



Monticello Community School District  
Activities Department Handbook  
2016-17

CONTENTS

**PREFACE**..... 4

**Philosophy of the Activities Department**..... 4

**Definition of Coach/Sponsor**..... 4

**Part I: ORGANIZATION AND ADMINISTRATION**..... 5

**Mission Statement** ..... 5

**Principles of Coaching/Sponsorship** ..... 5

**Code of Behavior for Coaches/Sponsors** ..... 5

**Administration** ..... 8

        The Superintendent of Schools ..... 8

        The Building Principal..... 8

        The Activities Director ..... 8

        The AD and Governing Associations (IHSAA, IGHSAU, IHSMA, IHSAA, RVC)..... 8

        The AD and Event Preparation..... 8

        The AD and Game Management..... 8

        The AD and Fiscal and Facility Management..... 8

        The General Duties of the AD..... 8

        Coach/Sponsor Duties and Responsibilities ..... 9

            -Pre-Season Responsibilities ..... 9

            -In -Season Responsibilities ..... 10

            -Discipline..... 10

            -Hazing: ..... 10

            -Supervision..... 10

        Head Coach/Sponsor – Job Description ..... 11

        Assistant Coach/Sponsor – Job Description ..... 12

**Part II. POLICIES**..... 14

    Travel..... 14

    Travel to State Tournaments and Meets ..... 15

    Fundraising ..... 147

    Physicals ..... 17

    Concussion Management..... 17

    Purchasing..... 18

    Clinics & Rules Meetings..... 19

**Part III: PRACTICES**..... 20

**Part IV: EQUIPMENT**..... 22

**Part VII: PUBLIC RELATIONS** ..... 23

    General..... 23

    The School..... 23

    Parents..... 23

    Conflict Resolution..... 23

    Media..... 24

    Recruiting: Helping Students Participate in College..... 24

**Part VIII: GENERAL INFORMATION AND POLICIES**..... 26

    Carryover Activities Guidelines ..... 26

    Awards..... 26

    Moving – Up Procedure..... 26

    Activity Posters/T-Shirts ..... 26

    Eligibility for Activities..... 26

    Academic Eligibility ..... 27

    Study Table..... 28

    Good Conduct Code ..... 28

    Evaluation Procedures for Coaches/Sponsors ..... 34

Appendix A Coach/Sponsor Checklist ..... 35

Appendix C Heat Index ..... 36

## **PREFACE**

This activities department handbook has been prepared to provide a source of information for staff members, administrators, and others that may be interested in the co-curricular programs of the Monticello Community School District.

This handbook contains information which will be useful to the coach/sponsor in the performance of their duties. This handbook also addresses the relationship between the coach/sponsor and administration.

This handbook will be reviewed on an annual basis and will be revised when necessary. Members of the activities department are expected to support all board policies, district and building practices, local ordinances, and state and Federal laws.

### **Philosophy of the Activities Department**

Co-curricular activities have significantly influenced our culture and society, enjoying a status unique to our American values system. The Monticello Community School District believes participation in school activities to be a worthwhile experience which all students should have the opportunity to pursue. The Monticello Community School District affirms the right of every student to participate in the activities program without regard to race, color, national origin, gender, sexual orientation, gender identity, age (except for permitting/prohibiting students to engage in certain activities), marital status, socioeconomic status, disability, religion or creed. When conducted properly, activities positively contribute to intellectual, physical, social and emotional development. Growth is accomplished when an activities program, conducted by educationally oriented coaches and sponsors, provides the means to achieving these ends.

Students who choose to participate in our activities program will be expected to conform to basic standards of conduct and to demonstrate a degree of self-discipline and self-sacrifice for the welfare of the activity and the other students who are participating in the activity. Participants will be expected to demonstrate respect for the dignity and rights of others, good sportsmanship, and respect for authority. In order to more fully realize the educational value of co-curricular activities, the activities program should:

- be an integral part of the total education program,
- have the same administrative governance as the total education program, and
- be conducted within the letter and spirit of all applicable rules and regulations.

### **Definition of Coach/Sponsor**

The definition of a coach/sponsor for the Monticello Community School District is a person who holds a schedule B contract for activities from the District. The activities include: cross country, volleyball, football, wrestling, basketball, track, soccer, golf, baseball, softball, dance, cheerleading, Chamber Singers, Forte, swing choir, jazz band, pep band, Panther Players, Speech, Coffee Shack, International Club, Model UN, BPA, drama, FFA and student council.

## **Part I: ORGANIZATION AND ADMINISTRATION**

### **Mission Statement**

The mission of the Monticello Community School District, a District striving for educational excellence, is to prepare students through challenging experiences, to be productive, caring individuals who will enhance our democratic society.

### **Principles of Coaching/Sponsorship**

The coach/sponsor of an activity assume an important mantle of responsibility in our school district. He/She has the unique opportunity to work with the students in an activity that many times has a profound and lasting impact on the lives of the student. Coaches/sponsors are viewed as role models and can directly influence the decisions made by children, and personal rapport can be quickly established.

Through this close association, coach/sponsors, if they choose, can achieve a unique and seldom attained relationship in education – a personal involvement in the lives of students who willingly and eagerly seek guidance, advice and counsel. The activity serves as the vehicle for creating this climate.

Therefore, coach/sponsors should be ever mindful of this role and conduct themselves accordingly. No other people in education enjoy so rich an opportunity for molding the character of our youth. Coaches/sponsors are also official representatives of the Monticello Community School District. It is their personal and professional obligation to have a thorough knowledge of the policies and procedures of relating to the District's activities and to vigorously enforce them.

We believe that:

1. Every coach/sponsor must strive to create a positive self-concept in each participant.
2. Coaches/Sponsors have a responsibility for the welfare and well being of all participants.
3. Coaches/Sponsors will help promote each participant's involvement in the classroom because of the unique relationship established in the participant's involvement in activities.
4. Coaches/Sponsors will try to enhance good character and personality development.
5. Every coach/sponsor must realize and respect the Monticello Community School District's desire to have student involvement and success in a well-rounded activities program.
6. Every coach/sponsor will attempt to develop physical fitness, leadership and good sportsmanship.
7. Coaches/Sponsors will involve as many students in our activities programs as possible.

### **Code of Behavior for Coaches/Sponsors**

As a coach/sponsor in the Monticello Community School District's Activity Program, you must recognize, support and adhere to the following:

1. Recognize the importance of activities and your vital role in the lives of our children.
  - 1.1. You have a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character. Parents entrust their sons and daughters to the coach's/sponsor's charge, and the coach/sponsor, through his/her own example, must always be sure the participant who have played under him/her are finer and more decent people for having done so.

- 1.2. Competition is a means toward an end, not an end in itself. Specifically, participation in activities should lead to the development of healthy, well-adjusted young men and women.
- 1.3. Competition is a healthy and constructive exercise, not a life and death struggle that requires victory at any price. It should be fun and enjoyable.
- 1.4. The participants in our activities program are young men and women with human frailties and limitations who are capable of making mistakes.
- 1.5. The safety and welfare of his/her participants should always be uppermost in the mind of the coach/sponsor, and they must never be sacrificed for any personal prestige or selfish glory.
- 1.6. A coach/sponsor should not engage in conduct detrimental to participants, officials, fellow coaches/sponsors or spectators. Every coach/sponsor must remember that he/she is a living example for all of the young people in the community in which he/she works. It is vitally important to him/her, and to the profession which he/she represents, that his/her actions and behavior at all times bring credit to their program and the school he/she represents.
- 1.7. Each coach/sponsor must strive to maintain an appropriate coach/sponsor/participant relationship throughout the participant's academic career. A coach/sponsor should be more concerned about obtaining the respect from his/her participants than in winning a "popularity contest."
2. Be Professional.
  - 2.1. Uphold the honor and dignity of the professional. In all personal contact with students, officials, activity directors, school administrators, state association governing their activity, the media, and the public.
    - 2.1.1. By personal attitude and behavior, command the respect of the participants and other coaches/sponsors.
    - 2.1.2. Represent the Monticello Community School District in an appropriate and professional manner (i.e. appearance, conduct).
    - 2.1.3. Publicly and privately support the other coaches/sponsors involved with your program and other programs in the school district.
    - 2.1.4. Be well groomed. Personal appearance is an indication of self-respect and helps set the tone for all participants in an activity.
    - 2.1.5. Neither knowingly nor unethically strive for another person's job in a manner detrimental to the program.
    - 2.1.6. Respect your opponents.
    - 2.1.7. Demonstrate loyalty to the profession.
  - 2.2. Understand:
    - 2.2.1. Contest rules and teach them to other participants in the activity.
    - 2.2.2. Maintain knowledge of your activities' IHSAA/IGHSAU/IHSMA/IHSSA/conference and/or National Federation policies, regulations and operating codes.
  - 2.3. Sportswriters and sportscasters should not be used as means of relieving ill feelings toward other coaches/sponsors, participants, officials/judges, or other schools. They also have an interest in activities and should be treated with the same respect and honesty which is expected of them.
3. Promote the entire activities program of the school district and direct your program in harmony with the total school district program.
  - 3.1. Cultivate awareness that participation in school district activities is part of the total educational experience.
  - 3.2. Avoid practices that encourage students to specialize or that restrict them from participation in a variety of activities.
  - 3.3. Encourage everyone to judge the success of the activities programs on the basis of the attitudes of participants and spectators, rather than on the basis of a win or loss.
4. Set an example of the highest ethical and moral conduct.
  - 4.1. Do not exert pressure on faculty members to give participants involved in activities special consideration. No one should either seek or expect academic privileges for participants.

