

OELWEIN ACTIVITIES HANDBOOK 2024-2025



Do you have the #HuskyEDGE?

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Coaching and Activities Staff
Chaps Wilcke, Activities Director

<u>Football</u>	<u>Boys Basketball</u>	<u>Track</u>
Bob Lape, Head Coach	Michael Mohlis, Head Coach	Gary Goeller, Head Coach
Nick Robinson, Ast. Coach	Adam Bell, Ast. Coach	Emily Woods, Ast. Coach
Rick Ladeburg, Ast. Coach	Brett Ehlers, 8th Grade	Alex Stepan, Ast. Coach
Alex Stepan, Ast. Coach	Jacob Garnette, 8th Grade	Jason Gearhart, Ast. Coach
Dalton Lape, Ast. Coach	Nick Robinson, 7th Grade	Brett Ehlers, MS Boys
Laith Smith , Ast. Coach	Terry Rex, 7th Grade	Bob Lape, MS Boys
Michael Mohlis, 8th Grade Coach		Josh Vanderloop, MS Girls
Terry Rex, 8th Grade Coach		Jamie Knowles, MS Girls
Brett Ehlers, 7th Grade Coach		
Steve Bunn, 7th Grade Coach		
<u>Volleyball</u>	<u>Girls Basketball</u>	<u>Golf</u>
Lee Andersen, Head Coach	Jason Yessak, Head Coach	Derek Kuennen, Boys Coach
Jessica Keegan, Ast. Coach	Liz Eser, Ast. Coach	Cole Thomas, Girls Coach
Deena Smock, Ast. Coach	Brett Ehlers, 8th Grade	
Samantha Keegan, 8th Grade	Colin Morgan, 7th Grade	
Kat Potter, 7th Grade		
<u>Cross Country</u>	<u>Wrestling</u>	<u>Tennis</u>
Jason Gearhart, Head Coach	Dalton Lape, Boys Head Coach	Terry Rex, Boys Coach
Liz Eser, Ast. Coach	Quinton Jensen, Girls Head Coach	Josh Schunk, Girls Coach
	Mac Spotts, Ast. Coach	
	Tony Becker, Ast. Coach	
	Andrew Roete, Ast. Coach	
	Gary Goeller, Head MS	
	Bob Lape, Ast. MS	
<u>Cheerleading</u>	<u>Bowling</u>	<u>Dance Team</u>
Jamie Knowles	Chris DeBack	Anna Kerns
<u>Archery</u>	<u>eSports</u>	<u>Music</u>
Chad Dettbarn	Chet Reagan	Darci Fuelling, Choir
		Cory McBride, Band
<u>Baseball</u>	<u>Softball</u>	<u>Soccer</u>
Colin Morgan, Head Coach	Bob Lape, Head Coach	Kim Baker
Jason Gearhart, Ast. Coach	Dalton Lape, Ast. Coach	
Jim Prouty, Ast. Coach	Connie Jorgenson, Ast. Coach	
Mike Mohlis, Ast. Coach	Cole Thomas, MS Coach	
Riley Hamilton, MS Coach	Chris DeBack, MS Coach	
Spencer Logan, MS Coach		

ACTIVITIES HANDBOOK

- All coaches, whether paid or volunteer, are responsible to follow the guidelines within our activities handbook. A list of expectations for coaches at each level is included in this handbook.

OELWEIN NON-DISCRIMINATORY POLICY

- It is the policy of Oelwein Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the central office.

BRANDING

- The brand standards guide can be found on the Staff Resources page on the district website. All coaches/sponsors must be familiar with the guide. If you have any questions, direct them to Josh Ehn.

IHSAA/IGHS AU STATE MANDATED REGULATIONS

HIGH SCHOOL COACHES ATHLETE CONTACT REGULATIONS

- No high school coach, paid or volunteer, may be giving any instruction to high school athletes outside of their sports season while school is still in session. Summer contact is permissible from June 1 of each year until the first legal date of fall sports practices.

Exception: girls coaches can run a one-time camp or clinic with high school girls there for demonstration purposes only. Boys do not allow for this exception.

Penalty for Violation: the sport with the coach involved will be in-eligible to participate in a governing event in that sport for one year with the violator or violators coaching.

COACHING 7-12 GRADE STUDENT ATHLETES

- No coach, paid or volunteer, may be at a junior high or high school practice without an endorsement or authorization.

YOUTH PARTICIPATING WITH 7-12 ATHLETES

- Any student younger than 7th grade is not permitted to participate in any school sponsored practices involving students in grades 7-12.

7TH AND 8TH GRADERS PARTICIPATING WITH 9-12 ATHLETES

- Students in 7th and 8th grade are now permitted to practice with and against student-athletes in grades 9-12 for boys and girls sports if allowed by local policy. However, junior high athletes cannot begin to participate with high school athletes until the first junior high practice date for that particular sport. Oelwein will have a local policy that head coaches need to meet with the Activities Director prior to any season in which they wish to use junior high athletes to practice with the high school athletes. In that meeting, it will be determined if it is necessary and/or advantageous for Oelwein to allow junior high athletes to practice with high school athletes for that sport.

ALUMNI PARTICIPATION IN PRACTICES

- Alumni are not allowed to participate in practices or be at practices unless they have a coaching authorization or endorsement. It is best to let the alumni know that upfront. If they are volunteer coaching it must be approved through the Oelwein Activities Director before they are able to do so.

PRE-SEASON MEETINGS

- Each sport is allowed only one pre-season meeting per school year with their student athletes.

