

ATHLETIC POLICIES HANDBOOK

EMMETSBURG COMMUNITY SCHOOLS

Emmetsburg, Iowa

Tim Rodemeyer
Activities Director, 2022-23

FORWARD

This handbook is designed as a reference for the administration of the athletic program in the Emmetsburg Community School District. It includes many policies, regulations and general information for the development and maintenance of the athletic program.

It is not possible to cover all the details of an athletic program in this handbook. In many cases, a coach must use discretion and common sense in resolving everyday problems that develop. Answers to problems of concern that are not found in this handbook should be sought in discussion with the activities director, principal, or both.

It is our objective to have as many students as possible participate and benefit educationally from the athletic program. The continuing improvement of the program is a tribute to the members of the coaching staff who contribute so much to its operation and success. Our program will continue to improve as long as we strive to serve the best interests of the boys and girls in our school system.

It is the policy of the Emmetsburg Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (Employment only), marital status, sexual orientation, gender identity and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Cory Jenness, Superintendent, 205 King Street, 712 852 3201, cjenness@e-hawks.org.

PHILOSOPHY

The athletic program has been established in the Emmetsburg Community School District for the purpose of providing experiences that are not normally gained in the traditional classroom. It is an integral part of the entire educational process. It creates an opportunity for those students who volunteer to become members of the various teams to develop good physical, mental, psychological and social attributes.

All the sports are considered to be of the same magnitude, meaning there is no distinction between sports, such as a major or a minor sport. In this way, it is the prerogative of each athlete to feel that their sport is the most interesting and challenging activity of the season.

Each athlete is given the choice to volunteer to participate in the sport of their choice. An athlete who is undecided about the choice of a sport can consult with any coach or the activities director for guidance in making a choice.

The coach and/or activities director should do their best in directing the athlete into the activity most suited for the individual. It is not the intention to place any undue influence or pressure on a prospective athlete to participate in a particular sport.

As each athlete participates in the athletic programs, they will have a chance to demonstrate such qualities as leadership, responsibility, sportsmanship, fair play, school spirit and loyalty -- loyalty not only to their teammates and coach, but to the school, community, and to themselves as an individual.

It is our hope that the athletic program in this school can provide for the athlete the true meaning of the following passage by General Douglas MacArthur:

"Upon the fields of friendly strife are sown the seeds that upon other fields, on other days, will bear the fruits of victory."

When a need for change in the athletic program seems apparent, the question must be asked: *"Will the change improve the welfare of the participant and/or participants?"* If it does, it can truly be said the athletic program is for the student.

ORGANIZATION AND ADMINISTRATION

IHSAA AND IGHSAU

The Emmetsburg Community School District is a member of the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union. The purpose of these organizations is to promote, develop, direct and regulate amateur interscholastic competition and relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state. The State Board of Public Instruction has entered into an agreement pursuant to Chapter 28E, Code of Iowa, with the IHSAA and IGHSAU for the administration of the rules for athletic competition in the State of Iowa.

TWIN LAKES CONFERENCE

Emmetsburg High School is a member of the Twin Lakes Conference.

As stated in the constitution of the Twin Lakes Conference, *"The organization shall exist for the purpose of furthering inter-school relationships in activities, academics, and in-service as decided from time to time."* Management of the conference is vested in the Executive Committee which consists of the Superintendents of the member schools.

BOARD OF EDUCATION

The Board of Education of the Emmetsburg Community School District is directly responsible to the people of the school district. The duties of the Board of Education in athletic matters are the same as for education generally. They are:

1. Interpret and inform the community of its educational needs.
2. Develop policies in accordance with the law and in accordance with the educational needs and concerns of the district's patrons.
3. Approve means by which professional agents and agencies may make these policies effective.
4. Furnish financial means within the law which will provide physical and educational conditions under which the athletic program can be organized and administered.

SUPERINTENDENT OF SCHOOLS

The executive function is delegated to the Superintendent of Schools who has the responsibility of devising ways and means for the efficient execution of the policies adopted by the Board of Education.

The Superintendent of Schools recommends to the Board of Education the appointment of all personnel who are given any responsibility for handling interscholastic athletics. All recommendations for new policies and procedures in the athletic department are subject to the Superintendent's approval and must be approved in accordance with school policy before being implemented.

PRINCIPAL

The building Principal is responsible for all aspects of the educational program, including interscholastic athletics. The Principal is directly responsible to the Superintendent of Schools and to the State Athletic Associations as well.

ACTIVITIES DIRECTOR

The Activities Director is delegated the responsibility for supervising the interscholastic athletic program, grades 7-12, in accordance with the aims, objectives, and philosophy of education as conceived for the Emmetsburg Community School District and as approved by the Board of Education and administration.