- 4.2. No coach/sponsor should use alcohol, tobacco, or other drugs before, during or immediately after any interscholastic contest until his/her supervisory duties are completed for that contest.
- 4.3. Be sensitive to the feelings and needs of your participants, and use good judgment when addressing them, avoiding profanity and offensive or sexist comments (including sexual innuendo). Refrain from making disparaging remarks to or about opponents, officials, coaches/sponsors, or spectators.
- 4.4. Do not use, or allow the use by others of profanity, crude or abusive language with participants, opponents, officials or spectators.
- 4.5. Do not seek an advantage by circumvention of the spirit or letter of the rules.
- 4.6. Avoid any practice or techniques which endanger the present or future welfare of a participant.
5. Instruct participants in life lessons:
  - 5.1. By taking an active role in the prevention of drug, alcohol, and tobacco use.
  - 5.2. By requiring participants to respect the officials and not to argue, demonstrate or be abusive. Any questions with officials concerning rules interpretation should be made by the coach/sponsor.
  - 5.3. Teach the elements of good sportsmanship and remove participants from competition who demonstrate unsportsmanlike behavior.
6. Promote good sportsmanship:
  - 6.1. Respect and support contest officials. The coach/sponsor shall not indulge in conduct which would incite participants or spectators against the officials. Public criticism of officials or participants is unethical.
  - 6.2. When possible and permitted by rule, meet and exchange cordial greetings before a contest to set the correct tone for the event.
  - 6.3. The coach/sponsor shall not scout opponents by any means other than those adopted by the conference and/or governing state association.
  - 6.4. Avoid behavior in game situations that will incite participants, opponents or spectators.
  - 6.5. By removing participants from competition who demonstrate unsportsmanlike behavior.
  - 6.6. Be modest in victory and gracious in defeat and instruct your participants accordingly.
  - 6.7. Have lofty ideals and firm principles of right and truth.
  - 6.8. Any attempts to beat the rules, to take unfair advantage of an opponent, or to teach deliberated unsportsmanlike conduct, have no place in co-curricular activities, nor has any coach/sponsor guilty of such teaching has any right to call himself/herself a coach/sponsor.
  - 6.9. Offer congratulations in public – win or lose.
7. Support your activity:
  - 7.1. Attend all coach/sponsor meetings, and activities staff meetings.
  - 7.2. Ensure the safety and maintenance of the activity's equipment.
  - 7.3. Maintain a commitment to your activity, the activities department, and the school district, while striving for success.
  - 7.4. Prepare and adhere to a program budget.
  - 7.5. Maintain awareness of activity participant's academic standing and growth.
  - 7.6. Evaluate processes of fellow participants and provide the opportunity for the student participants to evaluate the coaches/sponsors.
  - 7.7. Maintain current Blood Born Pathogens and CPR training.
  - 7.8. Have a postseason evaluation by the Activities Director or Principal.
8. Communicate.
  - 8.1. Inform the media regarding contest results.
  - 8.2. Acquire all statistical information and report all statistics to the Activities Director and appropriate media outlets.
  - 8.3. Inform the Activities Director of incidents, requests, and overall status of your program.
  - 8.4. Submit purchase orders to the Activities Director before placing an order for goods or services. Wait to place the order until you receive approval from the district office.

9. Be positive.

### **Administration**

#### *The Superintendent of Schools*

The executive function of the school district is delegated to the superintendent. The superintendent recommends the approval of all policies and procedures as recommended by staff to the school board and recommends to the school board the appointment of all personnel (paid or volunteer) who are given any responsibility for handling activities. The board ultimately approves or denies all policies and procedures and the appointment of personnel.

#### *The Building Principal*

The building principal is the leader of their building, and as such has the authority to approve or deny requests and actions of the activities department. As the building principal should be aware of all activities occurring within their building, it is important for the Activities Director and coaches/sponsors to confer with the principal before making changes that may have an affect on other programs within the school or district. The building Principal may delegate certain responsibilities and authority to the Activities Director, but ultimate responsibility rests with the Principal, Superintendent, and Board of Education. The building principal is responsible for the conduct of coaches/sponsors, participants, spectators and other employees of the principal's school.

#### *The Activities Director*

The activities director, in consultation with the building principal and superintendent, assumes responsibility for the efficient administration of the school district's activity programs and reports to the principal on all matters related to the school district's activity programs. The Activities Director corresponds with other school districts, the IHSAA/IGHSAU, and other governing/administrative bodies as necessary to conduct business regarding the school district's activity program. The activities director represents the school district at all school district-based Booster Club meetings, conference meetings, district and state meetings, and any other activities-related meetings. The activities director also serves as the point of contact for issues of concern regarding the activity programs for parents, teachers, participants, and the community at large. The activities director is responsible for coordinating the evaluation of all coaches/sponsors, making sure that each activity's schedule conforms to the school district's rules and conference requirements while not overtaxing the school district's budget, and making sure all local and state rules are followed. In conjunction with coaches/sponsors, the activities director verifies eligibility for each participant in each activity.

#### *The General Duties of the AD*

- *General Administrative*
- Coordinate with the administration in the recruitment, selection, supervision, and evaluation of all coaches (head coaches annually, assistant coaches every three years).
- Plans and coordinates all extra curricular athletics/activities for the school district and assists with the district activities master calendar.
- Schedules all athletic / activities practices and events and non-school use of District facilities as per Board policy and coordinates with Maintenance / Transportation Director in regard to activities.
- Enforces District and school policies.
- Plans, implements, and monitors the school's activities budget. Initiating requisitions for the issuance of checks for officials, supervisory personnel, transportation and entry fees



as well as counter-signs all requests for purchase of athletic / activities equipment and supplies.

- Publishes or announces information regarding school events to inform the student body.
- Completes other duties as assigned.
  
- *Records and Facilities*
  - Ensures implementation of an efficient system for equipment acquisition, repair, disposal, custody and inventory, ordering equipment for all activities within the activities budget.
  - Assure the each participant meets established academic, physical, and student conduct requirements for participation.
  - Works with coaches / sponsors and school administration to publish, implement and update coaches' / sponsors' handbook and athletic / activity codes.
  - Coordinate the supervision of the weight room.
  
- *General Public Relations*
  - Maintain a positive rapport with students, staff, parents and the community, including representing the District at Athletic Booster Club Meetings.
  - Represent the District at appropriate athletic director's meetings (conference, district, etc.)
  - Demonstrate a positive attitude toward school, students and job and communicate the same to the community.
  
- *Game Management*
  - Contracts officials for appropriate contests.
  - Coordinates game management for all home events with event workers, building administrators, event officials, scorers, timers, announcers, medical and police personnel, etc. Arrange all details of visiting team's needs, gymnasium services, and field assistance, as appropriate.
  
- *Governing Associations (IHSAA, IGHSAU, IHSMA, IHSAA, CONFERENCE)*
  - Meets each and every required submission/request deadline required by Governing Associations with a little time to spare.
  - Ensure that all state and governing association mandates regarding activities are being followed by the district.

### *Coach/Sponsor Duties and Responsibilities*

#### *-Pre-Season Responsibilities*

- 1.1. Planning - Major planning should be meticulously developed before the season begins and should include:
  - 1.1.1. Knowing what equipment and supplies are available
  - 1.1.2. Notifying the Activities Director of any special or unique equipment needs
  - 1.1.3. Outline of practice schedule
  - 1.1.4. Completion of scrimmage and competition schedule
  - 1.1.5. Organizational meeting with assistant coaches/other sponsors
  - 1.1.6. Establish criteria for awards
  - 1.1.7. Outline Rubric for assessment when position assignments are made.
  
- 1.2. Meeting with Participants

1.2.1. It is recommended that coaches/sponsors conduct pre-season meetings with participants to discuss tryouts, practice schedules, rules, and other important matters. Meetings should be publicized in the daily bulletin and by posters and should be coordinated with other coaches/sponsors. When a meeting is called, it should serve a purpose, be well planned and informative.

1.2.2. Selection of Student Managers if applicable

1.3. Secure Keys from Activities Director

1.3.1. Keys are available through the Building's office.

#### *-In -Season Responsibilities*

2.1. Good Conduct Code

2.1.1 Each coach/sponsor is responsible for seeing that the Good Conduct Code is properly reviewed with participants and their parents and signature page signed.

2.2. Supervision of Participants

2.2.1. It is the responsibility of each coach/sponsor to supervise his/her participants. This responsibility begins when participants enter the building and ends when participants leave the building following practices/competition.

2.2.2. The coach/sponsor shall be the last person to leave the building. Upon leaving, facilities used by the activity should be checked, equipment picked up, lights put out, windows and doors secured, and storage areas checked and locked.

2.2.3. Coach/sponsors should make certain that their participants have been either been picked up by their parents or have left the area outside the building.

#### *-Discipline*

3.1. The Head Coach/Sponsor is responsible for the behavior of the participants during ALL contests and while they are representatives of the school district.

3.2. All Coaches/sponsors are required to enforce all Monticello Community School District Policies.

#### *-Hazing:*

4.1. Monticello Community School District does not condone hazing.

4.2. Hazing is defined as: "any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate. This does not include activities such as rookies carrying the balls, parties with community games, or going out with your fellow participants, unless an atmosphere of humiliation, degradation, abuse or danger arises."