Exception: wrestling is allowed two additional meetings with an administrator present to discuss the body fat and hydration process.

HAZING

- Coaches are mandatory reporters of any hazing incident. Failure to report could get a coach into legal trouble. All of our coaches are expected to follow all Iowa High School Athletic Association rules and Iowa Girls High School Athletic Union rules to the best of their knowledge. The rules and regulations above are non-negotiable and any violations of these rules and regulations will be reported to the state. Penalty for violations will result in that particular coach being ineligible to coach in that sport at that school for one calendar year. This is a state mandated penalty.

OELWEIN POLICY EXPECTATIONS

OPEN GYM & OPEN MAT SITUATIONS

- All open gym and open mat situations are subject to the coaching contact rules of the Iowa High School Athletic Association and Iowa Girls High School Athletic Union. This means there should be no coaching taking place at an open gym outside your sports season (this means no coaching by parents, alumni, or anyone else during an open gym). All open gyms and open mats must be reported to the Activities Director ahead of time so they can be monitored by the administration and so they don't conflict with other school or community activities. We expect our coaches or a designee to supervise the open gym or open mat and ensure that there is no coaching taking place. Open gyms and mats are not open to parents. Any age student may attend an open gym at your discretion, but no coaching can take place if any 9-12 grade student-athletes are in attendance.

AAU PRACTICES

- Any AAU practices involving student-athletes in 8th grade and below are not governed by either the IHSAA or the IGHSAAU. We simply ask that coaches use good judgment in these practices with regard to age and size of kids.
- Once student-athletes enter high school we will no longer allow team practices with parents to get around the state contact rule for coaches. It is our expectation at this level that our high school coaches do what is necessary for their programs to be successful and that they work with other sports coaches to keep these expectations manageable for our student-athletes so they can be involved in as many activities as possible. All activities done outside of the sports season, but within the school year are voluntary for our student-athletes and no pressure should be put on kids to attend. This includes phone calls, emails, or text messages to student-athletes asking them why they didn't attend something. This includes weight room attendance as well!

VOLUNTEER COACHES AND ASSISTANT COACHES

- Oelwein expects all of our volunteer coaches and assistant coaches to be evaluated by the head coach and/or Activities Director whenever that sport is up on the evaluation cycle and to be held to the same high expectations we have for all of our head coaches. All volunteer coaches must be certified and approved through the Activities Director. All Iowa High School Athletic Association and Iowa High School Girls Athletic Union rules and regulations apply to all coaches whether paid or volunteer. All coaches are informally evaluated throughout the year by the Activities Director and administration as well.

OFF-SITE PRACTICES

- All school practices should be taking place on the Oelwein Community Schools campus. If any practice is going to be conducted off campus it must first be cleared through our Activities Director and/or Building Principal and we need to know how kids are going to be transported to these practices off site.

STATE TOURNAMENT PROCEDURES AND OVERNIGHT CAMP PROCEDURES

- Oelwein prohibits any coach from the consumption of alcohol or use of tobacco while in charge of student-athletes. This means if a coach is coaching at a camp and/or state tournament involving our athletes that coach, whether paid or volunteer, will not consume alcohol or use tobacco products for the duration of the camp or state tournament. Also, under no circumstance should alcohol or tobacco be used or transported in school vehicles. It is not acceptable for coaches to be in the presence of under-age drinkers. While at camps and/or state tournament venues coaches are expected to be chaperoning their athletes at all times.

NO SCHOOL/EARLY OUT DUE TO ADVERSE WEATHER

- The superintendent and/or principal will work with the Activities Director whether or not practices will be permissible when school is canceled. The Activities Director will pass that information on to the head coaches. No coach, paid or volunteer, will run any practice on days it has been determined to be too risky when school is canceled. This means there should be no type of required practice of any kind.

PURCHASING PROCEDURES

- Coaches and Sponsors need to have a conversation with Activities Director prior to ordering
- School Accounts (to be used for regular necessities for your sport or activity) Must use Software Unlimited to fill out a PO for all orders. If the Booster Club or some other business is reimbursing the school for an item make sure that it is noted in the request. Notify the Activities Director and school secretary when you have received the items you purchased so they can be paid. **NOTHING SHOULD BE ORDERED THROUGH THE SCHOOL WITHOUT AN APPROVED REQUEST.**
- Individual sports or activities club accounts (to be used for items that are wanted and where fundraising money goes) should follow the same protocols for ordering.
- Ordering Items Paid for by Students-please do ordering online whenever possible, most companies can set up an online store. If this is not possible, communicate with the Activities Director on how money will be collected and order taken. Clothing and items for coaches will not be paid for through the school or club account. If coaches or sponsors would like to purchase items they can do so in a similar manner as the students
- Whenever possible, cash collections should be received directly from students in the High School, Middle School, Elementary, or District office ("Offices") and issued a receipt by the secretary. If a coach/sponsor or teacher collects money directly from students for any reason it should be turned in to the Offices daily and a receipt issued to the coach/sponsor. In addition, if the coach/sponsor or teacher collects money, a log or spreadsheet should be kept listing at a minimum the student name and amounts received. Student activity money collected should be taken to the Offices the day it is collected. Money should never be kept overnight in a desk drawer, etc. Money shall be locked up at all times and should be deposited within a few days by the district office secretary. The secretary will then forward a copy of the deposit summary to the district office. The business manager will verify the amount on the deposit slip from the bank with the deposit summary and enter into the accounting software.