The Activities Director is responsible to the building Principal for the directing of all athletic activities which fall within that Principal's jurisdiction. Since the athletic program involves teachers, students, facilities, and times that are often in demand by other departments, it is necessary that the Activities Director coordinate the total athletic program through the building Principal.

ATHLETIC COUNCIL

1. MEMBERSHIP:
 - a. Superintendent of Schools
 - b. 5-12 Principal
 - c. Activities Director
2. PURPOSE:
 - a. Facilitate better understanding, cooperation and coordination between the academic and athletic departments of Emmetsburg Community Schools.
 - b. Coordinate the Middle School and High School athletic programs including equity.
 - c. Discuss and exchange ideas relative to the total athletic program.
 - d. Discuss and recommend policy changes for further consideration by the administration and Board of Education.
 - e. Assist the coaching staff and make recommendations relative to disciplinary problems.

JOB DESCRIPTIONS

A COACH IS A TEACHER, AN E-HAWK, A CITIZEN

1. A coach is a member of the total faculty and should be concerned and active in the promotion of all school activities in the promotion of all school activities and the total school program.
2. Remember, we are all educators who have other responsibilities within the school system. You would not have your coaching assignment if it were not for the other contributions that you are expected to make toward the welfare and education of our students.
3. When in the classroom, teach the subject. Refrain from being led frequently off on a tangent into a discussion of athletics. When on the athletic field, devote your full energies in that direction.
4. Coaches should demonstrate interest and dedication to the athletic program and to all participants, not just for a preferred few. It is important to maintain an interest among all squad members. Whenever possible, give them all the experience of competition. That experience may prove to be beneficial at another time.
5. Whether you are at practice, at an athletic event, in the classroom, or “down town”, maintain your dignity as a coach or a teacher and conduct yourself in an appropriate way. It is difficult to criticize and find fault with a person who displays those attributes. Remember, you are on display!
6. At times coaches must be prepared to take constructive criticism. At other times such criticism may be less well intended. In either case, a coach will probably be more highly thought of if they do not attempt to “alibi”.
7. Take all success with modesty and defeat with the determination to improve. Give credit to your opponents when due. Opponents will appreciate it and return the same at another time. Respect for other schools and for other coaches will in turn gain respect for yourself as a coach and for our school.
8. Discuss new plans, proposed trips, and other new activities with the athletic director and the administration before discussing them with students and parents. If your plans are found to be feasible, then present it to your athletes.
9. If there are problems regarding policy, budgets, schedules, personnel or any other area, do not discuss them publicly. Instead, bring them to the attention of the athletic director and the Principal.
10. Join and take an active role in your respective professional organizations. Further your profession and yourself.
11. All coaches are urged to “sell” their activity. Work with the news media, radio and newspaper at every opportunity. Remember that the participants, your athletes, are the very best or the poorest salesmen that you have. A good image to your students, your athletes, and the public is important at all times.

IF YOU WORK FOR A MAN, in Heaven's name, WORK for him. If he pays you wages which supply you bread and butter, work for him; speak well of him and stand by the institution he represents. If put to a pinch, an ounce of loyalty is worth a pound of cleverness. If you must vilify, condemn and eternally disparage---resign your position, when you are on the outside, damn to your heart's content, but as long as you are a part of the institution do not condemn it. If you do that, you are loosening the tendrils that are holding you to the institution, and at the first high wind that comes along, you will be uprooted and blown away, and probably never know the reason why.

Elbert Hubbard

ACTIVITIES DIRECTOR

1. QUALIFICATIONS:

- a. Valid Iowa teacher certification
- b. Previous coaching experience is desirable.
- c. Knowledge of the total athletic program and its management.

2. REPORTS TO:

- a. Building Principal

3. SUPERVISES: Assists building principal in supervision of coaches and others involved in the school athletic programs in accordance with the philosophy and objectives of that program.

4. JOB GOAL: Provide leadership and coordination for the total activities programs so as to ensure participants with worthwhile learning experiences at all levels of competition.

5. DUTIES AND RESPONSIBILITIES:

- a. Serves as the athletic department's representative on the Athletic Council to make recommendations and formulate policy.
- b. Schedule and contract all approved interscholastic athletic contests after consulting with the respective coaches.
- c. Contract athletic officials for all contests.
- d. Assure that all home athletic events are supervised and be responsible for the following at such events:
 - i. Varsity/Junior Varsity team arrangements.
 - ii. Radio and newspaper needs.
 - iii. Scores, times, etc.
 - iv. Officials and their dressing rooms and payment.
- e. Require that all coaches responsible for a particular sport submit an itemized equipment inventory and an itemized budget request for the next school year at the end of each sport's current season.
- f. Submit to the administration for approval before the end of each school year a proposed itemized athletic budget for the next school year and an itemized equipment inventory.