#### *-Supervision*

1. Coach/Sponsor Responsibilities

The head coach/sponsor of each activity is directly charged with the responsibility for the supervision of his/her participants. This responsibility can and should be shared with the assistant coach/sponsor. The primary concern regarding supervision is the safety and welfare of each participant. The coach/sponsor should be constantly aware of the individual and group actions of his/her participants since these actions indicate the amount of quality of supervision that they receive. Each coach/sponsor is to supervise his/her activity and participants as he/she sees fit. However, all coaches/sponsors are reminded of policies and regulations that require positive direction on the part of the coach/sponsor.

2. Building/Facility Care

Do not allow your participants to enter the building unless you are there to supervise their actions. After a practice or after a contest is concluded, the coach/sponsor should see that all participants are out of the building; he/she then should secure the area.

It is recommended that no personnel other than the coach/sponsor, participants, or managers should be allowed to enter the areas where participants are for at least ten minutes after the conclusion of a contest. This will give the coach/sponsor an opportunity to discuss events intelligently and if necessary settle ruffled emotions. If there is a lesson associated with winning or losing, the lesson can best be learned when the details of the contest are foremost in the minds of everyone concerned.

### 3. Coach/Sponsor Area

With the hope of maintaining a private meeting and dressing area for coaches/sponsors, it is suggested that no student, or manager be allowed in the coach's/sponsor's area at any time unless requested and accompanied by a coach/sponsor. Coaches/sponsors are to inform participants to announce themselves and be recognized before they enter the area.

#### *Head Coach/Sponsor – Job Description*

Professional preparation: Appropriate preparation either through experience or college preparation. Coaches/sponsors must hold valid certifications/endorsements/authorizations. Employment as a teacher in the Monticello Community School District is preferred. All coaches/sponsors are responsible for maintaining current, appropriate certification, endorsement, or authorization.

All coaches/sponsors are directly responsible to the Activities Director. In fulfilling their duties and responsibilities, all coaches/sponsors are expected to:

1. Have full responsibility for the overall supervision of the activity and/or program.
2. Should have involvement with the development of the youth programs in the Monticello area. Encouraged to have camps and league opportunities available for interested youth.
3. Is in charge of assigning all duties of other coaches/sponsors working under his/her supervision.
4. Is responsible for keeping practice periods for the sport within the confines of the time specified by the activities director and with due consideration to the staff and welfare of the participants.
5. Assume complete responsibility for the conduct of their participants.
6. Establish positive relationships with coaches/sponsors, participants, parents, and community members.
7. Supervise the use, issuance, return, cleaning, inventory and storage of equipment, uniforms and supplies,
8. Submit equipment and supply requests to the Activities Director.
9. Make recommendations for use and improvement of school facilities.
10. Attend meetings called by the Activities Director or Principal. Attend conference and meetings and dinners/banquets when required.
11. Support and conform to the policies and decisions governing the school district's activities, both in fact and spirit.
12. Prior to the start of each season, conduct a mandatory organization meeting with participants to explain method of selection, Good Conduct Code, and other key matters.
13. Prior to any student being allowed to participate in practice or contest, ensure that a current physical examination form is on file with the school nurse (athletics only).
14. Submit an alphabetical roster with grade classifications to the Activities Director within one week of the first practice and update it as necessary. A numerical roster should be submitted at least two weeks before the first game and should be updated as needed.
15. Administer first aid as required and report all serious injuries to the school nurse, Activities Director and other appropriate personnel.
16. Report scores to news media.
17. Report results of contests to the Activities Director via email at the conclusion of the contest.
18. Notify the Activities Director of any canceled practices and any unusual events or incidents.
19. Schedule and conduct practices on a regularly scheduled basis.
20. Assure the supervision of participants after practices/games until all have left the facilities, picked up by parents or left the parking lot.

21. Secure all offices, closets and building exits when leaving. Make certain all lights (except emergency lights) are turned off.
22. Complete end of season reports including inventory of equipment and uniforms, list of award winners and a summary of game scores.
23. Conduct themselves in a professional manner during all practices and games, and as soon as practical, notify the Activities Director of any incident that occurs, including but not limited to, a coach/sponsor or participant being ejected from the competition and/or any other unsportsmanlike conduct on behalf of the staff or participants.
24. Keep abreast of the latest development, changes and modifications in their sport.
25. Make decisions regarding his/her participants, in keeping with established policies and procedures. However, when decisions are of a broader scope and affect other coaches/sponsors and other participants or when the problem clearly falls within the jurisdiction of the Activities Director, action should be reserved for the Activities Director to review and discuss the matter more fully.
26. Coaches/Sponsors are encouraged to keep current certifications including CPR/AED, First Aid and all certifications/endorsements/authorizations as required by IHSAA/IGHSAU, the Board of Educational Examiners or other governing bodies.
27. Know the procedure for hiring volunteer coaches/sponsors which means that all volunteer coaches/sponsors are required to have the same certifications/endorsements/authorizations on file with the Activities Director and district office. Any coach/sponsor who wishes to include a volunteer in their program should see the Activities Director at least two months prior to their season.
28. Adhere to the Code of Behavior for Coaches and Sponsors as set forth by the Monticello Community School District.
29. Coordinates award presentations at school district programs and banquets.

#### *Assistant Coach/Sponsor – Job Description*

In many ways, the success of a head coach/sponsor is linked to the quality of the coaches/sponsors that serve with the head coach/sponsor.

Coaches/sponsors need to work closely with the Activities Director in order to ensure that the appropriate people are brought into the program in a timely fashion. It is also imperative that the head coach/sponsor follow the procedures outlined by the district before “adding” an assistant to their staff. It is crucial that coaches/sponsors have a clear sense of what all coaches/sponsors should do and that those expectations are shared with staff. Failing to provide direction to coaches/sponsors in the beginning of the season will make it much harder to adjust later on.

Professional preparation: Appropriate preparation either through experience of college preparation. Must hold a valid certifications/endorsements/authorizations. Employment as a teacher in the Monticello Community School District is preferred.

The duties of assistant coaches/sponsors are to carry out the program planned by the head coach/sponsor: to be of whatever assistance is required, and perform delegated duties set forth by the head coach/sponsor.

All assistant coaches/sponsors are directly responsible to the head coach/sponsor and Activities Director. In fulfilling their duties and responsibilities, all coaches/sponsors are expected to:

1. Maintain appropriate certification/endorsements/authorizations.
2. Possess a working knowledge of all aspects of the sport.
3. Demonstrate professional behavior.
4. Display good sportsmanship at all times.
5. Teach individual participants in the skills necessary for excellent achievement in the sport involved.

6. Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times students are present.
7. Enforce discipline and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students.
8. Adhere to the Code of Behavior for Coaches and Sponsors as set forth by the Monticello Community School District.
9. Assist the head coach/sponsor in the implementation of program objectives, distribution and return of equipment, supervision of practices and other duties as assigned.
10. Attend appropriate meetings.
11. Be a supportive participant. Support the other coaches/sponsors in your programs and other district programs in your words and actions.
12. Attend all practice sessions and contests, unless granted prior approval by the head coach/sponsor for absence.

## Part II. POLICIES

### *Travel*

1. Means of transportation to out-of-town events will be supplied by the district and should be arranged in advance with the Transportation Director. Students are never permitted to drive themselves to events. Students are not permitted to travel in any vehicle other than those supplied by the school district. The only exception to the travel requirement is a written request by the parent / guardian of the student, given in person directly to the head coach/sponsor. Request forms will be provided by the coach/sponsor for the parent or guardian to complete and sign before the student will be allowed to leave in a means of transportation not provided by the school district.
  - 1.1. If a student misses the bus, the student will be ineligible for the event the bus is traveling to.
  - 1.2. Any trip that will involve travel out of state or overnight that is not state sanctioned (Ex: Disney Trip, Team Camps, etc.) will require a permission form to be signed by the parent/guardian and returned from each member of the travel party to the Head Coach/Sponsor prior to departure.
2. During a trip for the purpose of competition (including overnight stays), scrimmage, or practice, the coach/sponsor is responsible for the conduct of their group at all times.
3. Travel in private vehicle(s) for the purposes of scouting an opponent, attending clinics or other reasonable activities related reasons will be reimbursed at the current applicable rate, only if the following criteria have been met:
  - 3.1. The travel was approved in advance by the Activities Director.
  - 3.2. A request was made to the Transportation Director to secure a district owned vehicle at least one day in advance of the trip.
  - 3.3. No school district owned vehicle was available for use.
4. When traveling to the same destination for the purposes of scouting an opponent, attending clinics or other reasonable activities, coaches/sponsors of the same activity will ride together in the same school district vehicle. Multiple school district vehicles will not be sent to the same destination unless the capacity of one vehicle will be exceeded by the number of participants.
5. It is the coach's/sponsor's responsibility to ensure that his/her participants behave responsibly while on the bus. Participants should be reminded that as participants, they are representing the Monticello Community School District, and any misconduct will negatively reflect on other participants, coach/sponsor, and the school district.
6. A coach/sponsor must accompany his/her participants on a bus. Only in emergencies will an activity's participants be allowed to travel on a bus without a coach/sponsor being present.
7. The following rules apply to all trips on school district transportation:
  - 7.1. Participants shall clean off their cleats before boarding.
  - 7.2. All refuse (paper, tape, wrapping, bandages etc.) shall be picked up before getting off.
  - 7.3. All body parts shall remain inside the vehicle.
  - 7.4. Participants shall remain seated, refrain from throwing objects, and keep their hands to themselves.
  - 7.5. Emergency doors shall *not* be used as an exit, except in an emergency.
  - 7.6. All equipment is to be placed so that all emergency exits are kept clear.
  - 7.7. No drop-offs will be allowed en-route.
8. The Activities Director, in cooperation with the Head Coach / Sponsor, will make all arrangements for transportation, food, and allowances for the coaches and participants for each of the following activities.
9. Other activity trips: Other activity trips for each coach/sponsor may be allowed with the approval of the Superintendent. Such trips will normally be limited to one clinic per coach/sponsor per year involving not more than one day of school. Regular expenses may be allowed, if approved in advance.