ETHICAL ISSUES AND CASH HANDLING

ETHICAL ISSUES

- IOWA GIFT LAW Chapter 68B of the code of Iowa establishes the ethical requirements for state and local governments. According to the Iowa Ethics and Campaign Disclosure Board, the gift law "prohibits officials and employees or their family members from receiving or soliciting gifts from a restricted donor." A restricted donor would include any person or company seeking to be a party to a sale, purchase, lease or contract with school district. The exception to this law would be for non-monetary items with a value of three dollars or less received from any one donor during one calendar day. The general rule of thumb is for all district employees to avoid receiving gifts from anyone who would have an interest in the actions of the employee or the school district. When the district orders merchandise from any fund, including the Student Activity Fund, the vendor is not allowed to "throw in" extra items to be given to officials, administrators, coaches or other employees as this is in violation of the Iowa Gift Law.

MEAL MONEY FOR STATE EVENTS

- Students and coaches receive the specified amounts located in the board policy for meals when they participate in a state athletic event.
- STAFF - Those who are required to depart prior to 7:00 a.m. and required to return after 6:00 pm may be reimbursed the maximum of three meals. Meals will be reimbursed at the following rates: Breakfast \$8.00, Lunch \$10.00, and Dinner \$15.00. Those who depart after 7:00 am and are required to return after 6:00 pm may be reimbursed a maximum of \$10.00 for lunch and \$15.00 for dinner. Those who are required to

depart before 7:00 am and return before 6:00 pm may be reimbursed a maximum of \$8.00 for breakfast and \$10.00 for lunch. Those who are required to depart after 7:00 am and return before 6:00 pm may be reimbursed a maximum of \$10.00 for lunch.

- STUDENTS - Those who are required to depart prior to 7:00 a.m. and required to return after 6:00 pm may be reimbursed the maximum of three meals. Meals will be reimbursed at the following rates: Breakfast \$10.00, Lunch \$10.00, and Dinner \$10.00. Those who depart after 7:00 am and are required to return after 6:00 pm may be reimbursed a maximum of \$10.00 for lunch and \$10.00 for dinner. Those who are required to depart before 7:00 am and return before 6:00 pm may be reimbursed a maximum of \$10.00 for breakfast and \$10.00 for lunch. Those who are required to depart after 7:00 am and return before 6:00 pm may be reimbursed a maximum of \$10.00 for lunch.
- ***IN ALL CASES, A REQUEST FOR CHECK & DETAILED RECEIPT FOR EACH MEAL WILL NEED TO BE SUBMITTED FOR REIMBURSEMENT***

PURCHASE OF COACHES ATTIRE

- Article III, Section 31 of the Code of Iowa requires the public funds, including Student Activity Funds, only be spent for the public benefit. According to the State of Iowa's Auditor's office, it would be difficult to justify that purchasing attire for coaches or other employees benefits the public and recommend that districts refrain from allowing public funds be used to purchase personal items. For these reasons all coaches' attire purchased from public funds, including the Student Activity Fund, remain the property of the Oelwein Community School District and shall be returned to the Activities Director upon completion of duties.

MISCELLANEOUS DONATIONS

- School organizations and student activity groups are not permitted to make donations to other non-profit organizations unless that particular purpose was identified prior to raising the funds. School organizations and student activity groups are not permitted to make donations to individuals.

ESTABLISHING A PERSONAL CHECK ACCOUNT

- Pursuant to the State of Iowa Auditor Office, Activities Director, coaches and other school employees shall not establish a separate account.

FUNDRAISING

- Students may raise funds for school-sponsored events and activities. All fundraising activities require approval from the Oelwein Board of Education and must follow the guidelines listed:
 - Each fundraiser must obtain approval from the Activities Director and from the Oelwein Board of Education
 - Each fundraiser shall have a specific purpose which can be articulated clearly by everyone involved (school, sponsor, and student) .
 - Students and parents should be informed of the purpose and goal of the fundraiser.
 - District personnel should generally not set an amount that each student is required to raise.
 - Rewards to specific students should be minimized or given to the group. # Prizes awarded by the District shall not be cash or cash equivalents, ie gift cards.
 - All revenues collected shall be accounted for in the Student Activity Fund and deposited and recorded as outlined in this handbook.
 - All purchases for the fundraiser shall follow the purchasing and reimbursement procedures outlined in this handbook.

