contests should be scheduled so that students miss a minimum number of classes for travel to away games.
- B. Head coaches should make arrangements with the AD to have students excused from class because of travel requirements only when absolutely necessary.
- C. It is the responsibility of the athletes to see their teachers the day before class if they are to miss because of an activity. All work shall be made up at the convenience of the teacher. Students are encouraged to attend the class at another hour on the same day they are to miss the class, if possible, and if it is convenient for the teacher.

## 5. Director's Responsibility for Preventive Procedures

It is assumed that the coaches of the high school activities teams will be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing proper example of a sportsmanlike attitude toward the opposing team and coaches. Negative motivational techniques meant to inspire a team are considered detrimental to overall sportsmanship and to the preparation for a particular game. While such motivational techniques are questionable, at best, in professional activities and college level sports, they are certainly inappropriate at the high school level.

The coach's conduct at an activities event should provide proper sportsmanship for and by his/her team as follows:

- A. Athletes should be taught to avoid physical confrontations with members of the other team.
  - B. Players should be taught that, should one of their teammates become involved in a physical confrontation; all others are to avoid becoming involved in that confrontation, even under the guise/excuse of trying to separate them.
  - C. Players should be taught that if a confrontation does occur on the field or court, the coaches and the officials would separate the involved individuals.
  - D. The head coach should direct the assistant coach to assume responsibility for those athletes on the bench who are not involved in the confrontation.
  - E. Coaches should forewarn all athletes that involvement in a physical confrontation will result in consideration of not only removing the athlete from the event for the rest of the contest, but also possible suspension from subsequent contests. Boys coaches should see IHSA rules regarding fighting.
  - F. The behavior of the coach must at all times be marked by dignity and self-control. He/she should not, at any time, use provocative language or engage in any unsportsmanlike actions or tactics. He/she must avoid any actions or remarks, which would tend to incite the displeasure of the spectators or provoke disorderly behavior. If the coach, as a professional educator, cannot exercise emotional control from stress, then such behavior cannot be expected from the young people on the team not from the heterogeneous combination of spectators in the stands.
  - G. The director will immediately discipline any player who intimidates an official, or displays unsportsmanlike behavior.
  - H. Coaches must control their emotions by eliminating any show of outrage or discontent over an official's call.
1. Coaches should never seek out an official during half time or at the conclusion of a contest.

#### **6. Trophy Display**

- A. State tournament trophies will be on permanent display in the main trophy case.
- B. Trophy case display windows are not to be used for posting notices or as a bulletin board.
- C. Trophy cases will be maintained by the AD.

#### **7. Practice Schedules**

- A. Practice schedules will be drawn up by the head coaches with approval of the AD.
- B. When practices are held in the gym prior to an evening activity, the practice must be completed by 5:30 p
- C. All locker rooms being used by visiting teams must be available by 5:45 p.m.

#### **8. Repair**

- A. Coaches receiving equipment that has been repaired must keep invoices, packing slips, etc. These should be given to the AD immediately.

#### **9. Arrival of New Equipment**

- A. When new equipment arrives at the receiving area, the AD or head coach will check it and have it delivered to the proper storage area. Forward all packing slips to the Activities Director.

#### **10. Game Supervision**

- A. The AD, or designated game or meet manager, is responsible for supervision at interscholastic contests.
- B. Head coaches are responsible for squad members, including managers, etc., during activities events.
- C. Cheerleading must be supervised as specified under the section dealing with cheerleaders.
- D. In some cases, head coaches will be designated for supervision of their activities contests. Coaches at lower levels will be required to accept this responsibility on a regular basis. With the number of scheduled contests, it is impossible for the AD to be present at all events.

#### **11. Complaints**

- A. Because complaints can generally be handled most expeditiously closest to the source, staff members most immediately involved will be encouraged to take a concern.
- B. In the event that a complaint cannot be resolved at the staff level, it may be necessary to refer the concern to the next organizational level. The appropriate administrator will hold an informal conference with the parties involved in an effort to resolve the manner.

#### **12. Lettering Procedures**

At the beginning of each season, the head coach should review the procedures on lettering for that particular sport. ADM awards a letter certificate and chenille letter or chevron. Names should

be submitted at least 5 days in advance of presentation dates. A copy of lettering policies should be given to the Activities Director at the start of each season.

### 13. Staff Development

**HEAD COACHES** are encouraged to attend one clinic per year per sport. The district will pay lodging, mileage, and registration, (with prior approval). District general fund will reimburse expenses up to \$35.00 per day for head coaches only. Remainder may be picked up by camp funds with prior approval.

**ASSISTANT COACHES** will **not** be reimbursed for clinics from general fund. With prior approval, camp funds may be used.

### 14. State Tournament/Meet Attendance

Head and assistant coaches will not be given one full day (professional leave) to attend state tournaments/meets in their particular activity. A business/personal day may be used with prior approval.

## The Iowa Gift Law

School officers and employees and their spouses and minor children are prohibited from accepting any gift from a donor. A donor is defined as anyone involved in sales, leases, purchases, or other contracts with the district. The potential of sales, etc. also defines the individual as a donor. A gift is defined as anything of value given to you for whom you did not give something of equal or greater value in return. You may accept food or drink worth less than three dollars from any one donor in any one-calendar day. Specific application to school employees may include:

**Athletic Wear:** Coaches may no longer be able to accept a discount for personal purchases unless comparable discounts are offered to the general public.