*Travel to State Tournaments & State Meets*

Teams that do not qualify for state level events will not be allowed to travel to those events as a “field trip” or team activity.

The Activities Director, in cooperation with the Head Coach / Sponsor, will make all arrangements for transportation, food, and allowances for the coaches and participants for each of the following activities.

**Definitions:**

- **Team** means participants, managers, cheerleaders, cheer sponsors, coaches/sponsors and other personnel as approved by the Activities Director, Principal, and Superintendent.
- **Manager** is a student who has been performing the function of manager, statistician, videographer or other administratively approved function for at least 80% of the activity season and is in good standing with the team at the time of the state tournament/meet.
- **Return and home** imply returning to the Monticello Community School District.
- For state level events (districts, regionals, state), state approved roster limits will be considered when determining numbers in travel parties.

**BASEBALL & SOFTBALL**

If the team qualifies for the tournament, the school district will pay the reasonable expenses of participation for the team and coach. There will be chaperones as needed. The state guidelines will be used regarding the number of players allowed. The team will go by school vehicle and return the same day if eliminated. If a round robin type state tournament is used, the team and coach will stay until the team is eliminated at which time they will return home.

**BASKETBALL (Girls & Boys)**

If the team qualifies for the tournament, the district will pay the reasonable expenses of participation for the team, staff, and managers. The team and coaches will stay or return home, depending on the tournament schedule and economic feasibility. At such time as the team is eliminated from the tournament, the team will return home by school vehicle. The team will be permitted to travel and lodge prior to the day of the scheduled game if the state tournament game is played prior to noon.

**COMPETITION CHEERLEADING**

If the team and/or individuals qualify for state competition, the district will pay the reasonable expenses of participation for the individuals and/or team and their coaches. The team and/or individuals will be permitted to travel and lodge the day prior to the meet if any part of the team participates prior to the noon of the day of the meet.

**DANCE**

If the team and/or individuals qualify for state competition, the district will pay the reasonable expenses of participation for the individuals and/or team and their coaches. The team and/or individuals will be permitted to travel and lodge the day prior to the meet if any part of the team participates prior to the noon of the day of the meet.

**FOOTBALL**

If the team qualifies for the tournament, the district will pay the reasonable expenses of participation for the team, staff and number of team members allowed by the state as well as managers and will travel by school vehicle on the day of the game and return the same day of the game.

### **GOLF (boys & girls)**

If the team and/or individuals qualify for state competition, the district will pay the reasonable expenses of participation for the individuals and/or team and their coaches. The team and/or individuals will be permitted to travel and lodge the day prior to the meet if any part of the team participates prior to the noon of the day of the meet.

### **SOCCER (boys & girls)**

If the team and/or individuals qualify for state competition, the district will pay the reasonable expenses of participation for the individuals and/or team and their coaches. The team and/or individuals will be permitted to travel and lodge the day prior to the meet if any part of the team participates prior to the noon of the day of the meet.

### **VOLLEYBALL**

If the team and/or individuals qualify for state competition, the district will pay the reasonable expenses of participation for the individuals and/or team and their coaches. The team and/or individuals will be permitted to travel and lodge the day prior to the meet if any part of the team participates prior to the noon of the day of the meet. If held in the Cedar Rapids, no lodging will be allowed.

### **WRESTLING**

The traveling team to the state meet will consist of those individuals who qualify for the state competition, coach and assistant coaches. They will remain as long as individuals are still participating in the tournament. If the qualifiers are eliminated after the first rounds and wrestle-backs, the student-athletes will return at the conclusion of the day. When one person qualifies, the qualifier would be accompanied by another person. The state will pay for a manager if three (3) or more individuals qualify for the state meet. Therefore, one (1) manager will be allowed to go if the above mentioned occurs.

Team travel party will not stay overnight on Saturday unless 1 or more of the qualifying wrestlers are in the finals. If 1 or more wrestlers make the podium for awards but none make the finals, the travel party will return home after the podium ceremony.

**DUAL TEAM WRESTLING:** Each team will consist of 16 wrestlers, plus four (4) with a total of twenty (20); plus four (4) which include coaches, managers, trainers, statisticians, doctors, etc. Varsity squad members, along with their coaches, will be permitted complimentary admission to all session of their meet. If held in the Cedar Rapids, no lodging will be allowed.

### **TRACK & CROSS COUNTRY**

If the team and/or individuals qualify for state competition, the district will pay the reasonable expenses of participation for the individuals and/or team and their coaches. They will remain until the meet ends. The team or part of the team will be permitted to travel and lodge the day prior to the meet if any of the team participates in an event prior to noon on the day of the meet. The Activities Director will make arrangements for lodging, transportation, and food allowances for coaches and participants.

### **TRAVEL GUIDELINES**

Expenses that have been authorized by an administrator will be reimbursed to the individual upon submission of appropriate documentation. When possible, lodging will be set up on a direct-billed basis by using a purchase order to reserve the room(s). Appropriate documentation for both direct billing and reimbursement include the following:



**Lodging:**

1. Personal expenses such as movie rentals, local telephone calls, etc. will not be allowed.
2. The Board requires staying in moderately priced or budget priced hotels and motels unless there is a need to stay at a specific location to avoid car rentals or other expenses. Exceptions must be approved in writing by the Superintendent.

**Travel:**

1. Whenever possible, a district vehicle will be assigned to employees traveling on behalf of the district. (See transportation request procedures section.)
2. When more travel is needed than can be accommodated by the district fleet, the Director of Transportation and the Superintendent shall use the following criteria to assign district vehicles:
  1. Student travel vs. employee-only travel
  2. Distance
  3. Number of people in group
  4. Level of competition or meeting
  5. If all vehicles are assigned, and travel is approved, the employee will have the option of using his/her personal vehicle and being reimbursed at the rate set by school board policy. Employees may choose to drive their own vehicles even if a school vehicle is available, however they will not be reimbursed for mileage if a school vehicle was available.

**Meals: (Employees)**

1. Per our auditor's requirements, an **itemized** restaurant receipt or **itemized** credit card slip must be submitted. The district will not reimburse for drinks/beverages that contain alcohol. It is preferred that only district employees be included on the receipt. However, when circumstances dictate that other than approved district employees or officials are included in the receipt total, the names and exact amounts of each meal to be reimbursed are to be identified.
2. Employees are expected to eat at budget to moderately priced restaurants. Exceptions (such as a banquet incorporated into a conference program) may be presented to the Superintendent for individual review.

**Meals: (Students)**

Students involved in activities or competition at the state level will be allowed a per-meal allowance. Again, per our auditor's requirements, an **itemized** restaurant receipt or **itemized** credit card slip must be submitted in order for students to be reimbursed for their meals.

Meals will be reimbursed as needed at this rate:

Breakfast-\$5

Lunch -\$7

Supper-\$8

**Itinerary:**

The Head Coach shall submit in writing to the Activities Director, Principal and Superintendent a tentative travel itinerary not less than four (4) calendar days before team departure to the state level event. This itinerary must be approved by the Activities Director, Principal and Superintendent before the release of the itinerary to the team/parents/public and before travel will be permitted. **The Superintendent, High School Principal, and Activities Director will make the final determination regarding departure times and overnight stay requests for all activities.**

*Fundraising*

Fundraising and field trip requests are due to the district office on or before June 1 of the school year preceding the fundraiser or trip in order to receive school board approval. Exceptions may be made in extenuating circumstances at the sole judgment of the superintendent.

*Physicals*

The participant must show evidence that a physical examination has been passed prior to participation in a practice or game. The head coach/sponsor bears responsibility for enforcing this policy.