- g. Supervise and approve all purchases for the athletic department. Bids will be sought on equipment where feasible but safety and quality will receive prime consideration.
- h. Compile and submit all reports and forms required by the I.H.S.A.A. and the I.G.H.S.A.U.
- i. Conduct a quarterly athletic meeting to be attended by all members of the coaching staff for in-service and to maintain communications within the department. Schedule additional meetings as may be necessary.
- j. Evaluate all coaching personnel on an appropriate instrument and discuss the evaluation with the individual. The evaluation is to be presented to the administration and to the Activities Director will make recommendations for coaching assignments for consideration.
- k. Schedule and supervise the use and care of all athletic facilities and equipment.
- l. Print and distribute athletic schedules as needed. Schedules should be available and distributed at least two weeks prior to the first scheduled contest of each athletic season.
- m. Coordinate the total public relations program of the athletic department.
- n. Schedule all athletic transportation as needed after consulting with the coaching staff. Such requests will be submitted through the Principal to the transportation director.
- o. Attend seminars, conventions, and professional meetings for the purpose of professional growth and to keep abreast of current knowledge and trends in athletics.
- p. Attend monthly meetings of the athletic directors in the Twin Lakes Conference.
- q. Work with coaches in the hosting of athletic events.
- r. Coordinate the athletic programs at the High School with the programs of the Middle School.
- s. Supervise the issuance of athletic awards and maintain an accurate and current record of all athletic participation and awards issued.

HEAD COACH

1. *QUALIFICATIONS:*

- a. Teaching Certificate as required for each activity.
- b. Coaching Endorsement.
- c. Ability to organize and supervise a total sports program.
- d. Knowledge of the technical aspects of the sport; continues to examine new theories and procedures pertinent to the field.

2. *REPORTS TO:* Activities Director – High School Principal

3. *SUPERVISES:* In several instances the Head Coach must advise, coordinate and support a staff of High School assistant coaches and Middle School coaches in conjunction with the Activities Director and Principal.

4. JOB GOAL:

- a. Help each athlete improve athletic skills.
- b. Help each athlete appreciate the value of self-discipline, sportsmanship and teamwork.
- c. Help each athlete build a higher level of self-esteem.
- d. Encourage large participation.
- e. Compete successfully in the Lakes Conference.

5. GENERAL:

- a. The success of the athletic programs has a strong influence on the community's image of the entire school system. The public exposure is a considerable responsibility and community/parent pressure for a winning performance is taxing, but such pressures must not override the objectives of good sportsmanship and mental health.
- b. It is the intent of this job description to provide sufficient guidelines for the coach to function in their role. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

6. DUTIES AND RESPONSIBILITIES:

- a. Has a thorough knowledge of all the Athletic Policy approved by the Emmetsburg Board of Education and is responsible for its implementation by the entire staff of the sports program.
- b. Has knowledge of existing system, state and league regulations; implements the same consistently and interprets them for staff.
- c. Understand the proper administrative line of command and refer all requests or grievances through proper channels. Also is aware of all public/staff/departamental meetings that require attendance.

7. STAFF RESPONSIBILITIES:

- a. Establish the fundamental philosophy, skills and techniques to be taught by supporting staff. Designs conferences, clinics and staff meetings to insure staff awareness of the overall program.
- b. Train and inform staff; encourage professional growth by encouraging clinic attendance.
- c. Delegates specific duties, supervises implementation, and evaluates all assistance with the Activities Director.
- d. Perform such other duties which may be assigned by the Activities Director and/or Principal.

8. ADMINISTRATIVE DUTIES:

- a. Assist the Activities Director in scheduling, providing transportation and requirements for tournament and special sport specific events.

- b. Assist in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times.
- c. Provide documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility.
- d. Provide proper safeguards for maintenance and protection of assigned equipment sites.
- e. Advise the Activities Director and recommend policy, method or procedural changes.

9. STUDENT RESPONSIBILITIES:

- a. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- b. Give constant attention to a student athlete's grades and conduct.
- c. Provide assistance, guidance and safeguards for each participant by his/her presence at practices, games, and while traveling.
- d. Initiates programs and policies concerning injuries, medical attention and emergencies.
- e. Completes injury reports for all disabling athletic injuries on proper forms and submits to the athletic office within 24 hours.
- f. Directs student managers, assistants and statisticians.
- g. Provide fair, consistent discipline.
- h. Assist athletes as they plan for college or advanced education.

10. FINANCE AND EQUIPMENT

- a. Participate in the budgeting function with the Activities Director by establishing requirements for the next season. Recommend equipment guidelines as to type, style, color or technical specifications.
- b. Accountable for all equipment and collects the cost of any equipment lost or not returned. Arrange for issuing, storing, and reconditioning of equipment and submit annual inventory and current records concerning the same.
- c. Mark and identify all equipment before issuing or storing.
- d. Monitor equipment rooms and coaches' offices; authorize who may enter, issue or requisition equipment.
- e. Permit the athletes to be in authorized areas of the building only at appropriate times.
- f. Examine locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
- g. Secure all doors, lights, windows, and locks before leaving building if custodians are not on duty.
- h. Instill in each player a respect for equipment and schools property through care and proper use.