HEAD COACH RESPONSIBILITIES

PRE-SEASON RESPONSIBILITIES

- **Purchasing Equipment and Supplies Order** - All equipment and supplies needed for the year early so it arrives prior to the start of the season. It would be ideal to have everything ordered at one time to make it easier for all involved in the process (coach, Activities Director, business manager). If you have something that comes up during the season and an immediate purchase must be made, make sure to contact the Activities Director prior to ordering. Proper purchasing procedure should be used with every single purchase. A handout of the school purchasing procedure is found in this handbook.
- **Custodial Duties or Concerns** - Any custodial duties that are required prior to your activity must be brought to the principal well in advance of the season. This may include work on the grounds, cages being put up, etc. Any custodial concerns during the season with regard to your activity should be brought to the principal first.
- **Parent/Player Handbook**: Create a team handbook for parents and players to be distributed at your parents meeting. This handbook should include, but is not limited to, the following information: names and contact information for the coaches/sponsors in your program, team rules and expectations for all levels of your program, clothing and equipment required for your program, academic and behavioral expectations, practice expectations and schedules, game expectations and schedules. The need for physicals and concussion forms being signed. This handbook should be on file each year with the Activities Director.
- **Pre-season Player Sign-up**: Have a pre-season sign-up meeting at least a week in advance of your season. Get a tentative roster to the high school secretary and Activities Director and check for physical forms and concussion forms for each participant. No participation will be allowed for anyone that does not have both a physical and the state mandated concussion forms turned in.
- **Eligibility**: Check all participants for eligibility according to the semester eligibility list sent out by the Activities Director. Please inform the Activities Director if there is an ineligible participant signed up for your sport or activity. This is very important as parents need to be informed of the ineligibility prior to the start of the season.
- **Schedules on Bound** - Work with the Oelwein Activities Director to update the activity schedule using Bound at least two weeks before the start of practice. Ideally, schedules are done and uploaded on Bound a month or so in advance. As schedules change, it will be up to the head coach to monitor and update the schedule on Bound.
- **Scheduling Bus Times** - Check the schedule and request bus times for your entire season at least two weeks in advance. Fill out the form online and share with the Transportation Director and Activities Director.
- **Volunteer Coaches and Assistant Coaches** - All volunteer coaches must be cleared by the Activities Director and the principal and have a completed background check prior to the beginning of the season. Each coach must have a coaching authorization or endorsement on file with the Iowa Board of Education Examiners and with the Oelwein District Office. Absolutely nobody should be coaching our kids without the Activities Director and principal being aware of it. Head coaches are responsible for the behavior of their volunteer coaches and their assistant coaches throughout the season. All volunteer coaches must also be approved by our school board prior to coaching. Volunteer coaches do not receive school funding for expenses related to the sport they are helping coach. This is due to the fact that they are not under contract with the school. However, if a team qualifies for the state tournament, every effort will be made to help defray the costs of hotel rooms for those volunteer coaches.
- **Media** - Have a pre-season form ready to send to newspapers when they request the information. This will generally include coaches name, coaches record at school and for a career, team record previous season, conference or district record previous season, team strengths and weaknesses, returning starters and letter winners, newcomers that may make an impact on the season, predictions for the conference or district race, game schedule, and roster. Also, make sure to give names of players to the news media if they come to take pictures at the school.
- **Med-Kit** - Make sure your med-kit is adequately filled. Keep the med-kit available during practices and games. Keep blank accident report forms in your med-kit in case of an injury to one of your participants.
- **Parent/Player Meeting** - Set up a time to meet with parents and players to discuss all the expectations you will have for your sport or activity. Every attempt should be made to get this meeting completed prior to your first practice. If not, the meeting must be done prior to the first playing date of the season. We will

attempt to have all the sports each season conduct this meeting at the same time.

- Facilities - Check facilities prior to the season and let us know if any assistance is needed in getting things ready. If you have any concerns at all please let the Activities Director know immediately. It is your responsibility to help keep facilities neat and clean. Please make this an expectation for your participants and other coaches.
- NICL Conference By-Laws - pertaining to your sport or activity. These are available from the Activities Director and it is recommended that you make a copy to keep available throughout the year. They will also be sent electronically to every coach at the beginning of the school year.
- In-eligibility- Check prior to season and communicate with any students on list for the season timeline.

IN-SEASON RESPONSIBILITIES

- Roster - Keep the roster updated with any new participants or ones that have quit. If you have someone join late make sure they are not practicing until physical forms and concussion forms are turned in. What you include on these rosters will depend on the activity you are involved with. Names, grades, uniform numbers, positions, heights, and weights would be examples of what may appear on your roster.
- Parent/Player Correspondence - Any paperwork handed out to parents and/or players should also be submitted to the Activities Director. This is very helpful when parents call with questions or concerns. This would include anything handed out at the pre-season parent/player meeting.
- Parent/Player Concerns - Please keep the Activities Director informed of any parent concerns and/or player concerns throughout the season. It is very helpful to know of a situation prior to discussing it with parents and/or players. This would include a parent contacting you with concerns or a situation when a player may have displayed inappropriate behavior or actions at an event.
- Practice Organization - Create practice plans to maximize the use of time and the potential of all athletes. Turn in a few copies of your practice plans throughout the season to the Activities Director for file purposes. All student-athletes are to be out of the building by 6:00 p.m. every Wednesday night (this is non-negotiable). Make some element of your practice FUN!
- Coaching Technique and Strategy - All coaches should show a strong knowledge of coaching techniques that properly teach the fundamentals of the sport. Coaches should also demonstrate competence in the strategies of the game that put athletes in a better position to be successful.
- Injuries - Please keep parents informed of any and all injuries that occur during practices or games. Also, keep emergency contact numbers on hand in case of emergencies that may occur at practices or games. A handout with emergency contact numbers is included in this handbook.
- Hazing and Supervision of Student-Athletes - Oelwein and its coaches shall not permit hazing of students-athletes physically, mentally, or in any other capacity. This is most common with older students-athletes forcing younger student-athletes to do things for them or taking cheap shots at them during or after practices. Coaches cannot allow this to happen and must take action if it does. The Activities Director must be notified immediately if any such acts occur. It is important to monitor the practice facility and locker rooms prior to each practice and at the end of practice until everyone's gone to prevent this situation from happening. The coach should be the last one to leave the school.
- Uniforms- Handout uniforms as needed for each sport and keep track of everything that is school issued and to whom it was given to. At season's end those same items should be returned for inventory purposes. If an item is unaccounted for follow this procedure:
 - Step 1: Coach contacts athlete in school
 - Step 2: Coach contacts parents before banquet.
 - Step 3: Coach withholds awards at banquet.
 - Step 4: Athletic office mails letter home.
 - Step 5: Students will not receive equipment for other activities and will be billed for lost equipment.
- Locker Rooms/Facilities- Coaches are required to make sure that student-athletes keep the locker rooms and facilities clean. This includes equipment rooms, garbage on or near the practice facility, etc. The coach should be the last one to leave and should check to make sure this is being taken care of by the

student-athletes. In addition, coaches need to shut off all lights and lock all doors that were used by his/her student-athletes.