*Concussion Management*

1. The Monticello Community School District considers concussions and head injuries serious matters, and will follow all laws and regulations regarding the identification and management of such injuries.
2. If a student's coach or activity sponsor observes signs, symptoms or behaviors consistent with a concussion or brain injury (i.e., a loss of consciousness, headache, dizziness, confusion, or balance problems) during an extra-curricular interscholastic activity, the student shall be immediately removed from the activity.
  - a. Extra-curricular interscholastic activity means any extra-curricular interscholastic activity, contest or practice, including sports, dance, and cheerleading.
3. The student's parent or guardian shall be contacted as soon as possible following the injury, and told that the student cannot return to participate in the activity until evaluated by an appropriate health-care professional.
4. The student shall not return to participate in the activity until evaluated and provided a written clearance by an appropriate health-care professional trained in the evaluation and management of concussions and other brain injuries. The student shall be examined by an appropriate health-care professional the same day the injury occurs.
  - a. A licensed health care provider means a physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed athletic trainer.
  - b. There may be situations when the Iowa High School Athletic Association ("IHSAA"), Iowa Girls High School Athletic Union ("IGHSAU") and/or the District specifically designates individuals to act as the health-care professional during an activity or event. In such situations, the IHSAA's, the IGHSAU's, and/or the District's decision regarding the designation of the health-care professional is final.
5. The student shall not return to participate in the activity or practice on the same day of a concussion.
6. Upon being evaluated and provided a written clearance by an appropriate health-care professional, the student, the student's parent or guardian, the student's health-care professional, and the District shall work together to develop a plan for the student to return to participate in the activity and/or practice. This plan shall have provisions for the delay of the student's return to participate in the activity and/or practice should the student exhibit the return of any signs or symptom accompanying a concussion or brain injury.
  - a. The District shall provide the "Return to Participation Protocol Following a Concussion" sheet to the student, the student's parent or guardian, and the student's health-care professional to assist in developing the plan for the student to return to participate in the activity and/or practice.

7. The District shall provide annually to each parent or guardian of each student a sheet regarding information on concussions and brain injuries, specifically the “Heads Up: Concussion in High School Sports” sheet, as provided by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The student and the student’s parent or guardian shall sign the sheet and return it to the District prior to the student’s participation in any extra-curricular interscholastic activity in grades seven (7) through twelve (12).
8. The District shall strive to educate students, parents or guardians, contest officials, school coaches, other school personnel and appropriate health-care professionals regarding concussions and brain injuries, specifically using information provided by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

#### *Purchasing*

1. All purchases for an activity program must be approved in advance by the Activities Director and the district office.
  - 1.1 Once a purchase order is approved, further items may not be added to that purchase order.
  - 1.2 If there is a desire or need to amend the purchase order for the purpose of ordering additional goods or services, a new purchase order must be completed reflecting the **additional** items ordered.
  - 1.3 The additional items may not be ordered until the purchase order has successfully completed the approval process.
2. If the coach/sponsor places an order without the signature of the Activities Director and the superintendent (or designee) on the appropriate district purchase order form, the coach/sponsor will pay for the order out of his/her pocket.
3. Purchase order forms are available in each school building and the district office.
4. If a coach/sponsor collects money, it must be turned in to the building office.

#### *Clinics & Rules Meetings*

The rules meetings run by the IHSAA/IGHSAU or other governing bodies represent a set of professional development activities. Head coaches are required to attend these rules meeting either online or in person. Assistants who attend may apply their attendance toward recertification of their coaching authorization. The dates for the clinics are outlined in the Association’s handbook and calendar and there are several different sites offered prior to the beginning of a season so that coaches can find the one that best fit their schedule.

Clinics are an important component of continuing your development as a coach/sponsor, therefore the school district is willing to pay for the coaches/sponsors registration fee and one half of a hotel room at a clinic within reasonable traveling distance. The clinic must be approved by the Activities Director.

### **Part III: PRACTICES**

1. A practice is defined as a reporting group of students who are under the direct or indirect supervision of a member of the staff and who are receiving instruction in game skills or techniques. Practice is an opportunity for coaches/sponsors to teach skills and techniques for their activity so that the participants may improve.
2. Coaches/Sponsors will communicate practice procedures to parents and students, including start and end times, location and expectations. Coaches/Sponsors are judged in their ability to maintain consistency and reliability in regards to practice times and consider the needs of participants and their families. Coaches/Sponsors will communicate any changes to practice to parents, participants and administrators in a timely fashion (i.e. cancellation due to inclement weather). Coaches/Sponsors should work with their Activities Director to create an inclement weather plan.
3. Spring sports especially, need to have a plan or schedule for indoor practices in case of rain.
4. Coaches/Sponsors will have specific objectives for each practice. In addition, Coaches/Sponsors are expected to arrive at practice with a plan of drills, activities and games that will work toward their desired objectives.
5. If the start of the school day is delayed due to inclement weather:
  - 5.1. There will be no morning practices.
  - 5.2. There will be no morning weightlifting or conditioning.
6. If school is dismissed early:
  - 6.1. Coaches/Sponsors should contact the Activities Director regarding the feasibility of holding practice.
  - 6.2. Activities Director will confer with the appropriate administrator(s) to determine whether or not practices may be held and length of time allotted for practices.
  - 6.3. If practice is allowed, Coaches/Sponsors must monitor weather conditions and dismiss practice should conditions warrant.
7. If school is cancelled:
  - 7.1. Coaches/Sponsors should contact the Activities Director regarding the feasibility of holding practice.
  - 7.2. Activities Director will confer with the appropriate administrator(s) to determine whether or not practices may be held.
  - 7.3. If practice is allowed, under no circumstances will this practice be considered mandatory and there will be no punishment or repercussions for anyone who does not attend the practice.
  - 7.4. If practice is allowed, the practice must be concluded at such a time as to allow all participants to be able to drive home before dark.
8. There must be a school employee or board approved volunteer with appropriate certification/endorsements/authorizations present at all times when practices for school sponsored activities are occurring (including weight training and conditioning).
9. Allowing or encouraging "captain's practice" as a method of circumventing district policy, procedure, or mandate will not be permitted.
10. School employees and board approved volunteers will not give or loan their school keys/fob to students or others (i.e. club coaches/sponsors, parents, community members) at any time under any circumstances. Furthermore, school employees and board approved volunteers are not to open any District building for use by any individual or organization that has not been approved by administration or the school board.
11. No activity or practice shall begin before 6:00 AM after the opening day of school.
12. No activity or practice shall exceed two hours, thirty minutes in length for any participant from the time their practice begins until the time the participant leaves the practice venue. After consulting with the building principal, the Activities Director may waive this requirement at his/her discretion.
13. All practices must be properly supervised by a coach/sponsor or board approved volunteer who has been specifically assigned to that activity.

14. No activity shall practice on Wednesday evenings after 5:30 PM.
15. No activity shall practice on Thanksgiving Day, Christmas Day, or New Year's Day.
16. No activity shall have an organized practice on Sunday, unless prior approval is granted by the AD.  
If granted approval by the AD, coaches/sponsors shall schedule practice in the afternoon only.
17. No coach/sponsor shall circumvent, disregard, evade, prevent, bypass, forestall, shun, neglect, eschew, or avoid district policy, procedure, or mandate.

### **Part IV: EQUIPMENT**

Head coaches/sponsors will express their needs at the beginning of every season. The activities director will then consider the following when purchasing any equipment necessary for the operation of each program.

#### Equipment purchases

1. Safety equipment has top priority
2. Practice equipment for giving participants the opportunity to better themselves
3. Game equipment
4. Practice equipment

#### Delivery of New Equipment

1. All shipments accepted by activities director and checked against original invoice.
2. Inspect equipment for quality
3. Equipment is given to the head coach/sponsor then checked again.

#### Inventory and Inspection

1. Head coach/sponsor will be responsible for inventory of equipment at the end of season. This responsibility cannot be turned over entirely to a student manager.
2. Inspection of equipment
3. Develop a list of equipment that needs replaced
4. Turn in request to activities director

#### Issuing Equipment to Participants

Each head coach/sponsor and assistant(s) are responsible for issuing and checking in equipment – both game and practice. A detailed inventory shall be kept by the head coach/sponsor and submitted to the AD at the end of the season.

#### Returning Equipment at End of Season

1. Within one week after final contest of the season all equipment should be checked in and catalogued. Head coach/sponsor has to contact the activities director for cleaning and repairs.
2. Coach/Sponsors are responsible for putting equipment away.
3. Students are not allowed to participate in a sport until they have turned in/paid for all equipment from previous season.

#### Lost Equipment and Damaged Equipment

1. Participants missing equipment – head coach/sponsor must report lost items to principal's office.
2. Participants to be billed for lost equipment.
3. Participants who purposely damage equipment will be disciplined by head coach/sponsor with assistance of activities director.
4. No further participation in school activities is allowed for the participant until the missing equipment is paid for or turned in by the participant.

#### Procedure When Leaving An Activity

When dropping or being dropped from an activity, participants will:

1. Notify the head coach/sponsor – when dropping.
2. Turn in all school gear the same day as dropping.

Transfer Rule – The Monticello Community School District will adhere to the transfer rules as set out in the ISHAA handbook which can be accessed at:

[http://www.iahsaa.org/resource\\_center/2010\\_2011\\_Handbook\\_IHSAA.pdf](http://www.iahsaa.org/resource_center/2010_2011_Handbook_IHSAA.pdf)

## Part VII: PUBLIC RELATIONS

### *General*

There is nothing more important than communication from the head coach/sponsor and it falls on the head coach's/sponsor's shoulders to have a clear plan and to stick to that plan regarding how participants, parents, other coaches/sponsors, the activities director, the school district, and its teachers, and the press receive information about the program, the participants, and what events are on the schedule.

A coach/sponsor should be a goodwill ambassador between the school district and the public. In his/her relationship with the institution for which he/she works, the coach/sponsor should remember he/she is on public display as a representative of his/her institution. It is important therefore that he/she conduct himself/herself so as to maintain the principles, the integrity, and dignity of the Monticello Community School District.