11. PUBLIC RELATIONS:

- a. Organize parents, coaches, players and guests for preseason meetings.
- b. Promote the sport within the school through recruiting athletes that are not in another sport's program and promote the sport outside the school through news media, or in any other feasible manner.
- c. Responsible for the quality, effectiveness and validity of any oral written release to local media.
- d. Maintain good public relations with news media, Booster Club, parents, officials, volunteers, and fans.
- e. Present information to news media concerning schedules, tournaments, and results.

12. *TERMS OF EMPLOYMENT:* As identified by the Emmetsburg Community Schools Extra Curricular contract. Each athletic season to be established by the Board of Education or designated representative.

13. *EVALUATION:* *Performance will be evaluated by the Activities Director and Principal on a yearly basis.*

ASSISTANT COACH

1. *TITLE:* Assistant Coach (High School and Middle School).
2. *QUALIFICATIONS:* Coaching Authorization.
3. *REPORTS TO:* Head Coach, in conjunction with the Activities Director and respective Principal.
4. *SUPERVISES:* Athletes and team assigned to coach and assume supervisory control over all athletes in the program when such control is needed.
5. *JOB GOAL:*
 - a. Assist each student to improve their athletic skills.
 - b. Help each student appreciate the values of self-discipline, sportsmanship and teamwork.
 - c. Assist each student to build a higher level of self esteem.
 - d. Encourage participation.
 - e. Fulfill the aims and objectives of the sports program as outlined by the head coach.
6. *DUTIES AND RESPONSIBILITIES:*
 - a. Has a thorough knowledge of all the Athletic Policies approved by the Emmetsburg Board of Education and is responsible for its implementation.
 - b. Has knowledge of the existing system, state and league regulations; implements those regulations consistently.

- c. Strives to increase morale and cooperation within the school's athletic program.

7. *ADMINISTRATIVE DUTIES:*

- a. Assist in the necessary preparation for scheduled sporting events or practices and adhere to scheduled facility times. Coordinate program with maintenance and school employees.
- b. Provide documentation to the Activities Director to fulfill state and system requirements concerning physical examinations, parent consent and eligibility.
- c. Provide proper safeguards for maintenance and protection of assigned equipment sites.

8. *STUDENT RESPONSIBILITIES:*

- a. Provide training rules and any other unique regulations of the sport to each athlete who is considered a participant.
- b. Provide assistance and guidance to and safeguards for each participant at practices, games, and while traveling by being present.
- c. Direct student managers and statisticians on respective teams.
- d. Provide fair and consistent discipline.

9. *EQUIPMENT AND FACILITIES:*

- a. Accountable to the head Coach for all equipment. Collect the cost of any equipment lost or not returned. Arrange for issuing and storing of equipment and submit an annual inventory.
- b. Recommend to the Activities Director budgetary items for next year in his area of the program.
- c. Monitor equipment rooms and coaches' offices and authorize who may enter.
- d. Permit the athletes to be in authorized areas of the building only at the appropriate times.
- e. Examine locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
- f. Secure all doors, lights, windows, and locks before leaving the building if custodians are not on duty.
- g. Instill in each athlete a respect for equipment and school property through its care and proper use.

10. *PROGRAM RESPONSIBILITIES:*

- a. Assist the Head Coach in carrying out responsibilities.
- b. Make press releases and school announcements.
- c. Instruct team members as to changes in the rules and teach fundamentals of the sport as outlined by the Head Coach.
- d. Maintain a record of team statistics (for both Head Coach and Activities Director).
- e. Work within the basic framework and philosophy of the Head Coach of that sport.

- f. Attend all staff meetings and carry out scouting assignments as outlined by the Head Coach.
- g. Arrive early enough before practice, contests, and meetings to adequately prepare and remain long enough afterwards to help players with problems or to become involved in staff discussions.
- h. Help in the planning and implementation of both in-season and out of season conditioning and weight programs.
- i. Refrain from criticizing, admonishing or arguing with the Head Coach or any staff member within ears or eyes of players and parents.
- j. Strive to improve skills by attending clinics and using resources made available by the Head Coach.
- k. Attend most of the contests, when possible, of other teams in the program.
- l. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

11. TERMS OF EMPLOYMENT: As identified by the Emmetsburg Community Schools Extra Curricular contract. Each athletic season to be established by the Board of Education or designated representative.

12. EVALUATION: Performance will be evaluated by the Activities Director and Principal on a yearly basis.

VOLUNTEER COACH/TEACHER AIDES

Periodically the question is asked about the use of volunteer coaches, athletic aides and paid non-certified coaches. The guidelines listed below are based on information received from the Iowa Department of Education.