- **Discipline-** Do your best to apply discipline in a firm, fair, and consistent manner. Use constructive criticism helping make clear to the student-athlete what he/she needs to work on to improve. Do not degrade student-athletes, do not swear at student-athletes, and do not discuss inappropriate topics with student-athletes. Maintain a professional rapport with all student-athletes at all times.
- **Coaches Conduct-** Conduct yourself and your team in a professional manner during practices, games, and while out in the public. You are representing your team and your school whenever you are and we want our school represented in a positive manner.
- **Music (Pre-Game or Practice)** - coaches are responsible to make sure all music being played prior to games, in the weight room, or in practices is appropriate. This means no swearing or inappropriate lyrics in the music.
- **Reporting Results-** The head coach must make sure that all scores at any home event are called in to the appropriate media outlets. This includes newspapers, radio stations, and television stations. This is very important and is the responsibility of the head coach of the host school.
- **Alumni at Practices-** Alumni are not allowed at high school practices unless cleared by the Activities Director.
- **Youth/Middle School/High School Athletes Practicing Together-** High school and middle school athletes may practice against each other now in boys and girls sports. However, it is a local decision now to allow or not allow this to happen. At Oelwein any coach that wishes to practice junior high and high school athletes together must meet with the activity director prior to the season to determine whether this is necessary and/or advantageous for that particular sport. This will not apply to student-athletes 6th grade and below.
- **Managers/Statisticians-** Coaches are responsible to find their own managers and statisticians.
- **All-Conference /All-District/All-State Meetings-** Coaches will attend all-conference, all-district, and all-state meetings for your activity or sport to nominate deserving participants or players. The Iowa High School Athletic Association website (www.iahsaa.org), the Iowa Girls High School Athletic Union website (www.ighsau.org), and all coaches associations have all-district and all-state nomination forms available for the various activities and sports. They also have forms for individual and team academic awards and other awards throughout the year. Please get on these websites on a regular basis and promote our kids whenever possible.
- **Bound-** Update game schedules as needed, rosters, and stats. Report out game scores in a timely manner (within 24 hours).

POST-SEASON RESPONSIBILITIES

- **Evaluation-** Get in and set up a time with the Activities Director to get your end of the season evaluation completed. Head coaches will have to turn in an end of the season report including the following: game results, player stats, records, letter winners, honors, and any other pertinent information. The coach will also be required to bring a completed self evaluation form to the meeting..
- **Evaluation of Assistants and Volunteer Coaches-** All assistant coaches and volunteer coaches must meet with the head coaches at the end of the season to be evaluated. The head coach shall bring these evaluation forms to his/her evaluation with the Activities Director to discuss them and so they can be filed. Anyone that has coached in your sport must be evaluated by the head coach.
- **Scheduling and Officials-** At your evaluation that is the time to indicate which officials you like or dislike and any scheduling concerns you may have for future years. Rate and/or recommend officials when required by the boys association or the girls union.
- **Inventory-** A complete inventory of all equipment, supplies, uniforms, warm-ups, etc. must be turned in at the time of the coach's evaluation. All uniforms should be collected prior to filling out the inventory.
- **Equipment and Uniforms-** The head coach is in charge of getting all uniforms collected and put away and getting all equipment collected and put away. Coaches should store their equipment and uniforms in the same place each year unless they have been granted permission to put it elsewhere.
- **Awards-** Awards must be given to Jessica Michels 48 hours before needed for her to prepare Varsity letters/bars and participation awards. Any other awards are up to the coach.
- **Banquets-** Awards banquets are not mandatory. You as a coach or sponsor can decide how you would like to issue awards.

YEAR ROUND RESPONSIBILITIES

- Public Relations - Coaches must strive to maintain a professional image throughout the school community. Coaches should not be discussing one athlete with another athlete's parents. Coaches should point out student-athlete faults to parents without belittling or degrading the student-athlete or parents. Coaches need to be aware that they are representing our school even outside of the school walls and grounds and must act accordingly. We expect all coaches to be positive and supportive of our athletic programs. We do not want coaches on staff that cannot see the good in other coaches. It is not acceptable for any of our coaches to be criticizing other coaches on our staff in public.
- Alcohol and Tobacco - No alcohol or tobacco should ever be used when in charge of student-athletes or when on school grounds. This includes any state tournament participation, summer camps, etc. Anytime a coach is in charge of student-athletes during the school year or summer they should adhere to the no alcohol and/or tobacco policy. Coaches shall not use alcohol or tobacco while using a school issued vehicle.
- Supporting Lower Level Programs - Coaches are encouraged to give direction to the coaches at each level of their program. Coaches are in essence responsible for their entire program K-12.
- Off-Season Expectations - The Activities Director must be made aware of all off-season expectations of each head coach or activity sponsor. No paperwork should be handed out until dates and times are checked with the Activities Director. No off-season activity or sport should interfere with any in-season activity or sport. Also, make sure to check with other coaches to ensure that we don't have two different coaches expecting kids to do something at the same time in the off-season. We do not want to put kids in that position. Remember that off-season activities are voluntary and that pressure should not be put on the student-athletes to participate.
- Camps and Youth Tournaments - All camps and youth tournaments must have times and dates cleared through the Activities Director. This would include any summer events for any sport or activity. Funds for these events must be run through the high school business office with checks made out to Oelwein. These funds will be put into a "youth" account that can be spent more freely than school athletic or activity accounts. These accounts can be used to pay coaches that help with camp, buy coaches clothing, pay entry fees for other tournaments, etc. Coaches still must follow the proper purchasing procedures and have the Activities Director sign off on what the money will be spent for.
- Open Gyms - Open gyms may be called for specific sports, but they cannot cause conflict with the in-season sport. Thus, no open gym will start prior to 4:15 p.m. during another sports season regardless of what facility you may be using. These times must be cleared by the Activities Director prior to being given to student-athletes. Coaches are not allowed to give instruction during open gyms and are not able to require student-athlete participation in open gyms. Open gyms are strictly optional and supervised by a coach or staff member. Parents will not be allowed to help with open gyms unless it is cleared through the Activities Director.
- Professional Organizations - Coaches should be active in various professional organizations and associations to keep abreast of new and innovative techniques pertinent to their sport or activity. Coaches are encouraged to attend clinics within the state of Iowa to learn more about their sport or activity.
- Promote All Programs - Coaches should promote all programs at Oelwein. Cooperate with other coaches and sponsors to give students the opportunity to enjoy as many quality programs as possible at Oelwein.
- Administrative Decisions - Coaches and sponsors are expected to support administrative decisions made by the Activities Director and principal. Many times tough decisions will be made and sometimes we may not all agree. All decisions will be made based on what we feel is best for everyone involved, not just for one specific sport or activity.