### *The School*

Coaches/sponsors have to respond to two different sets of expectations when it comes to communication with the school district itself. Teachers need to know what students are participating in activities, they need to know EVERY TIME there will be a disruption to their school day, and they need to know in advance when an early departure is planned.

An e-mail at noon on the day the participants are to leave at 2:30 p.m. is *not* sufficient. Notification of a departure without an attached roster is unacceptable. Teachers and school personnel need to know a day in advance when and which students will be leaving the building early.

The other communication that teachers appreciate concerns a student's academic standing in a given teacher's class. Coaches/sponsors are expected to check the academic progress of the participants in their activities, approve district personnel may run reports or the coaches/sponsors may hand out grading sheets to the participants and have their teachers fill in their grades. If a coach/sponsor has a participant who is struggling in a class or in several classes, he/she needs to have a plan for communicating with the teacher (s) in question in order for the participant to be successful. Failure to check up on the most fragile learners reinforces the image that these young people are merely participants in name only and their academic progress is unimportant.

### *Parents*

Failure to communicate logistical details to parents is the single most common complaint that is lodged against a coach/sponsor, and usually these problems can be avoided with a little planning up front and then consistent follow-through after-the-fact. Practice time, game departure and return times, parents' role in support of the activity and participants, expectations regarding pre-season training and the process that will be followed regarding how parents can communicate with the coach/sponsor are the kinds of details that need to be laid out early and then adhered to. Most parents want to be supportive, they just need to know what they can expect to be told and that they will have that information in a timely fashion. Failure to plan for this leads to major problems.

### *Conflict Resolution*

Participating in activities can be an emotional and time consuming experience. From time to time, conflicts between students and coaches/sponsors may arise. The following process is in place for students and their parents to follow to resolve conflicts and/or issues between coaches/sponsors and participants.

#### **Step 1: Individual Student - Coach/Sponsor Contact**

The student involved is to speak to the coach/sponsor about the problem as soon as possible.

#### **Step 2: Parent/Student - Coach/Sponsor Contact**

The parent/student should set a time to meet individually with the coach/sponsor.

Meetings will not be scheduled:

- 24 hours prior to or immediately following a contest,
- During an active practice session, or
- During a time when other coaches/sponsors, parents or participants are present.
- During a time when the coach/sponsor is teaching.

**Step 3: Parent/Student - Activities Director contact**

If satisfactory resolution is not reached through direct contact with the coach/sponsor, the parent/student should contact the activities director. If the meeting with the parent/student and activities director does not result in a satisfactory conclusion, the activities director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

**Step 4: Parent/Student - Administrator/AD/Coach/Sponsor contact**

If after Step 3, satisfactory resolution has not been reached, the parent and student should contact the building principal, unless they are the current activities director, in which case contact the superintendent to schedule a meeting with all concerned parties.

**Step 5: Parent/Student – Superintendent**

If there is no resolution at Step 4, the parent/student must ask to meet with the superintendent in an effort to resolve the issues.

**Retribution**

There is a perception by some that when one voices an opinion or concern about a coach / sponsor or the Activities Program; the student will be subject to retribution by a coach / sponsor or other staff members. The Activities Director and coaches / sponsors are committed to ensuring there shall be no retribution, in any form, against any student for raising an issue or concern. If at any time, a student /parent suspects that some form of retribution surfaces as a result of voicing a concern, or opinion, he/she should contact the school’s Activities Director immediately.

*Media The sponsoring school district is responsible for calling in the results of all activities. Since the newspaper is one of the few places that results are really recorded, it is crucial that coaches/sponsors ensure that results are recorded. Do not rely on your opponent to inform the press of the outcome of a contest. Each head coach/sponsor is responsible for calling in all contest results. In many instances, these newspaper reports represent one of the few places that all students can see their name prominently displayed.*

- |                         |                |
|-------------------------|----------------|
| 1. Monticello Express   | 319.465-3555   |
| 2. Cedar Rapids Gazette | 1.888.572.8287 |
| 3. Dubuque TH           | 1.800.562.6035 |
| 4. KGAN                 | 1.800-222-5426 |
| 5. KWWL                 | 1.319-291-1200 |
| 6. KCRG                 | 1.800.332.5443 |

*Recruiting: Helping Students Participate in College*

Many students want to continue participating in their activity when they get to college, but even for the most exceptional talents, navigating the recruiting process successfully is a difficult process. It is part of the responsibility of being a coach/sponsor to work with students who wish to participate at the next level in order to help them realize their dream. The coach/sponsor addresses college recruitment on three planes simultaneously: by working with their students directly; by working with their students’ parents; and by working with and developing a relationship with coaches/sponsors who work at the college level.

Discussions with the students need to address the different levels of participation that exist (Division I, Division II, Division III), what the academic requirements are at each level, what kind of



school represents a good fit for the student and what role geography plays in a student's decisions—many schools tend to recruit from a contiguous geographical area. Finally, it is never too early to start explaining to students how academics precede activities in terms of finding success at the next level and stressing the need to take each class seriously, starting on the first day of a student's 9th grade year.

Parents also play a central role in helping students think successfully about participating at the next level. It is crucial to talk about finances, the different funding options that are available at Division I, Division II and Division III schools, the impact that loans have on a student's long-term financial independence and how the family sees the student balancing the fun of participating in activities with the demands of academics.

Finally, successful recruiting requires that the high school coach/sponsor expend energy, too. Filling out the "requests for talent" identification cards from colleges that come on a routine basis, developing and cultivating relationships with college coaches/sponsors in the region and the state, or providing structured opportunities for college coaches/sponsors to see prospective students either on film or in person at a sanctioned event are all necessary activities coaches/sponsors need to undertake if they are to help their students find opportunities at the next level.

## Part VIII: GENERAL INFORMATION AND POLICIES

### *Carryover Activities Guidelines*

The following guidelines are to be followed when a participant is dealing with overlapping activities.

1. Concluding activity has priority. Participants are not to be discouraged from attending practices of beginning activities after completion of concluding activity practice. Conversely, participants are not to be penalized for completing their commitment to the concluding activity.
2. Appropriate restrictions in the beginning activity may be requested by the concluding activity coach/sponsor for the dual activity participant.

These guidelines are NOT intended to put the participant in the middle of any controversy. All participants that may be involved in the two activities should be identified prior to the start of the beginning season and parameters set as that time to ensure that participants and parents are clear on the expectations and commitment expected of the participants.

### *Awards*

The coaches/sponsors of each activity are responsible for developing a system in which they will give out awards. The following is the lettering system, first letter in any sport you will receive a letter M, along with the pin of that activity and a bar. Additional lettering in an activity you receive the activity pin.

### *Moving – Up Procedure*

The philosophy of the Monticello Community School District is to provide the best competitive participants possible. Therefore, we have the following moving up procedure. Before a freshman or sophomore will be eligible to move-up and participate at the varsity level the following steps must be met and agreed to by every party involved.

These steps are only for participants moving up from a lower level to the varsity level.

1. The coach/sponsor must communicate to the activities director with the explanation and reasoning behind the move.
2. The coach/sponsor must communicate with parents (before talking to the student) of the student explaining the reasoning behind the move.

Remember all parties must agree in every step for the moving up to succeed!

### *Activity Posters/T-Shirts*

The head coach/sponsor with the approval of the AD must approve all activity posters and T-shirts before ordering takes place. There will not be any hidden messages or derogatory comments directed towards other activities/participants from other school districts. If there is a question whether a saying or slogan is appropriate for a school environment, it should not be approved. The head coach/sponsor and the AD will take responsibility for all posters and T-shirts. The head coach/sponsor **will not** arrange for the design and/or purchase of any attire and/or promotional materials without prior approval by the AD including items purchased by non-school persons or entities.

### *Eligibility for Activities*

- Students must attend the last two class blocks of the day in which they are scheduled to participate in an activity within the co-curricular program. A student found to have an unexcused absence the day of a contest or performance will be ineligible for that competition or performance. If the unexcused absence is found after the competition or performance is completed the penalty will be assessed on the next competition or performance for that student. The principal and activities director will determine unexcused absences.
- Participating in evening performances or competitions should not affect school attendance on the following day.

- When performing or competing during the school day, students are expected to return to classes immediately after the event.
- Students placed on out-of-school suspension will not be allowed to practice or compete in contest during the suspension period.
- Academic Eligibility - Academic Eligibility Guidance (36.15(2) Scholarship rules)
  - a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
  - b. All contestants must be under 20 years of age.
  - c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.
    1. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
    2. If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic contests and competitions in which the contestant is a contestant
    3. Teachers will update student grades every week by 8:00 Friday morning.  
 For eligibility: If student is failing any class, the student is ineligible unless they attend lunch study table for two calendar weeks.
      - Students are still eligible to perform and practice during this time.
      - Once students are passing all of their classes, they can get signed out of lunch study table.
      - If a student begins failing any class again at the next Friday grade check, they will be required to attend lunch study table for two calendar weeks.
      - Each class is separate from other classes in regards to the start point of the two-week cycle.
      - If the student is still failing after two weeks, then the student is ineligible for activities for one calendar week (Monday to Sunday) and must begin attending lunch study table AND after school study table (3:15-4:00). After School Study Table will be with the Intervention Specialist. Students will still be allowed to practice and travel with the team but will not be eligible to compete.
      - Student will become eligible again the Monday after all of their grades not in the two week grace period are brought up to passing.
      - If the student fails to attend the lunch study table, they will be ineligible for activities for the day they miss. The student will also be required to attend after school study table with the Intervention Specialist.
      - Lunch study table will begin within the first 2 weeks of each semester.
  - d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
  - e. A student who meets all other qualifications may be eligible to participate in interscholastic activities for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also

eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic activities will be benefited.

- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in activities upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

### *Study Table*

Students, who are not meeting the necessary academic requirements through out the school year in order to participate in extra-curricular activities, will be assigned to attend the Study Table Program as a way to improve their grades and remain eligible for participation. This program meets daily during lunch, and after school every Monday, Tuesday, Wednesday, and Thursday in the Intervention Specialist's classroom from 3:15-4:00. Any student failing a course will attend lunch study table. Students still failing a course after a 2 week period will also be required to attend the after school program. Student's academic progress will be monitored at the middle and end of each quarter. Students can be excused from attending Study Table by providing documentation that they are no longer receiving a failing grade(s). Forms are available in the Office.

### *Good Conduct Code*

#### I. STATEMENT OF PHILOSOPHY

It is a privilege and an honor to participate in the full range of extracurricular activities at the Monticello Community School District. These activities and participation in them adds a great deal to each student's education by promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well being, and promoting the image and identity of the school and community. Students who choose to participate in extracurricular activities will conduct themselves appropriately at all times both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner.

A student will be ineligible to participate in an activity when the conduct of that student has been determined to be contrary to or in violation of the established rules and regulations set out in this policy.

#### II. STUDENT AGREEMENT

Before participation in any activity is permitted, all students who wish to participate in extracurricular activities shall receive a copy of the Good Conduct Code and shall sign an agreement and have the agreement co-signed by parent/guardian indicating that they will abide by the Good Conduct Code.

### III. APPLICABLE ACTIVITY PROGRAMS

The Good Conduct Code applies to all extracurricular activities, including but not limited to:

- 1) all athletics;
- 2) all music-speech-drama, cheerleading activities, and Dance Team
- 3) student council and other elective officers;
- 4) team honors;
- 5) school honors;
- 6) school clubs/organizations

### IV. DEFINITIONS

1. **Competition/performance** means a specific event that is a component of an extracurricular program whether it is a contest, a performance, a school sponsored trip that is part of the extracurricular activity, etc.
2. **Offense** occurs when a student is determined by a school official to have violated the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated. Any offense(s) occurring under the District's previous policy shall count cumulatively toward any offense(s) under this Good Conduct Code.
3. **Possession** - With regard to alcohol, drugs, simulated controlled substances, and tobacco, possession shall mean under the actual control of or on the student's person, contained in property under the student's personal control, or accessible to and the student has knowledge of the prohibited substance's presence.
4. **School days** shall mean days when school is in session, (i.e., Monday through Friday, except state and/or national holidays.)
5. **Student Code of Conduct** is a body of school rules and regulations independent from this Good Conduct Code. Any student behavior which violates both the Student Code of Conduct and this Good Conduct Code will incur penalties under both sets of rules and regulations.
6. **Year**, as it is listed in this policy means one calendar year.

### V. APPLICATION OF THE GOOD CONDUCT CODE

Appropriate student behavior is required by and impacts on all extracurricular activities in which a student participates. If a student is participating in multiple extracurricular activities at the time the student loses privileges under this policy, the loss of privileges is in effect for all activities in which the student participates.

If at the time of the violation, the student is not currently participating in any activity, then the student's period of ineligibility shall apply to the first extracurricular activity or activities in which the student participates.

A disciplinary action may carry over from one activity to another and may carry over from one school year to the next.

### VI. CONDUCT REQUIREMENTS

Students shall:

- 1) Abide by the Good Conduct Code at all times and in all places.
- 2) Abide by any additional, specific rules and regulations which the coach/sponsor of the activity has established (such as training hours, attendance at practice, etc.) Such rules will be approved by the activities director and shared with the principal before distribution to students. If additional rules/guidelines are provided by coach/sponsor, students and parents/guardians will be required to sign a copy of a document as acknowledgment of their agreement to abide by them.

General Standard

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, regardless of nationality, gender, religion, race or disability, and a respect for their rights, property, and dignity.

## VII. VIOLATIONS

Violations of the Good Conduct Code include but are not limited to the following prohibited conduct and actions.

Students shall not:

- 1) Sell, manufacture or distribute illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
- 2) Possess, use or threaten to use any instrument that is generally considered a weapon or an imitation weapon or an explosive.
- 3) Possess, use, or be under the influence of illegal drugs, controlled substances, imitation controlled substances, or drug paraphernalia. Misuse of prescription/over the counter drugs is also prohibited.
- 4) Possess, use, or be under the influence of alcoholic beverages.
- 5) Assault or physically/verbally abuse any person at school or during school activities or coming to and/or going from school or a school activity.
- 6) Use, possess and/or transmit tobacco or imitation substances.
- 7) Damage, destroy, vandalize or steal school property and/or personal property of employees, students, visitors to the school, or district patrons.
- 8) Participate in any conduct which, in Iowa, is illegal, whether or not an arrest or conviction occurs, except simple misdemeanor traffic violations.
- 9) Use inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with school authorities) hazing, or harassment of others as well as identity theft.

## VIII. DETERMINATION OF VIOLATION

1. When a student is suspected of violating the Monticello Good Conduct Policy, the first step of the Monticello Community School District will be to determine if a violation has occurred. This determination will be made by the principal and activities director who may use, but are not limited to, information and/or evidence submitted by law enforcement, a member of the judicial system, a certified school employee, or security personnel as part of their investigation.
2. Prior to making a final determination that there has been a violation, the principal and activities director shall be informed of the alleged violation and perform an investigation. The student shall be notified either orally or in writing of the alleged violation(s). The student will be given an opportunity to respond to the alleged violation(s).
3. The Monticello Community School District may determine that there has been a violation of the Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending or whether or not the student is found guilty by a court of law as long as there is reasonable evidence to support the finding of a Good Conduct Code violation.
4. Once the determination is made that a student has violated the Monticello Good Conduct Code, the activities director will meet with the principal and they shall make a determination of the appropriate penalty. The student and his/her parent(s) shall be informed in writing of this decision (the nature of the violation and the determination of the penalty) by mailing the same to the student's residence (or other address if the parents

have a different address on file for mailing purposes with the school) within two school days of the determination. In addition, the parent(s) will be notified orally, if possible.

IX. PENALTIES FOR VIOLATION(S)

The penalties listed below are for specific violations of the Good Conduct Code. Violations not specifically listed will result in similar consequences. Where applicable, the following will be applied in addition to the specific penalties outlined in the Student Code of Conduct. The coach/sponsor may also impose additional penalties pursuant to their supplementary activity-specific rules.

Penalties: The penalty for a violation is ineligibility for a definite number of contests or appearances for the activity the penalty is to be applied to. The student must participate in practice during the period of ineligibility; however, the student shall not be permitted to dress for or participate in the contest. If a student drops out of an activity prior to completion of the ineligibility period and completion of the season, the full penalty will be fulfilled when the student seeks to go out for another activity.

First & Second Offense: A student whose violation of the Good Conduct Code constitutes a first/second offense will be ineligible to participate in all consecutive extracurricular activities as specified below and the suspension will begin on the day that it has been determined a violation has occurred. Additionally, the student shall serve 10/20 hours of school or community service at times other than regular school or practice hours. The student will become eligible if they have made arrangements or are working towards completion of their penalty and school/community service. Any student facing their first/second offense must meet with an ASAC counselor for an assessment and follow the future recommendations from ASAC if the violation is alcohol and/or substance abuse related.

Penalty Chart

<u>Activity</u>	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
Baseball	13 games	26 games	12 months
Basketball/Cheer	7 games	14 games	12 months
Competition Cheer	2 events	4 events	12 months
Cross Country	3 meets	6 meets	12 months
Football/Cheer	3 games	6 games	12 months
Golf	4 meets	8 meets	12 months
Soccer	4 matches	8 matches	12 months
Softball	13 games	26 games	12 months
Track	4 meets	8 meets	12 months
Volleyball	4 matches	8 matches	12 months
Wrestling/Cheer	5 meets/dates	10 meets/dates	12 months
BPA	1 event	2 events	12 months
Jazz Band	2 Events	4 Events	12 month
Coffee Shack	5 events	10 events	12 months
Dance Team	6 events	12 events	12 months
Drama/Speech/ Panther Players	3 meetings 1 play / contest Trip	6 meetings 2 plays / contests Trip	12 months

FFA	5 events	10 events	12 months
Forte	3 performances	6 performances	12 months
MIC/Int. Club	3 events	6 events	12 months
Student Council	2 events	4 events	12 months

Third Offense or more: A student whose violation of the Good Conduct Code constitutes a third offense or more will be ineligible to participate for twelve (12) months in all extracurricular activities. Also any student facing their third or more offense must meet with an ASAC counselor for an assessment and follow the future recommendations from ASAC if the violation is alcohol and/or substance abuse related.

X. SUSPENSION/EXPULSION UNDER TILE STUDENT CODE OF CONDUCT If a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, the student will not be allowed to participate for the comparable period of time in any extracurricular activity, including practices, meetings, and competitions/performances and will be denied all school transportation to or from such practices, meetings and/or competitions/performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in school suspension, the coach/sponsor will determine whether attendance at a practice, meeting and/or competition/performance is permitted during the length of the in school suspension.