1. A person (aide or volunteer) not having proper certification for coaching may not in any way instruct or coach.
2. Aides may not be engaged in diagnosis, prescription, evaluation or direction of student learning on the athletic field or at practice sessions.
3. Student teachers who have been assigned by the college or university coordinator to coach as part of their learning experience may coach under the supervision of the cooperating coach.
4. College students who are serving as approved coaching practicum and have been properly assigned though the college or university may coach.
5. Volunteer certified coaches may be used at the discretion of the individual school. A copy of that coach's teaching certificate must be on file with the Superintendent's office.
6. School administrators, approved coaches and teachers who improperly assign educational aides or volunteers to duties reserved for certified personnel subject themselves and their teaching certification to discipline under the rules of the Iowa Department of Education (suspension or revocation of certificate).
7. Schools can be held liable under the Code of Iowa for acts and omissions of persons acting in the capacity of educational aides whether or not those persons are paid.

PROCEDURES AND RESPONSIBILITIES

ATHLETIC LETTER AWARDS

GENERAL REQUIREMENTS:

At the beginning of each athletic season, the coach shall fully explain the requirements for earning an athletic award. Generally speaking, each athlete must have fulfilled the following criteria to receive an award.

1. Must have been of good character, maintained loyalty to the school and observed the school standards of sportsmanship and citizenship.
2. Must have demonstrated cooperation in every way with other team members and the coaching staff.
3. Must have observed all training rules established by the coaches.
4. Must have maintained a passing grade in four full credit subjects during participation.
5. Must have checked back in all athletic equipment.
6. Must practice regularly and train consistently.
7. Must be in good standing as prescribed by the I.H.S.A.A. or I.G.H.S.A.U. and the Student Policies of the Emmetsburg Board of Education.
8. Must have completed the season unless prevented from doing so by injury or other special circumstances. The Coach and Activities Director can then consider a waiver of this clause.
9. Must be eligible through varsity competition at the high school.
10. Must meet individual requirements of each sport. A waiver may be granted for special circumstances.
11. Any athlete who has been out of an individual sport for three years at the high school will qualify for an award if all general requirements are met and with the approval of the coach.
12. Must have the recommendation of the coach.

SPECIAL REQUIREMENTS:

In addition to the general requirements which have been stated, each sport has special criteria which must be met by the athlete for awards:

1. Baseball: Appear in half of the regular scheduled varsity games.
2. Basketball: Appear in as many quarters as total games during the season. Special consideration may be given to a player who advances to the varsity during the season, makes a contribution, but does not qualify because of quarters played.
3. Cross-Country: Run in three-fourths of the varsity meets with competitive results that count as points toward the team score.
4. Football: Participate in as many quarters as total ball games during the season. Special consideration will be given to a player who makes a major contribution to the team with effort at

practice and games, but does not qualify because of quarters played.

5. Golf: Letters are awarded in boys' golf according to a point system where individuals are awarded 6 points for each varsity meet that they qualify for. If the individual's score is used in the final point tally, he is awarded 2 more points toward a letter. If the golfer is the varsity meet medalist, he is awarded 2 more points; and if he is the team medalist, he is awarded one more point toward a letter.

As in all other sports, the junior varsity is to prepare for the varsity level of competition. If a golfer improves throughout the season even though he or she hasn't qualified for all of the varsity meets, he/she should still have the opportunity to receive a letter. Therefore Junior Varsity golfers receive points toward a letter in hopes that they will make the varsity level by tournament time and thus have enough points to get a letter. Junior Varsity golfers receive: 4 points for making the Junior Varsity team, 2 points if their score is used in our point total, 2 points if they are Junior Varsity meet medalist, and one point if they are team medalist.

6. Softball: Appear in half of the regular scheduled varsity games.
7. Track: Participate in track meets as the #1 performer in an event. If two or more participants score points in a major meet both performers may be recognized (coaches discretion).
8. Volleyball: Participate in half of the volleyball matches. Special consideration will be given to a player who makes a major contribution to the team with effort at practice and matches, but does not qualify because of matches played.
9. Wrestling: Wrestle in half of the varsity meets, or other special circumstances. Place in the state tournament. Score 25 varsity team points.

LETTER DESCRIPTION: "E"

1. All letters shall be 8" chenille.
2. A certificate shall be awarded in conjunction with the letter.
3. Pins will be awarded along with 8" chenille "E", bars awarded for repeat letter winners.

AWARDS FOR REPEAT LETTER WINNERS:

1. A letter winner will be awarded the letter the first time that it is earned.
2. A certificate will be presented in lieu of any letter earned after the first letter award is presented.
3. If a letter winner wears out their first letter, they may have it replaced if another letter has been earned. A new letter will be issued when the old letter is returned.