ASSISTANT/MS/VOLUNTEER COACHES RESPONSIBILITIES

- Follow the responsibilities for the head coach when coaching the underneath programs.
- He/she will support the head coach in conducting the activity program and will be supportive of the entire Oelwein Community School and its coaches.
- He/she will be loyal to the head coach and to the team. He/she may have to give up some of his/her own personal thoughts about strategy, etc. to fit into the overall expectations set forth by the head coach.
- He/she will assume any duties assigned by the head coach pertaining to the overall program. These duties may include, but are not limited to handling equipment, getting facilities ready, working with managers,

scouting, statistics, etc. in the absence of the head coach, the assistant shall assume all responsibilities of the head coach.

- An inventory must be turned in at the conclusion of your season including all equipment, uniforms, etc. This can be done with the head coach or separately.
- An end of the season report must be turned in with results from all games, meets, matches, etc.

MIDDLE SCHOOL COACHES RESPONSIBILITIES

- Will follow all expectations of the head high school and assistant coaches with regard to conduct.
- Middle school academic eligibility will be discussed at the beginning of each school year.
- All coaching absences from practice must be cleared by the principal and/or Activities Director ahead of time with the exception of absences due to illness.
- Shuttle bus times will remain the same throughout the season. No shuttle bus time will be changed unless approved by the principal and/or Activities Director.
- Once a season starts any changes in bus times must be cleared by the principal and/or Activities Director so as to keep parents informed when necessary.
- Practices will not be canceled for any reason without prior approval from the principal and/or Activities Director.
- An inventory must be turned in at the conclusion of your season including all equipment, uniforms, etc.
- An end of the season report must be turned in with results from all games, meets, matches, etc.

COACH EVALUATION

OELWEIN HEAD COACH/ALL COACHES EVALUATION FORM

ADMINISTRATIVE RESPONSIBILITIES:

- Cooperates with the athletic office regarding pre-season paperwork prior to first practice (rosters, bus times, & physical/concussion compliance list). Communicates any custodial needs for the season at least two weeks in advance. This includes any grounds work, repair work, or equipment set up. Communicates with assistant coaches in regards to roles, duties, and expectations. Abides by all relevant Oelwein Board of Education policies, administrative decisions, NICL Conference by-laws, and IHSA and/or IGHSAU guidelines. Keeps Activities Director informed of any player and/or parent concerns and correspondence throughout the season. Completes all IHSA/IGHSAU rules meetings and completes annual concussion protocol class. Cooperates with the athletic booster club throughout the year. Recommends scheduling and officiating requests to the Activities Director. Follows proper budget and purchasing order procedures, including the filling out of proper forms and getting approval prior to ordering anything. Maintains and updates team and individual records each year. Supervises practice area and locker room when athletes are present and requires athletes to keep locker rooms clean. Publicizes team and individual accomplishments to the media and school (newspaper and school announcements). Demonstrates care of school facilities and equipment and asks prior to using equipment and/or supplies from another sport. Prepares a detailed inventory of team equipment and updates it after each season. Submits end-of-season list of award winners and team accomplishments at the time of evaluation.

RELATIONSHIPS:

- Demonstrates enthusiasm for working with high school athletes, Communicates effectively with athletes and parents. Establishes and maintains good rapport with faculty, administration, and coaching staff. Promotes all school activities and encourages students to participate in a variety of activities. Maintains cooperative relations with the media regarding team information, statistics, scores, and interviews. Keeps commitments and is punctual. Shows an interest in the athletes' academic experiences. Supports team as well as individual accomplishments. Cooperates with the athletic trainer in regards to athletes' physical well-being. Works with coaches at levels below high school to develop athletes.