XI. STUDENT APPEAL

A student may contest the Activity Director and Principal’s determination of a violation and/or the penalty imposed for a violation of the Good Conduct Code. All appeal hearings shall be informal and a student may be accompanied by his/her parent or guardian. A student may be represented by legal counsel in any hearing before the District’s Board of Directors.

APPEAL

A student who is dissatisfied with the penalties assigned by the Activity Director or Principal for a violation of the Good Conduct Code may appeal that decision. In order to appeal the decision, the student must submit to the Superintendent a written request within five (5) days of the assignment of the penalty. The student shall appear before the Superintendent within five (5) days. The Superintendent shall consider the circumstances and evidence and make his/her findings in writing to the student and parent within five days.

Following the decision of the Superintendent, the student and/or his/her parents may file an appeal with the Board of Education within five (5) days. The appeal shall be heard at the next scheduled Board meeting. The Board’s decision shall be in writing and final.

During the appeal process, the student shall remain ineligible pending a decision on the student’s appealXII. SCHOOL ATTENDANCE

All students who are scheduled to participate in an extracurricular activity on any day that school is in session **must attend the last two academic blocks of their schedule** on that day of the activity and **must not be unverified at any point/time in the school day** unless excused directly by the Principal. Medical appointments, dental appointments, and illness are excusable if the Principal so deems. Students may be asked to provide documentation of their appointment. Juniors and Seniors visiting colleges and vocational schools shall be deemed excusable if so deemed by the Principal. The Principal has the sole discretion in determining whether an absence will be excused.

**Verified Absences** – is when a student is in attendance at school and has parental/guardian permission to leave the school building/grounds. The absence is considered “verified” if it meets all of the following criteria:

1. The student has a written note from a parent/guardian excusing them from school, OR the student has contacted a parent/guardian by phone, and they verbally excused the student from school by talking directly to office personnel.
2. The student has signed out in the office indicating the time he/she left, where he/she was going, and when they expect to return.
3. Criteria 1 and 2 from above must be done **PRIOR** to leaving the school building/grounds.



**Unverified Absence** – is when a student is in attendance at school and leaves the school building/grounds without accomplishing all three (3) of the criteria listed in the “verified absence” definition.

For example:

- An absence is considered “unverified” if a student brings a note the day after they were absent, thus not having **PRIOR** permission to leave the school building/grounds.
- An absence is considered “unverified” if a student does not sign out in the office before leaving the school building/grounds. (This includes leaving during the lunch period)
- An absence is considered “unverified” if a student does not have written or verbal permission from a parent/guardian which has been verified by office personnel.

**What happens when a student receives an unverified absence?**

A student who participates in an extra curricular activity and receives an unverified absence at any point/time in the school day is not allowed to participate in any practices or games on the day he/she received the unverified absence. The form of discipline will be determined by the head coach/sponsor of the extra curricular activity prior to the start of the season, and will have been approved by the Activities Director. It will be stated in the extra curricular activities handbook and will be on file with the Activities Director. Students who are unverified will be considered unexcused (Refer to 1.7, 1.9, and 1.10 in Student Handbook)

**MONTICELLO COMMUNITY SCHOOL DISTRICT  
EXTRACURRICULAR ACTIVITIES FORM**

The Good Conduct Code establishes the standards by which students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in extracurricular activities. Students participating in extracurricular activities shall commit themselves to meet the standards of this Code at all times and in all places (365 days a year).

By signing below we acknowledge that we have received from the Monticello Community School District a copy of the District’s Good Conduct Code. We have read the Good Conduct Code and the requirements for extracurricular eligibility and we understand and agree to abide by the Good Conduct Code as a requirement for participation in extracurricular activities at the Monticello Community School District.

_____	_____
Student	Date
1. _____	_____
Parent/Guardian	Date
2. _____	_____
Parent/Guardian	Date

## Evaluation Procedures for Coaches and Sponsors

The head coach or sponsor of each activity will be evaluated on a yearly base and assistant coaches or sponsors 7-12 will be evaluated on a three-year rotational schedule, as follows.

2016-17–Cross Country, Wrestling, B/G Golf, and No Summer

2017-18– Football, Women’s Basketball, B/G Track, Softball

2018-19 –Volleyball, Men’s Basketball, B/G Soccer, Baseball

2019-20 Repeat

Appendix A

Coach/Sponsor Checklist

**MONTICELLO COMMUNITY SCHOOL DISTRICT  
COACH/SPONSOR CHECKLIST**

**I. Pre-Season**

- \_\_\_\_\_ Pre-season meeting with assistant coaches/other sponsors for planning and preparation
- \_\_\_\_\_ Pre-season meeting with students and parents to explain Good Conduct Code, concussion procedures, tryouts, practice schedule, etc.
- \_\_\_\_\_ Physicals – students must have physical, signed concussion information sheet, and health office clearance prior to participating in first practice
- \_\_\_\_\_ Check inventory and equipment
- \_\_\_\_\_ Check schedules and complete if necessary
- \_\_\_\_\_ Secure necessary keys from Activities Director
- \_\_\_\_\_ **Pick up and read Activities Department Handbook-sign acknowledgement form and return to Activities Director**
- \_\_\_\_\_ Check eligibility list for students new to the District

**II. In-Season**

- \_\_\_\_\_ Physicals (check with nurse that students are cleared) - add any new students
- \_\_\_\_\_ **Participant Roster to Director – one week after first practice**
- \_\_\_\_\_ Participant attendance – keep daily records
- \_\_\_\_\_ Issue and record equipment and uniforms issued
- \_\_\_\_\_ Complete accident form for any student injured in practice or a game
- \_\_\_\_\_ Keep Activities Director informed of any concerns or unusual circumstances
- \_\_\_\_\_ **Submit game results by phone or email the morning after each contest**
- \_\_\_\_\_ **Submit official rating cards to the Activities Director**
- \_\_\_\_\_ **Provide updated information to Activities Director for activities page on school district’s website**
- \_\_\_\_\_ **Attend all in season required meetings**

**III. Post-Season**

- \_\_\_\_\_ Uniforms collected
- \_\_\_\_\_ Equipment turned in
- \_\_\_\_\_ End of season reports to the Activities Director
- \_\_\_\_\_ Award list to the Activities Director (no later than one week following last game)
- \_\_\_\_\_ Return all keys to the Activities Director
- \_\_\_\_\_ Schedule end of season meeting with the Activities Director
- \_\_\_\_\_ Submit all equipment orders on required forms
- \_\_\_\_\_ Collect all uniforms and submit all paperwork to Activities Managers
- \_\_\_\_\_ Attend all end of season meetings and conference dinners
- \_\_\_\_\_ Organize and attend an end of the season gathering for participants (distribute awards)

Appendix C

Heat Index

HEAT INDEX TABLE

Rel. Hum.	Air Temperature (Degrees Fahrenheit)										
	70	75	80	85	90	95	100	105	110	115	120
0%	64	69	73	78	83	87	<u>91</u>	<u>95</u>	<u>99</u>	<b>103</b>	<b>107</b>
10%	65	70	75	80	85	<u>90</u>	<u>95</u>	<u>100</u>	<b>105</b>	<b>111</b>	<b>116</b>
20%	66	72	77	82	87	<u>93</u>	<u>99</u>	<b>105</b>	<b>112</b>	<b>120</b>	<b>130</b>
30%	67	73	78	84	<u>90</u>	<u>96</u>	<u>104</u>	<b>113</b>	<b>123</b>	<b>135</b>	<b>148</b>
40%	68	74	79	86	<u>93</u>	<u>101</u>	<b>110</b>	<b>123</b>	<b>137</b>	<b>151</b>	
50%	69	75	81	88	96	<b>107</b>	<b>120</b>	<b>135</b>	<b>150</b>		
60%	70	76	82	90	<u>100</u>	<b>114</b>	<b>132</b>	<b>149</b>			
70%	70	77	85	<u>93</u>	<b>106</b>	<b>124</b>	<b>144</b>				
80%	71	78	86	<u>97</u>	<b>113</b>	<b>136</b>					
90%	71	79	88	<u>102</u>	<b>122</b>						
100%	72	80	<u>91</u>	<b>108</b>							

This Heat Index Chart provides general guidelines for assessing the potential severity of heat stress (illness). Individual reactions to the heat will vary. Heat illness can occur at lower temperatures than indicated on this chart.

How to use the Heat Index Chart:

1. Across the top of the chart the air temperature is listed.
2. Down the left side of the chart, the relative humidity is listed.  
TAKE TEMPERATURE & HUMIDITY READINGS IN THE SUN, IF PRACTICE WILL TAKE PLACE IN THE SUN.
3. Where the temperature and humidity meet on the chart is the Heat Index.  
The Heat Index is the body’s sensation of heat, or “What the temperature and humidity feel like to the body.”

HEAT INDEX AND POSSIBLE RISK

**90-104 degrees:** Heat exhaustion, heat cramps & sunstroke possible with prolonged exposure and/or physical activity. Provide unlimited fluids and monitor participants for signs & symptoms of heat illness.

**105-124 degrees:** Heat exhaustion, heat cramps & sunstroke likely, and heatstroke possible. Provide unlimited fluids & take more breaks, consider altering practice so it is less strenuous (for football, consider practicing without pads and/or helmets), practicing when the index is lower or cancelling practice.