NUMERALS:

Numerals will be awarded to athletes who complete the first sport they participate in at the high school level.

BOOSTER CLUB

This is an organization of a group of parents and interested fans with the goal of helping the athletic program.

Officers are elected in accordance with a constitution to carry on the activities of the club. Coaches are encouraged to work closely with the club to promote good will and public relations.

It is the desire of the Emmetsburg Community schools to work with the Booster Club for the support of all the athletic programs in the school.

Coaches are required to work through the administration before approaching Booster Club for special needs.

BUS TRIPS

1. Athletes are expected to conduct themselves so that they will be considered "good-will ambassadors" of Emmetsburg.
2. All athletes will return by team bus or car unless previously agreed upon by the parents and coach.
3. Athletes will be dressed neatly and appropriately for athletic trips.
4. Buses are to be cleaned after returning from trips.

CHANGING SPORTS

Athletes will be permitted to transfer from one sport to another sport which occurs during the same season only upon consent of the coaches of both sports and with the approval of the Activities Director.

CHURCH NIGHT

Wednesday night has been designated as Church Night in the Emmetsburg Community. All practice sessions, contests and performances are to end prior to 6:00 p.m. on that night. An exception will be made for participation in I.H.S.A.A. and I.G.H.S.A.U. meets and tournaments that are scheduled on that night.

CLINICS AND TOURNAMENTS

Requests for absence to attend coaching clinics and state meets or tournaments shall be submitted to your principal via the Activities Director at least seven days prior to the requested absence. If approved, the District will pay the clinic fees for the head coach and one assistant coach each year to attend a coaching clinic, as well as, following the Travel Expense Guidelines and Reimbursement as identified in the Business Procedures Manual. The District will provide transportation to the approved clinic. In addition, the District will provide up to \$100 for an additional coach to attend a clinic. All costs for this additional coach to attend, that exceeds \$100, will be the responsibility of that coach.

Coaches, who are paid staff, will be permitted to attend the state tournament or meet for the sport in which they coach on years they as a team/individual do not qualify. When necessary, a maximum of one day of school may be missed for attendance at state tournaments or meets and may be submitted as Professional Leave. The District will provide a substitute for the approved day. The District will “not provide” lodging or meal stipends when attending a state tournament or meet. The District will provide transportation to the approved state tournament or meet.

COACHES EVALUATION

Each head coach will be evaluated by the Activities Director for each sport. A conference will be held for head coaches. Assistant coaches will be evaluated by the Activities Director and Head Coach for each sport. Assistant coaches can request a conference. Activities Director and coaches will sign and date the evaluation form. The evaluation will be submitted to the superintendent’s office and placed on file.

COACHING STAFF MEETINGS

The head coach at the high school may request meetings as necessary of coaches in the system who will be involved in that sport. The head coach may request that their theories, philosophy, and “style of play” be incorporated at all levels of competition. The head coach will provide the necessary in-service.

DEAD WEEK (Winter Break)

The dead week is to run seven (7) consecutive days starting after the last day of school or the last contest, whichever comes last before the holiday break. Note: This starts after the last day not inclusive of the last day of school. Practice and/or a contest may be held on the last day of school, but if school is dismissed early it may not count as the first day of dead week.

STATEWIDE DEAD WEEK:

The State Athletic Associations have implemented a statewide mandatory Family Week/Non-Contact period. Athletes and coaches may have no contact for any reason during this dedicated time. Coaches must follow this policy and need to make sure they are aware of when this week is each year. Please make sure that camps, open gyms, and any other events are scheduled around this time period.

DRESS AND GROOMING

While representing Emmetsburg Community School, the athlete is expected to maintain a well groomed appearance. Individual coaches may require specific attire for out-of-town trips.

EARLY SCHOOL DISMISSAL FOR CONTEST

Because of distance involved and/or time of event, it will be necessary at times to dismiss athletes from classes early. Coaches are to keep in mind that these students still have classroom obligations and that the teacher plans at least a week in advance. The head coach at each level of competition should observe the following:

1. Consult the activities director as to the need of an early dismissal and as to the time of dismissal.
2. If early dismissal is approved, the principal may require that a squad list be presented to each teacher in the building indicating the names of the students that will be dismissed early from classes for the contest. Consult your principal as to the form that this list shall take.
3. The list should be presented to the principal early enough so that it can be prepared and be in the hands of teachers at least three days prior to the trip.
4. Emphasize to the athletes that the work must be made up as required by the teachers. Some may require the work prior to the trip or at the first class meeting following the trip.

ELIGIBILITY

Eligibility is often a complex matter and difficult for students and parents to understand. As coaches we must know the guidelines to participation in sports. Some rules are local district rules and some are set by the IHSAA and IGHS AU. Refer to the Emmetsburg Community Schools Student Handbook for the local district policy.

Following is a list of those factors which lead to loss of eligibility:

1. If the athlete does not have a doctor's certificate of physical fitness issued within the present

school year.