**Computers:** Educators may no longer be able to accept a discount for personal purchases unless comparable discounts are offered to the general public.

**Receptions/Hospitality Rooms:** You can attend a free reception if your dues/registration fee pays for the reception. If a donor sponsors a reception, you may attend but you cannot consume food or drink worth more than \$2.99.

**Dinner:** If a personal friend is also a donor, you may go to dinner at his/her home. You cannot accept the dinner if it is worth more than \$2.99 unless you provide something of equal value in return (hostess gift, going potluck, or reciprocating at another date).

**Penalties:** A criminal conviction could result in imprisonment for one year and a \$1,000 fine. A violation can also be grounds for dismissal and other employee discipline.

This summary should not be considered the final authority on the questions it addresses. Definitive answers to these questions ultimately will be developed through case law, Attorney General's opinions, and interpretive rules. Interested parties should seek further advice from their own legal counsel.

## Extra-Curricular Activity Schedule Conflict Resolution Guidelines

In the case of students who are involved in extra-curricular activities scheduled at the same time, the following guidelines are to be used to resolve the conflict for the student:

1. State events including sectional, district, regional, or sub-state shall have top priority.
2. If a conflict exists because of postponement, the rescheduled event shall have the lowest priority unless it is a state event.
3. A scheduled event shall have priority over a practice session.
4. In the case of athletic practice conflicts, a sport in season will have priority over a sport not yet in playing season.
5. If local events (those not assigned by the state) are scheduled on the same date, the coaches of the activities will communicate well in advance to resolve the conflict for the student. In no case shall a student ever be placed in a position of conflict by the coach and/or sponsor.
6. Coaches and sponsors shall have the right to mutually resolve any student conflict between themselves in spite of the above guidelines.
7. In cases where conflict cannot be resolved, the Activities Director, after consulting with the coach and/or sponsor, will resolve the conflict.

## Parent/Coach Communications

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in the ADM Activities program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### ***Communication You Should Expect From Your Child's Coach:***

Philosophy of the coach.

Expectations the coach has for your child as well as all the players on the squad.

Locations and times of all practices and contests.

11. Team requirements, i.e., fees, special equipment, off-season conditioning, etc.
12. Procedure should your child be injured during participation.
13. Discipline that results in the denial of your child's participation.

### ***Communication Coaches Expect From Parents:***

- B. Concerns expressed directly to the coach.
- C. Notification of any schedule conflicts well in advance.
- D. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at ADM High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### ***Appropriate Concerns to Discuss With Coaches:***

2. The treatment of your child - mentally and physically.
3. Ways to help your child improve.
4. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for ALL students. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following items, must be left to the discretion of the coach.

**Issues Not Appropriate to Discuss With Coaches:**

5. Playing time.
6. Team strategy.
7. Play calling.
8. Other students.

These are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

**If the Parent Has a Concern With a Coach, the Following Procedure Should Be Followed:**

1. Call to set up an appointment with the coach.
2. The ADM High School phone number is 993-4584. If the coach is not a teacher in the high school building, you will be given a phone number where the coach may be reached.
3. If the coach cannot be reached, call the Activities Director, Stephanie DeVos at 993-4819. She will set up a meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

**What a Parent Can Do If the Meeting With the Coach Did Not Provide a Satisfactory Resolution:**

1. Call and set up an appointment with the Activities Director, Stephanie DeVos at 993-4819, to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided in the above steps makes both your child's and your experience with the ADM High School Activities program less stressful and more enjoyable.

**ADM HIGH SCHOOL PRE-SEASON INFORMATION FORM**

Date Signed: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**Activities:** Cross Country, Football, Volleyball, Basketball, Wrestling, Golf, Track, Soccer, Baseball, Softball, Cheerleading, Poms, Vocal Music, Instrumental Music, Art Club, Int'l Club, TSA, Speech/Drama, Student Council, NHS, Academic Decathlon, Mock Trial

*(Circle all activities your son/daughter will participate in this school year.)*

**Insurance Information (Check #1 or #2):**

1. ☐ We, the undersigned, feel we have adequate insurance protection for our son/daughter while practicing or participating in interscholastic sports, or other school-sponsored activities.
2. ☐ We, the undersigned, will buy school insurance for the above-named student for the current season.

\_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_

**Acknowledgment of Risk by Student:**

"I \_\_\_\_\_ (student name) am aware that participation in sports may be a dangerous activity involving many risks of injury and may even result in death."

\_\_\_\_\_ Student \_\_\_\_\_

Date \_\_\_\_\_

**Acknowledgment of Risk by Parent(s):**

"I the parent/guardian of \_\_\_\_\_ (student name) am aware that participation in sports may be a dangerous activity involving many risks of injury and may even result in death."

\_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_

**Medical Authorization:**

"In the event I cannot be reached, I hereby give my consent to the attending physician, trainers, and coaches to secure and administer medical aid and ambulance service. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians concur for the necessity for such surgery."

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_

**ADM CommunitySchool District Activity Code:**

Students participating in extra-curricular activities are prohibited from possessing, using, or selling: tobacco in any form, alcoholic beverages, or controlled substances. Violations of the Activity Code within a student's high school career may result in 1/4 (25%) of a season up to a lifetime suspension from activities.

"I have read and understand this and all information as stated in the ADM Student Activities Handbook."

\_\_\_\_\_ Student \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Parent \_\_\_\_\_

Date \_\_\_\_\_