COACHING PERFORMANCE:

- Conducts oneself in a professional and sportsmanlike manner at all times. Teaches the fundamental philosophy, skills, and knowledge essential to the sport. Develops a well-organized practice schedule with specific objectives for each practice. Uses personnel and strategies effectively in games. Praises athletes for positive performances. Offers constructive criticism for poor performances. Maintains effective individual and team discipline at practice and in games. Provides opportunities for all members of the team to improve, depending upon their ability and effort, while maintaining a competitive squad. Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship. Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

OELWEIN COACHES SELF-EVALUATION FORM (IN DEVELOPMENT)

- This will continue to be developed with input from coaching staff. This will address areas of growth and other areas as outlined below,
- Assess the team's performance this season.
- Assess your performance as a head coach this season (include strengths and things to improve).
- What are your goals for the team next season?
- What are your personal goals as a head coach next season?
- What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

OELWEIN ASSISTANT COACH RESPONSIBILITIES**RELATIONSHIPS:**

- Demonstrates enthusiasm for working with high school athletes. Cooperates with head coach regarding team philosophies, guidelines, and player expectations. Communicates effectively with athletes and parents. Establishes and maintains good rapport with faculty, administration, and coaching staff. Promotes all school activities and encourages students to participate in a variety of activities. Keeps commitments and is punctual. Shows an interest in the athletes' academic experiences. Supports team as well as individual accomplishments. Cooperates with the athletic trainer in regards to athletes' physical well-being.

COACHING PERFORMANCE:

- Conducts self in a professional and sportsmanlike manner at all times. Teaches the fundamental philosophy, skills, and knowledge essential to the sport. Develops a well-organized practice schedule with specific objectives for each practice or follows varsity coaches practice plans. Uses personnel and strategies effectively in games. Praises athletes for positive performances. Offers constructive criticism for poor performances. Maintains effective individual and team discipline at practice and in games. Provides opportunities for all members of the team to improve, depending upon their ability and effort, while maintaining a competitive squad. Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship. Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

GUIDELINES FOR COMMUNICATION FOR PARENTS INFORMATIONAL MEETING

Items to discuss at your parents meeting:

- Your philosophy as a coach
- Expectations you have for your players
- Samples of a typical practice and why you do what you do in practices
- How teams will be chosen (freshman/j.v./varsity)
- Criteria for lettering and/or any other possible awards

- Team rules in regard to discipline that may result in denial of participation (examples include tardiness, attendance, school discipline, swearing, other behaviors)
- Times and locations of practices - monthly practice schedules
- Game schedules
- Travel squad size - typical number that dress, etc.
- J.V. and Varsity philosophy
- Travel guidelines: behavior, dress, meals, bus conduct, etc.
- Locker room etiquette and expectations
- Team requirements in regard to equipment, off-season opportunities, camps, etc.
- If a player is injured, what procedure do you want them to follow in regard to practice and games.
- Concussion protocol at the school, how this will be handled
- If a player is ineligible or suspended what are your expectations of them during that time
- Sportsmanship and respect to coaches, officials, and opponents
- When, where, and how a parent can contact you if they need to
- Season ending activities - banquet, awards ceremony, etc.

OELWEIN FACILITY USE

- Academic classed and co-curricular classes have the priority for facilities
- Following academics, in-season sports have the next place for facility use
- After in-season sports, it is first come first serve for other athletic teams
- Community and outside organizations will have the lowest priority for school facilities
- <https://www.oelweinschools.com/district/facilities-use/>

MEDIA CONTACT

- Oelwein Daily Register
 - Phone: (319) 283-2144
 - Sports Editor: Gidal Kaiser: sports@oelweindailyregister.com

STUDENT-ATHLETE HEALTH AND SAFETY

MEDICAL EMERGENCY NUMBERS

- 911 in all life threatening instances
- Athletic trainer on site should be utilized for non life threatening instances as well as Emergency Contact cards for students

PHYSICALS AND CONCUSSION FORMS

- It is up to the head coach to get a list of potential names and to check physicals and concussion forms prior to the first practice. Any player that does not have both forms turned in by the first day of practice will not be allowed to practice and can sit and watch until both forms have been turned in. Head coaches - this is your responsibility and it must be strictly followed. The administrative assistant in the high school or middle school office can help with this process.

CONCUSSIONS:

- All coaches are expected to complete the annual Concussion Training as provided by the NFHS and follow the proper protocols to ensure player safety. Every player is expected to complete Sway testing with the athletic trainer.
- [Concussion Policy and Protocol](#)

EMERGENCY CARE PLAN FOR OELWEIN STUDENT-ATHLETES

- ****First contact should be 911 if injury is life threatening****
- If trainer is on site, trainer should evaluate student athlete, do not move the student athlete until the trainer has given the all clear
- If trainer is not on site assess the student athlete and situation given the injury
- Make parent contact and have them pick up the student athlete if deemed necessary
- Contact AD with a summary of the incident

EMERGENCY PLAN FOR OUTDOOR ACTIVITIES

- Head coaches will notify families via remind/email of cancellations or postponement in a timely manner after being told by the AD

LIGHTNING/THUNDER

- Anyone practicing or playing outdoors with Oelwein students or student-athletes will immediately seek shelter in the school building at the first sight of lightning or sound of thunder. Activities may resume outside only if 30 minutes go by without lightning or thunder. This will include all fans watching an activity. Fans have the option of going into the building or into their cars. All Oelwein students and student-athletes will enter the building.

TORNADO

- If the tornado sirens go off or if a tornado warning is issued, anyone practicing or playing outdoors with Oelwein students or student-athletes will immediately seek shelter in one of the following areas: ????
- A map of the school with the above areas marked will be given to each coach and or activity sponsor so they will know which area is the closest for them.
- All fans will be advised to seek shelter in those areas as well.