2. If the athlete is 20 years of age or older.
3. If the athlete has attended high school (grades 9-12) for more than 8 semesters.
4. If the athlete did not pass successfully four full credit subjects during the immediate preceding semester or if the athlete is not passing in four full credit courses during the current semester.
5. If the athlete has ever received any money, expense, or otherwise, for participation in an athletic event.
6. If the athlete has competed during the school year on an athletic team other than the school team without the previously written consent of the school administrator.
7. If the athlete has trained with or has been a member of a college team or has participated in a college contest.
8. If the athlete's habits and conduct, both in school and out, are such as to make the athlete unworthy to represent the ideals and standards of the school.

ATHLETES CARE OF EQUIPMENT

1. A padlock and locker will be issued to all athletes in season. Personal gear will be kept locked in a locker at all times when not in use.
2. All items of personal gear will be checked out to the student and a record kept. All equipment will be checked in at the end of the season. Any equipment lost or damaged by negligence must be paid for by the athlete. The price will be determined by the coach and Activities Director. If an athlete drops from the team, the athlete should check their gear at that time.
3. A uniform fee will be charged for each sport.
4. Athletes will be asked to assist with the handling of athletic equipment after they have returned from out-of-town contests.
5. At times there may be other equipment in the area that is being used for practice. That equipment is not to be abused or misused.

COACHES CARE OF EQUIPMENT

1. Coaches are responsible for the proper use and care of all equipment and facilities. This ultimate responsibility cannot be delegated to student managers.
2. All school athletic equipment is to be issued for use only at practices and scheduled events. A record should be kept of all equipment issued to each student and that participant should be held accountable for its return at the end of the season.
3. The head coach or a delegated coach is responsible for securing all athletic equipment and facilities at the end of each session.
4. Only coaches or student managers are to enter the equipment cage.
5. Coaches are not to loan their building keys or other school keys to students or athletes. The

student manager may require the use of some keys but is not to keep those keys on them.

COACHES USE OF EQUIPMENT

1. Any school-furnished equipment shall be used for the purpose intended, not for personal use.
2. Athletic coaching clothing shall be furnished by the individual.

PURCHASING EQUIPMENT

1. At the completion of each athletic season, the head coach at each level of competition will submit to the activities director an itemized list of all their equipment needs for the next season. The activities director will prescribe the form to be used and this should be presented at the same time as the inventory above.
2. Coaches must take into consideration their present inventory, predicted squad size, cost and need.
3. The activities director will compile a composite inventory and budget request for the entire athletic programs, grades 7-12, and will present it to the administration for approval prior to the end of the school year.
4. The activities director will make all the purchases. Where feasible, bids will be sought. The activities director will consult with the coaching staff as to their needs and desires.
5. Except in extreme emergencies, if an item of equipment is not included on the coach's budget request at the end of the season, it will not be purchased for the next season and will be approved during the season.

ATHLETES CARE OF FACILITIES

1. The training room is to care for and prevent athletic injuries. Athletes will enter this area only if they have a need. A coach or another responsible student must be present when the whirlpool is in use.
2. Gym or basketball shoes only are to be permitted on the gym floor.
3. Students are not to hang or climb on nets, basketball goals, backboards, supports, mats, or bleachers.
4. Students are not to climb on the roof of the school building as it is a bonded metal roof.
5. Students are not to climb over the fence or gates surrounding the athletic area.
6. Football, track, and baseball shoes are not to be worn in the hallways or in the gym. All such shoes should be cleaned or taken off before entering the locker room.
7. Athletes must bring their coats and books with them to the locker room after school if they want them that night. The doors to the classroom wing will be locked at 4:30.

FIRST AID KIT

Coaches are responsible for ensuring that an adequately stocked first aid kit is at the site of every practice and contest. Do not depend on the manager to audit the kit. This task could be delegated to an assistant coach.

PRIOR TO THE FIRST PRACTICE SESSION

It is important that all squad members understand the rules and conditions under which they can participate. All coaches are to discuss the following with their squads at the first official practice session.

1. Academic eligibility requirements.
2. Attendance requirements.
3. Physical examination requirements.
4. Concussion waiver.
5. Insurance or waiver requirements.
6. Athletic laundry fee requirement.
7. Equipment fee requirement.

The building principal requests that the topics listed above be covered thoroughly at the first practice session. The activities director or principal will assist if requested in covering these topics. Students who do not fulfill all requirements may not participate in practice sessions until they have been cleared by the principal.

It is assumed that the head coach will also want to discuss other topics such as training habits and conduct at this time.

FUND RAISING PROJECTS

All fund raising activities conducted by the students and activity sponsors under the Emmetsburg Community School District, and for the purpose of producing revenue or equipment to enhance the various programs, must follow this procedure:

1. Project must have the approval of the activities director and/or building principal.
2. The activity sponsor must submit a written request for authorization to conduct the project. The request should state the means to be used in producing the revenue or equipment and the purpose for which the revenue or equipment will be used.
3. An accurate record of all sales and receipts must be kept.
4. All funds raised through the project and the disbursement of such shall be under the financial control of the school district.

INJURIES

Sound coaching techniques and proper supervision can accomplish much toward preventing serious athletic injuries. When injuries do occur, proper judgment must be exercised. When in doubt, call for a doctor or ambulance. The attending coach is to file an "injury form" in the principal's office within 24 hours of the accident.

No athlete with a serious injury is to participate in practice or contests until approval has been granted by the athlete's doctor.

All athletes are to be instructed to report all injuries to the coach immediately and the coach is to file injury reports in the office.

INSURANCE

Each athlete must carry the insurance which is available through the school or have on file in the Office of the Principal a waiver signed by the athlete's parent or guardian indicating that they do not wish to carry the insurance. This must be done before the student can continue to participate with the squad.

If the student carries the insurance, the premium is to be paid for by the student or parent.

INVENTORY

1. All athletic equipment that was checked out to the athletes is to be checked back in to the head coach at each level of competition.
2. Athletes are to be held accountable for all equipment that they do not return.
3. All equipment must be repaired, cleaned and stored at the end of each activity as directed by the Activities Director.
4. Any equipment which is to be discarded because it is of no more use will first be reported to the Activities Director.
5. A complete inventory of all athletic equipment will be presented to the Activities Director on a form prescribed by the Activities Director within two weeks of the close of the season.

SEASON SUMMARY

At the close of each season, the head coach will submit a summary of the activity to the Activities Director as prescribed. The following information will be required:

1. List of participants
2. List of letter winners
3. Dates and results of all contests

SQUAD LIST

The principal requests that an alphabetical squad list be submitted to the principal's office on the first day of practice. The list will be further checked in regards to all areas of eligibility. The coach will be notified in regards to any athlete who has not met all the necessary requirements for participation and that student must be cleared by the principal prior to further participation.

After this first day of practice, no other student may join the squad and participate until cleared by the principal and the coach so notified of clearance.

STUDENT MANAGERS

The head coach at each level of competition is responsible for appointing as many student managers as needed. Be concerned with the following:

1. Make your selections carefully. Utilize no more than you need but be sure that you have enough.
2. Student managers must meet eligibility requirements.
3. Outline in detail the responsibilities of each student manager such as locker room and custodial duties, issuing and care of equipment, keeping of statistics, and having necessary equipment ready for practice and games.

SUMMER CAMPS

Many successful coaches and programs often begin to plan for the next season at the end of the season just completed. The I.H.S.A.A. and I.G.H.S.A.U. have specific rules in regards to summer camps, summer practices, and the beginning of each season. Coaches are expected to comply with all of these rules.

WINTER WEATHER PROCEDURES

EARLY SCHOOL DISMISSAL: If school is dismissed prior to 3:19 P.M., the afternoon and evening activity practice sessions shall be canceled.

LATE START: If it is announced that the morning school session will begin two hours late, all practice sessions normally scheduled prior to school will also begin two hours late.

NO SCHOOL: If school is canceled for the day and the Emmetsburg area is under a winter weather/blizzard warning, there will be no practices, performances or competitions held on that day.

If school is canceled for the day and the Emmetsburg area is not under a winter weather/blizzard warning, a decision will be made later in the day by the school administration, relative to afternoon and evening performances or practices. ***All practices will take place during the daylight hours to ensure that students will be traveling in the daylight to and from practice.***

*****In the event that the Emmetsburg Community is under a Wind Chill Warning, decisions will be made on an individual basis of whether practices and activities will take place on that day.*****

1. The Activities Director/High School Principal will communicate with the coaches and activity sponsors by Noon on whether or not practice or performance will be permitted.
2. All Practices/performances that occur on a day when we do not have school due to adverse conditions will be for Varsity teams/groups only.
3. All practices will be on a voluntary basis and never required in these situations.

****For the safety of all students and their family members, the facilities of the Emmetsburg Community School District will be closed for all outside events, practice and activities during a winter weather/blizzard warning.***

SUNDAY PRACTICES

No Sunday contests or practices will be scheduled unless required by special circumstances. Requests for approval shall be made to the activities director or principal.

SUPERVISION

At least one coach of the squad should be present prior to the time of practice and before departure time on a trip. The same applies to leave after practice or games. It should be clearly understood which coach has this responsibility on which days. Due to liability never leave any squad members in the athletic area after the last coach leaves. In addition, never leave any squad members in the building if school is not in session.

If a coaches group is the last to use a facility, that coach is to be certain all doors are locked, lights out, equipment put away, showers turned off, locker picked up, towels put away, etc.