EMERGENCY PLAN FOR INDOOR ACTIVITIES

TORNADO WARNING

- If the tornado sirens go off or if a tornado warning is issued, anyone practicing or playing indoors with Oelwein students or student-athletes will immediately seek shelter in one of the following areas: ????
- A map of the school with the above areas marked will be given to each coach and or activity sponsor so they will know which area is the closest for them.
- All fans will be advised to seek shelter in those areas as well.

ACTIVITY SHOOTER/EMERGENCY SITUATIONS

- Follow ALICE training

PARENTS AS PARTNERS

PARENTS ROLE

- The most important role a parent plays in their child's success during athletics is to provide a positive example and to be a support base for that child both when things go well and when they don't go well. Parents, coaches, and players should not openly discuss other players, parents, and/or coaches in a negative manner. We are a family during the season and should treat each other as such. Be a fan of the team, not just a fan of "your child". Please do not instruct your children before, during, or after a game. What you say may directly conflict with what your child is supposed to be doing. This includes yelling at your child or another player during a contest. Please reinforce our alcohol and drug free policies and refrain from the use of any controlled substance before and during athletic events. Remember that a ticket to a school event is a privilege to observe the contest, it does not give anyone the right to behave however they please.

PARENT/COACH RELATIONSHIP

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

COMMUNICATION FROM COACHES

- Philosophy of the coach-Expectations the coach has for your child as well as all the players on the squad
Location and times of all practices and contests Procedure should your child be injured during participation
Team requirements regarding fees, equipment, off-season conditioning, etc. Discipline that results in the denial of your child's participation How playing time is determined

COMMUNICATION FROM PARENTS

- Concerns expressed to the coach directly and an appointment set up to discuss concerns
- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coaches philosophy and expectations
- Appropriate concerns to discuss with coaches: The treatment of your child, mentally and/or physically

PARENTS WORKING WITH HIGH SCHOOL ATHLETES

- Once students enter school sponsored sports in 7th grade, parents are no longer able to coach with the school unless hired on with proper licensure.

PUBLIC CONDUCT ON SCHOOL PREMISES

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity.

Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expressions directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a

sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual will be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from activities will be placed on a probationary status for 12 months. Further conduct at school activities that does not comply with with policy will result in exclusion from attending Oelwein School hosted activities for 6 months.

A third offense that does not comply with this policy will result in exclusion from school activities for one full calendar year.

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Legal Reference: Iowa Code §§ 279.8, .66; 716.7 (2013)

Cross References: 502.2 Student Conduct

MISCELLANEOUS

DUAL SPORTS

- Student-athletes involved in more than one sports during a

MULTIPLE SPORT ATHLETES IN SEASON AT THE SAME TIME

- Student-athletes involved in more than one sports season at the same time will be expected to attend practices for all sports involved when possible.
- Coaches of one sport will not be allowed to place restrictions on what athletes can or cannot do at another sports practice. However, coaches should be willing to work together to ensure that elite athletes have the best opportunity to achieve success.
- The sport that has been in season the longest has priority as to practice times and the sport that is just beginning should try to schedule their practices around the practice times of the sport that has been in season longer. If a coach chooses to have practice at the same time as the first sport in season, athletes will be required to attend the practice of the sport that has been in season the longest first and then go to the other practice if time permits.
- On competition days student-athletes should not be penalized for any missed practice time for another sport.
- Any athlete participating in a second sport during a school sports season will be required to attend the school sports season practices and games without interference from the second sport that is not school sponsored. The only exception would be if a coach approves of this absence. Example: A boy is in a wooden bat league for baseball during the track season. That player cannot miss any track practices and/or meets due to the wooden bat league unless approved ahead of time by the head coach. Otherwise, the school sport always has priority!

TRACK/GOLF/TENNIS & SOFTBALL/BASEBALL EXPECTATIONS WITH REGARD TO OVERLAP OF SEASONS

- The head track coach, head golf coach, head tennis coach will submit a current roster to the head baseball and softball coaches so they know which athletes are in track, golf, and tennis. The head softball and baseball coaches will use sound judgment in practice with those athletes regarding any dangerous activities such as sliding. Athletes will be expected to attend spring practice first and then go straight to softball or baseball practice when applicable (if they are in two sports, they will attend both practices when possible).
- The night before the regional meets athletes will attend softball and baseball practice but will not be required to participate in any manner. They may practice if they choose to do so.
- The night before the state meets those athletes that are running or golfing at state will attend softball and baseball practice but will not be required to participate in any manner. Alternates will be expected to practice, but not participate in any dangerous activity. Again, if an athlete wishes to practice they may do so. Baseball and softball players should not be penalized for participating in regional or state meets. Spring athletes that are not participating in the state meets should expect to be at baseball or softball practice. Although athletes are not penalized for the situations above, this does not mean that athletes automatically have a spot on the varsity baseball or softball team when they return from state track, golf, or tennis. Those spots are still earned and those athletes will have been gone a few days just prior to competition.
- **COACHES WILL NOT PUT UNDUE PRESSURE ON ATHLETES BY TELLING THEM WHAT THEY SHOULD OR SHOULD NOT BE DOING AT THE OTHER SPORTS PRACTICE!**

CAMPS

- All camps and/or clinics must be approved through the Activities Director. We need to know dates, times, ages of participants, facilities used, etc. Please check the calendar carefully and make sure your dates are approved before sending out forms to the kids. The sooner we know about these dates the easier it is to coordinate with all the other activities taking place. There is no set rate to charge for camps, but try to keep it as fair as possible. A good guide to follow is \$10 for at least three hours of instruction - most camps give students a t-shirt as well.